

**Type of Governing document:** DEED OF UNION (1932) AND METHODIST CHURCH ACT (1976)

**Charity Constitution:** previously excepted charities - excepted charities were not required to register but are regulated by the Charity Commission. This is because they have been excepted from the requirement to register either by legislation or an order made by us. Churches and chapels of some Christian denominations; The Charities Act 2006 required excepted charities with an annual income over £100,000 to register with us.

**Charity trustee selection methods:** Charity trustees for the West Norfolk Methodist Circuit are appointed as per the rules of the Methodist Church. They are a mixture of stationed ministers, volunteer elected stewards and volunteer representatives elected from individual constituent chapels within the Circuit.

**Summary of the objectives of the charity:** 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 THE DISCIPLINE OF THE METHODIST CHURCH;  
(B) ANY CHARITABLE PURPOSES 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:**

**What**

**RELIGIOUS ACTIVITIES** - the West Norfolk Methodist Circuit has five Methodist Ministers (four Presbyters and one Deacon) of which three are full time and two are part time, plus an Anglican who is Authorised to serve, working in the Circuit and facilitates local chapels such that religious worship may be undertaken by any and all people wishing to do so. It also makes available its services for baptisms, weddings and funerals as well as providing pastoral care. Many volunteers within the Methodist Church are Lay Preachers who lead worship and many other volunteers take on a variety of roles to promote the religious ethos of the charity.

**Who**

**THE GENERAL PUBLIC/MANKIND** - any member of the community may attend any services and can seek help and/or support from members of the charity.

**How**

**PROVIDES**

**SERVICES** - regular local and Circuit wide religious services are provided within the Circuit on various days and at various times. Services are also held in Retirement Homes. Youth work is undertaken in the local area and Youth activities are organised and supported. A "Social Centre" in one of the church buildings is supported for the benefit of vulnerable people.

**Summary of the main achievements of the charity in 2022-2023**

**Ordained**

**Ministers** - the Circuit continued to financially support its full time stationed Ministers plus part time Ministers who enable the charitable objectives of the Circuit to be fulfilled amongst its members.

**Circuit Policy** – The circuit continued to act on the agreed policy which is reviewed annually and is on the agenda for a September meeting.

**No major activities were planned.**

**Growing in God** – volunteers from the Circuit continued to support a number of local projects involving youth activities. Guiding, scouting and Boys’ Brigade activities were also enabled under the auspices of the Circuit and its chapels. Special event services were held, both on Sundays and mid-week, both via Zoom and “in person”, in order to enable whole Circuit participation. Mid-week activities were organised in most churches to support their communities and held when possible to do so. North Lynn church has a Sharing Agreement in place and is seeking to become an LEP with the Church of England. The building was completed and re-named “The Beacon” with the opening ceremony due to be held in September.

**Risks-** The trustees review the risks to which the charity is exposed and take steps to mitigate those risks as appropriate. Safeguarding policy is kept up-to-date in accordance with new legislation.

**Reserves policy** – Our reserves policy relates to our General (Unrestricted) funds which are freely available to be used for any or all purposes of the Circuit. Our reserve policy is to hold up to 50% of annual expenditure in hand, including the Manses Fund, but is currently about 56% standing at £120633 with the annual expenditure being £214769. These reserve funds allow for fluctuations in receipts against set payments and act as contingency funds.

**Circuit Model Trust Fund** (Restricted Fund). This fund derives from the sale of chapels and manses and is restricted by the Methodist Conference. This restriction is an internal obligation although the fund may be used for a variety of purposes. The balance at the year-end was £80392. The previous balance for the North Lynn church has been handed over and spent.

The Charity Commission has previously agreed that it is appropriate for the trustees to set a policy for the management of this fund as set out below.

Money held in the Model Trust Fund will be held available to assist churches in carrying out schemes beyond their own resources in addition to funding the provision of Manses and Chapels and supporting the work of the Circuit. Schemes supported this year have been:- £6092 for Feltwell church disabled access and new heating system; £4436 for new boiler at Hunstanton church; £3734 to Clenchwarton church for updating electrics to current required standard; £7087 on Ministerial subsidy to support the work of the Circuit and £2591 to East Anglia Methodist District.

