



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

## Section A Reference and administration details

**Charity name** SWAFFHAM METHODIST CHURCH

**Other names charity is known by**

**Registered charity number (if any)** 1163777

**Charity's principal address** 3 LONDON STREET

SWAFFHAM

NORFOLK

**Postcode**

PE37 7DD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Allen Geraldine M			
2	Bean Muriel Olive			
3	Cunningham Raymond S			
4	Dye Vera	Steward		
5	Hills Michael J	Steward		
6	Horton, Rev. Jacqui	Circuit Supt/Chair		
7	Hull Andrew Brian Lyndon			
8	Kennedy Grant Preston			
9	Kennedy Kay			
10	Robson-Hull Virginia Lesley			
11	Rodgers Sarah L	Treasurer		
12	Simm Sandra J	CC Secretary/Steward		
13	Tasker Jennifer Mary			
14	Thorp Anne	Steward		
15	Thorp John Barrie	Steward		
16	Trick Kathleen Jo	Steward		
17	Walker Josephine Rachel	Steward		
18	Woodfin, Jennifer	Deacon		
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
NONE	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Architect/Surveyor	Whitworth	18 Hatter Street, BURY ST EDMUNDS

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected by Church members

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The church is governed under the oversight of the Methodist Church in Great Britain detailed in Section C.

## 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  
A The advancement of the Christian faith in accordance with the doctrinal standards of the Methodist Church  
B Any charitable purpose of any Connexional, District, Circuit, local or other organisation of the Methodist Church  
C Any charitable purpose of any Society or Institution subsidiary or ancillary to the Methodist Church  
D Any purpose of any charity being a subsidiary or ancillary to the Methodist Church

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Regular Sunday services at which all are made welcome. This welcome is extended also to weekday activities in the form of meetings, which may be social in nature with a speaker or have a Christian focus, Bible Study or prayer.

A wide variety of users come to the buildings including health and wellbeing practitioners and local interest groups such as about climate change.

A weekly drop-in facility (one or two days a week) provides a meeting place, for anyone, including the isolated and vulnerable. Free drinks are served and Traidcraft and book stalls are available from time to time.

The church's year was largely interrupted by the emergency regulations implemented as a consequence of the pandemic. All legislation was rigorously adhered to and advice from the central Methodist Church of Great Britain taken with regard to the safety of those who used the buildings when permitted by the legislation.

Gatherings continued to be held in the online environment and new ways of being church continued to evolve through the remainder of the year under review. The scheme initiated to support members of the church and others from the local community through regular permitted contact was maintained and people were helped with shopping and essential services within the prescribed Covid guidelines.

Activity was reinstated at the church building when restrictions permitted and in accordance with government guidelines.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

While not yet being able to return to our normal level of activity, the intention continues to carry out the following actions when permitted:

- Local organisations are offered the facilities at modest rates and many hold fundraising activities within the buildings.
- The Church is fulfilling its planned provision of a drop-in centre which is helping to build up a network of users and a picture of need.
- We are continuing to encourage youth and family groups within the town by providing opportunities for uniformed groups, for local charities and by developing networks of support and interest.
- We have invested in improved facilities and are developing contact programmes.
- Volunteers currently provide for all activities undertaken by the Church. This includes hospitality and catering, planning, marketing and communication and stewardship of the building.

## Section D

## Achievements and performance

## Summary of the main achievements of the charity during the year

For the year under review, we can record the following outcomes:

- We have promoted the church, facilities and programmes in local publications and made the local community aware that we would be as active and welcoming as legislation permitted..
- The membership of the church has stayed constant, inspite of the loss of numbers of members through illness or old age, as new Swaffham residents have joined.
- We have practised a policy of good neighbours and brought our ethos of care and concern outside the church and into the local community, being particularly mindful of growing needs around mental health.
- We have offered contact, conversation and community online as well as providing religious services online, which continues on a regular basis.
- We have enhanced our presence on facebook and our website to improve public interaction.
- On returning to the building we have diversified our style of worship to meet the needs of contemporary congregations and those seeking spiritual nourishment..

## Section E Financial review

### Brief statement of the charity's policy on reserves

Swaffham Methodist Church continues to work on building a Reserve Fund.

### Details of any funds materially in deficit

No funds are in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income has been less than in previous years due to the restrictive effect of the Coronavirus pandemic on usage of the premises. As a result, the church has had to use more than usual amounts of its capital to meet its statutory obligations to Methodism, partly because regular giving has been disrupted and partly because the income from lettings has not been available.

Fundraising for and donations to other charities has still continued although this has been by free-will donation rather than through events.

Surplus funds are held by the Central Finance Board of the Methodist Church where they are soundly and ethically invested to gain a low rate of interest for the church.

## Section F Other optional information

The church is a member of Churches Together in Swaffham & District and joins with the ecumenical events organised at festival times.

The church has a website at [www.swaffhammethodistchurch.org](http://www.swaffhammethodistchurch.org) and a facebook page at [www.facebook.com/swaffhammethodistchurch](https://www.facebook.com/swaffhammethodistchurch).

