EPWORTH OLD RECTORY (OPERATIONS)

England & Wales · Charity number 1165387

Details

Other names	EOR (OPS)
Status	Registered
Legal form	CIO
Registered	2016-02-02
Register	View on the Charity Commission register

Contact

Address	Epworth Old Rectory 1 Rectory Street Epworth Doncaster DN9 1HX
Phone	01427872268
Email	manager@epwortholdrectory.org.uk
Website	www.epwortholdrectory.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE 3.1 FOR THE PUBLIC BENEFIT TO ADVANCE EDUCATION BY THE ESTABLISHMENT AND MAINTENANCE OF A MUSEUM AT THE HISTORIC BUILDING IDENTIFIED AS EPWORTH OLD RECTORY. THIS MUSEUM DEDICATED TO THE HISTORICAL AND RELIGIOUS IMPORTANCE OF THE WESLEY FAMILY AND THEIR INFLUENCE ON CONTEMPORARY METHODISM WORLDWIDE THE INFLUENCE OF THE WESLEY FAMILY ON FAITH, SOCIAL JUSTICE, WORLDWIDE METHODISM AND ALL PEOPLE TODAY, WHETHER THEY ARE OF ANY RELIGION OR NONE. 3.2 THIS OBJECT IS SUPPORTED BY 3.2.1 PRESERVING AND CARING FOR THE FABRIC OF THE HISTORIC BUILDING (GRADE 1 LISTED: EPWORTH OLD RECTORY, 1 RECTORY STREET, EPWORTH, LINCOLNSHIRE), THE SITE AND ITS IMMEDIATE SURROUNDINGS AND THE COLLECTIONS. 3.2.2 PROVIDING AN ENHANCED VISITOR EXPERIENCE AND MAKING EPWORTH OLD RECTORY ACCESSIBLE TO AS WIDE AN AUDIENCE AS POSSIBLE. 3.2.3 ENSURING THAT EPWORTH OLD RECTORY IS FINANCIALLY SECURE IN BOTH LONG AND SHORT TERMS. 3.3 PEOPLE WHO BENEFIT: THE GENERAL PUBLIC. 3.4 GEOGRAPHICAL LIMITS: WORLD WIDE.

Activities: The Epworth Old Rectory is an Accredtied Museum that is open to the public to experience what it must have been like at the time the Wesley Family lived there and tells the story of this remarkable family which included John and Charles Wesley the founders of the Methodist Church. The house, which is an

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outstanding example of Queen Anne architecture, contains many artefacts to help tell the story.

Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Religious Activities, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Lincolnshire
- North Lincolnshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£87,018	£78,412	-	-
2023-12-31	£147,006	£78,695	-	-
2022-12-31	£84,435	£76,180	-	-
2021-12-31	£79,800	£137,350	-	-
2020-12-31	£92,334	£78,997	-	-

Trustees

Name	Role	Appointed
Debbie MacDonald	Chair	2026-05-01
ANGELA JANE CRESWICK		2017-12-12
Abbie King		2025-02-25
Daniel Elkington		2025-11-01
Dr John Lambert		2019-01-28
JOHN PURDY		2015-12-01
OWEN ROBERTS BA		2020-01-01
REV STUART GUNSON BSC		2015-12-01
Rev Vicki Atkinson		2023-09-18
Rosanna Whittaker		2024-09-25

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EPWORTH OLD RECTORY (OPERATIONS)

England & Wales - Charity number 1165387

Accounts

ANNUAL REPORT
FOR EPWORTH OLD RECTORY (OPERATIONS)
CIO REGISTRATION 1165387

FOR THE YEAR ENDED 31st DECEMBER 2024

Issue 1	Document with Independent Examination complete	2 April 2025

EOR 122

Issue 1

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INTRODUCTION AND BACKGROUND

1a Background details to the 2024 Report

- Epworth Old Rectory (Operations), EOR (Ops), is registered with the Charities commission as a Charitable Incorporated Organisation (CIO) in England and Wales. Its Charity Registration Number is 1165387.
- It operates in partnership with Epworth Old Rectory (Trust) which is registered with and overseen by the Methodist Church in Great Britain (MCIGB).
- The relationship between EOR (Ops) and EOR (Trust) is set out in a Partnership agreement which is documented as EOR016

1b Historical Information

- Epworth Old Rectory (EOR) was, from 1695 to 1745, the family home of Samuel and Susanna Wesley and their 19 children (of whom 10 survived) including John and Charles Wesley, founders of Methodism. In 1709 the existing rectory was burned to the ground and the current building erected in its place.
- The Old Rectory is a Queen Anne Grade I Listed Building. It had a number of extensions during the early 19th century. Some outbuildings were added in the late 19th and 20th centuries. The property still retains over 4 acres of glebe land - referred to by the Wesleys as 'the croft' - in addition to formal gardens.
- The building continued to be used by the Church of England as a rectory for St. Andrew's parish until 1954 when it was bought by funds raised by the World Methodist Council (WMC) and registered by the Trustees for Methodist Church Purposes (TMCP).
- In 1957 it was opened to the general public as a museum dedicated to the life and times of John and Charles Wesley, and in particular, to the influence on them by their parents Samuel and Susanna Wesley.
- A collection of historical objects and "Wesleyana" has grown over the years, with a library of books and documents connected to the Wesleys being donated to the museum in the 1980s.
- In 2015 an agreement was reached to house the archives of successive Methodist women's movements and to mount exhibitions featuring their work.
- In 2023 the Valuation Office (HMRC) changed the designation of the property from a Museum to a historic building. This reduced the rateable value by a significant amount.
- Epworth Old Rectory opens for seven months of the year and receives visitors from all over the world.

1c Legal status

- Epworth Old Rectory is owned by the WMC.
- The Title Deeds are held by the TMCP on behalf of the WMC;
    - TMCP are therefore the custodian Trustees;
    - WMC and MCIGB are represented on EOR (Trust), a Board of Trustees which is appointed by the Conference of MCGIB. This Trust manages the property and oversees the charitable activity which together are described as Epworth Old Rectory (EOR).
- EOR (Ops) is responsible for the day to day activities. It is supported and overseen by EOR (Trust)
- The constitutions of EOR (Trust) and EOR (Ops) are documented as EOR006 and EOR017 respectively.
- The formal agreement which sets out the relationship between EOR(Trust) and EOR (Ops) is documented as EOR016
- Epworth Old Rectory is registered by the Valuation Office as a historic building.

2. ADMINISTRATIVE DETAILS

2a Charity details

Charity name	Epworth Old Rectory (Operations)
Registered charity number	1165387 (Registered 2/2/2016)
Charity's principal address	1 Rectory Street Epworth North Lincolnshire DN9 1HX
website	www.epwortholdrectory.org.uk
Independent Examiner:	Glover and Co High Street Epworth North Lincolnshire DN9 1ET
Principal Bankers:	HSBC Bank plc 31 Carolgate Retford Nottinghanshire
Contact Person	Mr John Purdy (Secretary) Marina House Hatfield Road Thorne Doncaster DN8 5RA

2b Directors who have held office during 2024

	CHAIR	Mrs Sarah Friswell
	VICE-CHAIR	
	SECRETARY:	Mr John Purdy
	TREASURER:	Revd Stuart Gunson
		Mr Barry Clarke
		Mrs Kate Close
		Mrs Angela Creswick
		Revd Vicki Atkinson
		Mr John Lambert
		Mr Owen Roberts
		Mrs Rosanna Whittaker
Non-voting 'others'	Strategic Manager	Dr Jane Hubbard (Resigned April 24)/Mrs Sarah Maltby
	Methodist Heritage Officer	Ms Olivia Threlkeld
	Methodist Director of engagement	Ms Jo Hibbard
	Representative of Methodist Women Britain	Mrs Bronwen Braisdell
	Museum Development Officer (Museum Development North)	Ms Elizabeth Denton

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3a Date and nature of the governing document

Epworth Old Rectory (Operations) is registered as a CIO under the Charities Act 2006.The Charity Registration Number is 1165387.

Governance of EOR (Ops) is the responsibility of the Directors.

- The Directors consist of a Chair, Secretary, Treasurer, and up to a maximum of 12 in total.
- At least 8 are appointed by EOR(Trust)
- Included in the above 8 there will be one ex-officio Trustee.
- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.

In addition four people attend the Directors Meetings in a non-voting capacity.

- The Strategic Manager, who is employed by the Trustees, is responsible for the day to day running of EOR and for overseeing the development work.
- A Museum Development Officer
- The Methodist Heritage Officer.
- The Methodist Director of Engagement

The Directors operate the site through the regular meetings of the Directors

Additional governance issues

In 2019 the Business plan was reviewed, and a 5 year Forward Plan was prepared. This is included in our portfolio of documents as EOR 031. All the policies referred to in the business plan are available for inspection.
Epworth Old Rectory is an Accredited Museum.

3b Recruitment, nominations and appointment of new Trustees

The appointment of new Directors will be made in accordance with the Constitution document.
It is noted that

- Mrs Rosanna Whittaker was appointed as a Director during 2024
- Mr Barry Clarke resigned as a Director during 2024

3c Management Issues

Epworth Old Rectory employs a part time Strategic Manager (SM) for 16 hours per week, a Visitor and Collections Manager (VCM) for 25 hours per week, an Outreach, Learning and Engagement Manager (OLEM) for 22.5 hours per week and 3 part-time staff at a total of 27 hours per week.

4 FINANCIAL REVIEW

4a Annual accounts

The Annual accounts for 2024 are included in this report.
These accounts show that expenditure exceeded income by £33273 (see note in 4b)
An analysis of the funds that are held is shown with the account. These funds are referred to below in the statement of policy on reserves.
The Directors offer their thanks to:

- Staff and volunteers who work so hard to make the Old Rectory such a pleasure to visit.
- Friends and donors who give to help the work of the Old Rectory.
- The various organisations that have made grants for special projects and the general running of the Old Rectory (these are listed below).

4b Statement of the CIO's policy on reserves

At 31 December 2024, the following funds were held in the accounts:

Restricted Funds	£41011
Designated	£48519
Totalling	£89530

Note
In 2023 a Restricted Grant of £60000 Grant made by the Westminster College Oxford Trust (WCOT) was credited to the accounts, a substantial part of that grant has been expended during 2024.
In 2024 A grant of £191,160 was awarded from the National Lottery Heritage Fund (NLHF). Currently £11,136 has been spent from that fund but no income has been claimed into the accounts. It is this deficit that is shown in the funds.

