



BROOKSIDE METHODIST CHURCH

REGISTERED CHARITY NUMBER 1147796

ANNUAL REPORT Year ended 31 August 2023

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.



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Achievements and Performance

Corona Virus

We continue to take extra precautions against infection but have now ended social distancing.

Worship

Morning Worship, Messy Church and Café Worship took place through the year, but the evening service was not resumed. United Services are being held with Dogsthorpe Methodist Church, making use of both buildings. A mid-week Communion service is held on the fourth Tuesday of each month.

The Tuesday Fellowship meets twice a month for worship and a programme of interesting activities. The New Direction Bible Study Group meets weekly on Zoom.

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 and Baptism Support.

Requests for prayer will be met by appropriate individuals or groups, or included in worship services.

Since March 2020 weekly Notices and a monthly Newsletter are being circulated to members and friends.

Fellowship

Refreshments are served after each morning service to enable the congregation to meet informally.

A programme of activities, open to all, to promote fellowship is organised throughout the year. These include lunches and evening activities. Groups organised by the Church during the year were Craft and Chat, Brookside Men's and Ladies' Group and a Well Being Coffee Morning.

Requests for prayer will be met by appropriate individuals or groups, or included in worship services.



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Mission and Outreach

Pre-School

Brookside Church Council runs a pre-school, which is open 30 hours weekly, 8.30am to 2.30pm. 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.

Youth work

The Boys Brigade meets regularly in the church building. They are managed by members of the church. Girlguiding provides Rainbows, Brownies and Guides weekly in term time.

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, Slimming and Exercise Groups, a Sewing Group and music examination boards. The church is used as a Polling Station.

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.

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 has been 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.



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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.

From August 2023 cleaning services are being provided by our Pre-School staff.

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.

Financial Review

Treasurer's Report to Church Council

Income

Income for this period amounted to £56,025.41, up from the previous years figure of £52,718.58. Offertory for the period amounted to £22,615.50 up from a figure of £22,313.51 for the previous year. Income from the lettings for this period amounted to £13,516.05 also increasing from the previous years figure of £12,222.77. Brookside Pre-School donations to the church for this year totalled £9,600. Gift Aid for this year amounted to £5,612.73 an increase of £500 from the previous year. Other reasons behind the increase in income are the £1,890.50 raised via events undertaken by the church during the year and £932.00 received from our insurance claim.

Expenditure

Expenditure for this period amounted to £55,340.35. Major items of expenditure during this period continue to be our payment to the circuit for £31,818.12 and repairs and maintenance to the property which amounted to £12,720. Major items of expenditure were £2,982 for a new boiler, decorating the church £2,790, and £3,426.08 in respect of our cleaning contract. The cleaning contract has now been cancelled and work will now be carried out by the Pre-School where an annual price of £3,200 has been agreed.

Church Roof Fund

The amount borrowed from the circuit was £7,500. A repayment programme of £208.33 per month over 36 months was agreed. To date, 11 payments of £208.33 have been made leaving £5,208.37 outstanding. Balance on our Church Roof Fund stands at £3,934.66.



BROOKSIDE METHODIST CHURCH

REGISTERED CHARITY NUMBER 1147796

Church Funds

HSBC Current Account £12,857.03

CFB Deposit Account £32,547.10

Cash £ 0

Total £45,404.13

Breakdown of Church Funds

General Fund £38,934.26, Caring £688.57, Benevolent Fund £426.01, Reserve & Property £123.30, Youth Club (including Unite) £1,317.33, Church Roof Fund £3,934.66

Charitable Work

Our payment to the Connexional Fund continues to be £2,000. The following amounts have been raised for charity during this period. All We Can £55.53, Addenbrookes Liver Transplant £56.45, Prostate Cancer £47, Action for Children £177.45 and Christian Aid £2,036.

Summary

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

- a) Whilst the amount received via the offertory has increased slightly, this is mainly due to just two members of the congregation whose contribution now amounts to almost 30% of the total amount received.
- b) The reliance on the donation we receive from pre-school not only in cash terms but the increasing difficulty in getting people to join the pre-school committee. In addition to this they have now undertaken to clean our premises for us.
- c) The amount and time and effort that goes into ensuring that the letting of our property runs smoothly.
- d) A new commitment of £208.33 per month over 3 years
- e) Future demands on our funds from property related issues.

George Barber

Church Treasurer

Pre-school finances (consolidated with the Church Accounts)

Funds held at 1 September 2022 were £50,728.03. The surplus for the year was £3,158.18 with funds at 31 August 2023 being £53,886.21.



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



BROOKSIDE METHODIST CHURCH
Registered Charity Number: 1147796

General Funds held at Y/E 31/8/23	£38,934
2. Restricted Funds held Y/E 31/8/23	£61,678
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 £17,000.

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 £36,693 last year.

