

Trustees' Annual Report for the period 1st September 2020 to 31st August 2021

Charity Name: **North Norfolk Methodist Circuit**
Charity Registration Number: **1134993**

Structure, governance, and management:

Governing document: Deed Of Union (1932) and Methodist Church Act (1976)

How charity is constituted: Act of Parliament

Trustee selection methods: Appointed by local churches and existing trustees.

Ministers are automatically trustees.

Additional Governance Issues:

- Induction/training: Range of guidance produced by Methodist Connexion. Leaflet 'The Role of a Trustee in The Methodist Church' given to each trustee.
- Structure: Part of the East Anglia District. Accountable to the Methodist Conference.
- Related Parties: The Circuit is represented at District Synod by representatives from the list of trustees.
- Risks: Considered by the Circuit Leadership Team who take professional advice as required. There is a regular review process. The Circuit has adopted the Connexional Safeguarding Policy and ensured it is rolled out to the churches.

Objectives and activities:

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

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.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

The Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the Methodist Churches in its geographical area. These are open to all people, without charge.

At the beginning of the Covid 19 pandemic and the national lockdown, the Circuit leadership team acted to provide weekly worship materials for use at home. This included a weekly printed service, telephone worship and links to online worship both live streamed and recorded. The information was sent by email and included on the Circuit website. For those without internet connection the service was sent by post. Regular pastoral letters of support were also shared. This has continued since the lifting of restrictions.

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

Additional details of objectives and activities:

Policy on grant-making: Besides its general funds the Circuit has a Model Trust Fund which derives from sales of chapels and/or manses that are no longer required and is restricted by the Conference. This restriction is an internal regulation though the fund can be used for a variety of purposes. The Circuit leadership team has drawn up a set of ground rules, which have been accepted by the Circuit Meeting, to ensure grants made from the Circuit Model Trust Fund are used effectively for mission and capital works. Circuit policy permits individual

churches to apply for grants of up to 20% of the cost of improvements or major repairs.

Achievements and performance:

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

- a) Circuit Safeguarding Policy Document - This is reviewed annually (at the March Circuit Meeting) and updated as required to reflect current legislation and the activities of the Circuit.
- b) The Circuit Safeguarding Officer ensures that people in all churches receive the relevant safeguarding training for their role and training sessions are held on a regular basis.
- c) The Circuit continues to grow its work among the homeless, impoverished, and lonely. Support is offered through Community Cafes in several of the churches in the Circuit.
- d) We continue to seek new ways to relate the Christian faith to modern family life through Messy Church and through cafe style worship in some churches.
- e) The Circuit acts as an umbrella organisation for the work of the Methodist Church in North Norfolk. It provides financial and property resources for the ministerial team and small fees to retired ministers for church services that they continue to undertake.
- f) The Circuit also provides for a significant part of the salaries for the Lay Employees who work to promote the work of the Methodist Church.
- g) Small grants continue to be made to churches in respect of approved repair and investment works that they wish to undertake.
- h) The aims of the Methodist Church Our Calling Process have been reinforced and will continue to underpin all that we do to promote the work of the Circuit as a charitable body concerned for the needs of others.

Financial Review:

The Reserves Policy for the North Norfolk Circuit is to hold a sum equivalent to 3 months' average expenditure. This should be sufficient to meet any unforeseen item of major expenditure on manses and/or be able to continue, in the short term, funding planned activities in the event of the closure of a large church or an inability to raise the full Circuit Assessment from churches. It is necessary to hold sufficient working capital to enable the monthly payment of stipends and business expenses for ministers and salaries for the part time Lay Employees plus contributions to the District. There are no funds materially in deficit.

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

Signed on behalf of the charity's trustees.

Signature Colin C Telfer

Full name Colin Campbell Telfer

Position: Chair of Trustees

Date: 22 June 2022

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

North Norfolk Methodist	Circuit
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**FOR THE YEAR ENDED
31 AUGUST 2021**

East Anglia	District	Circuit no	14/13
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Registered Charity - Charity Registration number

1134993

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)

Ministers:

Rev Colin Telfer
Rev Sharon Thraves
Deacon Lemia Nkweleh

Circuit Stewards:

Jane Green
Jonathan Bloom
Alan Frost
Helen Barnwell
Graham Redgwell

Treasurer:

Graham Redgwell & Alan Skeates (assistant)
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SECTION A			Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	RECEIPTS	Note	£	£	£	£	£
a1	Assessment/Share		164,657			164,657	158,799
a3	Capital receipts						
a4	Bank and CFB interest and Investment income		84	754		838	2,872
a5	Grants						
a6	Other receipts	1	13,743			13,743	41,930
a7	TOTAL RECEIPTS		178,484	754		179,238 (a8)	203,601

SECTION B							
b1	PAYMENTS						
b2	Stipends, salaries, NIC, Pension and travel costs	2	164,165			164,165	143,549
b3	Manse Costs	3	31,005			31,005	13,628
b4	Administration etc	4	5,139			5,139	6,091
b5	District Assessment		37,165			37,165	39,962
b6	Grants & donations	5		468		468	3,030
b7							
b8	Other payments	6	24,971	10,971		35,942	49,231
b9	TOTAL PAYMENTS		262,445	11,439		273,884 (b9)	255,491

SECTION C							
c1	NET RECEIPTS/(PAYMENTS) FOR THE YEAR	(a7-b9)	(83,961)	(10,685)		(94,646)	(51,890)
c2	Total funds brought forward from last year		99,001	266,994		365,995 (c6)	417,885
c3	Sub total	(c1+c2)	15,040	256,309		271,349	365,995
c4	Transfers and adjustments		97,014	(97,014)			
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	112,054	159,295		271,349 (c8)	365,995 (c6)

SECTION D						
d	FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS (these amounts should not be included in total receipts/payments above)					
d1	Balance brought forward from last year					
d2	Offerings/Gifts - received for external organisations				2,115	3,986
d3	Offerings/Gifts - passed to external organisations				2,115	3,986
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)					

SUMMARY OF CIRCUIT ACCOUNTS AND INTERNAL ORGANISATIONS 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 2021 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
e1						
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Circuit accounts (totals brought forward from page 2 - totals column)	179,238 (a8)	273,884 (b9)	(94,646)	(c7)	365,995 (c6)	271,349 (c8)
e10 TOTAL CASH FUNDS HELD BY CIRCUIT	179,238	273,884	(94,646)		365,995 (x)	271,349 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	42,963	56,510
f3 Bank Deposit Account		
f4 Central Finance Board	56,038	55,544
f5 Trustees for Methodist Church Purposes	266,994	159,295
f6 Other funds		
f7 SUB TOTAL	365,995 (c6)	271,349 (c8)
f8 Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CIRCUIT	365,995 (x)	271,349 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)	174,099	180,019
g2 Land and Buildings (see notes re Insurance value)	957,274	989,825
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 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)

North Norfolk Methodist Circuit (No 14/13)
Receipts and Payments 2020/2021
Notes to the accounts

Note	Description	£	2019/20 £
1	Other receipts		
	Rent - Hickling Manse	7,550.40	7,550.40
	Lay employee contributions North Walsham & Aylsham	2,500.00	7,083.36
	Payment from churches for offering envelopes and prayer manuals	216.66	508.00
	Refund council tax	-	300.32
	From District for 3Generate	-	1,918.95
	East Runton licence (Cromer Baptists)	-	2,100.00
	District refund re UEA Chaplaincy (Rev S Willimott)	-	5,629.36
	Donations towards Rev S Willimott leaving gift	-	2,010.00
	North Walsham loan repayments	-	10,000.00
	Balance of account from Smallburgh Methodist Church	-	2,367.26
	Insurance claim and donation re West Runton wall repair	1,230.00	-
	Donation towards training fund	-	250.00
	Souper Aid book sales and donations towards costs	1,592.20	-
	Refund of solicitors costs re Corpusty land	-	250.00
	Lay employee salary refund	-	310.00
	Car park season ticket refund	24.00	-
	District Travel fund refund	630.00	1,430.00
	Sundry	-	222.53
		<u>£ 13,743.26</u>	<u>£ 41,930.18</u>
2	Stipends etc		
	Minister stipends, pension, NIC, Apprenticeship levy and travel	113,172.55	90,449.61
	Salaries and expenses for 2 Lay Employees	35,179.11	35,035.65
	Salary and expenses PA to Superintendent	15,813.49	15,925.19
	Salary and expenses Café Manager	-	2,138.12
		<u>£ 164,165.15</u>	<u>£ 143,548.57</u>
3	Manse costs		
	Manse overheads - council tax, water rates etc	7,128.20	5,572.01
	Manses upkeep	22,478.35	6,575.90
	Insurance	1,398.88	1,479.90
		<u>£ 31,005.43</u>	<u>£ 13,627.81</u>
4	Administration etc		
	Office and admin	3,897.31	4,608.02
	Minister telephones	1,242.00	1,483.03
		<u>£ 5,139.31</u>	<u>£ 6,091.05</u>
5	Grants and donations		
	Aylsham property	-	169.68
	From general funds	-	169.68
	North Walsham boiler	-	1,108.92
	Cromer shower	-	809.44
	Hickling windows	-	98.30
	Sheringham radiators	-	843.60
	Weybourne property maintenance	467.72	-
	From Circuit Model Trust Fund	467.72	2,860.26
		<u>£ 467.72</u>	<u>£ 3,029.94</u>