**Signatures:**

Revd R Roberts – Superintendent Minister .....

Mrs S Johnson – Senior Circuit Steward .....

part time Ministers who enable the charitable objectives of the Circuit to be fulfilled amongst its members.

**Circuit Policy** - The Circuit continued to act on the policy agreed in the year 2012/13 and which is reviewed/revised annually. Due to other pressures this has not yet been reviewed but is in hand.

**No major activities were planned** due to closures in accordance with COVID-19 legislation.

**Growing in God** - Volunteers from the Circuit supported a number of local projects involving youth activities. Guiding, Scouting and Boys' Brigade activities were also enabled under the auspices of the Circuit and its chapels when it was possible to do so.

Lent services were held mid-week via Zoom to enable the whole circuit's participation. Similarly cross circuit services were available via Zoom for Holy Week and a circuit service for Easter Sunday led by the District Chair.

Mid week activities are organised in almost all churches to support the community and were held whenever possible.

North Lynn Church is seeking to become an LEP with the Anglican Church. The Sharing Agreement is complete and plans for improvements to the building are under discussion. Unfortunately there have been delays and new tenders are being sought.

#### **RISK**

The trustees review the risks that the charity is exposed to on an ongoing basis and take steps to mitigate those risks as appropriate.

#### **Reserves Policy -**

Our Reserves Policy relates to our general (Unrestricted) funds which are freely available to be used for any or all of the purposes of the Circuit.

Our Reserve Policy is to hold up to 50% of annual expenditure in hand, including the Manses Fund, but is currently around 55% standing at £120384 with the annual expenditure being £214471. These reserve funds allow for fluctuations in receipts against set payments and act as contingency funds.

**Circuit Model Trust Fund** (Restricted Fund). This fund derives from the sales of chapels and manses and is restricted by the Methodist Conference. This restriction is an internal obligation although the fund can be used for a variety of purposes. The balance at the year end was £140325 with a further £175230 held in a separate account for the North Lynn Church.

The Charity Commission has agreed that it is appropriate for the trustees to set a policy for the management of this fund and that policy is set out below.

Money held in the Model Trust Fund will be held available to assist churches to carry out schemes beyond their own resources as well as funding the provision of Manses and Chapels and supporting the work of the Circuit. No schemes for which Model Trust Fund monies have been sought and given this year. Support of general funding in continuing the work of the Circuit was at the level of £5017.

#### **Signatures:**

Rev. R. Roberts - Superintendent Minister .....

Mrs. S. Johnson - Senior Circuit Steward ..... *S. Johnson* 20.05.2022

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Mrs. S. Johnson - Senior Circuit Steward .....

THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

WEST NORFOLK

Circuit

FOR THE YEAR ENDED  
31 August 2023

EAST ANGLIA

District

Circuit no

14 / 20

Registered Charity - Charity Registration number

1136177

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. Robert Roberts

Rev. Paul Critchley

Rev. Richman Ncube

Rev. Jacqueline Goddard

Deacon Lynne Tonge

Circuit Stewards:

MRS. S. JOHNSON

MR. R. WEBB

MRS. R. VYSE

MR D SCOTNEY

MRS L DENT

Treasurer:

Mr & Mrs D & L Dent

## 20ACCOUNTS FOR THE YEAR ENDED 31 August 2023

WEST NORFOLK

Circuit

SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£	£
a1	<b>RECEIPTS</b>					
a2	Assessment/Share	186,808			186,808	184,806
a3	Capital receipts					
a4	Bank and CFB interest and Investment income	4,389	2,799	419	7,607	1,667
a5	Grants					
a6	Other receipts	26,860			26,860	32,769
a7	<b>TOTAL RECEIPTS</b>	<b>218,057</b>	<b>2,799</b>	<b>419</b>	<b>221,275 (a8)</b>	<b>219,242</b>

SECTION B						
b1	<b>PAYMENTS</b>					
b2	Stipends, salaries, NIC, Pension and travel costs	#	131,435		131,435	126,187
b3	Manse Costs	#	19,298		19,298	13,419
b4	Administration etc	#	11,727	290	12,194	3,935
b5	District Assessment	#	44,425		44,425	44,505
b6	Grants & donations	#	14,262	2,591	16,853	4,516
b7				60,001	60,001	147,335
b8	Other payments		14,425		14,425	28,624
b9	<b>TOTAL PAYMENTS</b>		<b>235,571</b>	<b>2,881</b>	<b>298,630 (b9)</b>	<b>368,520</b>