Reserves Policy for General and Designated Funds
The annual turnover of Epworth Old Rectory is usually in the region of £100,000. This is income from trading, grants and donations that support its core work. This core work includes the employment of staff, maintenance of our mission, and the running and maintenance expenses of the property.
The desired level of reserve which the Directors feel can be justified is about half the annual turnover on this core work (i.e. £50,000)
The balances in these funds at 31/12/2024 are shown in section 7e of this report.
The surplus in the accounts is calculated as follows:

1. Total balances held in all accounts (3217 + 120656 + 613)	£124540
2. Resources held in designated and restricted funds	£89529
3. Advanced payment made on the NLHF project	£11136
SURPLUS SUM (1-2-3)	£23878

This is surplus is only half the sum that the Directors feel able to justify as reserve.

Reserves Policy for the Restricted Funds
Three restricted funds are held: the Samuel Wesley Library Fund, the "Wallpaper project" and a grant (£60000) from the Westminster College Oxford Trust. The money in the first two accounts is restricted for specified purposes. The WCOT fund supports a two year project which is headed up by a newly appointed (January 2024) Outreach, Learning and Engagement Manager; the grant is used for the employment of this officer and to support the work)

4c Funds materially in deficit

There are no funds in deficit at the time of reporting.

4d Exceptional circumstances

- The footfall at EOR has continued to be less than at the pre-covid level, but the signs are that recovery is in process.

- During 2024 the resignation of the two managers and the appointment of their replacement has had a negative impact on the income generated, but this has been partially offset by some non- payment of salaries during the year.
- In 2024 EOR reported a "serious incident" to the Charities Commission. It is referenced by the Charities Commission as "Incident Number 710214". It was reported as putting finances and reputation at risk.

4e Principal sources of fund raising

The Trustees of Epworth Old Rectory wish to acknowledge the following bodies which have supported their work:

- The World Methodist Council (Annual Grant)
- The Priority Fund of the British Methodist Church (The Methodist Conference which met in July 2014 approved an annual Grant. This is to be directed to the employment of a suitable qualified Manager and will be increased annually in line with measure of inflation).
- The Arts Council
- Epworth Town Council
- Association of Independent Museums (various Grants)
- Museum Development Yorkshire (Grant and support)
- Westminster College Oxford Trust
- The National Lottery Heritage Fund (NLHF)
- The Royal Society
- MWiB with whom an agreement has been established (see below)
- The Friends of Epworth Old Rectory (Annual Membership and Donations)
- The volunteers at Epworth Old Rectory (see 4.a above)
- Donations
- Gift Aid

5 OBJECTIVES AND ACTIVITIES

5a Summary of the objects of the charity set out in its governing documents

The Objects of EOR(Ops) are: "To advance education by the establishment and maintenance of a museum at the historic building identified as Epworth Old Rectory. This museum dedicated to the influence of the Wesley family on faith, social justice, worldwide Methodism and all people today, whether they are of any religion or none."

This object is supported by

- Preserving and caring for the fabric of the historic building (Grade I listed: Epworth Old Rectory, 1 Rectory Street, Epworth, Lincolnshire), the site and its immediate surroundings, and the collections.
- Providing an enhanced visitor experience and making Epworth Old Rectory accessible to as wide an audience as possible.
- Ensuring that Epworth Old Rectory is financially secure in both long and short term.

5b How these objects are addressed and strategies for achieving them

During 2024 the following activity supported our objectives:

- The Rectory was open to visitors and pre-booked tour groups for 4 hours a day, 4 days a week, from 1 April to 31 October (and also flexibly outside these times for pre-booked groups and events);
- We offered a variety of activities and an events programme, welcoming new and more diverse – visitors and users from across the world;
- We continued to care for our Museum collections and to make these objects accessible, including working with the Methodist Women in Britain organisation, as well as exhibiting different items from our collection at the Rectory and loaning objects to other Museums within the Methodist family;
- We sourced and gained funding to continue and expand our activities and impact. This included £191,160 from the National Lottery Heritage Fund, for 'Out of the Box: unlocking collections at Epworth Old Rectory', The Pilgrim Trust, through AIM, to fund up to £900 worth of conservation on our damaged coverlet, and £800 for a new Memory Garden Project, from Epworth Town Council;
- We continued to design and deliver projects within the Westminster College Oxford Trust grant (£60,000) for a two-year project improve our outreach, learning and engagement activities and funds from the Royal Society (£3,488) for works to improve the Physic Garden (in 2024-25)
- We began an enhanced programme of social media promotion to engage with the local and wider communities through a variety of posts concerning our shared Methodist and local history, what's happening at the Rectory and to increase Volunteer recruitment.
- We began enhanced planning work on the operation, health and safety, building maintenance, and security, to ensure the future of the Grade 1 listed Old Rectory building for its future care and development and researched sources of possible future funding, to be applied for in 2025

5c Review of the charitable activities during 2024

2024, proved to be a challenging year, not least because of the staff turnover including the departure of the Strategic Manager, Jane Hubbard, in May, and the Visits and Collections Manager, Anya Johnson, in October. The Rectory therefore operated at a significantly understaffed level for most of the year, although Sarah Friswell stepped in to take on much of the role of the Strategic Manager until Sarah Maltby was appointed on October 8th, and it was necessary for the remaining staff team to commit to some increased hours to cover the work load. This continued between October and January 2025, as we did not appoint our new VCM, Ami Wagner, until that point.

Overall visitor numbers were helped by strong attendance at our 26 events in 2024, in particular Epworth Music Day which attracted 1,300 visitors, reaching 3,815 in person visits compared to 4,013 in 2023 – a 5% reduction. This includes a larger decrease in group bookings, which fell by 34% from 811 in 2023 to 532 in 2024. This perhaps, reflects the increased workload created by the vacant staff positions, while the remaining staff, necessarily, had to spread themselves thinner and therefore could not provide the previous focus on facilitating visits.

In addition to visitors to the Rectory, the appointment of Lois Albans in January 2024, as our Outreach and Learning Manager funded through the generous grant from Westminster College, meant that we could, not only, start to develop our in-house learning offers for schools to visit the Rectory, but also begin to undertake outreach in the community. Lois, therefore, delivered outreach sessions to 356 children in schools through assemblies and workshops and to 10 adults delivering a talk on her activities, as well as working with 80 young people online. As such, we delivered 522 learning interactions this year.

Also, with the help of the National Lottery Heritage Grant that was awarded in mid-2024, we developed a new 'Reminiscence Café' designed to engage with people living with dementia, their family and their carers. This took place on one Wednesday per month and benefitted 80 people who came along to these sessions (this work is ongoing). Lois also spent a large proportion of her time developing our learning Loan boxes and Community Discovery Boxes to be launched in 2025. Taking all of this activity into account we engaged with 700 people in our communities in 2024.

In total, we achieved income of £20,305 through our staff and volunteer activities, which is a reduction of 5% from 2023 (reflected in our visitor numbers). Although our outreach work to achieve our mission, by reaching out to our local communities, created greater impact in 2024 by positively engaging with 700 people in our communities.

Our work throughout 2024, although challenging as noted by reduced staffing - now resolved for 2025, is an encouraging platform on which to build for the future, so that we are able to create increased impact and benefit in the future, in terms of:

- Hosting visits to the Rectory.
- Delivering special events for everyone.
- Offering learning opportunities for all that link to the national curriculum.
- Offering outreach opportunities and engagement for our wider communities.
- Opening up the garden for greater use by our local communities and for partnering local events such as Epworth Music Day and Epworth Open Gardens.
- Creating new and pertinent exhibitions that showcase our collections and the history of Epworth Old Rectory
- Enhancing and valuing our volunteer teams through recruitment, diversity and training.
- Building our profile through social media, our web site and partnerships throughout North Lincolnshire and beyond.
- Encouraging more people to volunteer with us ands retaining our current team of enthusiastic volunteers.
- Achieving grants for projects and work that will enhance our offers, increase the diversity of our audiences, improve access, care better for our collection and enable us to make necessary repairs to the Rectory.

5d Levels of engagement

It is hard to fully capture the full picture of our levels of engagement at this point, therefore work will be developed in 2025 to evaluate and monitor figures, as well as impact and benefit, across our activity. We have, in fact dedicated a proportion of our grant from the National Lottery Heritage Fund, to undertake evaluation, both quantitative and qualitative, of our events and other work using this funding. This will include relooking at our audience development

plan to explore our current and potential audiences, as well as our strategic plan for the next three years. We can, with some certainly however, detail the following results:

BREAKDOWN OF 2024 VISITORS & USERS	NUMBER					DIFFERENCE 2023/2024	PERCENTAGE of overall
	2024	2023	2022	2021	2019		
Organised tour group visits *(no. of groups)*	532	811 (42)	445 *(12)*	51 *(2)*	953	-279	-34%%
Education sessions	166	142 *(3)*	31	0	67	+24	+17%
Outreach to Schools	356	0	0	0	-	+356	356%
Other Outreach & informal learning sessions	178	24 (*5)*	100	78	278	+154	+642%
Events organised or hosted by EOR	2077 (26)	1785 *(11)*	1012 *(11)*	188 *(4)*	2277	+292 (15)	+16%
'Casual' visitors	?	906	340	344	1059	+566	21.65%
Garden only visitors	?	517	370	312	-	+147	12.35%
Virtual Zoom-hosted talks *(no. of talks)*	?	0	48 *(2)*	236 *(6)*	-	-48 (2)	0.0%
Total audience	3,309	4,185	2,346	1,209	4,634		
	(without casual visitors, garden visitors and zoom talks accounted for in 2024)						

5e Particular activities that have taken place in 2024

- A new Strategic Manager, Sarah Maltby, has been appointed.
- A new Visits and Collections Manager, Ami Wagner, has been appointed (to commence work in early January 2025).
- New Volunteers have been appointed and new teams created for Collections, Gardening, and Living History.
- The care of the building and collection has continued so that these are accessible to all: offering pre-booked tours and casual visits during set advertised times (from 1 April to 31 October) and also flexibly outside these.
- Our social media profile was improved and increased, bringing the Rectory and its stories to a wider and more diverse audience.
- Samuel's Study and the Master Chamber were reconfigured.
- Grants were achieved of £191,160 'Out of the Box' National Lottery Heritage Fund; £900 The Pilgrim Trust, through AIM conservation on our damaged coverlet, and £800 'Memory Garden Project', Epworth Town Council.
- Our computer and purchasing systems were upgraded using SumUp, to improve efficiency.
- Sessions have been developed and delivered for our local communities through our Reminiscence Café and Discovery Boxes.
- Workshops and sessions are in development for our learning programme and our new loan boxes are also in development.
- New products have been purchased for the shop range and an end of year stock take completed.
- We have delivered a series of events across the year.
- We have begun the development of the new Physick garden and worked with a local artist, as well as voluntary researchers to develop the content for the interpretation panels and website.
- An archaeology in the garden event has taken place, producing good engagement and a range of artefacts. This is being written up by the archaeologist to be presented in 2025 and through a new exhibition presented in the Granary.

