



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

ANNUAL REPORT Year ended 31 August 2021

All members of the Brookside Church Council are Trustees of the Charity.

Aims and purposes

Brookside Church Council is responsible, in co-operation with the other churches of the Peterborough Circuit, for advancing the Christian faith in Peterborough City in accordance with the approved governing document issued by the Methodist Conference.

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 purpose for the time being of any Connexional, district, circuit or 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.

Objectives and Activities

Brookside Church Council is committed to the provision of regular public acts of worship open to members of the church and non-members alike; the provision of a sacred space for prayer and contemplation; the teaching of Christianity through sermons, courses and small groups; pastoral work including visiting the sick and bereaved; promotion of Christianity through the staging of events and services; the provision of youth clubs and adult groups with a Christian ethos; supporting other charities in the UK and overseas financially and with prayer.

In planning our activities for the year Brookside Church Council has considered the Commission's guidance on public benefit, including the specific guidance on charities for the advancement of religion. We aim to provide opportunities for everyone who wishes to learn about the Christian faith and to live out their faith through:

- Worship and prayer, learning about the Gospel and developing faith in Jesus Christ
- Provision of pastoral care for church members and non-members
- Opportunities for fellowship
- Mission and outreach work

To enable this work and expand our contacts with the wider community we continue to maintain and improve the fabric and facilities of the Brookside Church building.



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

Achievements and Performance

Coronavirus

Our achievements and performance were affected by Coronavirus and Covid-19. We followed the Government regulations and advice from the Methodist Church. Regular safety checks were maintained throughout the periods of lock-down. Services, organisations, activities and lettings were closed. Our Pre-School reopened at the beginning of June 2020 with restricted numbers. Gamblers Anonymous was the first outside organisation to be able to hold meetings.

Worship

During the period when services could not be held in our premises, weekly Circuit online services were available on a number of platforms. Plans were made for Covid-safe services with social distancing, masks and hand-sanitising, with the kitchen being closed. These were put into place as soon as they were legal and approved by the Methodist Church.

Pastoral Care

Pastoral care of church members and contacts is undertaken by volunteers who meet regularly for mutual support. To enhance this work a member has been commissioned as Pastoral Assistant to the Minister, responding to requests for visits to the long-term sick and house-bound and to those in extra need, doing hospital visits, taking Home Communion and having a prayer ministry. Two members have been commissioned for Bereavement Support Worker and Baptism Support.

A group of experienced prayer partners are available to pray with individuals, after the morning service, in a set aside chapel area. Requests for prayer will be met by appropriate individuals or groups, or included in worship services.

During the year this ministry continued by appropriate methods of communication.

A cross was erected outside the Church to allow people to attach ribbons in remembrance of loved ones.

From March 2020 a weekly Newsletter has been circulated to members and friends.



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

Mission and Outreach

Pre-School

Brookside Church Council runs a pre-school, which is now open 30 hours weekly, 8.30am to 2.30pm, since September 2017. It is managed by a Committee of elected Church Council members and has a graduate manager and qualified staff. The pre-school has the use of the main hall, two classrooms and a large, secure outdoor space, plus toilet and kitchen facilities. During the year pre-school continued to operate in accordance with Covid-19 regulations and advice from Offsted and Peterborough City Council.

Youth work

The Boys Brigade and Youth Group meet regularly in the church building. They are managed by members of the church. Girlguiding provides Rainbows, Brownies and Guides weekly in term time. Where possible these activities continued out of doors or online.

Adults

In addition to the groups and activities described under ***Worship and Fellowship***, the premises are regularly used by groups such as Gamblers Anonymous, art groups, a Sewing Group and music examination boards. The church is used as a Polling Station. These activities took place when possible under Covid-19 regulations.

Home and Overseas Missions and Christian Aid

These are supported by members' regular donations. An effort is made annually to raise money for Christian Aid, although the age of members has meant a reluctant abandonment of house-to-house collection. Money is raised for Action for Children particularly at Christmas time.

Winter Night Shelter

It has not been possible to host the Winter Night Shelter. A group of ladies continues to provide cakes for the homeless on a fortnightly rota.

Church Website, answerphone and email

The church website is maintained on a weekly basis. It includes information about our beliefs and history, our Sunday services, our weekly calendar, organisations and activities, and special events. It also provides a useful link for those wishing to make enquiries or bookings. Our email and answerphone are checked daily by our Bookings Secretary and passed to the appropriate person for action.

