



BROOKSIDE METHODIST CHURCH

REGISTERED CHARITY NUMBER 1147796

ANNUAL REPORT Year ended 31 August 2024

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

Viruses and Infections

We no longer continue with formal precautions.

Worship

Morning Worship, Messy Church and Café Worship took place through the year, but the evening service has 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 and Crossways Bible Study Group meets twice a month at Brookside.

The Sunday Club meets on Sundays at 10.30am.

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.

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, a choir, 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 were 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

These accounts are for the period 1st September 2023 to 31st August 2024

Income

Income for this period amounted to £58,253.98 up from the previous years figure of £56,025.41. Offertory for the period amounted to £23,906.21 up from the previous years figure of £22,615.50. Lettings increased to £18,869.21 up from the previous years figure of £13,516.05. Brookside Pre-School donations to the church have now reduced to £2,160.00 per term from the £3,200.00 we used to receive. Gift Aid for the year amounted to £6,344.65 up from the previous years figure of £5,612.73.

Expenditure

Expenditure for this period, amounted to £50,739.66, down from the previous years figure of £55,340.35. Major items of expenditure during this period continue to be our payment to the circuit which increased this year by £3,000.00 to £34,818.12. The amount spent on repairs & maintenance of the property reduced significantly this year and came in at £5,035.86 down from last years figure of £12,720.34. Major items of expenditure were £650.00 for fixing the church roof following the leak above the dias earlier this year and £851.00 outstanding payments in respect of the cleaning contract.

Church Roof Fund

The amount borrowed from circuit was £7,500.00. A repayment programme of £208.33 per month over 36 months was agreed. 13 payments of £208.33 remain leaving a balance of £2,708.29 outstanding. We currently have a balance of £2,939.22 on the Church Roof Fund Account a surplus of £230.93.

Church Funds

HSBC Current Account £ 10,578.46

CFB Deposit Account £ 42,143.88

Cash £

Total £ 52,722.34



BROOKSIDE METHODIST CHURCH

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Breakdown of Church Funds

General Fund £46,448.58, Caring £100.69, Benevolent Fund £426.01, Reserve & Property £123.30, Youth Club (including Unite) £961.23, Church Roof Fund £2,939.22, Ladies Powder Room £1,723.31

Charitable Work

Our payment to the Connexional Fund continues to be £2,000.00. The following amounts have been raised for charity during this period. Action for Children £184.39 and Christian Aid £457.70.

Budget 2024/2025

Given the income and expenditure figures for the last two years have been significantly higher than budgeted I have amended the budget for 2024/2025 to take these increases into account and have set a figure of £55,000.00 for both (ie, I expect us to breakeven this year). Just to confirm though that this figure does not include any expenditure that is likely to be incurred in the renovation of the ladies toilets.

Summary

Overall, a good year for the church with income exceeding expenditure by C£7500.00. This has left the church in a strong position to look at various capital expenditure projects that will go to improving the facilities that the church can offer.

We do though need to be vigilant with regards to the following

- 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. This is worth about £10,000.00 to the church and the loss would affect us greatly.
- c) The amount in time and effort that goes into ensuring that the letting of our property runs smoothly. Especially now as Slimming World provide in excess of £5,000.00 in rental fees.

George Barber

Church Treasurer

Pre-school finances (consolidated with the Church Accounts)

Funds held at 1 September 2022 were £53,886. The loss for the year was £9,930 with funds at 31 August 2023 being £43,956. Our required reserves were £29,000.



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



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1. General Funds held at Y/E 31/8/24	£46,447
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2. Restricted Funds held Y/E 31/8/24	£6173
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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 six months running costs. This amounts to about £25,500.

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 £49,119 last year.

Taking into account the age and increased use of the building the Trustees are discussing improvements to the facilities, and expect the cost of repairs and maintenance to continue to increase.

5. Policy for Restricted Funds

In the Church's Restricted Funds, £44,664 is held by Internal Organisations and £43,956 of this is in the Pre-school account. The remaining restricted funds of £6,177 are made up from Property Reserve Fund, Caring and Benevolent Funds.

6. Terms relating to Endowment Funds held

This Reserves Policy has been approved by

Brookside Methodist Church Council

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

Treasurer
George Barber

Trustee



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, 4 elected stewards, 15 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 15.