- Work commenced on our Heritage Lottery Project, appointing the architects, designing the brief, and exploring the needs for repackaging the collection. A CIO Project Group was appointed to manage the project.
- A new wiring schematic has been commissioned in advance of the Heritage Lottery build and to help facilitate wiring checks and new wiring requirments in the future.
- A project to complete a new series of Risk Assessments has commenced and Keith Drakes, a current volunteer, has been appointed to help complete this and assist with other necessary health and safety work.
- The freezer shed and old toilets have been cleared and a new shed purchased to store outdoor equipment and garden tools in advance of the Heritage Lottery building work to take place.
- The staff and volunteer's kitchen has been cleared and tidied to create a more useable and attractive space.

5f How these activities have been undertaken with awareness of legal requirements and Standing Orders of the Methodist Church in Great Britain

Epworth Old Rectory:

- has a finance management policy which is consistent with the requirements of the Charities Commission.
- has a Safeguarding Policy which derives from the Safeguarding Policy and good practice of the Methodist Church
- manages the security of the property in compliance with the requirements and advice of the Insurers.
- carries out major property work under the Property Consents oversight of the Methodist Church, using suitably qualified professional advisors who also consult with the relevant planning authorities.
- has a Health and Safety Policy which
- embraces the statutory requirements for the regular inspection of services and appliances.
- includes the preparation of risk assessments
- includes Health & Hygiene food practice & basic food hygiene certification
- is adequately insured for property, contents and third-party liability.
- has policies in place which are consistent with its status as an Accredited Museum

6 KEY OBJECTIVES FOR 2025

1. Provide an excellent visitor experience and make the site accessible to as wide an audience as possible
1.1 Provide a consistent, high quality, visitor welcome and experience
Continue to develop volunteer-led tours and progress self-guided infrastructure. Increase number of volunteers who can lead the tours and introduce team of stewarding volunteers for the holidays.
Introduce more living history into the Rectory with a new team of Volunteers
Provide refresher training opportunities for all volunteers
Refresh the website and ensure that it is fit for purpose at all times – add the learning content
Add directional signage to the garden to emphasise that people are welcome to visit it
Refresh Interpretation in house rooms
Review and reissue Interpretation Strategy (EOR 071)
1.2 Ensure building and site are interesting and enjoyable (+ safe and accessible)
Introduce temporary exhibitions into the Granary
Introduce temporary exhibitions in the MWiB Room
Redisplay the Master Chamber using more of the collection, highlighting themes and revealing unseen objects
1.3 Care for our current visitors
Develop hands-on room resources and more interest via theming, interpretation and volunteers
Develop family focussed tour – working with 'Ultimate Image' on digital resources that include a 'treasure hunt' and QR codes and WIFI
Offer programme of events and activities for all our visitors and users
1.4 Attract, welcome and engage an increased and wider audience
Plan and deliver programme of learning and engagement activities, both at the Museum and as outreach in the community – undertake evaluation to inform future work
Develop two school's Wesley Weeks to attract wider school's audiences for full or half days of activity '
Review Learning Strategy
Develop Garden tours and Living History in the garden during school holidays using new team of Garden Volunteers
Continue with our Dementia Friendly cafes and deliver our new Memory Garden Project (funded by Epworth Town Council
Develop and deliver a social media and communications strategy that is adhered to throughout the year, with material that is designed to engage with different audiences including new audiences and those that are hard to reach
Develop closer relationship with group tour operators – proactively sell themed and planned visits (i.e. take the lead instead of vice-versa). Seek out and contact new Group Tour operators
Design specific tours for overseas visitors and work with other heritage sites to promote cross-selling
Introduced 'free for residents' days during Epworth Open Gardens Events, Epworth Music day and Heritage Open Days weeks plus explore options for reduced rates for residents the rest of the year
Review Audience Development Policy (EOR068)
1.5 Enhance and Improve our Staffing & Volunteer Resources
Undertake regular Volunteer recruitment and training (particularly when the house is closed) and designate responsible 'Team Leader' for each volunteer team
Host regular Full team Volunteer meetings during the year (3) as well as individual Volunteer team Meetings – Tour Guides, Shop, Catering, Garden, Interactive, Collection
Circulate regular Volunteer Newsletters to maintain communication
Create Volunteer roles for each type of Volunteer
Improve systems for managing volunteers, including communication, data recording, training, etc. Review Volunteer Agreement (EOR 62) and Handbook
Source funding to extend OLEM role into 2028
Introduce and implement on-line timesheets, calendars and document sharing between staff
Refurbish the staff kitchen and install internal key code lock on internal door
2. Preserve and care for Historic building fabric and give access to Collections

2.1 Care for building
Improvements to building as funding allows – Devise a priority list for improvements and funding applications – starting with the stairs, the damp, the blinds and the lighting fitments
Create a maintenance plan for the next 3 years – with detailed focus on year 1
Complete outstanding work to the granary and toilets – re-pointing, hatch and gutters
2.2 Care for collections
Complete repackaging and imaging project for the entire collections
Move the collection to the new collections store
Review and reissue EOR 073 Documentation Policy and EOR80 Documentation Procedural Manual
2.3 Ensure that the building and external areas are safe and secure
Complete risk assessments for all actions and areas – store on line
Ensure all equipment and installations are properly installed, tested, recorded and reviewed – create calendar of testing requirements, Carry out regular annual reviews of such
Ensure staff and volunteers undertake necessary H & S Training – evacuation / emergency response team / risk assessments / use of extinguishers + additional training for BS
Install new Fire Alarm in House / review emergency exit signage and undertake annual Fire Risk Assessment
Review Security of house and gardens – external lighting / CCTV / Alarm system / Ring Door Bells
Carry out a lock and key inventory – to rationalise and organise the keys – making sure that we know who holds which key
Maintain and review all H & S policies as necessary. Complete review and reissue of EOR 45 Health and safety Policy
Carry out a document and storage audit – in reference to GDPR recommendations.
Implement a new procedure for accident reporting and ensure that first aid boxes are maintained at all time, and there are enough staff and volunteers that can provide first aid assistance (new training)
Review and reissue EOR 51 Fire and Security Policy
2.4 Provide physical access to building, site and collection
Reissue new plans for buildings – assigning numbers and standard names for each room
Apply for funding to improve the paths in the Garden to increase access
Review and reissue the Access Policy (EOR 070), and in so doing review the photo book tool for the first floor
Create room resources and develop interactives (see 1.3.1)
Although the house will be closed during the winter season – offer half house at half price (downstairs only) tours to group visitors – to allow us to carry of necessary maintenance on the stairs and on the first floor)
Develop the Resource Room as part of the OoTB project and market it's availability to universities and other researchers
Move part of the library to the new Research Room for use by researchers.
2.5 Provide virtual access to building, site and collection
Revise website and create new content
Add 3D tour of house to web site education pages
Explore creating an online catalogue of our library which can be used by researchers – to be grant funded
Introduce access tools that will enable people with mobility issues to virtually access the first floor of the house.
Complete work on on-line catalogue (on the website) Digitise Museum's collections and put these online (inhouse-in partnership with Oxford Brookes/Methodist Heritage)
3. Ensure EOR is resilient and able to meet future challenges and be relevant to future audiences – see all of section 1
3.1 Make the best use of staffing and resources
Ensure regular full staff and full Volunteer meetings, as well as team meetings and 1:1 meetings.
3.2 Develop our audiences
Review and reissue audience development plan EOR 68 – exploring potential new audiences / hard to reach audiences and a focus on international visitors
Increase visitor figures by (750 people) - 20% from 3,750
Increase schools' figures by 50%
3.3 Develop building, garden and resources

Develop temp exhibitions to gain donations, in the Granary
Deliver garden-based events & tours – including launch of the Physic Garden to introduce new income streams
Market school's resources and workshops to schools in the region to gain increased income and use funding (Westminster grant) to provide subsidised travel
Introduce self-led tours as an option in school holidays
Encourage use of the garden – including the development of a sensory / quiet garden space and memory garden funded by Epworth Town Council
Review retail offer – to remove slow / static stock and introduce products that could be more appealing
Introduce temporary exhibition programme in the house using the MWiB room and Master Chamber to gain return visitors and increase interest
Explore use of Granary for private hire – inc third party meetings
Review catering offer with Catering Volunteers to ensure current and extended offers can be achieved
3.4 Develop and improve EOR business model
Introduce Sum-up donations or QR code based in the house and granary
Introduce new pricing from April 2025
Redesign the Friends Organisation, in terms of pricing, communications and events.
Create and implement a marketing / PR strategy for Friends recruitment – including new flier with QR code for ease of joining
Explore opportunities to link Friends Organisations across the 4 heritage sites
Create and print a new donations flier, with QR code access to our donate web page to give to every visitor to the Rectory
Enhance and reorganise the booking system for groups to create more effective management
Explore opportunities to optimise and manage group visits across the 4 heritage sites (including international tour groups)
Undertake regular evaluation of our activities, using a standard feedback form and other methods to capture quantitative and qualitative data. Ensure all such data is evaluated regularly
Capture more useful data at point of entry – including postcode / country data / age and marketing (where they heard about us)
Explore legacies and create content for the web site
Review pricing prior to forthcoming season and install pricing in the shop and on-line
Improve business performance and meet targets
Introduce Sum-up donations or QR code based in the house and granary
4. Ensure financial security in both long and short term (see all of section 3)
4.1 Maintain a balanced budget
Manage all income and expenditure and meet targets – ensuring that accurate records are kept and shared with the staff team to promote awareness of ambitions
4.2 Increase earned income
Increase visitor figures by (750 people) - 20% from 3,750
Increase schools' figures by 50%
Enhance and relaunch the Friends Organisation
Create opportunities and literature so that our current and future visitors can donate to us in general or for specific campaigns.
Research and design an annual campaign calendar for fund raising via donations
4.3 Plan and budget for the future developments and opportunities
Make planned and opportunistic funding applications
Plan 2026 events and activities based on successes and otherwise of the 2025 season
Maintain relationships through ongoing contact with current and recent funders, to enable us to make new applications to them.
2026 budget is planned
4.4 Plan for future bids and long-term resilience
Make planned and opportunistic funding applications