The Circuit

Two members of Brookside Church Council represent the Church at the Peterborough Circuit Meeting, which links Brookside to the wider Methodist Connexion. A Circuit Steward is appointed to Brookside Church Council.



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

PE4 Church Partnership

We are working with other churches in the PE4 area to share prayer, worship and outreach.

Brookside Church Buildings

Maintenance of the substantial premises is the responsibility of a Property Committee of the Church Council. We are indebted to a small team of volunteers who undertake maintenance jobs to the building and outdoor space.

Fire and Safety checks have been undertaken during the year and action required has been carried out. For security it is necessary to keep the premises locked even while in use (except during Sunday worship), but a bell is provided to give access. Times of our activities are advertised. When the building is not in use a locked barrier to the car park is used as an additional security measure. Users of the building are provided with keys to the main doors and the barrier and are responsible for securing the building when they leave.

We are currently employing a local company to provide cleaning services

Damage to the flat roof of the building has caused ingress of water from time to time. Temporary repairs have been carried out, but arrangements for a permanent solution are underway.

Risks

Risks are discussed by Brookside Church Council. Professional advice is taken as required. Progress is regularly reviewed.

The Church Council has a Child and Vulnerable Adult Safeguarding Policy, and a training schedule is in place. DBS checks are carried out as required. This work is co-ordinated by a Safe-Guarding Officer.

These accounts are for the period 1st September 2020 to 31st August 2021.

Financial Review

Income

Income for this period amounted to £54918.97. Included in this year's figure is a donation of £15000.00. If we take this figure out of our calculation's we are looking at an income of £39,918.97 for the year. Income for the year ended 31st August 2020 amounted to £43,397.12 and for year ended 31st August 2019 the income figure was £55611.28. The reasons behind the reduction in income for this year are £1000 reduction in Gift Aid received, £2800 reduction in letting out premises and no fund raising over the last 12 months. In the 2020



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

figures there is an amount included of £935.10 for the Christmas Fair held in 2019. Offertory received over the last 12 months is slightly up on year ended 2020 figures but is almost £3000 down on pre pandemic figures. Offertory for year ended 2021 amounted to £20,983.88 against 2019 figure of £23,756.60. We continued to receive a donation from pre-school for both 2020 & 2021 of £9000.00.

Expenditure

Expenditure for this period amounted to £43741.84. Expenditure for the year ended 31st August 2020 amounted to £45776.19 once we have stripped out the £6000.00 transfer from the General Fund Account to the Church Roof Fund. Expenditure for the year ended 31st August 2019 amounted to £53,032.47. Major items of expenditure period have been Circuit Contribution, £31818.12, Gas/Electricity £1921.00 and Property £4350.76.

Church Funds

HSBC Current Account £39,962.11

CFB Deposit Account £28,082.54

Cash £16.18

Total **£65,060.83**

Breakdown of Church Funds

General Fund £42,443.34, Caring £41.87, Benevolent Fund £426.01, Reserve & Property £6123.30, Youth Club (including Unite) £1389.68, Night Shelter £1131.44, Church Roof Fund £14505.19. This compares to total church funds as at 31st August 2019 of £48,342.89.

Charitable Work

We are committed to maintaining our payment to the Connexional Fund at £1800.00 and the payment for this year is included in the above figures. We still hold a figure of £1131.44 on our restricted funds for the Winter Night Shelter and a decision will need to be taken soon as to where we send these funds given that the shelter is unlikely to restart soon.

Church Roof Fund

As at the 31st August 2021 the amount raised stands at £14505.19. This follows a transfer from our General Fund Account of £6000.00 during the year. Following a Joint Meeting of the Finance and Property Committee on the 19th August 2021 it was proposed that £6000.00 of the £6123.30 held in our Reserve and Property Fund should also be transferred to the Church Roof Fund increasing the balance to £20,505.19. This has now been agreed by the finance committee and now needs to be confirmed by church council. Of the £14505.19 raised so far, £6000.00 has been transferred from The General Fund Account, £3000.00 from an individual, £650.00 from Brookside Pre-School, £380.00 from Summer Strings Concert, £220.00 from Silver Band Concert and the remaining £3,355.19 from smaller individual donations from within the church including Joy from Dogsthorpe, donations from groups within the church, retiring collections following funerals and other fund raising events. With a total cost quoted of £60,000.00 including VAT it is hoped that the remaining funds will be raised via applications to District £10,000.00, Circuit £5,000.00, Mick George £20,000.00 and the remaining £4500.00 to be raised by church members fundraising efforts. If we are unsuccessful with any of our requests it may be necessary for us to consider approaching the Methodist Chapel Aid for a loan if we are to commence work in July 2022 as hoped. Trustees are reminded that they are liable should we be unable to repay this loan.