5. Policy for Restricted Funds

In the Church's Restricted Funds, £55,188 is held by Internal Organisations and £53,886 of this is in the Pre-school account. The remaining restricted funds of £6,377 are made up from Property Reserve Fund, Caring and Benevolent Funds and the Church Roof Fund (£3,937)

6. Terms relating to Endowment Funds held

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This Reserves Policy has been approved by

Brookside Methodist Church Council

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

Treasurer George Barber	Trustee
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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 appointed by the Council, 2 elected stewards, 17 elected general representatives, 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 twice 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, 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 Janet Titterton (Minister and Chair)
Rev Dr Langley Makrell-Hey (Circuit Minister)
Mrs Cathy Ruffles Steward)
Mr David Whiting (Steward)
Mr Joshua Miranda (Steward)
Mr George Barber (Treasurer)
Mr Anthony Storey (Property Steward)
Mrs Sue Keeney (Circuit Steward)
Mrs Chris Hardman (Secretary)
Mrs Angela Cummins
Mr Pete Grice
Mrs Sue Grice
Mrs Lynn Gurney
Mrs Claire Holden
Mrs Sue Holmes
Mrs Maureen Newcombe
Mrs Valerie Ostler
Miss Joanna Parkin
Mrs Liz Storey
Mr Simon Thompson
Mrs Madeline Whiting
Mrs Anne Yeoman

Other Trustees who served during the year were:

Mrs Chris Bowra
Mrs Janet Murphy
Mrs Elizabeth Thompson

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

Rev Janet Titterton (Chair)

Chris Hardman (Church Secretary)

CHURCH
RECEIPTS AND PAYMENTS
ACCOUNTS

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

BROOKSIDE METHODIST CHURCH	Church
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FOR THE YEAR ENDED

31 August 2023

PETERBOROUGH	Circuit	Circuit no.	2321
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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 JANET TINKERION

Church Stewards:

CATHY RUFFLES
ELIZABETH THOMPSON
DAVID WHITING
SUE GRICE

Treasurer:

GEORGE BARBER

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

BROOKSIDE

Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered		28228	28228	27471
a3	Bank and CFB interest and Investment income				
a4	Lettings		13516	13516	12222
a5	Other receipts		14281	18165	46166
a6	TOTAL RECEIPTS		56025	18165	74190 (a7)

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share		31818	31818	31818
b3	Donations		2000	2000	2000
b4	Repairs and Maintenance		12720	12720	5654
b5	Utilities (Insurances, water charges, heating & lighting)		7681	7681	7205
b6					
b7	Other payments		1039	61352	62391
b8	TOTAL PAYMENTS		55258	61352	116275 (b9)

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	767	(43187)	(42085)
c2	Total funds brought forward from last year		38167	49198	87365 (c6)
c3	Sub total	(c1+c2)	38934	6011	44945
c4	Transfers and adjustments		—	—	— (c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	38934	6011	44945 (c8)

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	650	41
d2	Offerings/Gifts - received for external organisations	470	651
d3	Offerings/Gifts - passed to external organisations	661	42
d4	BALANCE STILL TO BE PAID (d1+d2-d3)	459	650

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 2023 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
e1						
e2 TUESDAY FELLOWSHIP	313	153	160		187	347
e3 BOYS BRIGADE	1447	1186	261		694	955
e4 MEN'S CLUB	220	220	0		0	0
e5 PRE-SCHOOL	104174	101016	3158		50728	53886
e6						
e7						
e8 Sub total of Internal Organisations funds					51609 (e11)	55188 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	(a7)	(b9)		(c7)	88015 (c6)	45404 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH					139724 (x)	100592 (y)
	TOTAL RECEIPTS	TOTAL PAYMENTS				

Continue on a separate sheet if necessary and bring the totals forward

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2023

f1	Cash in hand
f2	Bank Current Account
f3	Bank Deposit Account
f4	Central Finance Board
f5	Trustees for Methodist Church Purposes
f6	Other funds
f7	SUB TOTAL - Church accounts
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH

**OPENING
BALANCES**

16	
56342	
31657	
88015	(c6)
51609	(e11)
139724	(x)

**CLOSING
BALANCES**

12857	
32547	
45404	(c8)
55188	(e12)
100592	(y)

SECTION G

OTHER ASSETS and LIABILITIES

g1	Investments (include Endowments)
g2	Land & Buildings (see notes re Insurance value)
g3	Other Assets
g4	Loan(s) - show amount outstanding at year end
g5	Other Liabilities

At
1 September 2022

At
31 August 2023

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)

Name of Church BROOKSIDE METHODIST No.....

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 Church and that they include all funds under the control of the Church trustees.

Signature of treasurer [Signature] Date 28.9.2023
Name and address of treasurer GEORGE BARBER 21 GILDALE
WARRINGTON, PETERBOROUGH Post Code PE4 6QY

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2023 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting [Signature]
Name of the Chair of the meeting J. TITTERTON Date 11.10.2023

Independent Examiner's Report to the Trustees of the

BROOKSIDE METHODIST Church

Charity Number 1142796

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the BROOKSIDE METHODIST Church for the year ended 31 August 2023 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 Methodist Church No 2321

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 RS 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 28.9.2023

* delete or circle as appropriate

Name of Church BROOKSIDE Methodist Church No 2321

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Signature of independent examiner RS 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 28.9.2023

* delete or circle as appropriate