



## **Circuit Annual report 2020-21**

### **Introduction**

#### **Activities during the year**

COVID-19 Pandemic during 2020, forced the closure of all our buildings for part of the year. Whilst this has been challenging worship continued through the regular posting and emailing of “Worship at home” services that could be used in people’s homes. The Circuit continues to provide weekly sheets to those who feel unable to attend public worship. Online worship was established at Marlborough Road Church using video conferences and pre-recorded material made available on YouTube. A plan to continue and develop this digital ministry after the pandemic has been established. Pastoral care continued by phone and letter and via Zoom coffee mornings.

The circuit welcomed Shipston on Stour and Wigginton Methodist Churches into the family of churches of the Banbury Circuit.

- Each church has provided pastoral care to their members and others beyond the church family.
- The Preachers and Leaders of Worship have met over the year. These meetings have involved business, fellowship and personal development.
- The Circuit Leadership Team have met throughout the year to discuss the vision for the circuit, to provide direction to the circuit and to deal with business between each Circuit Meeting.
- A new Superintendent Minister has been appointed from 1<sup>st</sup> September 2021.

#### **Aims and organisation**

*“The Banbury Methodist Circuit encourages, enables and supports its churches to respond to God’s love in Christ in their communities, through worship, mission and service.”*

The Circuit invites and supports both lay volunteers and ordained ministers and enables them in their work. As a result, the Circuit provides spiritual and governance guidance to the Methodist congregations throughout the Banbury area.

#### **Brief financial review of the year**

- Circuit Policy Document – This is to be reviewed in 2022 (after the appointment of the new Superintendent minister) and will be updated as required to reflect the current structure and aspirations of the Circuit post covid.
- Fixed Assets – We aim to dispose of land and buildings no longer required by the Circuit. Work is well on its way to dispose of Middleton Cheney Church
- The circuit draw on its reserves to give each church a quarter reduction (Covid holiday) in their assessments to help local church cash flow, with the loss of hire income.

## Circuit Meeting Financial Report 2020/21

ACCOUNTS (Where the money is held)					
	Cash	Current Account	Reserve	CFR Account	Model Trust Fund
Opening balance	-	38,628	-	983	482,557
Income	-	143,773	-	173,638	204,579
Expenditure	-	137,482	-	163,307	188,279
Closing balance	-	45,119	-	11,584	521,857
<b>Accounts Summary</b>					
Sum of Opening Balances	522,348				
Sum of Income	522,280				
Sum of Expenditure	488,678				
Net Closing Balance	578,550	Net income minus expenditure			
		58,280			

## HOW DID THAT HAPPEN?

## GENERAL FUND (CA &amp; CFB)

## RECEIVED

Assessments	\$5,818	
Manse Stipend on Stour	9,934	
Gifts & Offerings	875	
Interest	26	
Fundraising	-	
Prayer Manuals	230	
Chipping Norton & Stow Circuit	28,800	
Donations	227	
		<u>Total receipts</u>
		135,910

Spends	73,048	Connection	-
Ministers Expenses	928	District Contribution	30,071
Ministers Travel (fuel)	2,943		
Children's Worker Expenses	2,531	<b>Administration</b>	
Voluntary Layworker Expenses	-	Telephones	1,938
District Retreat	-	Office & General Expenses	9,187
Supernumary Ministers	1,287	Audit	250
Childrens worker and Administrator salaries	44,544	Youth Fund	-
		Circuit Training	331
		Donations/Grants	4,681
<b>Property</b>			
Manse Insurance	1,727	<b>Miscellaneous</b>	
Middleton Cheney Insurance & Planning	5,918	Advertising	300
Upper Beddington Insurance	23	Hinton Option Study	22,932
Council Tax	5,422	Technology	4,500
Utilities	718	Moving Expenses	3,852
Quinquennial Inspections	4,040	Leaving gifts Lin Francis & expenses	822
Manse repairs	8,740	Gift Ian Philpott	95
		Norwich Books	192
		<b>Total payments</b>	<b>231,000</b>