Brookside has a number of committees dealing with particular aspects of the church's work. These are Pastoral, 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.



BROOKSIDE METHODIST CHURCH
Registered Charity Number: 1147796

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

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 (Pastoral Secretary)
Mr David Whiting (Steward)
Mr Joshua Miranda (Steward)
Mrs Sue Grice (Steward)
Mr George Barber (Treasurer and Steward)
Mr Anthony Storey (Property Steward)
Mr Paul Abel (Circuit Steward)
Mrs Chris Hardman (Secretary)
Mrs Angela Cummins
Mr Pete Grice
Mrs Lynn Gurney
Mrs Claire Holden
Mrs Sue Holmes
Mr Alan Newcombe
Mrs Maureen Newcombe
Mrs Valerie Ostler
Miss Joanna Parkin
Mrs Liz Storey
Mrs Elizabeth Thompson
Mr Brian Thornton
Mrs Madeline Whiting
Mrs Anne Yeoman

Other Trustees who served during the year were:
Mr Simon 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)

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

BROOKSIDE METHODIST	Church
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FOR THE YEAR ENDED

31 August 2024

PETERBOROUGH	Circuit	Circuit no.	2321
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Registered Charity - Charity Registration number

1142796

If not a registered charity His 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 JAMES TIERNION

Church Stewards:

CATHY RUPPES
SUE GRICE
DAVID WHITING
JOSH MIRANDA

Treasurer:

GEORGE BARBER

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
	Note	£	£	£	£
a1	RECEIPTS				
a2	Offerings and Tax recovered	30250		30250	28228
a3	Bank and CFB interest and Investment income				
a4	Lettings	18869		18869	13516
a5	Other receipts	9134	3372	12505	32446
a6	TOTAL RECEIPTS	58253	3372	61624	(a7) 7490

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	34818		34818	31818
b3	Donations	2000		2000	2000
b4	Repairs and Maintenance	5035		5035	12720
b5	Utilities (Insurances, water charges, heating & lighting)	8061		8061	7681
b6					
b7	Other payments	825	3000	3825	62391
b8	TOTAL PAYMENTS	50739	3000	53739	(b9) 116275

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8) 7513	372	7885	(12085)
c2	Total funds brought forward from last year	38934	5801	44945	(c6) 87365
c3	Sub total	(c1+c2) 46447	6173	52620	44945
c4	Transfers and adjustments				(c7)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4) 46447	6173	52620	(c8) 44945 (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	668	41
d2	Offerings/Gifts - received for external organisations	442	668
d3	Offerings/Gifts - passed to external organisations	1009	42
d4	BALANCE STILL TO BE PAID	1021	668

(d1+d2-d3)

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 2024 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 BROOKSIDE MENS CLUB	196-10	196-00	10p		10p	20p
e2 BOYS BRIGADE	1653.19	1907.67	(254.48)		955.93	701.45p
e3 TUESDAY FELLOWSHIP	265.08	605.55	(340.47)		347.88	7.41
e4 BROOKSIDE PRE-SCHOOL	76269.15	86199.48	(9930.33)		53886.21	43955.88
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					55188	44664
e9 Church accounts (totals brought forward from page 2 - totals column)	(a7)	(b9)			45404	52722
e10 TOTAL CASH FUNDS HELD BY CHURCH				(c7)	100592	97386
					(x)	(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 2024

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

12857	
32547	
45404	(c6)
55188	(e11)
100592	(x)

CLOSING
BALANCES

10578	
42142	
52722	(c8)
44664	(e12)
97386	(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 2023

At
31 August 2024

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 No. 1142796

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 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 31.10.2024

Name and address of treasurer GEORGE BARBER
21 GILDALE, WERRINGTON Post Code PE4 6DY

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2024 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 REV J TITTERTON Date 25-8-25

Independent Examiner's Report to the Trustees of the

BROOKSIDE Church

Charity Number 1142796

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the BROOKSIDE Church for the year ended 31 August 2024 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 No 1142796

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 JOHN BATES

Relevant professional qualification of independent examiner NIA

Name of firm (where appropriate) MIA

Address 62 Westwood Park Road

..... Peterborough Post Code PE3 6SL

Date 1/11/2024

* delete or circle as appropriate