5. Project based actions
5.1 Royal Society 'Places of Science'
Replant the garden to highlight original ideas in Primitive Physic
Install accessible pathways
Continue to develop range of plants working in partnership with other organisations and individuals (ie Trent View College)
Complete and install Interpretation
5.2 Heritage Fund 'Out of the Box'
Recruit and undertake training for new team of Collections Volunteers
Undertake repackaging and imaging project
Undertake and complete freezer store conversion
Undertake fit out of new collections store and move all objects into the new store
Complete fit out of our new Research room and library
Promote our new facilities to researchers and as part of store tours and heritage days
Reuse old Collections store as Resources room
Continue to organise loans to community (schools and older people)
Archaeology event and dig
Exhibition of finds
Games in the Garden – with banner signage
Online content to compliment the Games in the Garden
Programme of visits and workshops for schools linked to 'then and now' everyday objects
Improve collection knowledge through recruiting new volunteers and training
Move to new store
Create rolling programme of exhibitions, social media posts and web content
Using collections as a focus for social interaction and reminiscence – moving onto new Memory Garden Project
Creating interactives, handling collections and new team of Living History Volunteers to be used during self-led tours and living history days in school holidays
Using traditional objects as inspiration for new crafts and skills – during Living History Days and at Christmas – wreath and garland making etc
Work to attract with new and hard to reach audiences – comparing and contrasting heritage traditions from other communities.
Develop skills in living history events – recruit new team of Volunteers and develop range of presentations and performances to be employed throughout the year
Exhibitions on various themes using the wider collection
Banners and site boards whilst the work on the Collections store is taking place
Website material, create blogs and social media posts and maintain communication flow

7 ANNUAL ACCOUNTS FOR EPWORTH OLD RECTORY 2024

7a Independent examiner's report to the Directors of Epworth Old Rectory (Operations) on the accounts for year ended 31 December 2024 (set out on pages 13-16)

The charity's trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 1994 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 44 of the Act).
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 44(7) (b) of the Act). and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

,

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the requirements:
   - to keep accounting records in accordance with section 41 of the Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1994 Act;

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed **Barrie Campbell FCA (Glover and Co)**

Date **2/4/2025**

Signed copy with EOR Secretary

7b.1 **Income – expenditure Account for CIO 1165387**

REVENUE INCOME		ACTUAL TO 31 DEC 2023	BUDGET 2024	ACTUAL TO 31 DEC 2024	2005 Budget	
Income generated by volunteer activities	Admission	10603	11000	9807	10000	2
	Shop sales	3205	3500	5964	5500	2
	Catering	1531	2000	970	1000	2
	Events	6080	6000	3548	5000	2
Trustee commitments	MCiGB Core	41330	42000	41950	43000	3
	WMC Core	11320	11500	11286	11500	4
	WCOT Grant		30000			5
Supporter Donations	Alice Lockmillar	2281	2200	2476	2000	6
	Friends(sustainable subs)	1217	1500	1219	1500	
	Unrestricted (variable)	1319	1500	1651	1500	
Other Income	Interest and Gift Aid	4765	6000	5932	5000	5
	Other/Misc	367		2215		7
Transfers	Transfer	732				
TOTAL REVENUE INCOME		**84750**	**117200**	87018	86000	

REVENUE EXPENDITURE		ACTUAL TO 31 DEC 2023	BUDGET 2024	ACTUAL TO 31 DEC 2024	2025 Budget	
Supporting volunteer activities	Shop	2152	2500	3610	3500	
	Catering	512	750	258	250	
	Events	1509	2500	1318	2200	
	Hospitality/Volunt support	680	700	958	800	
Maintaining services and premises	Garden	238	500	147	850	
	Office	201	500	1357	750	
	Gas/Electric/Water	3298	6000	7580	6500	8
	Digital (telecom, B/B, cr /cd)	1573	1500	1806	1200	
	Small services	495	8500	1324	1700	
Museum./Mission	Travel	769	1000	386	1000	
	Training	0	500	102	500	
	Education	87	2500	0	500	
	Collection Management	736	1000	240	1200	
	Publicity	87				
	Governance	750	4000	1800	2000	9
	Subscriptions	143	200	166	200	
	Advocacy/publicity	60	1000	199	1200	
Employment	P/T staff	14770	15500	17404	17000	10
	Manager employment	34078	57000	28697	41000	10
	payroll	432	600		500	
Long term property/presence	Insurance	3212	3500	3286	3600	11
	Inspections	1648	1500	2607	2500	
	IT renewal and repairs	1276	1500	1467	1500	
	Property Rates	88	100	12	100	
	Structural Maintenance	1485		2409	4000	
	Miscellaneous	307		1279		12
TOTAL REVENUE EXPENDITURE		**70585**	**113350**	**78412**	**95050**	
REVENUE INCOME-EXPENDITURE		**14165**	**3850**	**8606**	**-9050**	

CAPITAL/PROJECT INCOME	ACTUAL INCOME TO 31 DEC 2023	ACTUAL EXPEND. TO 31 DEC 2023	ACTUAL INCOME TO 31 DEC 2024	ACTUAL EXPEND. TO 31 DEC 2024	12
PROJECT/DEVELOPMENT INCOME					
MWIB	500				
Epworth Town Council (2023) Grant	675				
Yorkshire Museum Grant (2023) Grant	600				
Reset Grant (Covid) Grant	481				
Westminster College (OLEM) Grant	60000				
Royal Society (Physic Garden) Grant			3489		
National Lottery Heritage Fund (OOB)			(191160)		13
Total Income	62256		3489		
PROJECT/DEVELOPMENT EXPENDITURE					
Development Project (P3)		1704		4938	
MWiB		476		Closed	14
Epworth Town Council Grant (2023)		648		Closed	14
York Museum Grant (2023)		617		Closed	14
Reset Grant (2022-3)		4665		Closed	14
Westminster College Grant (2023)		0		26086	
Royal Society Grant				2231	
Heritage Lotter y Fund Grant		0		11136	15
Total Expenditure		**8110**		**44390**	
PROJECT INCOME-EXPENDITURE		**54146**		**-40902**	

COMBINED REVENUE AND CAPITAL/PROJECT ACCOUNTS

TOTAL ACCOUNT INCOME		147006		90507
TOTAL ACCOUNT EXPENDITURE		78695		122802
ACCOUNT INCOME-EXPENDITURE		68311		-32295
STOCK AJUSTMENT		464		-471
ADJUSTED I-E		**68775**		**-32766**

7c Balance sheet

BALANCE SHEET		2024	2023	2022	2021
ASSETS					
CFB account		120656	147774	71679	60239
HSBC account at year (02/1/2025)		3271	8887	17355	27472
HMRC Recovered			234	0	0
EM Account in hand		613			
Stock		3904	3432	2968	4169
cash in hand		150	135	141	0
Uncleared cheque		-20		0	0
In Bank but not recorded		-11		-5	0
Over paid		-19	102	0	0
Debtors (unpaid invoices)		-78	481	0	0
TOTAL		**128466**	**161045**	**92138**	**91879**
LIABILITIES					
Creditors (unpaid invoices)		470	874	740	7910
Sum of liabilities		470	874	740	7910
Net current Assets		**127996**	**160172**	**91397**	**83970**
REPRESENTED BY					
Accumulated Fund					
Balance at 1 Jan 2024		160172	91397	83970	116483
HSBC OVER PAYMENT				234	
Adjustment		590			
Add Net Income-Expenditure		-32766	68775	7194	-32513
Net Current Assets		**127996**	**160172**	**91397**	**83970**

The accounts were approved by the Directors on 25 February 2025

And signed on their behalf by:

Sarah Friswell **SF** (Chair)

Stuart Gunson **SG** (Treasurer)

(Signed copies with Secretary)

7d NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting policies

(a) Basis of preparation: These financial accounts have been prepared on the historical cost basis.

(b) Assets employed: The ownership of the property is with the World Methodist Council, and therefore no value for the property is included.

2. The income generated by the volunteers is similar to 2023. The footfall has decreased, but the shop sales have increased; the significant change in the events income can be in part be attributed to the loss of a major fund-raising event.

3. This is the annual commitment from the MCiGB to support EOR.

4. This is the Annual Commitment from WMC to support EOR.

5. The Grant from Westminster College Oxford Trust (WCOT) has continued to earn interest, though this will diminish as the capital continues to be spent.

6. Alice Lockmillar: an Endowment Fund administered by Florida United Methodist Foundation and paid via WMC

7. The high 'miscellaneous' includes two advance payments for the restoration of a damaged coverlet (an Insurance payment and a grant from the Association of Independent Museums. The miscellaneous expense includes some gift payments to leaving staff and one charity event: the gifts made to Lindsey Lodge Hospice at an event on EOR site were paid through our accounts

8. It is anticipated that the fuel elements of the utility services will show a sharp increase

9. Governance includes travel and expenses of Directors and the Independent Examination of accounts

10. From January 2024, all remunerations were increased. The Support staff are paid the National Living Wage Foundation Living Wage and the Managers are paid at two tiers, the Strategic manager at one level and the Visits/Collections Manager and the Outreach/Learning/Engagement Manager at a second level. The change of staffing during the year has resulted in less being paid out in salaries.
Note: the OLEM is paid out of the WCOT grant.

11. It is anticipated that the cost of Insurance will increase significantly this year.

12. The Capital/Project income/expenditures is based on grant funded or resource funded expenses. The main sources of income are grants which are frequently awarded in one year and spent in the next. There are two projects (Library and Wallpaper) which have had no activity this year. They are not shown in the accounts, but are recorded in the Funds (Section 7e)

13. The National Lottery Heritage Fund awarded a grant of £191160 during 2024. This requires EOR to make payments in advance and claim from the award at staged intervals. No money has been drawn down to date, and the award is therefore shown in bracket but not included in the accounts. Payments are therefore currently paid out of EOR funds.

15. There were 4 Grants awarded in 2022 and spent in 2023 which had very small balances (some negative and some positive) and at the start of 2024, the Directors agreed to close the accounts. A net balance of £182 was transferred into the general account.

16. EOR opened an account with "Equals Money" to provide staff members with pre-loaded cash cards. The increased use of mail ordering and requests for prepayment before delivery makes this a more practical than relying on reimbursing staff or a greater use of petty cash. At the end of the year there was £613 unspent in the account.

7e FUNDS

Some of EOR resources are identified in a number of funds. Most of these are designated or restricted to particular pieces of work.
These are set out below and the closing balances shown are the balances at 31 December 2024

Neither the Library nor the Wallpaper project fund have been used during 2024, but their values are included here.

The EOR contribution onto the Out of the Box Project is identified below and is funded by a transfer from the WMC fund which is designated to property work. The Grant has been awarded, but is not yet a material asset and is therefore no shown.

