

**THE METHODIST CHURCH
CENTRAL NORFOLK CIRCUIT.**

Registered Charity No 1134271

**Trustees Annual Report and Financial Statements
for the year ended 31st August 2020.**

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LEGAL AND ADMINISTRATIVE DETAILS

Trustees of Central Norfolk

The Trustees are appointed according to the constitution of the Methodist Church (see page 5).

The following Trustees have served during the period covered by this report:

Superintendent Minister: Revd Jacqueline Horton

Ministers: Revd Cliff Shanganya, Revd Elizabeth Trinder, Revd Elizabeth Jolly
Revd Rosemary Wakelin, Revd Barbara Winner

Circuit Stewards: Pippa Cook, Aileen Fox, John Hull, Jill Skinner, Geraldine Allen

Trustees for the period 1st September 2019 – 31st August 2020

Church Steward	Dates (if not full year)	Treasurer	Dates (if not full year)	Representative	Dates (if not full year)
Ian Spooner		Wendy Hull		Ann Pope	
Samantha Parfitt		Ruth Southerland		Olwyn Brough	
Peter Gwatkin		Sylvia Meredith		Jacky Woor	
David Yarham		Hazel Yarham		Ann Morgan	
Roger Fulcher		Beryl Ewin		David Ewin	
Pat Hall		Peter Saunders		Pauline Baldry	
Heather Parle		Anne Richmond		Eileen Kittell	
Joselyn Bunting		Roy Towler	Until 29/9/2019	Tony Hey	
Stephen Lynn		Veronica Little		Sheila Lynn	
Andrew Durrant		Fred Garner		Malcolm Hunt	
Maggie Blundell		Diana Pengelley		Geraldine Allen	
Sally Martin		Avril Temple		Freda Banyard	
Margaret Pomery		Helen Dye		Ann Silvey	
Bert Etherington		Malcolm Cook		Mandy Etherington	
Jo Trick		Sarah Rodgers		Vera Dye	
Derek Lee		Bryan Plumbly		Jean Nield	
Ailsa Warburton		Joyce Gathercole			
Thelma Davey		Paul Nettleship		Barbara Slattery	
Elsie Warby		Sadie Spalding		Martin Neave	
Cynthia Howlett		Lewis Pearson		Marion Perryman	
Elizabeth Jolly		Graham Holdsworth	From 30/09/2019	Tony Yaxley	
		Michael Coleman	From 17/10/2019	Elizabeth Lodge	From 02/02/2020

Trust Address

5 Cromwell Close, Swaffham. PE37 7TT.

Auditors Independent External Examiner

Arden Kendall Limited
Chartered Certified Accountants
20 High Street, Watton, Norfolk IP25 6AE

Bankers

Barclays Bank plc
34 Market Place, Dereham, Norfolk, NR19 2AS

REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their report for the year ended 31st August 2020 under the Charities Act 1993, together with the audited financial statements for the year.

We confirm that the latter comply with the requirements of the Act, the Trust Deed and the Charities Statement of Recommended Practice (SORP) 2005.

The Trust was registered on 12th February 2010 in accordance with the Charities Act 2011. Particulars of the charity's Trustees and professional advisers are given on pages 3 and 4.

Structure, Governance and Management

The charity is operated under the regulations of the Methodist Church as stated in *The Constitutional Practice and Discipline of the Methodist Church* with advice from Officers of the Methodist Church.

Governing Body

The Trustees are the Governing Body of the Trust.

Recruitment and Training of Trustees

The Charity Trustees are appointed to the roles identified on pages 3 and 4, for a designated period, either by direct election at the Circuit Meeting for Circuit Office Holders, or by individual Church Councils who elect their representatives to the Circuit Meeting.

Organisational Management

The management of the Trust is the responsibility of the Trustees. It is conducted through the Circuit Leadership Team and Circuit meetings. Circuit Staff and employees assist in the implementation of policies.

The day to day administration of the Circuit is the responsibility of the Superintendent Minister, the Secretary of the Circuit Meeting, the Circuit Treasurer, the Circuit Property Secretary and the Circuit Stewards.

Aims, Objectives and Activities

The objectives of the Central Norfolk Circuit are those as set out for the Methodist Church of Great Britain in the Deed of Union 1932 and the 1976 Methodist Church Act.