## General Fund Total

**MODEL TRUST FUND**

## MODEL TRUST FUND-ADMIN

SALES/PURCHASE OF CHAPELS		Receipts	1,949					
		Payment	(985)					
							<b>Total</b>	<b>984</b>
		Receipts	109,162					
		Payment	(22,885)				<b>Total</b>	<b>86,297</b>
<b>MODEL TRUST FUND - GRANTS TO CHAPELS</b>		Receipts	-					
		Payment	(2,000)				<b>Total</b>	<b>(2,000)</b>
<b>DAF</b>		Receipts	-					
		Payment	(27,442)				<b>Total</b>	<b>(27,442)</b>
<b>CHIPPING NORTON &amp; STOW CIRCUIT</b>		Receipts	89,763					
		Payment	-				<b>Total</b>	<b>89,763</b>
<b>MIDDLETON CHENEY</b>		Receipts	3,703					
		Payment	(5)				<b>Total</b>	<b>3,698</b>
<b>MONEY RAISED FOR EXTERNAL ORGANISATIONS</b>		Receipts	(184)					
		Payments	184					<b>-</b>
<b>TRANSFERS BETWEEN ACCOUNTS</b>				<b>Bank CA</b>	<b>CFB</b>	<b>TMCP</b>		
		Receipts	(19,000)	0	131,000	(112,000)		<b>-</b>
							<b>Net income minus expenditure</b>	<b>55,201</b>

## Income trends

Circuit income is primarily drawn from the assessment paid by the circuit churches.

The rental income relates to the rental of a manse £9,934.00 and income generated from Circuit merger with Chipping Norton & Stour Circuit (Shipton on Stour & Wigginton Methodist Churches)

## Expenditure trends

Stipend expenditure has increased each financial year in line with conference approved `increases amounting to £73,048.00, plus expenses.

£95,818.00 of expenditure is the Circuit contribution to the District and Connexion, of which a significant part is used to fund the work of the wider Methodist Church.

The other expenditure includes Manses repairs/costs, Mission outreach and Lay employees.

Covid 19 Support for churches (reduction in local church assessments).

Church refurbishment grants.

## Fund balances

As at 31 August 2021 the net current assets of the Circuit were £578,550k.

Monies held in *the Circuit Model Trust Fund* derives from sales of chapels and manses 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. Currently money is being held for refurbishment projects at Hinton Methodist Church and Marlborough Road. Funds have been released to fund the Circuit Children & families worker.

## Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
- (3) I have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

## Plans for 2021-22

Circuit financial plans for the coming year have been prepared on the basis that there remains 2 full time ordained staff and 1 Children & Families Worker with anticipated cost of living stipend/Salary increases combined with an increase in the assessment paid to the district such that on average a 1.2% assessment increase has been requested from the circuit churches.

## Basis of preparation and legal framework

The Charity's annual report and accounts for the year ended 31 August 2021 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard (FRS) 102

**Full Name of Charity:** Banbury Methodist Circuit

**Registration Charity Number:** 1135376

**Date of registration** 7<sup>th</sup> April 2010 (Previously exempted registration)

**Main communication address:** 1 Waller Drive Banbury OX16 9NS

The members of the Banbury Methodist Circuit meeting are the Charity Trustees, membership being made up of circuit office holders, ministers and representatives appointed by the local churches.

**Full membership is shown as Appendix A to this report.**

"Circuit Ministers and officers"

**Active Circuit Ministers** Rev Lin Francis

Rev Steve Swann

Rev Chris Gaynor

**Circuit Lay Staff** Mrs Julie Swann (Children & Families Worker)

**Administrator:** Ms Clare Taylor

**Circuit Stewards** Mrs Janet Jones

Mrs Cate Voke

Miss Mary Tanner acted as the principal officer overseeing the day-to-day financial management and accounting for the circuit during the year:

**Independent examiner** Joanna Watson CIMA  
Vandyplank House,  
9 High Street, Long Buckby, Northants, NN6 7RE

**Investment Bankers:** Central Finance Board of the Methodist Church  
Trustees for Methodist Church purposes

**General Banking:** Barclays Bank (Banbury Branch)

## **Aims and organisation**

Charity objective is to act as a Resource Provider within the area around Banbury for 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 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 organisation and resourcing of regular public acts of worship open to members of the church and non members alike. The Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the 11 Methodist Churches and one Local Ecumenical Partnership in its geographical area. These are open to all people, without charge.

The Circuit is directly involved with plans to provide a chaplaincy service in Banbury town centre.

The teaching of Christianity through sermons, courses and small groups.