SECTION C						
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	(a7-b9)	(17,514)	(82)	(59,759)	(77,355)
c2	Total funds brought forward from last year		150,415	101,823	62,168	314,406 (c6)
c3	<b>Sub total</b>	(c1+c2)	<b>132,901</b>	<b>101,741</b>	<b>2,409</b>	<b>237,051</b>
c4	Transfers and adjustments		21,349	(21,349)		(c7)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	(c3+c4)	<b>154,250</b>	<b>80,392</b>	<b>2,409</b>	<b>237,051 (c8)</b>

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

**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 2023 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)	221,275 (a8)	298,630 (b9)	(77,355)	314,406 (c6)	237,051 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>221,275</b>	<b>298,630</b>	<b>(77,355)</b>	<b>314,406 (x)</b>	<b>237,051 (y)</b>
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>			

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

CIRCUIT - CASH FUNDS HELD at 31 August 2023		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	9,977	10,132
f3	Bank Deposit Account		
f4	Central Finance Board	140,438	144,118
f5	Trustees for Methodist Church Purposes	163,991	82,801
f6	Other funds		
f7	<b>SUB TOTAL</b>	<b>314,406 (c6)</b>	<b>237,051 (c8)</b>
f8	Total funds held by Internal Organisations (the closing balance totals above) (e12)	(e11)	(e12)
f9	<b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>314,406 (x)</b>	<b>237,051 (y)</b>

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

OTHER ASSETS and LIABILITIES		At 1 September 2022	At 31 August 2023
g1	Investments (include Endowments)		
g2	Land and Buildings (see notes re Insurance value)		
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)

Name of Circuit WEST NORFOLK No. 20

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2023 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer D. Dent Date 29/10/23  
Name and address of treasurer DEWBURY, EAST END, HILLING  
DOWNHAM MARKET Post Code PE38 0JH

### Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2023 were/will be\*  
presented to the Circuit meeting held on 13 MARCH 2024

Signature of the Chair of the meeting Rev Robert Roberts  
Name of the Chair of the meeting REV ROBERT ROBERTS Date 13 MARCH 2024

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

WEST NORFOLK Circuit

Charity Number 1136177

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the WEST NORFOLK  
Circuit for the year ended 31 August 2023 set out on pages 1 to 3. 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.

\* delete or circle as appropriate



Name of Circuit WEST NORFOLK CIRCUIT No 14/20

### 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.

Signature of independent examiner 

Name of independent examiner CLIFFORD SHELTON

Relevant professional qualification of independent examiner A.C.M.A. G.C.M.A.

Name of firm (where appropriate) —

Address 1 WOODLAND GARDENS NORTH WOOTTON,  
KING'S LYNN, NORFOLK. Post Code PE30 3PX

Date 19<sup>th</sup> FEBRUARY 2024

\* delete or circle as appropriate

Form reviewed

May-23

THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

WEST NORFOLK

Circuit

FOR THE YEAR ENDED  
31 August 2023

EAST ANGLIA

District

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14 / 20

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g4	Loan(s) - show amount outstanding at year end		
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Name of Circuit WEST NORFOLK No. 20

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2023 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer D. Dent Date 29/10/23  
Name and address of treasurer DEWBURY, EAST END, HILLING  
DOWNHAM MARKET Post Code PE38 0JH

### Presentation to the Circuit meeting

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Signature of the Chair of the meeting Rev Robert Roberts  
Name of the Chair of the meeting REV ROBERT ROBERTS Date 13 MARCH 2024

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Charity Number 1136177

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Signature of independent examiner 

Name of independent examiner CLIFFORD SHELTON

Relevant professional qualification of independent examiner A.C.M.A. G.C.M.A.

Name of firm (where appropriate) —

Address 1 WOODLAND GARDENS NORTH WOOTTON,  
KING'S LYNN, NORFOLK. Post Code PE30 3PX

Date 19<sup>th</sup> FEBRUARY 2024.

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Form reviewed

May-23