

**22/12 National Forest East Circuit**

**Charity registration number: 1133460**

**TRUSTEES' REPORT**  
  
and  
  
**FINANCIAL STATEMENTS**  
  
for the year ended  
  
**31 AUGUST 2024**

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## **Administrative Information**

*(current at the date of the signature on this report)*

### **Circuit Ministers**

Rev Louise Morrissey (Co-Superintendent)  
Rev Phil Snelson (Co-Superintendent)  
Rev Nikki Geeson

### **Children's & Family Worker**

Mrs Claire Claringbull

### **Property Manager**

Mr Steve Rice

### **Circuit Stewards**

Mr David Allsop  
Mrs Jackie Allsop  
Mrs Julie Bromell  
Mrs Sarah Chadwick  
Mr Mark Dale  
Mr Matthew Lee (Treasurer)

### **Circuit Meeting Secretary**

Ms Sue Draper

### **Circuit Administrator**

Mrs Teresa Godwin  
c/o Marlborough Square Methodist Church  
Coalville  
Leicestershire  
LE67 3WD  
e-mail address: nfe.circuit@btconnect.com  
Telephone number 01530 830112

### **Independent Examiner**

Mrs Christine Fox  
5 Windsor Avenue  
Melbourne  
Derby DE73 8FN

# Trustees' Report

## *Governance and Management*

The Circuit is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

The purposes of the Methodist Church are, and shall be deemed to have been since the date of Union, the advancement of:

- a the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church, and
- b any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church, and
- c any charitable purpose for the time being of any society or institution or subsidiary or ancillary to the Methodist Church.

The Circuit is a group of local churches. Circuits combine to form 24 districts in Great Britain. Although there is some autonomy all Methodist organisations in Great Britain are governed by statutes determined by the Methodist Conference and which are published in the Constitution, Practice and Discipline of the Methodist Church ('CPD'). Conference is the supreme body within the church: it delegates much of its authority to the Methodist Council. Both Conference and Council consist of lay and ordained members.

In setting objectives and planning activities, the Circuit Meeting, held three or four times each year, has given careful consideration to the Charity Commission's general guidance on public benefit and, in particular, to its supplementary public benefit guidance on advancing our objectives as set out above.

During the year the Circuit Leadership Team (CLT) - the Circuit Ministerial Staff and Circuit Stewards - met regularly to keep the life of the Circuit under review and to take forward the decisions of the Circuit Meeting.

## **Activities**

**Our mission is:** to bring people into a relationship with God, through Jesus, by the power of the Holy Spirit.

**We want to:** encourage discipleship, enable gifts, and transform individuals, reaching out with God's love to the lost and hurting, whilst seeking to be relevant in our local communities.

**We desire to:** support and be visible at local community activities. We recognise that individuals are at different points in their faith journey, and need to encourage people of all ages to fully participate in the life of the church, enabling our people to reach their full potential in Christ.

**Our policy on leadership and ministry is:** to work as a collaborative team, taking opportunities to work ecumenically. There are formal staff meetings each month, and leadership team meetings at least quarterly.

A five year Mission Plan, updated annually, is shown on the Circuit's website ([www.nfecircuit.org](http://www.nfecircuit.org))

## Organisational Structure

1. Overall control rests with the Methodist Conference
2. The Connexional Office implements decisions made by Conference and is also responsible for the stationing of Ministers in individual Circuits
3. Connexional decisions are passed to the Chair of the District and the appropriate Officers of the District for regional implementation
4. The Districts pass the control down to Circuit level for local implementation by the Superintendent Minister, Ministerial staff, Circuit Stewards and others. Authority can be delegated by the Connexion and District to the Circuit Meeting for certain matters
5. The Circuit Meeting passes control down to Church Councils for local implementation by the Minister, the Church Stewards and other officers. The Church Councils act as Managing Trustees.
6. The Co-Superintendents share responsibility for chairing meetings of the Circuit Leadership Team (CLT) and the Circuit Meeting, which trustees are expected to attend. Policy decisions are taken at the Circuit Meeting which is the supreme body for deciding matters at Circuit Level. Some powers are delegated by the Circuit Meeting to the CLT and other groups.
7. Churches, Circuits and Districts are able to pass matters upwards for consideration, ultimately to the Conference, for consideration and implementation where appropriate.
8. The Methodist Connexional year runs from 1 September to 31 August.