The resourcing of pastoral work including visiting the sick and bereaved.

Taking religious assemblies in local schools.

Promotion of Christianity through the staging of events and services.

## **Public Benefit**

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

## **Structure, Governance and Management**

- The governing document for the circuit is the Deed of Union (1932) and Methodist Church Act (1976)
- Detailed governance arrangements are outlined within the Constitutional Practice and Discipline of the Methodist Church by order of the annual Methodist conference (CPD).
- Day to day management of the circuit is undertaken by the Circuit Leadership team along with the Local Preachers meeting.

## **Trustee Training**

A range of guidance produced by Methodist Connexion to support the effective running of the circuit, specifically the leaflet *'The Role of a Trustee in The Methodist Church'* is given to all new Circuit meeting members as induction to their role as trustees.

## **Related & Connected Parties**

The Circuit is part of the Northampton Methodist District and is also accountable to the Methodist Conference and works with the Anglican Diocese and United Reform Church. None of these are considered related parties.

The following Methodist Churches are linked to the circuit:

Adderbury	Hornton
Chacombe	Marlborough Road
Cropredy	Middleton Cheney
Easington	St. Francis (LEP)
Grimsbury	The Fairway
Greatworth	Shipston on Stour
Hinton	Wigginton

### **Organisations with specific linkage.**

*Banbury Christians Together* – Membership fees are paid by the circuit rather than by individual churches, supporting the following ecumenical projects:

- Banbury Chaplaincy
- Banbury Street Pastors
- Banbury Food Bank

### **Risk Management**

Risks are identified and recorded by the Circuit Leadership Team with professional advice taken as required.

There is a regular annual review process undertaken and recorded, the circuit is introducing a “risk matrix”

Adopted the Methodist Church Safeguarding Policy and is ensuring it compliance across the churches.

Income and Expenditure is being monitored in total and is compared with the approved annual budget on a half yearly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

### **Reserves Policy**

*The Reserves Policy for the Circuit is to hold a minimum sum equivalent to 6 months’ average expenditure. This should be sufficient to meet any unforeseen item of major expenditure on manses and / or to be able to continue, in the short term, funding planned activities in the event of any inability to raise the full Circuit Assessment from churches.*

The circuit assessment is reviewed annually and is currently based on membership figures within the local churches. The budget for the 2021/22 financial year has been set at £151.000. Therefore the Circuit aims to hold approx. £76K. The reason for this is threefold:- (i) The Circuit needs around one month’s average expenditure in reserve as working capital to cover normal running costs. (ii) The circuit is dependent upon local churches to pay their assessment each quarter. In the event of any inability to raise the full Circuit Assessment from churches the reserves funds will ensure that that District/Connexional assessment, stipends, salaries and other commitments are met as they fall due. (iii) To ensure the circuit can meet any unforeseen item of major expenditure on manses or other circuit managed property.

In addition, currently the Circuit is also holding (unrestricted funds) monies for mission, outreach and redevelopment projects across the circuit.

## Safeguarding

*Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.*

Methodist Connexional practice outlines commitment to the following principles:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice

The Banbury Circuit commits itself to ensuring the implementation of The Methodist Connexional Safeguarding Policy; Safer recruitment policy; government legislation, guidance and safe practice in the circuit and in the churches.

The Banbury Circuit commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

**THE METHODIST CHURCH**  
**STANDARD FORM OF ACCOUNTS**

**BANBURY CIRCUIT**

**FOR THE YEAR ENDED**  
**31 AUGUST 2021**

**NORTHAMPTON METHODIST DISTRICT**

**CIRCUIT NO 23/05**

**REGISTERED CHARITY NO 1135376**

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 Lin Francis**

**Rev Steve Swann**

**Circuit Stewards:**

**Mrs Janet Jones**

**Mrs Cate Vokes**

**Treasurer:**

**Miss Mary Tanner**



# ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

SECTION A		Note	General unrestricted Funds	Circuit Model Trust Fund (m)	Restricted Funds (r)	Totals this year	Totals last year
A1	RECEIPTS		£	£	£	£	£
A2	Assessment or Share		95,818	0	0	95,818	114,223
A3	Capital Receipts		0	109,162	0	109,162	152,612
A4	Interest		26	1,949	0	1,975	4,043
A5	Grants		0	0	0	0	0
A6	Other receipts		40,065	93,466	0	133,531	7,848
A7	TOTAL RECEIPTS		135,919	204,577	0	340,497 (a8)	278,726