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

Summary

Whilst on the face of it the church finances appear stable there are many areas for concern that we need to be aware of.

- a) Continued reduction in the amount received via the offertory, especially as nearly 50% of the amount received comes from eight elderly members of the congregation.
- b) The reliance on the £9,000 donation we receive from pre-school each year which is to be increased to £9,600 for this year, not only in cash terms but the increasing difficulty in getting people to join the Pre-School Committee.
- c) The amount of time and effort that goes into ensuring that the letting of our property runs smoothly.
- d) Future demands on our funds from property related issues and possible call to help with shortfall in Ministers Pension Shortfall.
- e) Possible unforeseen expenditure on church roof.

George Barber
Church Treasurer

Pre-school finances (consolidated with the Church Accounts)

In 2019/20 our income exceeded our expenditure by £2,117.54. Funds held at 31 August 2020 were £52,127.85.

We pay permanent staff, as required by the Methodist Church, at the level set by the Living Wage Foundation, reviewed each January. Our Pension Fund commenced on 1 January 2017.

Anne Yeoman, Chair Pre-School Management Committee.



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

RESERVES POLICY

Report on behalf of

Brookside Methodist Church

To

Circuit Meeting

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charities SORP.

- (I) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s
- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf



1. General Funds held Y/E 31.8.21	65,060
2. Restricted Funds held Y/E 31/8/21	53,081
3. Endowment Funds held “	£0

4.. Reserves policy for General Funds

It is the policy of the Church to hold in the General Fund the equivalent of at least four months running costs. This equates to about £18,000.

The General Fund is non-allocated money for the day to day running of the church. The Fund is supported by regular lettings and donations amounting to about £28,000 last year.

5. Policy for Restricted Funds

In the Church's Restricted Funds, £53,081 is held by Internal Organisations and £52,127 of this is in the Pre-school account. The remaining restricted funds of £954 are made up from Tuesday Fellowship, Boys Brigade, Craft and Chat and Men's Club.

6. Terms relating to Endowment Funds held

This Reserves Policy has been approved by

Brookside Methodist Church Council

(*Church Council ☐/Circuit Meeting ☐/District ☐)

Treasurer

Trustee

George Barber



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

Structure, governance and management

The governing documents are the Deed of Union 1932 and the Methodist Church Act 1976.

The charity is constituted as a Trust. It is a Charity required to be registered with the Charity Commissioner. Registered Charity Number 1147796.

Trustees (all members of the Church Council) are Ex Officio, elected by Church members, or appointed by the Church Council.

Brookside Church Council for the year covered by this Report consisted of the Ministers, Treasurer and Secretary appointed by the Council, 4 elected stewards, 6 elected general representatives, 11 members appointed by the Church Council and one representative from Peterborough Circuit Meeting.

A range of guidance is provided by the Methodist Conference. The leaflet "The Role of a Trustee" is given to each Trustee.

The Church Council members are responsible for making decisions on all administrative and financial matters relating to the Church premises and work. The full Church Council met 3 times during the year with an average attendance of 18.

Brookside has a number of committees dealing with particular aspects of the church's work. These are Pastoral, Family, Finance, Property, Worship, Pre-School, Youth Club and Events. These are all responsible to the Brookside Church Council and report regularly to the full Church Council, where matters are discussed and approved as appropriate. Between meetings the Minister and the Stewards have the authority to make urgent decisions when necessary.

Following the advice of the legal department of the Methodist Church we are complying with the Data Protection Act 2018.

The main part of our church activities is undertaken by lay persons (volunteers).

Administrative information

Brookside Church is in Gunthorpe Road, Peterborough. It is part of the Peterborough Circuit and accountable to the Methodist Conference.

The correspondence address is: Brookside Methodist Church, Gunthorpe Road, Peterborough, PE4 7TG.

