

**TRUSTEES' ANNUAL REPORT FOR THE PERIOD  
1st SEPTEMBER 2019 to 31st AUGUST 2020**

**SECTION A**  
**REFERENCE AND ADMINISTRATION DETAILS**

**Registered Charity Number:** 1142805

**Charity's Principal Address:** Kingsleigh Methodist Church, King Street, Leigh WN7 4LR

**The Trustees who manage the charity:**

Trustee name	Office (if any)	Dates acted (if not for whole year)	Name of body entitled to appoint trustee	Member of Leadership Team
Jean Aldred	Chair Lay Employment; Circuit steward		Circuit Trustees Ex officio	Yes
Gillian Baglee	Circuit Steward Circuit Meeting Secretary		Circuit Trustees	Yes
Marian Bilsbury			Astley/Tyldesley Church	
Katharine Bland	Minister		Culcheth Church	Yes
Elspeth Brighton	Circuit Steward and Treasurer		Ex officio	Yes
Delia Caswell			Glazebury Church	
David Clayworth	World Mission		Circuit Trustees	
Janet Crozier			Glazebury Church	
Joyce Daniels	Secretary to Local Preachers' Meeting; Synod representative		Ex officio	
Revd Bruce Deakin	Supernumerary		Ex officio	
Alan Eaves			Astley/Tyldesley Church	
Linda Fish	Circuit Steward		Ex officio	Yes
Revd John Fisher	Supernumerary		Ex officio	
Nick Fletcher			Kingsleigh Church	
Margaret Freeborn			Bag Lane Church	
Keith Garbett			Atherton Central Church	
Irene Goodhew			Atherton Central Church	
Joanne Grundy			Glazebury Church	
Florence Hatton			Ex officio	
Maureen Hilton	Synod representative		Ex officio	
Janette Hutchinson			Culcheth Church	
Janet Jennions			St John's Church	
Rev Brian Jones	Supernumerary		Ex officio	
Rev Mary Jones	Supernumerary		Ex officio	Yes
Philip Kennedy			Hindley Green Church	
Jean Leech			Bedford Church	
Janice MacKenzie			St John's	
Roddy Marr	Circuit Steward		Ex officio	Yes

Thomas Martin	Circuit Steward		Ex officio	Yes
Jean Maryan			Astley/Tyldesley Church	
Kevin Meredith			Bedford Church	
Susan Mooney	Circuit Steward		Kingsleigh Church	
Vera Nelson	Methodist Women in Britain		Circuit Trustees	
Lynda Nuttall			Atherton Central Church	
David Ogilvy			Culcheth Church	
Anne Parry			Wigan Road	
Rev Len Pereira	Minister		Ex officio	Yes
Mavis Power			Bag Lane Church	
Valerie Pownall			Bedford Church	
Vicky Robinson			Hindley Green Church	
Dorothy Simm			Wigan Road Church	
Elizabeth Smith			Hindley Green Church	
Revd Vivienne Smith	Superintendent Minister		Ex officio	Yes
Susan Stewart			Wigan Road Church	
Edith Todd			Bag Lane Church	
Revd Sue Whitehead	Supernumerary		Ex officio	
Andrew Wilcox			Bamfurlong Church	
Stan Worgan			Bamfurlong Church	

#### **Name and addresses of advisers consulted by the Trustees:**

Platt and Fishwicks, Solicitors. The Old Bank, 47 King Street, Wigan WN1 1DB

Borron Shaw, Estate Agents. 161 Park Road, Wigan WN6 7AG

## **SECTION B** **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Description of the charity's trusts:**

The governing document is the Deed of Union (1932) and Methodist Church Act (1976) and the charity is constituted by Act of Parliament.

Trustees are appointed by local churches or circuit organisations and the existing trustees. Ministers and circuit stewards are automatically trustees.

#### **Induction and Training for Trustees**

A range of guidance produced by Methodist Connexion is issued to new trustees including the leaflet 'The Role of a Trustee in the Methodist Church' and they are offered the support of the Circuit Meeting Secretary. From time to time training sessions are provided on a range of aspects of the role of Trustees.

