



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01.09.2022

Period start date To 31.08.2023

Period end date

**Charity name: Swaffham Methodist Church**

**Charity registration number: 1163777**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The purposes of the Methodist Church are</p> <p>A The advancement of the Christian faith in accordance with the doctrinal standards of the Methodist Church</p> <p>B Any charitable purpose of any Connexional, District, Circuit, local or other organisation of the Methodist Church</p> <p>C Any charitable purpose of any Society or Institution subsidiary or ancillary to the Methodist Church</p> <p>D Any purpose of any charity being a subsidiary or ancillary to the Methodist Church</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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.</p> <p>A welcome is extended to uniformed groups for young people and to families. Pastoral visitors also provide a care in the community service for church members and for others who are in need.</p> <p>In addition, a weekly drop-in facility provides a meeting place, for anyone, including the isolated and vulnerable. Free drinks are served and book stalls are available from time to time.</p> <p>The church is able to host a wide variety of users including health and wellbeing practitioners and local interest groups such as about climate change.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	The Trustees are aware of the guidance.

Commission on public benefit		
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants.
Policy on social investment including program related investment	Para 1.38	The charity has invested in improved facilities and continues to develop contact programmes.
Contribution made by volunteers	Para 1.38	Volunteers currently provide for all activities undertaken by the Church. This includes hospitality and catering, finance, planning, marketing and communications and stewardship of the building.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> <li>· We have promoted the church, facilities and programmes in local publications and this has increased take-up, including rentals to local authority well-being services and to a mental health charity. We were also able to host local traders while the Assembly Rooms in Swaffham underwent major refurbishment.</li> <li>· 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.</li> <li>· The location of the church in the town centre makes it inviting to dropping in, and the internal changes and addition of programmes such as drop-ins and a friendship club have been effective in increasing occasional footfall.</li> <li>· The church's ability to network in the local community has been enhanced and the needs of more people met as a result.</li> </ul> <p>Members and attenders contribute to the local foodbank.</p>

		<ul style="list-style-type: none"> <li>· The church has adopted an inclusive approach and now welcomes same-sex marriages on the premises.</li> </ul>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity holds consolidated funds of £21,000 a proportion of which is held in ethical investments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has reserves equivalent to 3 months' running costs and seeks to increase this whenever possible.
Amount of reserves held	Para 1.22	£7,500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Inward facing donations and outward facing events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investments are with the Central Finance Board of the Methodist Church and as such are held in ethical funds.
A description of the principal risks facing the charity	Para 1.46	Declining membership would result in reduced donations. Aging membership would result in reduced volunteering.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by Church members

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The church is governed under the oversight of the Methodist Church in Great Britain.
Relationship with any related parties	Para 1.51	The church is governed under the oversight of the Methodist Church in Great Britain and works, 'in connexion' with other churches.
Other		

## Reference and Administrative details

Charity name	Swaffham Methodist Church
Other name the charity uses	None
Registered charity number	1163777
Charity's principal address	3 London Street Swaffham Norfolk 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	Circuit Steward		
2	Bean Muriel Olive			
3	Ray Cunningham			
4	Pat Edwards	Steward	From 06/11/2022	
5	Jan Hills			
6	Mike Hills		Resigned 30/06/2023	
7	Revd Jacqui Horton	Minister		
8	Grant Kennedy	Property Steward		
9	Kay Kennedy	Pastoral Secretary		
10	Christel Peck			
11	Michael Peck			
12	Sarah Rodgers	Treasurer		
13	Sandra Simm	Secretary		
14	Jennie Tasker			
15	Jo Trick	Senior Steward		
16	Anne Thorp	Steward		
17	Barrie Thorp			
18	Josephine Walker	Steward	Resigned 28/02/2023	
19	Deacon Jen Woodfin	Deacon		
20				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Buildings are held on behalf of the Methodist Church in Great Britain.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Governed by Trustees for Methodist Church Purposes (TMCP).