The charitable objects are the purposes of the Methodist Church and these are the advancement of:

- (a) the Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church;
- (b) any charitable purpose for the time being of any Connexional, district, circuit, local or other organization 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 Central Norfolk Methodist Circuit 14/15

Mission Statement

Aim:

Our mission is to live and share the good news of God's love in Jesus Christ

Objectives:

We are therefore committed to:

1. Connecting the Circuit as One:

- To Enrich Worship.
- To provide a joyful and relevant Christian presence in our communities.
- To respond to the Holy Spirit and to be open for change and hope for the future.
- To be effective in communication.

2. Working in partnership, wherever possible, with other churches, faith and community groups; and to support the Church's wider mission.

3. Support all our activities in prayer, by encouraging words and practical actions.

4. Nurturing mutual support and pastoral care, enhanced by Christian education and training for all ages.

5. Develop Circuit Teams that use peoples' gifts, skills and abilities that can be shared in these areas:

- Worship,
- Learning and Caring,
- Mission and Evangelism,
- Under 19's and
- Finance and Property.

To be reviewed as required.

Each church is urged to explore what this means for them, involving all members of the church community.
(Updated March 2013).

Achievements and Performance

The Central Norfolk Circuit has, like all charities, had to adapt its methods and practices during the COVID-19 pandemic. All of the churches within the Circuit had closed by mid March 2020, and new ways of worship and communication had to be employed. These included;

- Producing a 'Worship at Home' sheet for Circuit members to use for weekly worship in their own homes. Members were encouraged to worship at a specific time in order to continue to feel part of the church community. It was distributed to over 400 people within the Circuit, either by post, by hand during daily exercise, or via email. The number of people it has reached exceeded the number of people who would have actually attended a church service had churches remained open. Each week, the Worship at Home sheet includes a message. A wide number of people from contributed these messages, including Circuit staff, local preachers and a number of 'guests', including the Chair of the East Anglia Methodist District.
- For special Christian events, such as Lent and Easter, additional resources were provided with suggestions for appropriate activities, e.g. making a palm cross or creating an Easter Garden.
- Pastoral care continued under the guidance of the Circuit staff, through regular phone calls, letters and emails. Some churches also organised volunteers to shop etc for other, more vulnerable, members of the community.

- The creation of the Circuit Facebook page. There are daily posts on this page, including 'Thoughts for the Day' which are written from people within the Circuit, including staff and local preachers. Also included were suggestions for activities and worshipping at home during Lent and Easter.
- A Circuit Website was created, containing information about the Circuit as a whole, the individual churches, news and publications, worship resources, photographs and a calendar of events (mostly virtual).
- Both the March and June 2020 Circuit meetings were cancelled. Instead, members agreed that any pressing decisions that needed to be made during this time could be delegated to the Circuit Leadership Team, who were able to meet via Zoom. A list of delegated decisions was circulated to the Circuit meeting members.
- The Rural Replanting Pioneer continued to work on the project which pioneers a new future for rural Methodism as chapels come to the end of their life. Two such churches within the Circuit merged to form 'The Pilgrim Methodist Church'.
- The Circuit Leadership team agreed that an assessment holiday should be offered to all churches for the first quarter of the pandemic, as they were mindful that income from weekly collections and rental income had ceased. Careful consideration, therefore, had to be given to managing Circuit finances and preparing the budget for 2020/21.

Financial Review

The Trustees report a net loss of income of £17,617.

The Trustees continue to keep all financial policies under review.

Investment Policy

In accordance with the Trust documentation, the Trustees have the power to invest in such stocks, shares, investments and property as they consider appropriate. The Trustees have used this power to invest in the funds of the Central Finance Board of the Methodist Church. In common with many other investment funds, the valuation of the funds showed a modest increase over the year.

The Trustees continue to monitor the funds of the Circuit to enable clear and prudent policy decisions on expenditure.

Risk Assessment and Management

During the year under review, the Trustees have maintained oversight of the major risks to which the charity is exposed, resulting in risk management strategies being implemented.

Risks to which the organisation may be exposed are identified by the Trustees and kept under regular review.

Reserves

It is the policy of the charity to hold reserves in its unrestricted funds which have not yet been committed or designated for any particular purpose. The Trustees have set aside these reserves in order to protect the future operations of the charity from the effects of any unforeseen variations in its income as part of a policy of good financial practice.

Public Benefit

The Trustees have reviewed the activities of the past year in line with the Charity Commission guidance on public interest benefit.