North Norfolk Methodist Circuit (No 14/13)
Receipts and Payments 2020/2021
Notes to the accounts

Note	Description	£	2019/20 £
6	Other payments		
	Preaching fees	275.00	1,675.00
	General travel	391.05	3,124.00
	Removals	-	7,750.10
	East Runton insurance, property repairs and utilities	2,061.88	1,896.83
	West Runton insurance, property repairs and utilities	10,475.64	2,163.06
	3Generate	-	358.95
	Training	1,688.75	1,759.62
	Quinquennials	792.00	4,428.00
	Rev S Willimott leaving gift	-	2,086.07
	Covid PPE supplies for churches	-	536.76
	Supernumeraries meal and gifts	-	290.92
	Stationing visits	-	374.60
	Smallburgh insurance, property repairs and utilities	5,828.08	21.61
	North Walsham Methodist Church loan for boiler	-	10,000.00
	Lay employee payroll error - see contra entry in receipts	-	310.00
	Telephone worship equipment	562.68	-
	Live service recording equipment	1,003.97	-
	Donations to Christian Aid re Souper Aid book	1,592.20	-
	Rev J Smith leaving gift	-	200.00
	Professional fees re interest in Corpusty land	300.00	300.00
	Sundry	-	16.96
	From general funds	<u>£ 24,971.25</u>	<u>£ 37,292.48</u>
	Other payments CMTF		
	District Annual levy	10,437.34	11,379.88
	TMCP administration charge	533.99	559.13
		<u>£ 10,971.33</u>	<u>£ 11,939.01</u>
	Total	<u>£ 35,942.58</u>	<u>£ 49,231.49</u>
	Transfers and adjustments - Funds withdrawn from CMTF		
	Transfer to fund work on N Walsham manse roof	15,000.00	-
	Transfer to fund work on W Runton property	7,000.00	-
	Transfer to fund work on Smallburgh property	3,000.00	-
	Lay Employee salaries 2020-21	19,183.00	-
	Lay Employee salaries 2021-22	19,514.00	-
	Salary PA to Superintendent 2020-21	16,419.00	-
	Salary PA to Superintendent 2021-22	16,898.00	-
		<u>£ 97,014.00</u>	<u>£ -</u>
	Connexional and Charity Funds		
	LWPT (Local Preachers and Worship Leaders Trust)	165.00	180.00
	LWP Homes	-	500.00
	World Mission	180.00	567.94
	Mission In Britain	225.00	452.70
	Fund for Property	625.00	740.00
	FSPD (Fund for the Support of Presbyters and Deacons)	275.00	455.00
	MMHS (Methodist Ministers Housing Society)	180.00	180.00
	MHA (Methodist Homes for the Aged)	130.00	165.00
	District Benevolent Fund	205.00	292.00
	All We Can	130.00	453.00
		<u>£ 2,115.00</u>	<u>£ 3,985.64</u>
	Designated Funds		
	Manse maintenance	-	16,321.13
	Removals reserve	2,000.00	-
	Training budget	2,195.53	2,884.28
	Bursary Fund	297.00	297.00
		<u>£ 4,492.53</u>	<u>£ 19,502.41</u>

Independent Examiner's Report to the Trustees of the North Norfolk Methodist Circuit
For the year ended 31 August 2021

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the North Norfolk Methodist Circuit for the year ended 31 August 2020 set out on pages 1 to 3 plus notes showing total cash funds held at the balance sheet date of £271,349. 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.

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 ~~(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.



David Wright FCA

Wright Accountancy
83 Cromwell Road, Norwich
NR7 8XJ

28 June 2022