SECTION B							
B1	PAYMENTS						
B2	Stipends, salaries & costs		125,261	0	0	125,261	110,764
B3	Manse Costs		15,889	0	0	15,889	8,000
B4	Admin (phone/travel)		15,424	965	0	16,389	6,373
B5	District Assessment		30,071	0	0	30,071	18,539
B6	Grants & donations		4,681	2,000	0	6,681	300
B7	District Advance Fund		0	27,442	0	27,442	23,384
B8	Other payments		39,683	22,870	0	62,553	56,836
B9	TOTAL PAYMENTS		231,009	53,277	0	284,286 (b9)	224,196

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YE	(a7-b9)	(95,090)	151,300	0	56,210	54,530
c2	Total funds brought forward from last year		2,790	519,557	0	522,347 (c6)	467,818
c3	Sub total	(c1+c2)	(92,300)	670,857	0	578,549	522,348
c4	Transfers and adjustments		112,000	(112,000)		0 (c7)	0
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	19,691	558,857	0	578,549 (c8)	522,348 (c8)

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					0	0
d2	Offerings/Gifts - received for external organisations					(184)	0
d3	Offerings/Gifts - passed to external organisations					(184)	0
d4	BALANCE STILL TO BE PAID (d1 + d2 - d3)					0	0

# BANBURY CIRCUIT

## 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 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
a1			0			0
a2			0			0
a3			0			0
a4			0			0
a5			0			0
a6			0			0
a7			0			0
a8 Sub total of Internal Organisations funds	0	0	0	0	0 (a11)	0 (a12)
a9 Circuit accounts (totals brought forward from page 2 - totals column)	348,487 (a8)	284,286 (a9)	(56,201)	0 (c7)	522,348 (c6)	578,549 (c8)
a10 TOTAL CASH FUNDS HELD BY CIRCUIT	348,487	284,286	(56,201)	0	522,348 (x)	578,549 (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 2019

	OPENING BALANCES	CLOSING BALANCES
(1) Cash in hand	0	0
(2) Bank Current Account	38,828	45,109
(3) Bank Deposit Account	0	0
(4) Central Finance Board	963	11,584
(5) Trustees for Methodist Church Purposes	482,557	521,857
(6) Other funds		
(7) SUB TOTAL	522,348 (c6)	578,550 (c8)
(8) Total funds held by Internal Organisations (the closing balance totals above) (a12)	0 (a11)	0 (a12)
(9) TOTAL CASH FUNDS HELD BY CIRCUIT	522,348 (x)	578,550 (y)

### SECTION G

#### OTHER ASSETS and LIABILITIES

	At 1 September 2021	At 31 August 2020
(g1) Investments (include Endowments)		
(g2) Land and Buildings (see notes re Insurance value)	2,237,883	2,179,575
(g3) Other Assets		
(g4) Loan(s) - show amount outstanding at year end		
(g5) Other Liabilities		

M Include only Funds held at the Central Finance Board

T5 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 15)

## DECLARATIONS

### Treasurer

I confirm that I have prepared the accounts from the records of the Circuit and that they include all funds under the control of the Circuit

Signature of Treasurer

*M E Tanner*

Date

21/09/2021

Name

Miss Mary Tanner

Address

16 Guardian Court, Duke Street, Banbury, Oxon, OX16 4NL

### Presentation to the \*Circuit Meeting for approval.

I confirm that the Accounts have been presented to the Circuit Meeting on

21/09/2021

and were approved.

Signature of the Chair of the meeting

*Rev David Alderman*

Name of the Chair of the meeting

Rev David Alderman

Date

21/9/2021

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

Banbury Methodist Circuit

Circuit

This Report is on the Circuit Accounts for the year ended 31<sup>st</sup> August

2021

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent Examiner's Statement

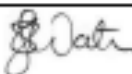
In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn 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 appropriate*

- (3) I ~~have~~/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

*\* Please circle as appropriate*

Name	Joanna Watson
Signature	
Relevant Professional qualification or body	CIMA
Address	Vandyplank House, 9 High Street, Long Buckby, Northants, NN6 7RE
Date	29th October 2021