The aims and objectives of the Central Norfolk Circuit are within those guidelines and are interpreted by the District as providing specific benefit to those who are members of the Methodist Church

Future Plans

In addition to an ongoing commitment to provide effective resources for the members, local churches and within the Central Norfolk Circuit, the Trustees are committed to:

- Ensure the appointment and deployment of ordained ministry throughout the Circuit.
- Provide support for those who have oversight of safeguarding procedures for children, young people and vulnerable adults.
- Develop partnerships with other churches.

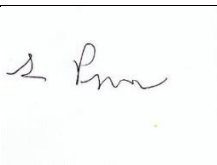
Auditors

A resolution proposing that Arden Kendall Limited be re-appointed as the independent external examiner of the charity will be put to the Circuit Meeting.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Aileen Fox	
Full name(s)	Mrs Aileen Fox	Mr Lewis Pearson
Position (eg Secretary, Chair, etc)	Senior Circuit Steward	Circuit Treasurer
Date	18 th June 2021	

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and that they show a true and fair view of the state of the Central Norfolk Circuits affairs. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Central Norfolk Circuit will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time, the financial position of the Central Norfolk Circuit and enable them to ensure that the financial statements comply with the Charities Act 2011 and Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charity's auditors are unaware.
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Central Norfolk Methodist Circuit

(Charity Registration number: 1134271)

Financial Statements

For the year ended 31 August 2020

Statement of Financial Activities (SOFA) for the year ended 31 August 2020

Unrestricted Funds

Notes	General Fund £	Circuit Model Trust £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2019-20 £	Total 2018-19 £
Income							
1 Donations and legacies	729					729	6,774
2 Income from monetary investments	1,071	3,901	144	331	27	5,474	6,835
3 Income from investment properties	18,900					18,900	25,345
4 Assessments on Churches	172,345					172,345	209,695
5 Capital Receipts						-	-
6 Grants received	18,500					18,500	18,500
7 Other charitable income	2,183					2,183	7,608
8 Total income	213,728	3,901	144	331	27	218,131	274,757
Expenditure							
9 Grants and donations	1,421	153,000	275			154,696	71,471
10 Salaries and associated costs	178,213					178,213	126,818
11 Property maintenance	33,612					33,612	25,151
12 Connexional assessment & model trust levy		5,289				5,289	36,596
13 District Assessment & Levy	42,503					42,503	22,143
14 Depreciation						-	-
15 Office expenses	18,430					18,430	25,696
16 Other outgoings	6,231	312	33	72	6	6,654	15,665
17 Total charitable expenditure	280,410	158,601	308	72	6	439,397	323,540
18 Gains/(losses) on monetary investments		(1,931)		334		(1,597)	3,293
19 Gains/(losses) on investment properties	205,246					205,246	71,159
20 Net income/(expenditure)	138,564	(156,631)	(164)	593	21	(17,617)	25,669
21 Transfers between funds	85,596	(85,000)	(676)		(21)	-	-
22 Other gains/(losses)	787,510					787,510	194,069
23 Net movement in funds	1,011,670	(241,631)	(739)	593	-	769,893	219,738
24 Total funds brought forward	2,103,873	275,552	15,540	39,089	3,168	2,437,222	2,217,484
25 Total funds carried forward	3,115,543	33,921	14,801	39,682	3,168	3,207,115	2,437,222

Balance Sheet as at 31 August 2020

Notes	Unrestricted					Totals 2020	Totals 2019
	General Fund	Circuit Model Trusts	Designated Funds	Restricted Funds	Endowment Funds		
	£	£	£	£	£	£	£

Fixed Assets

Circuit Manses & Equipment	9	2,252,279				2,252,279	1,322,208
Land & Investment properties	9 & 10	651,028				651,028	588,343
Investments			107,542	36,205		143,747	145,344
Total fixed assets		2,903,307	107,542	-	36,205	3,047,054	2,055,895

Current Assets

Debtors		259				259	11,829
Loans to the Circuit		5,007				5,007	15,000
Investments with TMCP			48,230	16,309	3,174	67,713	245,580
Central Finance Board Deposits		198,073		4,549		202,622	166,284
Cash at Bank and in hand		9,365				9,365	4,961
Total current assets		212,704	48,230	16,309	4,549	284,966	443,654