## Charity Registration

The National Forest East Methodist Circuit was created on September 1<sup>st</sup> 2012 when the Castle Donington Circuit joined the Ashby & Coalville Circuit, which was already registered as a charity (registration number 1133460).

The Trustees confirm that they have complied with the duty under the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. Specifically:

- many churches make their premises available to other organisations that need somewhere to meet
- some churches have long term tenants
- uniformed organisations (scouts, cubs, beavers, guides, brownies and rainbows) are affiliated to some of our churches and meet at church premises
- other outreach activities
- raising money for other charities

## Trustees

The following Trustees (some with dual roles) served during the course of the 2023-24 year.  
Records are held of the Trustees in post and attending meetings during the course of the year.

Name	Surname	Representing	Prime Role
David	Allsop	Circuit	circuit steward
Jackie	Allsop	Circuit	circuit steward
Sandra	Bennett	New Sawley	treasurer
Dawn	Bishop	Whitwick	representative
Julie	Bromell	Circuit	circuit steward
Adrian	Buesnel	New Sawley	steward
Linda	Buesnel	New Sawley	representative
Sarah	Chadwick	Circuit	circuit steward
Val	Chadwin	Sutton Bonington	representative
Mark	Dale	Circuit	circuit steward
Tina	Dale	Melbourne	representative
Ron	Davies	Ashby	treasurer
Steve	Draper	Melbourne	representative
Sue	Draper	Circuit	CM secretary
Linda	Francis	Ashby	representative
Pam	Goodenough	Marlborough Square	representative
Liz	Hartley	Sutton Bonington	steward
Katie	Hawkins	Circuit	LWP Secretary
David	Haywood	Circuit	supernumerary minister
John	Hudson	Circuit	supernumerary minister
Christine	Hunt	Marlborough Square	steward
Rosemary	Jameson	Ashby	steward
Kay	Jeffries	Melbourne (@ Weston)	representative
Alan	Jones	Circuit	circuit steward
Irene	Jones	Hugglescote	representative
Angela	Kirk	Castle Donington	representative
Christine	Lee	Melbourne	representative
Matt	Lee	Circuit	circuit treasurer
Natalie	Missenden	Hall Lane	representative
Louise	Morrissey	Circuit	co-superintendent
Elsbeth	Myles	Marlborough Square	treasurer
John	Peace	Whitwick	treasurer
Claire	Pickering	Hugglescote	steward
Sally	Ratcliffe	Circuit	minister
John	Rutter	Castle Donington	representative

Dennis	Smith	Circuit	supernumerary minister
Becky	Snelson	Circuit	safeguarding officer
Phil	Snelson	Circuit	co-superintendent
Ian	Stanton	Hugglescote	treasurer
Gillian	Stent	Hall Lane	representative
John	Stent	Hall Lane	treasurer
Deborah	Stevenson	Melbourne (@ Weston)	representative
Jean	Whitmore	Whitwick	steward
Angela	Wilson	Sutton Bonington	treasurer

## Safeguarding

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The Circuit supports the following statement of principles agreed by the denominations:

Commitment to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults
- The safeguarding and protection of all children, young people and all adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse

Each church in the Circuit is requested to appoint a safeguarding representative and the Circuit appoints a Safeguarding Officer to coordinate policies, practices and training which promotes safe practice amongst children and vulnerable adults.