Designation	Source of fund	Purpose	Starting balance at 1/1/2024	Income 2024	Expenditure 2024	Transfers	Balance at 1/1/2025
Designated	MCiGB Core	Employment and governance	29949	41950	-46100		**25799**
Designated	**WMC Core	Property	29020	11286	-14968	-11136	**14202**
Designated	Development	Property	13456	0	-4938		**8518**
Restricted	Library	Purchase of books	4838		0		**4838**
Restricted	Wallpaper	Design of wallpaper	1000		0		**1000**
Restricted	WCOT	Grant	60000		-26086		**33914**
Restricted	RS Garden	Grant	0	3489	-2230		**1258**
Restricted	*HLF (OOB)	Out of the Box Project	0	0	0		**0**
Restricted	OOB (EOR)	Out of the box project			-11136	11136	**0**
Totals			**138263**	**56725**	**99854**	**0**	**89530**

*NLHF grant awarded is 191160. This is paid in instalments retrospectively to cover spending
**The Open the box (OOB) project requires advance funding from EOR, this has been taken from theWMC core fund.

EPWORTH OLD RECTORY (OPERATIONS)

England & Wales - Charity number 1165387

Accounts

Epworth
Old Rectory

ANNUAL REPORT
FOR EPWORTH OLD RECTORY (OPERATIONS)
CIO REGISTRATION 1165487

FOR THE YEAR ENDED 31st DECEMBER 2023

Draft 3	Submitted to meeting 26th February 2024	Corrections requested
Draft 4	Corrections made 26th February 2024	Corrections requested
Draft 5	Corrections made 28th February 2024	Corrections accepted
Issue 1	Final version agreed 4th March 2024	

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Issue 1

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INTRODUCTION AND BACKGROUND

1a Background details to the 2023 Report

- Epworth Old Rectory (Operations), EOR (Ops), is registered with the Charities commission as a Charitable Incorporated Organisation (CIO) in England and Wales. Its Charity Registration Number is 1165487.
- It operates in partnership with Epworth Old Rectory (Trust) which is registered with and overseen by the Methodist Church in Great Britain (MCIGB).
- The relationship between EOR (Ops) and EOR (Trust) is set out in a Partnership agreement which is documented as EOR016

1b Historical Information

- Epworth Old Rectory (EOR) was, from 1695 to 1745, the family home of Samuel and Susanna Wesley and their 19 children (of whom 10 survived) including John and Charles Wesley, founders of Methodism. In 1709 the existing rectory was burned to the ground and the current building erected in its place.
- The Old Rectory is a Queen Anne Grade I Listed Building. It had a number of extensions during the early 19th century. Some outbuildings were added in the late 19th and 20th centuries. The property still retains over 4 acres of glebe land - referred to by the Wesleys as 'the croft' - in addition to formal gardens.
- The building continued to be used by the Church of England as a rectory for St. Andrew's parish until 1954 when it was bought by funds raised by the World Methodist Council (WMC) and registered by the Trustees for Methodist Church Purposes (TMCP).
- In 1957 it was opened to the general public as a museum dedicated to the life and times of John and Charles Wesley, and in particular, to the influence on them by their parents Samuel and Susanna Wesley.
- A collection of historical objects and "Wesleyana" has grown over the years, with a library of books and documents connected to the Wesleys being donated to the museum in the 1980s.
- In 2015 an agreement was reached to house the archives of successive Methodist women's movements and to mount exhibitions featuring their work.
- In 2023 the Valuation Office (HMRC) changed the designation of the property from a Museum to a historic building. This reduced the rateable value by a significant amount.
- Epworth Old Rectory opens for seven months of the year and receives visitors from all over the world.

1c Legal status

- Epworth Old Rectory is owned by the WMC.
- The Title Deeds are held by the TMCP on behalf of the WMC;
    - TMCP are therefore the custodian Trustees;
    - WMC and MCIGB are represented on EOR (Trust), a Board of Trustees which is appointed by the Conference of MCGIB. This Trust manages the property and oversees the charitable activity which together are described as Epworth Old Rectory (EOR).
- EOR (Ops) is responsible for the day to day activities. It is supported and overseen by EOR (Trust)
- The constitutions of EOR (Trust) and EOR (Ops) are documented as EOR006 and EOR017 respectively.
- The formal agreement which sets out the relationship between EOR(Trust) and EOR (Ops) is documented as EOR016
- Epworth Old Rectory is registered by the Valuation Office as a historic building.

2. ADMINISTRATIVE DETAILS

2a Charity details

Charity name	Epworth Old Rectory (Operations)
Registered charity number	1165487 (Registered 2/2/2016)
Charity's principal address	1 Rectory Street Epworth North Lincolnshire DN9 1HX
website	www.epwortholdrectory.org.uk
Independent Examiner:	Glover and Co High Street Epworth North Lincolnshire DN9 1ET
Principal Bankers:	HSBC Bank plc 31 Carolgate Retford Nottinghanshire DN22 6DA
Contact Person	Mr John Purdy (Secretary) Marina House Hatfield Road Thorne Doncaster DN8 5RA

2b Directors who have held office during 2023

	CHAIR	Mrs Sarah Friswell
	VICE-CHAIR	
	SECRETARY:	Mr John Purdy
	TREASURER:	Revd Stuart Gunson
		Mr Barry Clarke
		Mrs Kate Close
		Mrs Angela Creswick
		Revd Angela Long (to Sept 2023)
		Revd Vicki Atkinsoon
		Mr John Lambert
		Mr Owen Roberts
Non-voting 'others'	Strategic Manager	Dr Jane Hubbard
	Methodist Heritage Officer	Ms Olivia Threlkeld
	Methodist Director of engagement	Ms Jo Hibbard
	Representative of Methodist Women Britain	Mrs Bronwen Braisdell
	Museum Development Officer (Yorkshire Museums)	Ms Elizabeth Denton

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3a Date and nature of the governing document

Epworth Old Rectory (Operations) is registered as a CIO under the Charities Act 2006.The Charity Registration Number is 1165487.

Governance of EOR (Ops) is the responsibility of the Directors.

- The Directors consist of a Chair, Secretary, Treasurer, and up to a maximum of 12 in total.
- At least 8 are appointed by EOR(Trust)
- Included in the above 8 there will be one ex-officio Trustee.
- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.

In addition four people attend the Directors Meetings in a non-voting capacity.

- The Strategic Manager, who is employed by the Trustees, is responsible for the day to day running of EOR and for overseeing the development work.
- A Museum Development Officer
- The Methodist Heritage Officer.
- The Methodist Director of Engagement

The Directors operate the site through the regular meetings of the Directors

Additional governance issues

In 2019 the Business plan was reviewed, and a 5 year Forward Plan was prepared. This is included in our portfolio of documents as EOR 031. All the policies referred to in the business plan are available for inspection.
Epworth Old Rectory is an Accredited Museum.

3b Recruitment, nominations and appointment of new Trustees

The appointment of new Directors will be made in accordance with the Constitution document.

3c Management Issues

Epworth Old Rectory employs a part time Strategic Manager (SM) for 14 hours per week, a Visitor and Collections Manager (VCM) for 25 hours per week and 3 part-time staff at a total of 27 hours per week.

4 FINANCIAL REVIEW

4a Annual accounts

The Annual accounts for 2023 are included in this report.
These accounts show that income exceeded expenditure by £68311 (see note in 4b)
An analysis of the funds that are held is shown with the account. These funds are referred to below in the statement of policy on reserves.
The Directors offer their thanks to:

- Staff and volunteers who work so hard to make the Old Rectory such a pleasure to visit.
- Friends and donors who give to help the work of the Old Rectory.
- The various organisations that have made grants for special projects and the general running of the Old Rectory (these are listed below).

4b Statement of the CIO's policy on reserves

At 31 December 2023, the following funds were held in the accounts:

Restricted Funds	£66020
Designated	£72425
Totalling	£138445 (see note below)

Note £60000 is accounted for by a Restricted Grant made by the Westminster College Oxford Trust (WCOT) which is referred to below (Reserves policy for the restricted fund).

Reserves Policy for General and Designated Funds

The annual turnover of Epworth Old Rectory is usually in the region of £100,000. This is income from trading, grants and donations that support its core work. This core work includes the employment of staff, maintenance of our mission, and the running and maintenance expenses of the property.
The desired level of reserve which the Directors feel can be justified is about half the annual turnover on this core work (i.e. £50,000)
The balances in these funds at 31/12/2023 are shown in section 7e of this report.
The total of these funds is only marginally less than our total assets. This means that all our reserves are fully committed and that the operations at Epworth Old Rectory are dependent on revenue and grant funding for the year.

Reserves Policy for the Restricted Funds

Three restricted funds are held: the Samuel Wesley Library Fund, the "Wallpaper project" and a grant (£60000) from the Westminster College Oxford Trust. The money in the first two accounts is restricted for specified purposes. The WCOT fund supports a two year project which is headed up by a newly appointed (January 2024) Outreach, Learning and Engagement Manager; the grant is used for the employment of this officer and to support the work)

4c Funds materially in deficit

There are no funds in deficit at the time of reporting.

4d Exceptional circumstances

The footfall at EOR has continued to be less than at the pre-covid level, but the signs are that recovery is in process. The support that has been received through business support grants and reductions in property rates will not be repeated in 2023.
The restructuring process, following a review in the business strategy at EOR, that was noted last year has been expensive in terms of redundancy and severance payments. It has reduced the staffing expense but the level of pay increases for 2023 will have reduced the impact of this change.

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- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.

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The Directors operate the site through the regular meetings of the Directors

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The appointment of new Directors will be made in accordance with the Constitution document.

3c Management Issues

Epworth Old Rectory employs a part time Strategic Manager (SM) for 14 hours per week, a Visitor and Collections Manager (VCM) for 25 hours per week and 3 part-time staff at a total of 27 hours per week.

4e Principal sources of fund raising

The Trustees of Epworth Old Rectory wish to acknowledge the following bodies which have supported their work:

- The World Methodist Council (Annual Grant)
- The Priority Fund of the British Methodist Church (The Methodist Conference which met in July 2014 approved an annual Grant. This is to be directed to the employment of a suitable qualified Manager and will be increased annually in line with measure of inflation).
- The Arts Council
- Association of Independent Museums (various Grants)
- Museum Development Yorkshire (Grant and support)
- Business Support Grant administered by North Lincolnshire Council.
- Westminster College Oxford Trust
- MWiB with whom an agreement has been established (see below)
- The Friends of Epworth Old Rectory (Annual Membership and Donations)
- The volunteers at Epworth Old Rectory (see 4.a above)
- Donations
- Gift Aid

5 OBJECTIVES AND ACTIVITIES

5a Summary of the objects of the charity set out in its governing documents

The Objects of EOR(Ops) are: "To advance education by the establishment and maintenance of a museum at the historic building identified as Epworth Old Rectory. This museum dedicated to the influence of the Wesley family on faith, social justice, worldwide Methodism and all people today, whether they are of any religion or none."