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

Geraldine Mary Allen

Sarah Louise Rodgers

Position (eg Secretary, Chair, etc)

Managing Trustee / Circuit Steward

Treasurer

Date

25/05/2022

## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

**SWAFFHAM METHODIST**

**Church**

**FOR THE YEAR ENDED**

**31 August 2021**

<b>Central Norfolk</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>14/15</b>
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**Registered Charity - Charity Registration number**

1163777

**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. Jacqui Horton

**Church Stewards:**

Ms Geraldine Allen	Mr Grant Kennedy
Miss Muriel Bean	Mrs Kay Kennedy
Mr Ray Cunningham	Mrs Sandra Simm (Church Secretary)
Mrs Vera Dye	Mrs Jennie Tasker
Mrs Jan Hills	Mrs Anne Thorp
Mr Mike Hills	Mr Barrie Thorp
Mr Andy Hull	Mrs Jo Trick
Mrs Ginny Hull	Ms Josephine Walker
Deacon Jen Woodfin	

**Treasurer:**

Ms Sarah Rodgers

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	<b>Note</b>			
a2	Offerings and Tax recovered	25,785		<b>25,785</b>	23,309
a3	Bank and CFB interest and Investment income	27	6	<b>33</b>	250
a4	Lettings	942		<b>942</b>	3,040
a5	Other receipts	1,411		<b>1,411</b>	6,049
a6	<b>TOTAL RECEIPTS</b>	<b>28,165</b>	<b>6</b>	<b>28,171 (a7)</b>	<b>32,648</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	26,298		<b>26,298</b>	26,298
b3	Donations	1,229		<b>1,229</b>	280
b4	Repairs and Maintenance	1,995		<b>1,995</b>	12,132
b5	Utilities (Insurances, water charges, heating & lighting)	3,945		<b>3,945</b>	5,488
b6	Regeneration Project - loan repayment		5,036	<b>5,036</b>	10,087
b7	Other payments	528		<b>528</b>	1,083
b8	<b>TOTAL PAYMENTS</b>	<b>33,995</b>	<b>5,036</b>	<b>39,031 (b9)</b>	<b>55,368</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>(5,830)</b>	<b>(5,030)</b>	<b>(10,860)</b>
c2	Total funds brought forward from last year		37,488	18,996	<b>56,484 (c6)</b>
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>31,658</b>	<b>13,966</b>	<b>45,624</b>
c4	Transfers and adjustments				<b>(c7)</b>
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>31,658</b>	<b>13,966</b>	<b>45,624 (c8)</b>

SECTION D			
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>			
d	<b>(these amounts are not to be included in total receipts/payments figures above)</b>	<b>£</b>	<b>£</b>
d1	Balance brought forward from last year	223	
d2	Offerings/Gifts - received for external organisations	615	712
d3	Offerings/Gifts - passed to external organisations	838	489
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>223</b>



**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
e1 Thursday Group					9	9
e2						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					9 (e11)	9 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	28,171 (a7)	39,031 (b9)	(10,860)	(c7)	56,484 (c6)	45,624 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	28,171	39,031	(10,860)		56,493 (x)	45,633 (y)
Continue on a separate sheet if necessary and bring the totals forward	<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

**SECTION F**

**STATEMENT OF ASSETS AND LIABILITIES**

**CHURCH - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	31,654	22,095
f3 Bank Deposit Account		
f4 Central Finance Board	24,830	23,529
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	56,484 (c6)	45,624 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	9 (e11)	9 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	56,493 (x)	45,633 (y)

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	1,270,000	1,279,176
g3 Other Assets	90,000	90,650
g4 Loan(s) - show amount outstanding at year end	5,000	
g5 Other Liabilities - outstanding regeneration costs	15,000	15,000


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.

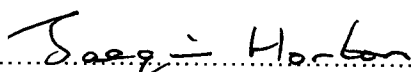
Signature of treasurer  Date 6.11.21

Name and address of treasurer ..... Ms Sarah Rodgers.....

8, Church Lane, Holme Hale, Thetford, Norfolk, IP25 7DS

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were presented to the meeting of the Church trustees held on ... 10/11/21.....

Signature of the Chair of the meeting  Date 22.12.21

Name of the Chair of the meeting ..... Revd Jacqui Horton.....

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

### SWAFFHAM METHODIST CHURCH

Charity Number .. 1163777

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of Swaffham Methodist Church for the year ended 31 August 2021 set out on pages 2 to 3. 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

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I ~~have~~/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner  .....

Name of independent examiner ..... MR ADRIAN ADCOCK

Relevant professional qualification of independent examiner RETIRED BANK MANAGER .....

Name of firm (where appropriate) .....

Address 6 WOLFERTON DRIVE, SWAFFHAM, NORFOLK .....

..... Post Code PE 37 7R2

Date 16/12/21 .....

\* delete or circle as appropriate

Sep-21

**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:

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Signature of independent examiner  .....

Name of independent examiner ..... MR ADRIAN ADCOCK

Relevant professional qualification of independent examiner RETIRED BANK MANAGER .....

Name of firm (where appropriate) .....

Address 6 WOLFERTON DRIVE, SWAFFHAM, NORFOLK .....

..... Post Code PE 37 7R2

Date 16/12/21 .....

\* delete or circle as appropriate

Sep-21