## Staff Responsibilities & Changes

**Rev. Sally Ratcliffe** became the Superintendent Minister of the Circuit on 1<sup>st</sup> September 2020 and had pastoral care of the churches at Melbourne, Weston, Sutton Bonington and New Sawley. From 2023 the Weston Church merged with the Church at Melbourne. Sally moved to another Circuit on 1<sup>st</sup> September 2024 and pastoral care for these churches was taken over from that date by **Rev. Nikki Geeson**, a Probationer Minister, who has been welcomed with her family to the Circuit.

**Rev. Phil Snelson** joined the Circuit on 1<sup>st</sup> September 2021 and has pastoral care of the following churches: Hugglescote, Hall Lane (Whitwick), Whitwick, and Marlborough Square (Coalville).

**Rev. Louise Morrissey** joined the Circuit in September 2022 and took over pastoral responsibility for Ashby, Moira Centenary, Castle Donington, Ibstock and the Measham Garden Fellowship. The Ibstock Church has since closed

In March 2023 Revd. Ratcliffe's wish to step down from the role of Superintendent was communicated to the Circuit Meeting and it was subsequently agreed that Revds Snelson and Morrissey should become Co-Superintendents.

A number of retired ("supernumerary") ministers live and worship within the Circuit and carry out varying activities on behalf of the Circuit from time to time.

Mrs Claire Claringbull joined the Circuit in February 2017, working 15 hours a week during term time as Worker With Children & Families.

Mrs Teresa Godwin continues to carry out the part-time paid role of Circuit Administrator based in an office rented from the Marlborough Square Church.

Mr Steve Rice was appointed in July 2022 to carry out the role of part-time Property Manager.

## **Risk Management**

Risks faced by the Circuit have been considered by its leadership team. Where appropriate risks are insured – currently with the Methodist Insurance Company. The security and safety of our churches is largely for those churches to determine and to mitigate, taking advice from Circuit Officers and Insurers as appropriate.

All churches and manses are the subject of quinquennial inspections and the reports on each are reviewed by the Circuit as well as the local trustees. Action is taken to reduce the risks of injury to all who have a legitimate purpose to be on those premises.

We have considered the resilience of churches and the risk that they will not meet their assessments. We judge that there are sufficient resources to cover any possible shortfall in the following year.

The Circuit operates within a statutory framework of regulation and seeks to ensure that it follows Methodist standing orders. It relies on the Connexional Office to provide guidance on changes that could affect the Circuit.

## **Trustees' Expenses**

With the exception of the ministerial staff and supernumerary ministers who can claim for travel and administrative expenses, and a very small number of claims for reimbursement of small-value administration costs, members of the Circuit Meeting received neither payment nor reimbursement of their expenses in connection with their function as trustees

## **Trustees' Responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the Circuit's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements, the trustees have:

- selected suitable accounting policies and applied them consistently using the receipts and payments method
- made judgements and estimates that are reasonable and prudent
- followed applicable accounting standards
- prepared the financial statements on a going concern basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Circuit and enable them to ensure that the financial statements comply with the law. They are also responsible for safeguarding the assets of the Circuit and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees have a right to advise the independent examiner of their concerns but none has done so. The CLT concludes, therefore, that there are no issues to be advised to the independent examiner.

## **Financial Arrangements**

The Circuit prepares receipts and payments accounts. They are not a consolidation of the accounts of churches in the Circuit. The Circuit budget is prepared by first anticipating the expenditure for the forthcoming year and then determining how that sum will be raised.

The Circuit adopted the following policy for reserves in the 2023-24 year:

### **Reserves policy for General Funds**

General funds will be used for the day-to-day running expenses of the Circuit and will be supplemented as required by transfers from the Model Trust Fund.

### **Policy for Restricted Funds**

The Circuit Meeting has agreed that a request should be made to close all Trust Funds (other than the Model trust Fund) and transfer the proceeds into general funds. This will save administrative effort and the original purposes of the trusts have largely been forgotten.

