

# **THE METHODIST CHURCH CENTRAL NORFOLK CIRCUIT.**

*Registered Charity No 1134271*

**Trustees Annual Report and Financial Statements  
for the year ended 31st August 2022.**

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# LEGAL AND ADMINISTRATIVE DETAILS

## **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

## 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 Anne Richardson, Deacon Jen Woodfin  
Revd Rosemary Wakelin

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

Circuit Treasurer:            Lewis Pearson

Circuit Meeting Secretary:   Mandy Etherington

### Additional Trustees for the period 1<sup>st</sup> September 2021 – 31st August 2022

Church Steward	Dates (if not full year)	Treasurer	Dates (if not full year)	Representative	Dates (if not full year)
Ian Spooner	Left Aug 22	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	Left Aug 22	Pauline Baldry	
Heather Parle		Anne Richmond			
Joselyn Bunting		Graham Holdsworth		Tony Hey	
Stephen Lynn		Veronica Little		Sheila Lynn	
Andrew Durrant		Fred Garner		Mandy Etherington	Left Aug 22
Maggie Blundell		Diana Pengelley		Geraldine Allen	
Sally Martin		Avril Temple		Freda Banyard	Left Aug 22
Margaret Pomery		Helen Dye		Ann Silvey	
Bert Etherington	Left Aug 22	Malcolm Cook		Glyn Constantine	
Jo Trick		Sarah Rodgers		Vera Dye	
David Davies		Bryan Plumbly		Jean Nield	
Ailsa Warburton		Joyce Gathercole		Elizabeth Lodge	
Thelma Davey		Pat Hall		Barbara Slattery	
Elsie Warby		Sadie Spalding	Left Aug 22	Martin Neave	
Cynthia Howlett		Anna Hall	Left Nov 22	Marion Perryman	
Anne Pope		Michael Coleman		Tony Yaxley	
Cliff Shanganya	Left Aug 22				

# REPORT OF THE TRUSTEES

The Trustees have pleasure in presenting their report for the year ended 31st August 2022 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 of Trustees

The Charity Trustees are appointed to the roles identified on page 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 assist in the implementation of policies.

The day to day administration of the Circuit is the responsibility of the Superintendent Minister 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**

We gave continued our activities as a grouping of Methodist churches in central Norfolk. One or two churches have closed, or are closing, but we also have some exciting new projects of which the most recent is the hosting of a new East Anglian Methodist Heritage Centre in the small village of Wighton.

We have had a full complement of staff this year although we have had to cope with two Sabbaticals of Staff members. We have also had the privilege of welcoming a new probationer minister into the Staff Team and a new Administrator who is the heartbeat of communication at the centre of the Circuit.

Financially, we continue to draw on our capital reserves but this is inevitable as churches close and as costs go up. Next year we will be downsizing with the loss of one member of staff and this will put us on a better financial footing.

All in all, it has been a good year and we look forward to the next one.

## **Financial Review**

The Trustees report a net loss of income of £30,477

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.


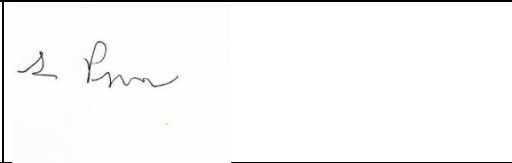
## **Auditors**

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)		
Full name(s)	Mrs Aileen Fox	Mr Lewis Pearson
Position (eg Secretary, Chair, etc)	Senior Circuit Steward	Circuit Treasurer
Date	15 <sup>th</sup> June 2022	

