



# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 9 2019	To	31 8 2020

## Section A Reference and administration details

**Charity name** Lichfield Methodist Church

**Other names charity is known by**

**Registered charity number (if any)** 1134083

**Charity's principal address** Backcester Lane

Lichfield

Staffordshire

**Postcode**

**WS13 6JH**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Roger Baker	Minister (chair)		Ex-officio
2	Gill Woolf	Lay Worker		Ex-officio Church Council
3	Barbara Barker	Steward		General Church Meeting
4	Annette Phillips	Steward		General Church Meeting
5	Ann Newell	Steward	Sept 2019 - 31.3.2020	General Church Meeting
6	Howard Thompson	Steward	Sept – Nov 2019	General Church Meeting
7	Cathy Ackroyd	Steward		General Church Meeting
8	Tina Hayes	Steward		General Church Meeting
9	Jon Woolf	Steward Outreach & Mission Group Co-ordinator		General Church Meeting Church Council
10	Rene Lamisere	Steward	Sept 2019 - 31.3.2020	Stewards Team/Church Council
11	Jean Oliphant	Treasurer		Church Council
12	Chris McDermott	CC Secretary		Church Council
13	Sue Coley	Pastoral Secretary	Sept - 17 Oct 2019	Church Council
14	Kesiamewe Lesolle (Pat Lobelo)	Pastoral Secretary	17.10.2019 –31.8.2020	Church Council
15	Kath Leckey	Circuit Steward		Ex-officio
16	Carole Hicks	Safeguarding		Church Council
17	Kath Peat	Catering Committee		Church Council
18	Richard Coleman	F & P Committee		Church Council
19	Elaine Hooper	Circuit MHRA rep		Church Council
20	Don Male	Family Committee	Sept –17.10.2019	Church Council
21	Mathew Bates	Finance & Property Committee		Church Council

22	Alison Statham	Pastoral Committee		Church Council
23	John Yates	Tamworth House Treasurer		Church Council
24	Anne Westoby	Supt Trailblazers		Church Council
25	Susan Hambly	Worship Consultation		Church Council
26	Keith Watterson	Booking Secretary		General Church Meeting Church Council
27	Peter Walker	GCM Rep		General Church Meeting
28	Nigel Harding	GCM Rep		General Church Meeting
29	Paul McDermott	GCM Rep		General Church Meeting
30	David Parker	GCM Rep		General Church Meeting
31	Gill Silverwood	GCM Rep		General Church Meeting
32	Anthea Hockney	GCM Rep		General Church Meeting
33	Michael Newell	GCM Rep		General Church Meeting
34	Diana Pearson	GCM Rep Ecumenical Affairs		General Church Meeting General Church Meeting
35	David Shaw	GCM Rep		General Church Meeting
36	Anne Brown	GCM Rep		General Church Meeting
37	Jane Parker	GCM Rep		General Church Meeting

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>
The Trustees for Methodist Church Purposes	
(Custodian Trustee)	

**Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

**Name of chief executive or names of senior staff members (Optional information)**

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## **Section B                      Structure, governance and management**

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Union (1932) Methodist Church Act (1976)
How the charity is constituted (eg. trust, association, company)	Act of Parliament
Trustee selection methods (eg. appointed by, elected by)	Appointed by Church Council / General Church Meeting / some ex-officio

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

### Training

- Range of guidance produced by Methodist Connexion available to all trustees on line
- Charity Commission Guidance CC3 'The Essential Trustee' given to each existing trustee (Dec 2015) and to be given as a matter of course to new trustees

### Structure

- Part of Tamworth & Lichfield Circuit
- Accountable to the Methodist Conference

### Risks

- Discussed by Church Council
- Take professional advice as required
- Adopted Safeguarding Policy

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

Set out in the Methodist Church Act 1976

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 discipline of The Methodist Church;
- b) Any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of The Methodist Church;
- c) Any charitable purpose for the time being of any society or institution subsidiary or ancillary to The Methodist Church;
- d) Any purpose for the time being of any charity being a charity subsidiary or ancillary to The Methodist Church.