### **Terms relating to Endowment Funds & Model Trust Fund held**

Transfers from the Model Trust Fund into the General Fund are required to maintain the current level of activity. The funds are also available to use for new projects or mission initiatives, especially any opportunities which are identified by the New Projects Researcher appointed in September 2023. The reserve level will therefore be maintained at the highest possible level to allow current activity to continue as appropriate for at least 3 more years.

If total reserves fall below £200,00 a further review will be held.

In December 2021 the Circuit donated £50,000 to the Central Pension Reserve Fund. The 2024 Methodist Conference decided that such donations could be returned following a review of Pension Funding so the amount given was returned to the Circuit's Model Trust Fund on 1<sup>st</sup> August 2024 with additional interest of £4,279.58

## **Capital Assets**

The proceeds of sale of the premises of any Methodist Church or manse within the Circuit is generally credited to the Circuit. There is, however, a substantial levy paid to the Connexion (the Methodist Church in GB) so not all of the proceeds are received by the Circuit.

During the course of the year the Circuit received proceeds from the sale of the church buildings at Ibstock.

The Circuit continues to own a house in Castle Donington, formerly a manse, which is let out through letting agents.



The Circuit took over responsibility for the Castle Donington Church when the decision was made to stop using the buildings and the congregation moved to rented premises for Sunday worship. The Church buildings were subsequently sold in November 2024.

## Funding of the Circuit's Costs

This is achieved primarily by making an assessment on each church within the Circuit. If any church closes that church's assessment ceases to be paid to the Circuit. The Circuit's costs – principally the stipends and housing costs of the ministers – would continue and there would be a need to draw on reserves to meet the shortfall in income.

## Annual costs

The Circuit believes that it should ensure that it has income and reserves sufficient to cover the stipends and manse costs of three ministers. The costs of other paid staff are currently met from reserves.

## Approvals

This Financial Statements of the Circuit were approved by the Circuit Meeting held on 19 September 2024, subject to inspection by the independent examiner. The examiner signed the Financial Statements on 5 January 2025 to confirm she had completed the inspection satisfactorily. The written report was approved at the Circuit Meeting held on 12 March 2025.

Signed on behalf of the Trustees



Co-Superintendent Minister



Treasurer

Date

12/3/25

Date

12.3.25

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

National Forest East	Circuit
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**FOR THE YEAR ENDED  
31 August 2024**

Nottingham & Derby	District	Circuit no	22/12
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**Registered Charity - Charity Registration number**

1133460

If not a registered charity **His Majesty's Revenue and Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242 )

**Ministers:**

Revd. Nikki Geeson
Revd. Louise Morrissey (Co-Superintendent)
Revd. Phil Snelson (Co-Superintendent)

**Circuit Stewards:**

Julie Bromell
Sarah Chadwick
Mark Dale
Alan Jones
David Allsop
Jackie Allsop

**Treasurer:**

Matthew Lee
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SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
a1	<b>RECEIPTS</b>					
a2	Assessment/Share	137,481			<b>137,481</b>	<b>151,085</b>
a3	Capital receipts		167,691		<b>167,691</b>	<b>1,173,424</b>
a4	Bank and CFB interest and Investment income	5,342	46,357		<b>51,699</b>	<b>23,930</b>
a5	Return of gift to pension reserve fund with interest		54,280		<b>54,280</b>	
a6	Other receipts	28,951		1,795	<b>30,746</b>	<b>55,854</b>
a7	<b>TOTAL RECEIPTS</b>	<b>171,773</b>	<b>268,327</b>	<b>1,795</b>	<b>441,895 (a8)</b>	<b>1,404,293</b>

SECTION B						
b1	<b>PAYMENTS</b>					
b2	Stipends, salaries, NIC, Pension and travel costs	166,412			<b>166,412</b>	<b>169,525</b>
b3	Manse Costs	16,028			<b>16,028</b>	<b>12,528</b>
b4	Administration etc	7,631		84	<b>7,715</b>	<b>7,890</b>
b5	District Assessment	54,924			<b>54,924</b>	<b>52,608</b>
b6	Grants & donations	128,358			<b>128,358</b>	<b>36,524</b>
b7						
b8	Other payments	24,012	100,090		<b>124,102</b>	<b>367,513</b>
b9	<b>TOTAL PAYMENTS</b>	<b>397,364</b>	<b>100,090</b>	<b>84</b>	<b>497,538 (b9)</b>	<b>646,587</b>