This object is supported by

- Preserving and caring for the fabric of the historic building (Grade I listed: Epworth Old Rectory, 1 Rectory Street, Epworth, Lincolnshire), the site and its immediate surroundings, and the collections.
- Providing an enhanced visitor experience and making Epworth Old Rectory accessible to as wide an audience as possible.
- Ensuring that Epworth Old Rectory is financially secure in both long and short term.

5b How these objects are addressed and strategies for achieving them

2023 was another busy year, with a more than a 179% increase in visitor figures (to 4,185, from 2,346 in 2022) – through booked tours, events, and drop in visitors. There was a concurrent rise in earned income, with all targets being met. In 2023 the Old Rectory raised 25.49% of its overall income through its activities (up from 15.7% in 2022). There have also been some interesting opportunities, including securing funds from the Westminster College Oxford Trust for a two-year project improve our outreach, learning and engagement activities from January 2024. The Museum also applied for (and gained) funds from the Royal Society (£3,488) for future works to improve the Physic Garden (in 2024-25).

The Museum:

- Was opened to visitors and pre-booked tour groups for 4 hours a day, 4 days a week, from 1 April to 31 October (and also flexibly outside these times);
- Offered a varied activities and events programme, welcoming more – and more diverse – visitors and users;
- Continued to care for the Museum collections and to make these accessible.
- Planned to ensure the future of the Grade 1 listed Old Rectory building by planning for its future care and development and researching sources of possible future funding

5c Review of the charitable activities during 2023

In 2023 Epworth Old Rectory opened to the public from 1 April to 31 October, with booked visits also taking place outside of these dates. Additionally, the Old Rectory has:

- hosted pre-booked guided visits, and self-guided visits (with room interpreters) on busy event days
- welcomed local visitors free on agreed dates
- provided open gardens (a member of the Quiet Garden Trust). The garden remained open all year as a resource for local people, for rest and quiet enjoyment.
- engaged staff and volunteers in outreach events and conferences
- promoted the museum and its activities through social media.

5d Levels of engagement

2023 figures show a marked rise in booked tours (from 445 in 12 groups (2022) to 811 in 42 groups (2023. This growth continues: to date (February 2024) there are already 1,304 booked tours for 2024. 'Casual' visits also rose from 340 in 2022 to 906 in 2023, and other figures (see below) reflect a similar increase.

BREAKDOWN OF 2023 VISITORS & USERS	NUMBER				DIFFERENCE 2022/2023	PERCENTAGE of overall
	2023	2022	2021	2019		
Organised tour group visits *(no. of groups)*	811 (42)	445 *(12)*	51 *(2)*	953	+366	**19.39%**
Education sessions	142 *(3)*	31	0	67	+111	**3.39%**
Outreach to Schools	0	0	0	-	0	**0.0%**
Physical talks by staff/volunteers about Museum/Wesley family ('Walk with Wesley' 2023)	24 *(5)*	100	78	278	-76	**0.57%**
Events organised or hosted by EOR *(no. of events)*	1785 *(11)*	1012 *(11)*	188 *(4)*	2277	+773	**42.65%**
'Casual' visitors	906	340	344	1059	+566	**21.65%**
Garden only visitors	517	370	312	-	+147	**12.35%**
Virtual Zoom-hosted talks *(no. of talks)*	0	48 *(2)*	236 *(6)*	-	-48 (2)	**0.0%**
Total audience	**4,185**	**2,346**	**1,209**	**4,634**	**+1,839**	**100.0%**

5e particular activities that have taken place in 2023

- Using 'Recovery & Reset' funds, the House was presented differently, as the 1716 family home of the Wesleys, with new 'pull-up' interpretation banners and highlighted objects, to show what it was like to live there in the eighteenth century;
- The care of the building and collection has continued so that these are accessible to all: offering pre-booked tours and casual visits during set advertised times (from 1 April to 31 October) and also flexibly outside these;
- A full programme of events and activities was delivered, including participation in Epworth Music Day, a 'Living History' Day and two Craft Fayres.
- The new Methodist Women in Britain (MWiB) exhibition opened;
- Our social media profile was improved and increased, bringing the Rectory and its stories to a wider and more diverse audience;
- The Museum worked with local dance group 'Street Beat', which produced a digital dance production, based on the 'disturbances' of 1716-17;
- School activities were delivered; the Museum hosted a craft day (Rag Rugging) for adults; and free family activities for the local community, with grant support from Epworth Town Council.
- The Museum welcomed more, and more diverse, visitors;
- There was further improvement in business performance and earned income towards EOR's operation, from admissions, events, retail and catering;
- Bids for MEND and NHLF funds were submitted, to improve and develop the building;
- There was planning to develop collection care and storage facilities at the Museum, to raise standards and make the collections more accessible.
- An Outreach, Learning & Engagement Manager (0.6% FTE) was appointed to deliver activities at the Museum and in the community, enabled by funding secured from the Westminster College Oxford Trust.

5f How these activities have been undertaken with awareness of legal requirements and Standing Orders of the Methodist Church in Great Britain

Epworth Old Rectory

- has a finance management policy which is consistent with the requirements of the Charities Commission.
- has a Safeguarding Policy which derives from the Safeguarding Policy and good practice of the Methodist Church
- manages the security of the property in compliance with the requirements and advice of the Insurers.
- carries out major property work under the Property Consents oversight of the Methodist Church, using suitably qualified professional advisors who also consult with the relevant planning authorities.
- has a Health and Safety Policy which
    - embraces the statutory requirements for the regular inspection of services and appliances.
    - includes the preparation of risk assessments
    - includes Health & Hygiene food practice & basic food hygiene certification
- is adequately insured for property, contents and third party liability.
- has policies in place which are consistent with its status as an Accredited Museum

6 KEY OBJECTIVES FOR 2024

1.PROVIDE AN EXCELLENT VISITOR EXPERIENCE & MAKE THE SITE ACCESSIBLE TO AS WIDE AN AUDIENCE AS POSSIBLE	
Activities planned to achieve	***Actions & resources***
• Provide a consistent, high quality, visitor welcome & experience • Ensure building & site are accessible, safe, interesting and enjoyable • Care for our current visitors • Attract, welcome & engage an increased and wider audience	• Continue to develop volunteer-led tour & progress self-guided infrastructure • Refresh Study & redisplay Matted Chamber • Develop room resources & interactives and family-focussed tour • Offer programme of events & activities for all our visitors and users • Plan & deliver programme of learning & engagement activities, both at the Museum and as outreach in the community
2.PRESERVE, CARE FOR HISTORIC BUILDING FABRIC & GIVE ACCESS TO COLLECTIONS	
• Care for building • Care for collections • Provide access to building, site & collections • Provide ways of remote access & use	• Improvements to building as funding allows • Implement findings of 2023 Security Review • Planned action to improve collections' storage & store (with external funding if available) • Produce future site development & interpretation plan • Upgrade Granary & plan programme of use • Create Room resources & develop interactives • Revise website & create new content *(Winter 2024)* • Digitise Museum's collections and put these on-line *(in-house/partnership with Oxford Brookes/Methodist Heritage)*
3.ENSURE EOR IS RESILIENT & ABLE TO MEET FUTURE CHALLENGES & BE RELEVANT TO FUTURE AUDIENCES	
• Make the best use of staffing and resources • Develop our audiences • Develop building, site & resources	• Upgrade computer & purchasing systems (shop), as funds allow & improve efficiency • Increase visitor figures by a third (to 5,580) • Increase Schools figures (by 50%) • Develop community audience, use & outreach • Develop programme of use for refurbished Granary • Deliver garden projects – including Physic Garden, and removal & replanting of Cypress hedge

• Develop & improve EOR business model	• Improve business performance & meet targets • Develop range of shop stock & schedule of hire charges
4.ENSURE FINANCIAL SECURITY, IN BOTH LONG AND SHORT TERM	
• Maintain a balanced budget • Increased earned income • Plan & budget for future developments and opportunities • Plan for future bids & long term resilience	• Manage all income and expenditure and meet targets • Raise visitor numbers by a third; increase earned income by 10% • Make planned & opportunistic funding applications • Plan 2025 events and *activities*

7 ANNUAL ACCOUNTS FOR EPWORTH OLD RECTORY 2023

7a Independent examiner's report to the Directors of Epworth Old Rectory (Operations) on the accounts for year ended 31 December 2023 (set out on pages 13-16)

The charity's trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 1994 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 44 of the Act).
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 44(7) (b) of the Act). and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the requirements:
   - to keep accounting records in accordance with section 41 of the Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1994 Act;

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed .....BARRIE CAMPBELL (FOR GLOVER AND CO)

Date 1st MARCH 2024

7b.1 Income – expenditure Account for CIO 1165387

REVENUE INCOME		ACTUAL TO 31 DEC 2022	BUDGET 2023	ACTUAL TO 31 DEC 2023	
Income generated by volunteer activities	Admission	6679	8000	10603	
	Shop sales	2039	2500	3205	
	Catering	1459	1500	1531	
	Events	2281	2500	6080	2
Trustee commitments	MCiGB Core	40720	41300	41330	3
	WMC Core	12055	13000	11320	4
Supporter Donations	Alice Lockmillar	2759	2200	2281	5
	Friends(sustainable subs)	1531	1500	1217	
	Unrestricted (variable)	1771	1500	1319	
Other Income	Interest and Gift Aid	720	500	4765	6
	Other/Misc	3337		367	
(2021and 2022)	Covid support	**4000**			7
Transfer	Internal transfer			732	8
TOTAL REVENUE INCOME		**79351**	**74500**	**84750**	

REVENUE EXPENDITURE					
		ACTUAL 31 DEC 2022	BUDGET 2023	ACTUAL TO 31 DEC 2023	
Supporting volunteer activities	Shop	12	2000	2152	
	Catering	193	500	512	
	Events	1154	1000	1509	2
Maintainng services and premises	Hospitality/Volunteer support	267	500	680	
	Garden	225	500	238	
	Office	565	500	201	
	Gas/Electric/Water	3088	6000	3298	
	IT renewal and repairs	557	1000	1276	
	Digital (telecom, B/B, cr /cd)	1650	1700	1573	
	Maintenance	69	3000	495	
Museum./Mission	Travel	558	1000	769	
	Training	362	500	0	
	Education		200	87	
	Collection Care	148	200	736	
	Collection Acquisition		200	0	
	Friends exs	210	300	87	
	Governance	1226	1000	750	9
	Subscriptions	95	200	143	
	Advocacy/publicity	554	2000	60	
Employment	P/T staff	13532	15500	14770	10
	Manager employment	32390	32500	34078	10
	payroll		600	432	
Long term property/presence	Insurance	3109	3500	3212	
	Inspections	1258	1000	1648	
	Property Rates	626	1200	88	11
	Structural Maintenance	2243	1000	1485	
	Miscellaneous	514		307	
TOTAL REVENUE EXPENDITURE		**64607**	**77600**	**70585**	
REVENUE INCOME-EXPENDITURE		**14744**	**-3100**	**14165**	