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah Louise Rodgers	Sandra Jane Simm
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	12 <sup>th</sup> June 2024	



## THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

**SWAFFHAM METHODIST CHURCH**

**FOR THE YEAR ENDED**

**31 August 2023**

<b>Central Norfolk 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**

Not applicable

(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:

Mrs Jo Trick	Mrs Anne Thorp
Miss Josephine Walker (to February 2023)	Mrs Sandra Simm
Mrs Pat Edwards (from December 2022)	

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	29,505	2,808	<b>32,312</b>	25,147
a3	Bank and CFB interest and Investment income	472	56	<b>528</b>	56
a4	Lettings	14,045		<b>14,045</b>	3,470
a5	Other receipts	5,878	717	<b>6,595</b>	7,766
a6	<b>TOTAL RECEIPTS</b>	<b>49,899</b>	<b>3,581</b>	<b>53,480 (a7)</b>	<b>36,439</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	26,298		<b>26,298</b>	26,298
b3	Donations	924		<b>924</b>	2,202
b4	Repairs and Maintenance	5,533	16,846	<b>22,379</b>	2,455
b5	Utilities (Insurances, water charges, heating & lighting)	5,359		<b>5,359</b>	3,983
b6	Administration, Licences and Comms.	1,138		<b>1,138</b>	
b7	Other payments	366		<b>366</b>	556
b8	<b>TOTAL PAYMENTS</b>	<b>39,617</b>	<b>16,846</b>	<b>56,463 (b9)</b>	<b>35,494</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR (a6-b8)</b>	10,282	(13,265)	<b>(2,983)</b>	945
c2	Total funds brought forward from last year	32,210	14,359	<b>46,568 (c6)</b>	45,624
c3	<b>Sub total (c1+c2)</b>	42,492	1,094	<b>43,585</b>	<b>46,569</b>
c4	Transfers and adjustments				(1)
c5	<b>TOTAL FUNDS AT END OF YEAR (c3+c4)</b>	<b>42,492</b>	<b>1,094</b>	<b>43,585 (c8)</b>	<b>46,568 (c6)</b>

SECTION D			
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>			
d	(these amounts are not to be included in total receipts/payments figures above)	£	£
d1	Balance brought forward from last year	151	
d2	Offerings/Gifts - received for external organisations	931	1,103
d3	Offerings/Gifts - passed to external organisations	924	952
d4	<b>BALANCE STILL TO BE PAID (d1+d2-d3)</b>	<b>158</b>	<b>151</b>

**SWAFFHAM METHODIST CHURCH**

**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						
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds					(e11)	(e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	53,480 (a7)	56,463 (b9)	(2,983)	(c7)	46,568 (c6)	43,585 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	53,480	56,463	(2,983)		46,568 (x)	43,585 (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 2023**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand		
f2 Bank Current Account	23,267	22,026
f3 Bank Deposit Account		
f4 Central Finance Board	23,301	21,559
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	46,568 (c6)	43,585 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	(e11)	(e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	46,568 (x)	43,585 (y)

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2022	At 31 August 2023
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	1,303,480	1,565,565
g3 Other Assets	92,373	110,945
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

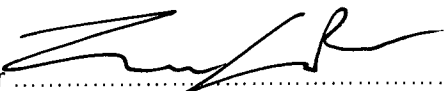
f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of Church: Swaffham Methodist Church ..... No: 14/15

## 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.

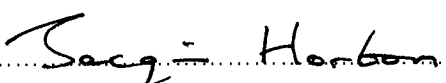
Signature of treasurer  ..... Date.....19.11.23.

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

8 Church Lane, Thetford, Norfolk..... Post Code IP25 7DS

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2023 were presented to the meeting of the Church trustees held on 1st November 2023.

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

Name of the Chair of the meeting: Revd Jacqui Horton ..... Date .....19.11.23.

## 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 2023 set out on pages 1 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

Name of Church: Swaffham Methodist Church..... No: 14/15

### 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 Beul

Name of independent examiner ADRIAN ADcock

Relevant professional qualification of independent examiner RETIRED BANK MANAGER -  
FORMER ASSOCIATE OF INSTITUTE OF

Name of firm (where appropriate) BANKERS

Address 6 WOLFERTON DRIVE

SWAFFHAM, NORFOLK Post Code PE37 7R1

Date 16/11/23

\* delete or circle as appropriate