Current liabilities

Creditors (due in under 1 year)		468	121,851	1,508	1,072	6	124,905	61,077
Total current liabilities		468	121,851	1,508	1,072	6	124,905	61,077
Net current assets/liabilities		212,236	(73,621)	14,801	3,477	3,168	160,061	382,577

Total assets less current liabilities		3,115,543	33,921	14,801	39,682	3,168	3,207,115	2,438,472
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Provisions for liabilities and charges	7						-	1,250
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Net assets		3,115,543	33,921	14,801	39,682	3,168	3,207,115	2,437,222
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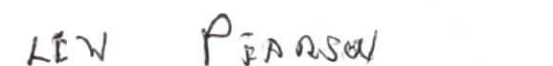
Funds of the Circuit

Funds of the Circuit								
General Fund (Unrestricted)		3,115,543					3,115,543	2,103,873
Circuit Model Trust Fund (Unrestricted)			33,921				33,921	275,552
Designated Funds (Unrestricted)	12			14,801			14,801	15,540
Total Unrestricted Funds							3,164,265	2,394,965
Restricted Funds	11				39,682		39,682	39,089
Endowment Funds	13					3,168	3,168	3,168
Total Funds		3,115,543	33,921	14,801	39,682	3,168	3,207,115	2,437,222

Signed



Circuit Treasurer



Notes to the Accounts

1 Basis of accounting

The financial statements have been prepared under the Charities Act 2011 in accordance with the 2014 version of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with FRS102 – the Charities SORP (FRS102) and taking note of the Update Bulletin 1 issued in 2016.

2 Funds

The funds held constitute: General Funds held for any purpose of the Circuit which are Unrestricted. The Circuit Model Trust Fund has wide purposes defined in Standing Orders and is categorised as unrestricted. Restricted funds which are held for a narrower purpose. There are no Endowment funds. Details of each material fund are disclosed in the final note to these accounts. Any funds may be represented by more than just cash.

3 Accounting policies

Basis

These accounts have been prepared on the basis of historical cost except that investments are shown at their market value at the end of the year, on the accruals basis to show a true and fair view of the Circuit's financial position and activities.

Incoming Resources

Income is included in the Statement of Financial Activities (SOFA) when the Circuit becomes entitled to the resources, and the trustees are reasonably certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Resources Expended

This is recognised when a liability is incurred, or a constructive obligation arises, that results in the payment being unavoidable. Liabilities are recognised as soon as an outflow of economic benefit is considered more likely than not under the legal or constructive obligation committing the Circuit to pay out resources.

Grants

Grants made by the Circuit from its own funds are recognised in full at the time of agreement or when the Circuit accepts that there is a legal or operational obligation to make the payment.

VAT

Since the Circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

Tangible fixed assets for use by the Circuit

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £1,000. The freehold property is shown in the accounts at revalued cost, of which the land component is deemed to be £20,000. No depreciation is provided on the building because the trustees consider the current residual fair value of the manse buildings (on the assumption that it had reached the end of its useful economic life by the year-end) to be not less than its current value. Any depreciation would not be material. The property has been reviewed for impairment.

Investment Properties

Investment properties are held for the long-term purposes of the charity.

Investments

Investments are valued in the balance sheet at market value at the year end. Investment income is included in the accounts when receivable and any gains or losses on revaluation at the year-end are shown in the SOFA.

Debtors and Prepayments

Debtors relate principally to the prepayment of the September stipend in August, and premium of the insurance for September.

Creditors

Creditors include both sundry expenses and specifically the 1st quarter assessment received in August.

4 Payment to Trustees

There were no payments made to trustees for additional services provided to the Circuit by agreement with the Circuit Meeting, this excludes stipends.

Trustee expenses

	2019/20	2018/19
Number of Trustees	11	11
Total amount	£2,741	£7,521

Expense payments primarily relate to reimbursement for travel and computing costs

5 Fees for examination or audit of the accounts

	2019/20 £	2018/19 £
Independent examiner's or auditors' fees for reporting on the accounts	120	120
Other fees (eg: advice, accountancy services) paid to the independent examiner or auditor	414	342

6 Paid employees

Staff Costs paid during the year were:

Gross wages, salaries and benefits in kind

	2019/20 £	2018/19 £
Gross wages, salaries and benefits in kind	23,790	14,463
Employer's National Insurance costs	0	0
Pension costs	1,427	868
Total staff costs	25,217	15,331