CAPITAL/PROJECT INCOME			ACTUAL 31 DEC 2022	BUDGET 2023	ACTUAL TO 31 DEC 2023	Notes
Project/ Development Income	2022	P1 Lawn	0			
		P2 Advocacy/Audience Dev	250			
		P3 Wallpaper	0			
		P4 External repair/decoration	0			
		Samuel Wesley Library	0			
		Other development	4834			
	2023	General Development			0	
		MWIB			500	12
		Epworth Town Co			675	13
		Yorkshire Museum Grant			600	13
		Reset Grant JANE			481	13
		OXFORD GRANT			60000	
		Proj/Dev Total Income	5084		**62256**	
Project/ Development Expenditure	2022	P1 Lawn	9			
		P2 Advocacy/Audience Dev	0			
		P3 Wallpaper	0			
		P4 External repair/decoration	3172			
		Samuel Wesley Library	0			
		Restructuring	8312			
		Reset Grant	80			
		Other Development				
	2023	General Development		5000	1704	
		MWIB			476	10
		Wallpaper			0	11
		York Museum grant			617	11
		Reset		4750	4665	11
		Epworth Town Council		0	648	
		Proj/Dev Total exp	**11573**	**9750**	**8110**	
		PROJECT I - E	**-6489**	**-9750**	**54146**	
SUMMARY						
TOTAL ACCOUNT INCOME			84435	77672	147006	
TOTAL ACCOUNT EXPENDITURE			76180	90522	78695	
ACCOUNT INCOME -EXPENDITURE			**8255**	**-12850**	**68311**	
STOCK ADJUSTMENT					464	
ADJUSTED I - E					**68775**	

7c Balance sheet

BALANCE SHEET		2023	2022	2021	2020
ASSETS					
CFB account		147774	71679	60239	100112
HSBC account at 31/12/2021	15	8887	17355	27472	13403
HMRC recovered		234			-65
Stock		3432	2968	4169	4823
cash in hand		135	141	0	0
Overbanked			-5	0	-25
Recorded not reconciled	16	-102	0	0	241
Debtors (unpaid invoices)	17	481	0	0	0
TOTAL		161045	92138	91879	118489
LIABILITIES					
Creditors (unpaid invoices)	18	874	740	7910	2006
Petty Cash					
Till Deficit					
Overpaid					
Sum of liabilities		874	740	7910	2006
Net current Assets		**160172**	91397	83970	116483
REPRESENTED BY					
Accumulated Fund					
Balance at 1 Jan 2021		91397	83970	116483	99562
HSBC OVER PAYMENT	15		234		
Adjustment from previous year					2500
Add Net Income-Expenditure		68775	7194	-32513	14421
Net Current Assets		**160172**	91397	83970	116483

The accounts were approved by the Directors on

And signed on their behalf by: 4/3/2024

Sarah Friswell Sarah Friswell (Chair)

Stuart Gunson S Gunson (Treasurer)

7d NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

Notes

1. Accounting policies

    (a) Basis of preparation: These financial accounts have been prepared on the historical cost basis.

    (b) Assets employed: The ownership of the property is with the World Methodist Council, and therefore no value for the property is included.

2. Attention is drawn to the significant increase in income from events; note also the additional expenditure for this.
3. This is the annual commitment from the MCiGB to support EOR.
4. This is the Annual Commitment from WMC to support EOR.
5. Alice Lockmillar: an Endowment Fund administered by Florida United Methodist Foundation and paid via WMC
6. The Grant from WCOT was deposited in the account in July and has earned a considerable amount of interest.
7. This is a historic entry and this line will be taken out of the accounts in future.
8. This was a transfer in from the expenditure account (reset Grant) to enable payment in a different line (salaries) in the accounts. These are clearly marked in the records.
9. Governance includes travel and expenses of Directors and the Independent Examination of accounts
10. From January 2023, all remunerations were increased.
11. The Valuation office altered the registration of OR from Museum status to Historic Building. This produced a substantial reduction in rateable value. This has significant impact, reducing the rates paid by EOR. EOR also benefits from mandatory and discretional reductions in the rates.
12. This grant from MWiB is part of the on-going relationship between MWiB and EOR.
13. These are grants for which applications were successful and each contributes to specific pieces of work in EOR.
14. During 2023 EOR was awarded a grant of £60,000 by Westminster College Oxford Trust. It is applied to a 2 year project on Outreach, Learning and Engagement; this has enabled the employment of an additional member of staff. The project starts on January 2024 and the employment is on a 3 year contract.
15. This overpayment shown in 2022 was recovered in 2023.
16. This is a composite adjustment to the income figure which is made of 2 overpayments in expenditure (£1.50), an overpayment of £14.10 cash into the bank and £114.33 which represents an unreconciled deficit between the accounts and the bank.
17. This is money owed by two tour booking; this has been carried forward into 2024 as a credit.
18. This is invoices received and for accounted for in 2023 but not reconciled with the bank until 2024.

7e FUNDS

Some of EOR resources are identified in a number of funds. Most of these are designated or restricted to particular pieces of work.
These are set out below and the closing balances shown are the balances at 31 December 2023

The Library Fund is restricted to a particular use indicated in the letter received from the donor ("Volumes that would have graced Mr Wesley's bookshelves").

The designations are nominal in that the Directors allocate certain income sums to particular purposes; being designated they can be reallocated by decision of the Directorate and approval of the Trustees.

Designation	Source of fund	Purpose	Starting balance	Income in 2023	Expenditure in 2023	Balance at 31/12/2023	Adjustment	Starting balance at 1/1/2024
Designated	WMC Core	Employment and governance	26745	11320	8116	29949		29949
Designated	MCiGB Core	Property	37720	41330	50030	29020		29020
Designated	Development	Property	13456			13456		13456
Restricted	Library	Purchase of books	4838					4838
Restricted	Wallpaper	Design of wallpaper	1000					1000
Restricted	Reset	Post Covid start	4332	481	4665	148	-148	0
Restricted	MWiB	Grant		500	476	24	-24	0
Restricted	EPW. T.C	Grant		675	648	27	-27	0
Restricted	York Museums	Grant		600	617	-17	17	0
Restricted	WCOT	Grant		60000				60000

The Directors agreed to ask those who manage the grant funds to allocate the small residual sums in the MWiB, Epworth Town Council and Yok Museums grants so that the fund can be closed. Therefore the New Year begins with a simplified group of funds.

NB The Restricted grant of £60000 from Westminster College Oxford Trust is allocated to the employment of an Outreach, Learning and Engagement Manager to cover salary and all aspects of her work. It will be applied over the next two years.

EPWORTH OLD RECTORY (OPERATIONS)

England & Wales - Charity number 1165387

Accounts

GOV.UK Charity Commission

Charity Commission Annual Return 2022

EPWORTH OLD RECTORY (OPERATIONS)

Charity registration number: 1165387

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2022.

PART A - Charity information

Financial period

Financial period start date

01/01/2022

Financial period end date

31/12/2022

Income and spending

Income £

£ 84,435

Spending £

£ 76,180

Serious Incidents

For the period of this return, were there any serious incidents in your charity that have not been reported to the Charity Commission?

No

Fundraising - professional fundraiser

Did your charity raise funds from the public?

Yes

Did the charity work with any professional fundraisers?

No

Fundraising - commercial participator

Did your charity work with any commercial participators?

No

Government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?

No

Government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

Yes

How many grants did your charity receive from central government or local authorities?

1

What was the total value of these grants?

£ 4,000

Income from outside the UK

Did your charity receive income from outside the UK ?

Yes

United States

Overseas government or quasi government bodies

£ 0

Overseas charities, NGO's or NPO's

£ 0

Other overseas institutions

£ 12,055

Individuals resident overseas (for example school fees and memberships)

£ 0

Unknown /Do not know

£ 0

Spending outside England & Wales

Did your charity operate outside England and Wales?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Did the charity have any subsidiaries?

No

Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more? Select No if your charity does not have any staff or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?
(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)

£ 14,516

Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

35

Financial controls

Did your charity review its internal financial controls?

Yes

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

· you have consented to their release; or

· we are legally obliged to disclose them; or

· we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

· we can lawfully do so; and

· we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

(a) update, consolidate, and improve the accuracy of our records;

(b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;

(c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

EPWORTH OLD RECTORY (OPERATIONS)

England & Wales - Charity number 1165387

Accounts

Epworth
Old Rectory

ANNUAL REPORT
FOR EPWORTH OLD RECTORY (OPERATIONS)
CIO REGISTRATION 1165487

FOR THE YEAR ENDED 31st DECEMBER 2021

24/2/2022	Issued for approval (not independently examined)	
9/3/2022	Accounts approved	Signed by examiner
17/3/2022	Approved by Directors	Signed by Chair

EOR 100

Issue 1

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INTRODUCTION AND BACKGROUND

1a Background details to the 2021 Report

- Epworth Old Rectory (Operations), EOR (Ops), is registered with the Charities commission as a Charitable Incorporated Organisation (CIO) in England and Wales. Its Charity Registration Number is 1165487.
- It operates in partnership with Epworth Old Rectory (Trust) which is registered with and overseen by the Methodist Church in Great Britain (MCIGB).
- The relationship between EOR (Ops) and EOR (Trust) is set out in a Partnership agreement which is documented as EOR016

1b Historical Information

- Epworth Old Rectory (EOR) was, from 1695 to 1745, the family home of Samuel and Susanna Wesley and their 19 children (of whom 10 survived) including John and Charles Wesley, founders of Methodism. In 1709 the existing rectory was burned to the ground and the current building erected in its place.
- The Old Rectory is a Queen Anne Grade I Listed Building. It had a number of extensions during the early 19th century. Some outbuildings were added in the late 19th and 20th centuries. The property still retains over 4 acres of glebe land - referred to by the Wesleys as 'the croft' - in addition to formal gardens.
- The building continued to be used by the Church of England as a rectory for St. Andrew's parish until 1954 when it was bought by funds raised by the World Methodist Council (WMC) and registered by the Trustees for Methodist Church Purposes (TMCP).
- In 1957 it was opened to the general public as a museum dedicated to the life and times of John and Charles Wesley, and in particular, to the influence on them by their parents Samuel and Susanna Wesley.
- A collection of historical objects and "Wesleyana" has grown over the years, with a library of books and documents connected to the Wesleys being donated to the museum in the 1980s.
- In 2015 an agreement was reached to house the archives of successive Methodist women's movements and to mount exhibitions featuring their work.
- Epworth Old Rectory opens for eight months of the year and receives visitors from all over the world.