#### **Structure**

The Circuit is part of the Bolton and Rochdale Methodist District and appoints representatives to its meeting (The District Synod) and is accountable to the Methodist Conference.

The Meeting of the Trustees (Circuit Meeting) is supported by a Circuit Leadership Team (CLT) comprising the Ministers and the Circuit Stewards. The CLT advises the circuit meeting and ensures that its decisions are enacted.

**Risks:** A standing risk to the circuit is the ability of churches to pay the financial assessment so that the circuit can meet its costs. The controls in place include discussion of the circuit's budget with the treasurers of all churches and very limited delegation of spending from the Circuit Meeting.

A real risk of the overloading of the ministers, particularly the Superintendent, had been identified and Trustees appointed a part-time lay Pastoral and Preaching Assistant to support the ministerial team and have appointed a lay chaplain to support the work in the circuit schools. A re-distribution of pastoral charge was agreed in June 2017 to even up the responsibilities from September 2017, and this continues to be effective.

Across the circuit some churches are struggling to recruit new office holders, with some individuals feeling unable to retire despite long service. This poses a risk to good governance and limits the energy available to pursue new initiatives and look outwards to serve the communities within which the churches sit.

Circuit and Church organisations are seen by the community as safe places and many young children and vulnerable adults use them. The risk of inappropriate behaviour is controlled by application of the statutory procedures for the Safeguarding of Children and Vulnerable Adults. Additionally, in the year, the Circuit updated its safeguarding policy using the model that had been recommended by the Methodist Church. Churches are responsible for ensuring that the requirements are met in all their activities. The Circuit appoints a Safeguarding Officer supported by a Safeguarding Co-ordinator and ensures that each church appoints its own safeguarding officer. The Circuit Safeguarding Officer supports them and calls meetings to share good practice. Training sessions are made available for all those in churches and circuit organisations involved in work with children and vulnerable adults. The Circuit monitors that all those who are required to do so have attended, and is currently in final stages of completing an initial round of refresher training for those whose original training was some years ago. Refresher sessions of advanced training for those in leadership roles has now been introduced and many of those required to attend have now been trained.

## **SECTION C** **OBJECTIVES AND ACTIVITIES**

### **Summary of the objects of the charity set out in its governing document:**

The purposes of the Methodist Church are and shall be deemed to have been, since the Date of Union, the advancement of:

- (a) The Christian faith in accordance with the doctrinal standards and discipline of The Methodist Church;
- (b) Any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of The Methodist Church;
- (c) Any charitable purpose for the time being of any society or institution subsidiary or ancillary to The Methodist Church;
- (d) Any purpose for the time being of any charity being a charity subsidiary or ancillary to The Methodist Church.

## **SECTION D** **ACTIVITIES AND ACHIEVEMENTS**

### **Part 1**

### **Summary of the main activities undertaken for the public benefit in relations to these objects.**

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

The Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the Methodist Churches in its geographical area. These are open to all people without charge. The churches welcome all families for baptisms, marriages and funerals and make their facilities available for community use.

The Circuit continues to support a Food Bank operating in the centre of Leigh under the auspices of the Trussell Trust and working with other agencies such as the Citizens Advice Bureau.

As a new venture the circuit held a congregational “Big Sing” and has produced and sold a CD of the event, with proceeds donated to a homeless charity in Leigh.

Volunteers and the ministers of the Circuit, especially from Bedford and Hindley Green churches, support the work of Bedford Hall and Westleigh Methodist Primary Schools whose children and families include many of no or different faiths. An example is the “It’s Your Move” programme designed to support children in their transition from Primary School to High School. The schools feel privileged to be able to offer this support to all children. The Foundation Governors continue to play a pivotal part in the life of the schools.

Individual churches within the Circuit operate a variety of community services for young and old which are open to all regardless of faith. These include luncheon and coffee clubs for older people and varied youth activities.

The circuit’s own youth group “Explore” now operates under the aegis of one of the circuit’s churches. The trustees have used some of the moneys generated from the sale of redundant churches to employ a lay chaplain to work in the two schools.