The Church is part of a Circuit quarterly preaching plan to ensure regular acts of worship take place. These are open to all people, without charge.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

Local Churches, Circuits and Districts are not defined as (external) grantmaking bodies

The main part of our church activities is undertaken by lay persons (volunteers)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Summary of the main achievements of the charity during the year

NB The church's activities were disrupted March 2020 onwards due to the lockdown & social distancing required by the Govt in association with the Covid 19 virus pandemic. Worship in the church building ceased as did all group activities and the use of the building by outside hirers. Use was made of various social media sites, the internet and platforms like Zoom to present virtual Acts of Worship, Men's Breakfast meeting, activities for Sunday Youth (Participate & Youth Fellowship), Boys Brigade and other groups.

Up until March 2020 the following activities took place

Ongoing Church Activities – the Church continues to run numerous groups including Trailblazers, Youth Fellowship, Boys Brigade, Brownie Groups, Tiddlers Toddlers, various Bible Study Groups, MWiB (Womens Network), Ladies Lunch Club, Wesley Guild, Music Group, Men's Lunch Club and Focus Group. A Mens Breakfast is held on a number of Saturdays for those who work, especially those with younger families.

PARTICIPATE! – a (non-denominational) club for all set up in June 2015 for 9-14year olds continues to share food, have fun and find out more about Jesus through games, music, video clips, bible studies and discussions every 1st and 3rd Sunday in the month during term time. In Nov 2019 members of the group attended 3Generate. Members of the Youth Fellowship attend a monthly youth event at Whitemore Lakes.

Lighthouse – was started at the beginning of 2020 but put on hold due to the pandemic. A new venture to provide a family friendly session with a biblical theme especially for families with young children at the same time as the 10.30 church service.

Church members continue to assist with Late Night Listeners, a local initiative to provide care and support to City revellers on Friday and Saturday evenings by providing hot drinks, flip flops and a listening ear. Members of the church through Churches Together in Lichfield continue to be involved in helping at a foodbank in the city.

The Church has a vibrant and thriving congregation with diverse worship styles and an extensive pastoral system. Some services are recorded for the benefit of those unable to attend the church personally.

Newcomers' teas are held to welcome people new to the church.

This is a dementia friendly church signed up to the Dementia Action Alliance.

The church now hosts a weekly Memory Café run by the organisation Home Instead.

Following on from the Church Health Review it has been decided to concentrate on developing the prayer life of the church; improvements in the way of welcoming new people; continuing work with the bible study / house groups. The appointment of a family/youth worker is still under review.

There is an organised Mission Outreach programme including the Coffee Shop. The Church considered issues connected with the Circuit's project of establishing a Policy for Mission & Growth. In 2017 A new Outreach & Mission Co-ordinating Group was set up to encourage and facilitate the whole church to engage in mission and make new disciples by supporting the established Groups, the activities of the Coffee Shop and to consider new forms of outreach. A prayer tent was located in Lichfield shopping centre over a weekend in September 2019 as part of the Church Without Walls initiative. An organised litter pick by members of the church was carried out in various parts of the City.

Funds have been raised for Methodist World Mission, Mission in Britain Fund, JMA & various other charities including throughout the year.

Some of the profits from the coffee shop are used to support local and national charities. A MacMillan Coffee Morning was held in Sept 2019. Members of the church contributed shoeboxes to the annual Christmas Appeal by Team4U. Fund raising has taken place through the 2019 Christmas Fayre open to public.



## Section E Financial review

### Brief statement of the charity's policy on reserves

Funds are retained to meet the annual assessment costs and premises costs along with employment costs.  
Organise regular fundraising events  
Finance Committee meets in the year and reports to Church Council

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sources of Funds:-  
Weekly offerings, Tax Recoveries, Donations, Fundraising Events  
Rental income from property owned by the church

## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rev Roger Allan Baker	Mrs Anthea Joan Hockney
Position (eg Secretary, Chair, etc)	Chair	Authorised Trustee
Date	23/05/2021	

**CHURCH  
RECEIPTS AND PAYMENTS  
ACCOUNTS**

**THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS**

<b>Lichfield Methodist</b>	<b>Church</b>
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FOR THE YEAR ENDED

31 August 2020

<b>Tamworth &amp; Lichfield</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>5/9</b>
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**Registered Charity - Charity Registration number**

1134083

If not a registered charity **Her 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)

Minister:

Rev'd Roger Baker
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Church Stewards:

Barbara Barker
Annette Phillips
Cathy Ackroyd
Tina Hayes
Jon Woolf

Treasurer:

Jean Oliphant
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ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

Lichfield Methodist Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	106,571		106,571	105,944
a3	Bank and CFB interest and Investment income	398		398	375
a4	Lettings	47,803		47,803	56,211
a5	Other receipts	20,674		20,674	15,952
a6	<b>TOTAL RECEIPTS</b>	<b>175,446</b>		<b>175,446 (a7)</b>	<b>178,482</b>
SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	96,566		96,566	92,522
b3	Donations	3,067		3,067	5,851
b4	Repairs and Maintenance	16,359		16,359	54,997
b5	Utilities (Insurances, water charges, heating & lighting)	14,343		14,343	16,925
b6					
b7	Other payments	8,713		8,713	13,207
b8	<b>TOTAL PAYMENTS</b>	<b>139,048</b>		<b>139,048 (b9)</b>	<b>183,502</b>
SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>36,398</b>	<b>36,398</b>	<b>(5,020)</b>
c2	Total funds brought forward from last year	112,343		112,343 (c6)	117,363
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>148,741</b>	<b>148,741</b>	<b>112,343</b>
c4	Transfers and adjustments				(c7)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>148,741</b>	<b>148,741 (c8)</b>	<b>112,343 (c6)</b>
SECTION D					
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>					
d	(these amounts are not to be included in total receipts/payments figures above)		£		£
d1	Balance brought forward from last year		208		1,393
d2	Offerings/Gifts - received for external organisations		3,551		3,102
d3	Offerings/Gifts - passed to external organisations		3,511		4,287
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>248</b>		<b>208</b>

**SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL****SECTION E** Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2020 and Internal Organisations reporting to the Church Council/Church 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 income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, 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 District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Boys Brigade	1,368	1,347	21		1,557	1,578
e2 Toddlers	1,055	1,110	(55)		115	60
e3 Catering	9,336	10,240	(904)		7,165	6,261
e4 Wesley Guild	381	440	(59)		365	306
e5 Women's Fellowship	1,954	1,662	292		1,028	1,320
e6 Youth Club					466	466
e7						
e8 Sub total of Internal Organisations funds	14,094	14,799	(705)		10,696 (e11)	9,991 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	175,446 (a7)	139,048 (b9)	36,398	(c7)	112,343 (c6)	148,741 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	189,540	153,847	35,693		123,039 (x)	158,732 (y)
TOTAL RECEIPTS		TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES**

CHURCH - CASH FUNDS HELD at 31 August 2020	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	71	42
f2 Bank Current Account	38,551	67,628
f3 Bank Deposit Account	31,264	38,731
f4 Central Finance Board	1,613	1,226
f5 Trustees for Methodist Church Purposes	40,844	41,114
f6 Other funds		
f7 SUB TOTAL - Church accounts	112,343 (c6)	148,741 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	10,696 (e11)	9,991 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	123,039 (x)	158,732 (y)

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

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	4,282,546	4,309,463
g3 Other Assets		
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of Church Lichfield Methodist Church..... No 05/09.....

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer ..... J S Oliphant ..... Date..... 05.03.21 .....

Name and address of treasurer Mrs Jean Oliphant, 29 Mary Slater Road, Lichfield, WS13 6FG

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2020 were presented to the meeting of the Church trustees held on 8 October 2020

Signature of the Chair of the meeting ..... Roger W. Baker .....

Name of the Chair of the meeting Revd Roger Baker..... Date 6/3/21 .....

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

### Lichfield Methodist Church

Charity Number 1134083

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Lichfield Methodist Church for the year ended 31 August 2020 set out on pages 2 to 3. As the Church'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 Church'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.

Name of Church Lichfield Methodist Church No 05/09

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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 J H Willis

Relevant professional qualification of independent examiner Chartered accountant

Name of firm (where appropriate) N/A

Address 134 Beacon Park Village, Lower Sandford Street, Lichfield WS13 6JZ

Date .....

5/3/2021

Name of Church Lichfield Methodist Church No 05/09

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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 J H Willis

Relevant professional qualification of independent examiner Chartered accountant

Name of firm (where appropriate) N/A

Address 134 Beacon Park Village, Lower Sandford Street, Lichfield WS13 6JZ

Date .....

5/3/2021