## 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 2022**

## Statement of Financial Activities (SOFA) for the year ended 31 August 2022

		Unrestricted Funds					Total	Total
Notes	General Fund	Circuit Model Trust	Designated Funds	Restricted Funds	Endowment Funds		2021-22	2020-21
	£	£	£	£	£		£	£
<b>Income</b>								
1 Donations and legacies	2,300						2,300	3,996
2 Income from monetary investments	569	3,138	59	12	15		3,793	2,824
3 Income from investment properties	24,900						24,900	27,900
4 Assessments on Churches	200,683						200,683	164,533
5 Capital Receipts							-	-
6 Grants received	18,500						18,500	18,500
7 Other charitable income	14,157						14,157	3,970
8 <b>Total income</b>	<b>261,109</b>	<b>3,138</b>	<b>59</b>	<b>12</b>	<b>15</b>		<b>264,333</b>	<b>221,723</b>
<b>Expenditure</b>								
9 Grants and donations	6,000						6,000	36,369
10 Salaries and associated costs	181,239						181,239	169,062
11 Property maintenance	29,762						29,762	22,719
12 Connexional assessment & model trust levy		4,047					4,047	4,536
13 District Assessment & Levy	43,460						43,460	44,493
14 Depreciation							-	-
15 Office expenses	27,007						27,007	24,827
16 Other outgoings	2,913	373			9		3,295	6,287
17 <b>Total charitable expenditure</b>	<b>290,381</b>	<b>4,420</b>	<b>-</b>	<b>-</b>	<b>9</b>		<b>294,810</b>	<b>308,293</b>
18 Gains/(losses) on monetary investments		(7,996)					(7,996)	19,257
19 Gains/(losses) on investment properties	460,408						460,408	54,397
20 <b>Net income/(expenditure)</b>	<b>431,136</b>	<b>(9,278)</b>	<b>59</b>	<b>12</b>	<b>6</b>		<b>421,935</b>	<b>(12,916)</b>
21 Transfers between funds	16,520		(16,343)		(177)		-	-
22 Other gains/(losses)	371,281						371,281	(403,274)
23 <b>Net movement in funds</b>	<b>818,937</b>	<b>(9,278)</b>	<b>(16,284)</b>	<b>12</b>	<b>(171)</b>		<b>793,216</b>	<b>(416,190)</b>
24 Total funds brought forward	2,717,972	135,803	16,284	2,701	3,165		2,875,925	3,292,115
25 <b>Total funds carried forward</b>	<b>3,536,909</b>	<b>126,525</b>	<b>-</b>	<b>2,713</b>	<b>2,994</b>		<b>3,669,141</b>	<b>2,875,925</b>

## Balance Sheet as at 31 August 2022

Notes	Unrestricted					Totals 2022	Totals 2021
	General Fund	Circuit Model Trusts	Designated Funds	Restricted Funds	Endowment Funds		
	£	£	£	£	£	£	£

## Fixed Assets

Circuit Manses & Equipment	9	2,116,505				2,116,505	1,887,630
Land & Investment properties	9 & 10	1,269,614				1,269,614	666,800
Investments			119,287			119,287	127,283
<b>Total fixed assets</b>		<b>3,386,119</b>	<b>119,287</b>	<b>-</b>	<b>-</b>	<b>3,505,406</b>	<b>2,681,713</b>

## Current Assets

Debtors		2,312	-	-	-	2,312	584
Loans to the Circuit		-	-	-	-	-	-
Investments with TMCP		-	11,658	-	3,003	14,661	32,963
Central Finance Board Deposits		144,155	-	-	2,713	146,868	175,469
Cash at Bank and in hand		5,109	-	-	-	5,109	14,479
<b>Total current assets</b>		<b>151,576</b>	<b>11,658</b>	<b>-</b>	<b>2,713</b>	<b>168,950</b>	<b>223,495</b>

## Current liabilities

Creditors (due in under 1 year)		786	4,420	-	9	5,215	29,283
<b>Total current liabilities</b>		<b>786</b>	<b>4,420</b>	<b>-</b>	<b>9</b>	<b>5,215</b>	<b>29,283</b>
<b>Net current assets/liabilities</b>		<b>150,790</b>	<b>7,238</b>	<b>-</b>	<b>2,713</b>	<b>2,994</b>	<b>194,212</b>

## Total assets less current liabilities

		<b>3,536,909</b>	<b>126,525</b>	<b>-</b>	<b>2,713</b>	<b>2,994</b>	<b>3,669,141</b>	<b>2,875,925</b>
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Provisions for liabilities and charges	7	-	-	-	-	-	-
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<b>Net assets</b>		<b>3,536,909</b>	<b>126,525</b>	<b>-</b>	<b>2,713</b>	<b>2,994</b>	<b>3,669,141</b>	<b>2,875,925</b>
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## Funds of the Circuit