Mission priorities were recently revised to recognise progress made in working towards earlier priorities:

“As Leigh and Hindley Methodist Circuit we are determined:

1. To Love the Lord our God with all our heart, soul and mind. Our first priority is to worship Him, and grow in faith;
2. To be a prayerful people;
3. To explore all God-given opportunities to share the good news of Jesus with others;
4. To be prepared to consider new ideas in order to extend our mission;
5. To love and care for all God’s people but especially the vulnerable and all who are struggling;
6. To encourage, support and give a voice to under 25’s, building upon, and investing in, the children’s and youth work already happening within the circuit;
7. To continue to work and pull together as a circuit and as sections.”

Considerable progress is being made in delivering these priorities, with a programme of grants to support churches in their mission and the appointment of lay staff to take the work forward. The circuit is now in the process of taking stock and exploring Fresh Expressions of mission and worship. The circuit is also reflecting on the appropriate mix of lay and ministerial staff to deliver its mission in future.

**SECTION D**  
**ACTIVITIES AND ACHIEVEMENTS**  
**Part 2**  
**Summary of other activities.**

### **The Ministerial Team**

Reverend Vivienne Smith was invited to continue in the role of Superintendent Minister for a further five years from 2018 to 2023 and Rev Andrew Bradley will now leave the circuit in 2020.

### **Lay Employees**

In 2018/19 there were three lay employees: a part-time circuit administrator, Andrea Metcalfe, a part-time lay pastoral assistant, Eileen Groves, and a part-time schools chaplain, Catherine Preece.

### **Local Preachers and Worship Leaders**

Several people continued their training as worship leaders during the year and now make a growing contribution to services within the circuit. Neil Whitehead is now a local preacher on trial.

### **Governance**

In the year the Circuit met three times at different churches and there were meetings of church stewards. The latter is a new initiative to meet twice a year to share good practice and news of activities and has been warmly welcomed.

Churches and Circuit continue to carry out their legal duties in respect of pensions for lay employees, with the circuit treasurer supporting churches to do so. GDPR requirements are also adhered to.

### **Circuit Property**

Regular maintenance and minor improvements have been undertaken at the manses at Marsh Brook Close, Hindley, Burton Close, Culcheth and Stour Rd, Astley to ensure that they continue to meet the required standards.

### **Circuit Grants to Churches**

The resources which the circuit set aside in 2015, to allow each church to further its mission priorities, have now been expended. A new scheme of grants to churches involving a greater contribution from the church's own resources and from match funding has now been introduced.

### **Acorn Academy**

The Circuit continues to work closely with the two Methodist Primary Schools. Both schools are over-subscribed, and numbers are increasing at Westleigh, with building alterations to accommodate the growing roll. The schools are extremely proud of their Methodist inheritance and the positive impact it makes upon all aspects of school life. Both held Education Sunday services which were well attended and inspirational in the celebration of education within a Methodist school. Both schools have a higher percentage than the national average of children supported by the additional Pupil Premium to address the needs of those from particularly disadvantaged backgrounds. They deploy these resources to provide a wide range of practical and learning support for these pupils, ranging from breakfast clubs to employment of additional teaching assistants and subsidising educational trips. The work of the pastoral managers is of great value in supporting pupils from struggling families and ensuring effective safeguarding of pupils. Both schools have been judged as Outstanding in their most recent inspections as part of the Statutory Inspection of Anglican and Methodist Schools. A serious fire in March 2018 affected the main building at Westleigh Methodist Primary School. Thanks to the strenuous efforts of school staff, and many others, the school was able to re-open for the summer term using a mix of temporary and permanent accommodation. Permanent repair work was completed during the summer holidays ready for the autumn term 2018.