The Church telephone message service is: 01733 328192

The email address is: contactbrookside@gmail.com

The website address is: www.brooksidemc.org.uk



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

Trustees (Church Council members) serving at the date of this report are:

Rev Langley Mackrell-Hey (Circuit Minister)
Rev Vivienne Smith (Minister and Chair)
Mr David Whiting (Steward)
Mr George Barber (Treasurer and Steward)
(Steward)
Mrs Cathy Ruffles (Steward)
Mrs Elizabeth Thompson
Mr Anthony Storey (Property Steward)
Mrs Sue Holmes
Mrs Chris Bowra
Mr Pete Grice
Mrs Sue Grice
Mrs Lynn Gurney
Mrs Chris Hardman
Mrs Claire Holden
Mrs Sue Keeney
Mr Alan Newcombe
Mrs Maureen Newcombe
Mrs Valerie Ostler
Miss Joanna Parkin
Mr Alan Southcott
Mrs Liz Storey
Mr Simon Thompson
Rev Graham Tooth
Mrs Madeleine Whiting
Mrs Anne Yeoman

Other Trustees who served during the year were:

Mrs Janet Murphy
Mrs Ann Tooth

Approved by the Stewards on behalf of Brookside Church Council on 28 March 2022
and signed on their behalf by:

Rev Vivienne Smith (Chair)

Christine Hardman (acting Church Secretary)

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

Associated Methodist Church	Church
-----------------------------	--------

FOR THE YEAR ENDED

31 August 2021

Wales Methodist Circuit	Circuit	Circuit no	2021
-------------------------	---------	------------	------

Registered Charity - Charity Registration number

1142796

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)

Minister:

Rev. Dr. David Smith

Church Stewards:

David Smith
John Smith
John Smith
John Smith
John Smith
John Smith
John Smith
John Smith

Treasurer:

--

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	25434		25434	21232
a3	Bank and CFB interest and Investment income				
a4	Lettings	4000		4000	0833
a5	Other receipts	25454	3511	28965	17410
a6	TOTAL RECEIPTS	50918	3511	58429 (a7)	50475
SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	31818		31818	4833
b3	Donations	1800		1800	1800
b4	Repairs and Maintenance	4350		4350	4104
b5	Utilities (Insurances, water charges, heating & lighting)	5112		5112	6502
b6					
b7	Other payments	661	1029	1690	3777
b8	TOTAL PAYMENTS	45741	1029	44770 (b9)	47416
SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR (a6-b8)	11177	2482	13659	3059
c2	Total funds brought forward from last year	30266	21135	51401 (c6)	48542
c3	Sub total (c1+c2)	41443	23617	65060	51401
c4	Transfers and adjustments	-	-	- (c7)	-
c5	TOTAL FUNDS AT END OF YEAR (c3+c4)	41443	23617	65060 (c8)	51401 (c6)
SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)			£	£
d1	Balance brought forward from last year			179	598
d2	Offerings/Gifts - received for external organisations			291	371
d3	Offerings/Gifts - passed to external organisations			379	790
d4	BALANCE STILL TO BE PAID (d1+d2-d3)			41	179

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E****Please follow the Guidance Notes to complete this page**

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church 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 income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, 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 District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
1						
2						
3						
4						
5						
6						
7						
8 Sub total of Internal Organisations funds						
9 Church accounts (totals brought forward from page 2 - totals column)						
10 TOTAL CASH FUNDS HELD BY CHURCH						
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

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

	OPENING BALANCES	CLOSING BALANCES
1 Cash in hand		
2 Bank Current Account		
3 Bank Deposit Account		
4 Central Finance Board		
5 Trustees for Methodist Church Purposes		
5 Other funds		
7 SUB TOTAL - Church accounts		
8 Total funds held by Internal Organisations (the closing balance total from above) (e12)		
9 TOTAL CASH FUNDS HELD BY CHURCH		

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
1 Investments (include Endowments)		
2 Land & Buildings (see notes re Insurance value)		
3 Other Assets		
4 Loan(s) - show amount outstanding at year end		
5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer Date.....

Name and address of treasurer
New York, New York

Post Code.....

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting:
V. L. Smith

Name of the Chair of the meeting: VIVienne SMITH Date 1. 11. 21

Independent Examiner's Report to the Trustees of the

.....Church

Charity Number

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Church for the year ended 31 August 2021 set out on pages 1 to 5. As the Church'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 Church'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 Church BROOKSIDE CHURCH No

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 R J Bates

Name of independent examiner Richard Bates

Relevant professional qualification of independent examiner —

Name of firm (where appropriate) —

Address 62 Westwood Park Road

..... Peterborough Post Code PE3 6JL

Date 24.10.21

* delete or circle as appropriate

Name of Church BROOKSIDE CHURCH No

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 R J Bates

Name of independent examiner Richard Bates

Relevant professional qualification of independent examiner —

Name of firm (where appropriate) —

Address 62 Westwood Park Road

Peterborough Post Code PE3 6JL

Date 24.10.21

* delete or circle as appropriate