Average number of full-time equivalent employees in the year were:

	2019/20	2018/19
Average number of full-time equivalent employees in the year were:	1.3	0.71

7 Capital Commitments and Contingent Liabilities

	2019/20	2018/19
Approved grants to Circuit churches and projects	164,250	44,700
Proceeds from sale of Fakenham Methodist Church	0	0

8 For information only Money received and passed on to External Organisations

	2019/20 £	2018/19 £
Balance brought forward from last year	0	0
Offerings/Gifts - received for External Organisations	0	2900
Offerings/Gifts - passed to External Organisations	0	2900
Balance carried forward	0	0

9 Tangible Fixed Assets

Cost or valuation

	Land £	Investment Properties £	Other buildings £	Fixtures, fittings and equipment £	Payments on account and assets under construction £	Total £
Balance brought forward	20,000	568,343	1,271,466	50,742		1,910,551
Additions		0	773,360	14,150		787,510
Revaluations (+/-)		62,685	140,237	2,324		205,246
Disposals (-)						
Transfers * (+/-)						
Balance carried forward	20,000	631,028	2,185,063	67,216		2,903,307

Accumulated depreciation

Balance brought forward						
Depreciation charge for year (-)						
Revaluations (+/-)						
Disposals (-)						
Transfers* (+/-)						
Balance carried forward						

Net book value

Brought forward	20,000	568,343	1,271,466	50,472		1,910,551
Carried forward	20,000	631,028	2,185,063	67,216		2,903,307

10 Investment assets

The circuit has two Investment properties, 3 Roses Court Wells and 12 Cromwell Close, Watton, with current siting tenants

The circuit has no common investment fund holdings

11 Loans

The Circuit has not provided any loans to the circuit during the year, as at the year end the Circuit was owed £5,007.

12 Analysis of designated and restricted funds						2019/20
Restricted Fund Name	Opening Balance	Incoming Resources	Resources Expended	Transfers	Closing Balance	Purpose of the fund
Ivy Barnard Trust	35,800	633	(72)	(227)	36,134	Capital investment; interest to Ivy Barnard Fund
Ivy Barnard Fund	611	12		227	850	Restricted Grant use as specified in trust deed
Rocklands MC Fund	2,678	20			2,698	For upkeep of land of former Rocklands MC
Restricted Totals	39,089	665	(72)		39,682	
Bertha Cork Trust	15,540	144	(33)	(575)	15,076	For general purposes eg. Discretionary grants etc.
Designated Totals	15,540	144	(33)	(575)	15,076	

****Comparative analysis of restricted funds 2018-2019

Restricted Fund Name	Opening Balance	Incoming Resources	Resources Expended	Transfers	Closing Balance	Purpose of the fund
Ivy Barnard Trust	33,851	2,387	(72)	(366)	35,800	Capital investment; interest to Ivy Barnard Fund
Ivy Barnard Fund	2,729	16	(2,500)	366	611	Restricted Grant use as specified in trust deed
Rocklands MC Fund	3,499	19	0	(840)	2,678	For upkeep of land of former Rocklands MC
Restricted Totals	40,079	2,422	(2,572)	(840)	39,089	
Bertha Cork Trust	17,203	146	(1,234)	(575)	15,540	For general purposes eg. Discretionary grants etc.,
Designated Totals	17,203	146	(1,234)	(575)	15,540	

13 Analysis of Endowment funds

2019/20

Endowment Name	Rocklands Methodist Church (MC)
How the capital is invested	TMCP Trustees' Interest Fund
The current value of the capital	£3,173.81
Annual Income	£ 27.25
What the income was used for	Upkeep of Rocklands graveyard
TOTAL value of all Endowments	£3,173.81
TOTAL Annual Income	£ 27.25

The reasons for the transfers between funds were as follows: Transfers for application of interest to specified purposes, also payments of approved grants to individuals or churches as provided for in terms of bequest, trust deeds etc.



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Central Norfolk Methodist Circuit

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1134271

Set out on pages

1 to 7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

Responsibilities and
basis of report

As the charity'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 Trust's accounts carried out under section 145 of the 2011 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.

Independent
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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 gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/11/2020

Name:

Robert Kendall

Relevant professional
qualification(s) or body
(if any):

FCCA

Address: 38 High Street

Watton

Norfolk, IP25 6AE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.