General Fund (Unrestricted)		3,536,909				3,536,909	2,717,972
Circuit Model Trust Fund (Unrestricted)			126,525			126,525	135,803
Designated Funds (Unrestricted)	12			-		-	16,284
<b>Total Unrestricted Funds</b>						<b>3,663,434</b>	<b>2,870,059</b>
Restricted Funds	12				2,713	2,713	2,701
Endowment Funds					2,994	2,994	3,165
<b>Total Funds</b>		<b>3,536,909</b>	<b>126,525</b>	<b>-</b>	<b>2,713</b>	<b>2,994</b>	<b>2,875,925</b>

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

	2021/22	2020/21
Number of Trustees	11	11
Total amount	£8,601	£6,108

Expense payments primarily relate to reimbursement for travel and computing costs

#### 5 Fees for examination or audit of the accounts

	2021/22 £	2020/21 £
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	570	666

#### 6 Paid employees

Staff Costs paid during the year were:

Gross wages, salaries and benefits in kind

Employer's National Insurance costs

Pension costs

Total staff costs

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

	2021/22	2020/21
£		
	30,748	22,738
£	2,068	992
£	1,845	1,364
£	34,661	25,094
	1	1

#### 7 Capital Commitments and Contingent Liabilities

Approved grants to Circuit churches and projects

2021/22	2020/21
0	0

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

	2021/22	2020/21
	£	£
Balance brought forward from last year	0	0
Offerings/Gifts - received for External Organisations	0	0
Offerings/Gifts - passed to External Organisations	0	0
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	646,800	1,831,222	56,408		2,554,430
Additions			371,281			371,281
Revaluations (+/-)		184,300	270,204	5,904		460,408
Disposals (-)						
Transfers * (+/-)		418,514	(418,514)			
Balance carried forward	20,000	1,249,614	2,054,193	62,312		3,386,119

### Accumulated depreciation

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

### Net book value

Brought forward	20,000	646,800	1,831,222	56,408		2,554,430
Carried forward	20,000	1,249,614	2,054,193	62,312		3,386,119

## 10 Investment assets

The circuit has three Investment properties, 3 Roses Court Wells; 12 Cromwell Close, Watton; and 8 St. Andrews Close, Holt all with current sitting tenants.

The circuit has no common investment fund holdings

## 11 Loans

The Circuit has not provided any loans to the circuit during the year.



12 Analysis of designated and restricted funds						2021/22
Restricted Fund Name	Opening Balance	Incoming Resources	Resources Expended	Transfers	Closing Balance	Purpose of the fund
Rocklands MC Fund	2,701	12			2,713	For upkeep of land of former Rocklands MC
Restricted Totals	2,701	12			2,713	
Bertha Cork Trust	16,284	59		(16,343)	Nil	For general purposes eg. Discretionary grants etc.
Designated Totals	16,284	59		(16,343)	Nil	

\*\*\*\*Comparative analysis of restricted funds 2020-2021

Restricted Fund Name	Opening Balance	Incoming Resources	Resources Expended	Transfers	Closing Balance	Purpose of the fund
Ivy Barnard Trust	36,134	240	(32,168)	(4,375)	Nil	Capital investment; interest to Ivy Barnard Fund
Ivy Barnard Fund	850	170		(1,020)	Nil	Restricted Grant use as specified in trust deed
Rocklands MC Fund	2,698	3			2,701	For upkeep of land of former Rocklands MC
Restricted Totals	39,682	413	(32,168)		2,701	
Bertha Cork Trust	14,801	1,530	(47)		16,284	For general purposes eg. Discretionary grants etc.,
Designated Totals	14,801	1,530	(47)		16,284	

### 13 Analysis of Endowment funds

2021/22

Endowment Name	Rocklands Methodist Church (MC)
How the capital is invested	TMCP Trustees' Interest Fund
The current value of the capital	£3,003.43
Annual Income	£ 14.87
What the income was used for	Upkeep of Rocklands graveyard
TOTAL value of all Endowments	£3,003.43
TOTAL Annual Income	£ 14.87

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

The Central Norfolk Methodist Circuit

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1134271

Set out on pages

1 to 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

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

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

Signed:

*R. Kendall*

Date:

16/5/2023

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.**