## **SECTION E** **FINANCIAL REVIEW**

There are healthy General Fund balances of £110,330 which are amply sufficient to meet 6 months' routine expenditure. Capital receipts from sales of surplus properties in recent years had led to much greater reserves in the Circuit Model Trust Fund (CMTF) than the circuit has held in the past, leading

the circuit to review the Reserves Policy and develop mechanisms to ensure resources are used to support mission, discipleship, and evangelism. Trustees have identified a range of specific projects and appointments as key steps in delivering the agreed mission priorities and implementation is now well under way. Once resources are allocated to these initiatives moneys are drawn down from the CMTF and placed in dedicated accounts at the Central Finance Board. The revised Reserves Policy is appended together with the accounts and the independent examiner's report, in which no concerns are raised.

## **LEGAL OBLIGATION**

The trustees confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission.

The trustees declare that they have approved the trustees' report above at their meeting on 25 February 2020.

**Signed on behalf of the charity's trustees:**

**Rev Vivienne G. Smith  
Chair (Superintendent Minister)**

**Date:**

**Dr Elspeth Brighton  
Senior Circuit Steward and Treasurer**

**Date:**

## **SECTION E** **FINANCIAL REVIEW**

There are healthy General Fund balances of £96,795 which are just sufficient to meet 6 months' routine expenditure. Capital receipts from sales of surplus properties in recent years had led to much greater reserves in the Circuit Model Trust Fund (CMTF) than the circuit has held in the past, leading the circuit to review the Reserves Policy and develop mechanisms to ensure resources are used to support mission, discipleship, and evangelism. Trustees have identified a range of specific projects and appointments as key steps in delivering the agreed mission priorities and implementation is now well under way. Once resources are allocated to these initiatives moneys are drawn down from the CMTF and placed in dedicated accounts at the Central Finance Board. The revised Reserves Policy is appended together with the accounts and the independent examiner's report, in which no major concerns are raised.

## **LEGAL OBLIGATION**

The trustees confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission.

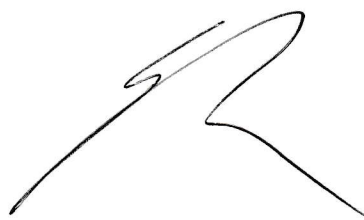
The trustees declare that they have approved the trustees' report above at their meeting on 23 February 2021.

**Signed on behalf of the charity's trustees:**



**Rev Vivienne G. Smith**  
**Chair (Superintendent Minister)**

**Date:** 26/3/21



**Dr Elspeth Brighton**  
**Senior Circuit Steward and Treasurer**

**Date:** 23/3/21

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Leigh & Hindley	Circuit
-----------------	---------

**FOR THE YEAR ENDED  
31 AUGUST 2020**

District	Circuit no	06/07
----------	------------	-------

**Registered Charity - Charity Registration number**

1142805

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 Vivienne Smith
Rev Andrew Bradley
Rev Len Pereira
Rev John Fisher

Circuit Stewards:

Roddy Marr
Vicky Bilsbury-Robinson (part year)
Jean Aldred
Gillian Baglee
Thomas Martin
Linda Fish

Treasurer:

Elspeth Brighton
------------------



SECTION A		Un - restricted Funds	Circuit Model Trust Fund	Restricted Funds	Totals this year	Totals last year
a1	RECEIPTS	Note	£	£	£	£
a2	Assessment/Share		183,475.78		<b>183,475.78</b>	184,486.30
a3	Capital receipts					
a4	Bank and CFB interest and Investment income		1,035.09	1,071.22	<b>2,106.31</b>	2,462.60
a5	Grants		5,000.00		<b>5,000.00</b>	62.80
a6	Other receipts		4,311.41		<b>4,311.41</b>	4,454.65
a7	<b>TOTAL RECEIPTS</b>		<b>193,822.28</b>	<b>1,071.22</b>	<b>194,893.50 (a8)</b>	<b>191,466.35</b>