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a7-b9)	(225,591)	168,237	1,711	(55,643)	757,706
c2	Total funds brought forward from last year		180,745	844,747	28,279	1,053,770 (c6)	296,064
c3	Sub total	(c1+c2)	(44,846)	1,012,984	29,990	998,128	1,053,770
c4	Transfers and adjustments		184,490	(154,500)	(29,990)	(c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	139,644	858,484	(0)	998,128 (c8)	1,053,770

SECTION D						
d	<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts should not be included in total receipts/payments above)</b>					
d1	Balance brought forward from last year					
d2	Offerings/Gifts - received for external organisations				2,372	3,291
d3	Offerings/Gifts - passed to external organisations				2,372	3,291
d4	<b>BALANCE STILL TO BE PAID (d1 + d2 - d3)</b>					

**SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATION REPORTING TO THE CIRCUIT MEETING****SECTION E** Please follow the Guidance Notes to complete this page

Summary of the Circuit accounts for the year ended 31 August 2024 and Internal Organisations reporting to the Circuit Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross receipts and payments totals of the Circuit. If gross income exceeds the Accruals threshold of £250,000, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the Circuit and connected Circuit Organisations.

INTERNAL ORGANISATIONS	Receipts		Payments		Net Receipts/ Payments	Adjustments	Opening balances		Closing balances
Sub total of Internal Organisations funds								(e11)	
Circuit accounts (totals brought forward from page 2 - totals column)	441,895	(a8)	497,538	(b9)	(55,643)	(c7)	1,053,770	(c6)	998,128
<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>441,895</b>		<b>497,538</b>		<b>(55,643)</b>		<b>1,053,770</b>	<b>(x)</b>	<b>998,128</b>
Continue on a separate sheet if necessary and bring the totals forward	<b>TOTAL RECEIPTS</b>		<b>TOTAL PAYMENTS</b>						

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2023**

	OPENING BALANCES		CLOSING BALANCES	
Cash in hand				
Bank Current Accounts	5,733		6,167	
Bank Deposit Account				
Central Finance Board	175,012		133,477	
Trustees for Methodist Church Purposes	873,026		858,484	
Other funds				
<b>SUB TOTAL</b>	<b>1,053,770</b>	<b>(c6)</b>	<b>998,128</b>	
Total funds held by Internal Organisations (the closing balance totals above) (e12)		<b>(e11)</b>		
<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>1,053,770</b>	<b>(x)</b>	<b>998,128</b>	

**SECTION G****OTHER ASSETS and LIABILITIES**

	At 1 September 2023	At 31 August 2024
Investments (include Endowments)		
Land and Buildings (see notes re Insurance value)	11,559,812	11,000,277
Other Assets	252,177	175,000
Loan(s) - show amount outstanding at year end		10,111
Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only CFB Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trust accounts this is inserted in line f5)

### Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer  Date: 1st November 2024

Name and address of treasurer: 80 Derby Road, Melbourne, Derby DE73 8FL

### Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2024 were presented to the Circuit meeting, subject to independent examination, held on 19th September 2024

Signature of the Chair of the meeting 

Name of the Chair of the meeting P. K. SNELSON Date 14/1/25

### Independent Examiner's Report to the Trustees of the Circuit

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the National Forest East Circuit for the year ended 31 August 2024 set out on pages 2 and 3. As the Circuit's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Circuit's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I have/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner 

Name of independent examiner Christine Fox

Relevant professional qualification of independent examiner Retired Accountant

Name of firm (where appropriate) n/a

Address 5 Windsor Avenue, Melbourne, Derby DE73 8FN

Date 5.1.2025

\* delete or circle as appropriate