SECTION B						
b1	<b>PAYMENTS</b>					
b2	Stipends, salaries, NIC, Pension and travel costs		148,902.25		<b>148,902.25</b>	143,504.33
b3	Manse Costs		13,533.03		<b>13,533.03</b>	13,934.13
b4	Administration etc		11,555.53		<b>11,555.53</b>	8,064.78
b5	District Assessment		38,756.00	4,142.43	<b>42,898.43</b>	42,201.12
b6	Grants & donations		5,000.00	10,000.00	<b>15,000.00</b>	2,000.00
b7						
b8	Other payments		12,034.97	265.70	<b>12,300.67</b>	9,403.81
b9	<b>TOTAL PAYMENTS</b>		<b>229,781.78</b>	<b>14,408.13</b>	<b>244,189.91 (b9)</b>	<b>219,108.17</b>

SECTION C						
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	(a7-b9)	<b>-35,959.50</b>	<b>-13,336.91</b>	<b>-49,296.41</b>	<b>-27,641.82</b>
c2	Total funds brought forward from last year		200,961.64	132,848.67	<b>338,501.97 (c6)</b>	366,143.79
c3	<b>Sub total</b>	(c1+c2)	<b>165,002.14</b>	<b>119,511.76</b>	<b>289,205.56</b>	<b>338,501.97</b>
c4	Transfers and adjustments				(c7)	
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	(c3+c4)	<b>165,002.14</b>	<b>119,511.76</b>	<b>289,205.56 (c8)</b>	<b>338,501.97 (c6)</b>

SECTION D				
d	<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b> (these amounts should not be included in total receipts/payments above)			
d1	Balance brought forward from last year		225.00	
d2	Offerings/Gifts - received for external organisations			
d3	Offerings/Gifts - passed to external organisations		225.00	
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 2020 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)	194,894 (a8)	244,189.91 (b9)	-49,296.41	(c7)	338,501.97 (c6)	289,205.56 (c8)
e10 <b>TOTAL CASH FUNDS HELD BY CIRCUIT</b>	<b>194,893.50</b>	<b>244,189.91</b>	<b>-49,296.41</b>		<b>338,501.97 (x)</b>	<b>289,205.56 (y)</b>
	<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

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

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES****CIRCUIT - CASH FUNDS HELD at 31 August 2020**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		289.97
f2 Bank Current Account	25,168.55	34,318.90
f3		
f4 Central Finance Board	175,793.09	130,393.27
f5 Trustees for Methodist Church Purposes	137,540.33	124,203.42
f6 Other funds		
f7 <b>SUB TOTAL</b>	<b>338,501.97 (c6)</b>	<b>289,205.56 (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>338,501.97 (x)</b>	<b>289,205.56 (y)</b>

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

	At 1 September 2019	At 31 August 2020
g1 Investments (include Endowments)		
g2 Land and Buildings (at Insurance value)	871,318	898,337
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)

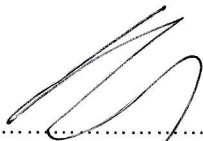
Name of Circuit: Leigh & Hindley

No: 06/07

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2020 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 .....



Date.....23/3/21.....

Name and address of treasurer: Dr Elspeth Brighton, 32 Wadeson Way, Croft,

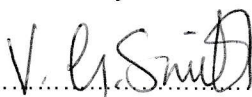
Warrington

WA3 7JS

### Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2020 were/will be\* presented to the Circuit meeting held on 23 February 2021

Signature of the Chair of the meeting .....



Name of the Chair of the meeting: Revd Vivienne G. Smith..... Date .....26/3/21.....



Name of Circuit: Leigh & Hindley No: 06/07

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

### Leigh & Hindley Circuit

Charity Number 1142805

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Leigh and Hindley Circuit for the year ended 31 August 2020 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.

#### 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 other than the following:

Independent evidence is unavailable to support the characterisation of payments made to one of the Circuit's ministers totalling £2,000 recorded as "for benevolence" in the Circuit's records (disclosed in the Accounts as "Other Payments"). The unavailability of evidence reflects the circuit's understanding of the confidentiality required by Standing order 527.

I have 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 ..... David John Fairclough

Relevant professional qualification of independent examiner ..... FCA

Name of firm (where appropriate) ..... N/A

Address ..... 6 Doeford Close, Culcheth, Cheshire,

..... Post Code ..... WA3 4DL

Date ..... 5 April 2021

\* delete or circle as appropriate

Sep-20