1c Legal status

- Epworth Old Rectory is owned by the WMC.
- The Title Deeds are held by the TMCP on behalf of the WMC;
    - TMCP are therefore the custodian Trustees;
    - WMC and MCIGB are represented on EOR (Trust), a Board of Trustees which is appointed by the Conference of MCGIB. This Trust manages the property and oversees the charitable activity which together are described as Epworth Old Rectory (EOR).
- EOR (Ops) is responsible for the day to day activities. It is supported and overseen by EOR (Trust)
- The constitutions of EOR (Trust) and EOR (Ops) are documented as EOR006 and EOR017 respectively.
- The formal agreement which sets out the relationship between EOR(Trust) and EOR (Ops) is documented as EOR016

2. ADMINISTRATIVE DETAILS

2a Charity details

Charity name	Epworth Old Rectory (Operations)
Registered charity number	1165487 (Registered 2/2/2016)
Charity's principal address	1 Rectory Street Epworth North Lincolnshire DN9 1HX
website	www.epwortholdrectory.org.uk
Independent Examiner:	Glover and Co High Street Epworth North Lincolnshire DN9 1ET
Principal Bankers:	HSBC Bank plc 21 Market Place Gainsborough Lincolnshire DN21 2BU
Contact Person	Mr John Purdy (Secretary) Marina House Hatfield Road Thorne Doncaster DN8 5RA

2b Directors who have held office during 2019

	CHAIR	Mrs Sarah Friswell
	VICE-CHAIR	
	SECRETARY:	Mr John Purdy
	TREASURER:	Rev Stuart Gunson
		Mr Barry Clarke
		Mrs Kate Close
		Mrs Angela Creswick
		Revd Angela Long
		Mr John Lambert
		Mr Owen Roberts
Non-voting 'others'	Manager	Ms Gillian Crawley
	Museum Development Officer	Ms Elizabeth Denton
	Museum Adviser	Mr Michael Turnpenny
	Museum Heritage Officer	Ms Sarah Hollingdale (appointed during 2021)
	Methodist Director of engagement	Ms Jo Hibbard

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3a Date and nature of the governing document

Epworth Old Rectory (Operations) is registered as a CIO under the Charities Act 2006.The Charity Registration Number is 1165487.

Governance of EOR (Ops) is the responsibility of the Directors.

- The Directors consist of a Chair, Secretary, Treasurer, and up to a maximum of 12 in total.
- At least 8 are appointed by EOR(Trust)
- Included in the above 8 there will be one ex-officio Trustee.
- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.

In addition five people attend the Directors Meetings in a non-voting capacity.

- A Manager who is employed by the Trustees and is responsible for the day to day running of EOR and for overseeing the proposed development.
- A Museum Development Officer
- A Museum Adviser
- The Methodist Heritage Officer. (Ms Sarah Hollingdale was appointed to this role during 2021)
- The Methodist Director of engagement

The Directors operate the site as follows:

- Regular meetings of the Directors
- Supported by the General Management Committee (or House Committee) which is responsible for the day-to-day running of the site.

Additional governance issues

During 2019 the Business plan was reviewed, and a 5 year Forward Plan was prepared. This is included in our portfolio of documents as EOR 031 All the policies referred to in the business plan are available for inspection.
Epworth Old Rectory is an Accredited Museum and the review of accreditation was completed November 2019. The report was submitted and a response is awaited (Jan 2021)
Due to the COVID pandemic application of this accreditation was deferred in 2021. It is anticipated that the Accreditation process will be completed during 2022
During 2021 The Mission statement for Epworth Old Rectory was reviewed to read "Setting, developing and maintaining the vision and mission of the Old Rectory as a place of Christian pilgrimage, learning and inspiration for all; a museum dedicated to the influence of the Wesley family on faith, social justice, worldwide Methodism and all people today, whether they are of any religion or none."
This wording was incorporated into the Role and Purposes of the Trust and the Objects of the CIO and these two documents are therefore consistent.

3b Recruitment, nominations and appointment of new Trustees

The appointment of new Directors will be made in accordance with the Constitution document.

3c Management Issues

Epworth Old Rectory employs a full-time Manager and 3 part-time staff.
During 2021 a staffing review and restructuring has taken place. This will be implemented during 2022.

4 FINANCIAL REVIEW

4a Annual accounts

The Annual accounts for 2021are included in this report.
These accounts show that expenditure exceeded income by £31,968. This is not typical and is further explained below (see 4d).
An analysis of the funds that are held is shown with the account. These funds are referred to below in the statement of policy on reserves.
The Directors offer their thanks to:

- Staff and volunteers who work so hard to make the Old Rectory such a pleasure to visit.
- Friends and donors who give to help the work of the Old Rectory.
- The various organisations that have made grants for special projects and the general running of the Old Rectory (these are listed below).

4 b Statement of the CIO's policy on reserves

At 31 December 2021, the following funds were held in the accounts:

Restricted Funds	£ 4838
Designated	£77426
Unrestricted/general fund	£ 5446
Totalling	£87710

Reserves Policy for General and Designated Funds

The annual turnover of Epworth Old Rectory is usually in the region of £100,000. This is income from trading, grants and donations that support its core work. This core work includes the employment of staff, maintenance of our mission, and the running and maintenance expenses of the property.
The desired level of reserve which the Directors feel can be justified is about half the annual turnover on this core work (i.e. £50,000)
The balances in these funds at 1/12/2021 are shown in section 7e of this report. At its meeting on 18 January 2022, the directors agreed some movements in the designated funds in order to address the major piece of work (Repair and re-painting of the exterior woodwork) and to align these funds with the budget for 2022. All of the funds have been allocated and the reserves are fully committed.

Reserves Policy for the Restricted Funds

The only restricted fund that we hold is the Samuel Wesley Library Fund. The money in this account is restricted for this specified purpose.

4 c Funds materially in deficit

There are no funds in deficit at the time of reporting.

4d Exceptional circumstances

The exceptional circumstances noted in the 2020 report prevailed into 2021.
The year opened in lockdown and the trading year started a 2.5 month later than usual on May 19 2021. The income during the year was about 80% less than a normal year, in particular there were no overseas groups visiting the Rectory.
The finances have benefitted from the business rate of the property being rebated for the much of the year, the Business Support Grant continuing until the end of April and the Job Retention (furlough) Scheme continuing for the same period.
The directors continued to protect vulnerable staff, they encouraged working from home and continued to ensure that no member of staff was financially disadvantaged because of the pandemic.
A significant piece of work, repair and redecoration to exterior woodwork, was funded from reserves.
A second significant piece of work was the re-structuring of the staffing. This was driven by a need to reduce expenditure. The bulk of the cost of this will show in the accounts for 2022 and is accommodated in the budget for 2022.
A second significant piece of work, driven by a need to reduce expenditure, has been a review of the business strategy followed by a re-structuring of the staffing.

These two projects have been enabled by the surpluses in 2020 and 2021 and committing funds from the reserves. It should be noted that a significant contribution to the surpluses has been provided through the Business Support Grant, the Job Retention Scheme and rebate on Local Authority rates all of which have been entitlements consequent on the UK Governments response to the Covid-19 pandemic .

4 Principal sources of fund raising

The Trustees of Epworth Old Rectory wish to acknowledge the following bodies which have supported their work:

- The Property Fund of the British Methodist Church (Grant)
- The World Methodist Council (Annual Grant)
- The Connexional Grants Committee (Heritage funding stream) of the British Methodist Church
- The Priority Fund of the British Methodist Church (The Methodist Conference which met in July 2014 approved an annual Grant. This is to be directed to the employment of a suitable qualified Manager and will be increased annually in line with measure of inflation).
- Association of Independent Museums (various Grants)
- Museum Development Yorkshire (Grant)
- NADFAS
- Business Support Grant administered by North Lincolnshire Council on behalf of HM Government
- Job retention funding (The furlough scheme) administered by HMRC on behalf of HM Government
- MWiB with whom an agreement has been established (see below)
- The Friends of Epworth Old Rectory (Annual Membership and Donations)
- The volunteers at Epworth Old Rectory (see 4.a above)
- Donations
- Gift Aid

5 OBJECTIVES AND ACTIVITIES

5a Summary of the objects of the charity set out in its governing documents

The Objects of EOR(Ops) are: "To advance education by the establishment and maintenance of a museum at Epworth Old Rectory dedicated to the influence of the Wesley family on faith, social justice, worldwide Methodism and all people today, whether they are of any religion or none."

This object is supported by

- Preserving and caring for the fabric of the historic building (Grade I listed: Epworth Old Rectory, 1 Rectory Street, Epworth, Lincolnshire), the site and its immediate surroundings, and the collections.
- Providing an enhanced visitor experience and making Epworth Old Rectory accessible to as wide an audience as possible.
- Ensuring that Epworth Old Rectory is financially secure in both long and short term.

5b How these objects are addressed and strategies for achieving them

Again 2021 has been another challenging year. Nearly all day-to-day activities have been impacted upon by the Covid pandemic as, in line with Government advice, the Rectory remained closed to public for visits until 19 May, 2021. However, EOR

- continued to open the museum, albeit with a limited number of days and restricted hours..
- broadened its audience by offering an online exhibition and events programme.
- continued to conserve the collections through accessioning, documentation and care.
- ensured that the building remains well cared for and maintained until funds will permit completion of development plans.

The following strategies were applied:

- the management team ensured that there were sufficient staff and volunteers to keep the house open to visitors.
- the staff and volunteers were supported in their delivery of a premier service working to COVID secure guidelines and ensuring the health and welfare of themselves and the visitors.
- sufficient funding was sourced and secured so that the stated objects could be addressed. This included business support from the Government due to the pandemic.

Due to the pandemic it was not possible to fulfil the following objects:

- to welcome coach parities who have booked to visit the Rectory.
- to provide any type of catering offer.
- to deliver an education programme to visiting school groups.

5c Review of the charitable activities during 2021

Due to the COVID-19 pandemic, Epworth Old Rectory was opened to the public from 19 May, 2021 and was able to

- provide Pre-booked Guided visits
- provide self-guided visits
- provide open gardens (a member of the Quiet Gardens Trust). The Gardens remained open all year, free of charge, and were a resource for local people undertaking their permissible daily exercise.
- deliver six Zoom lectures
- create SWAY presentations of our visit, exhibitions & events programme.
- continue to promote the Rectory and our activities on social media.

5d Levels of engagement

Covid again impacted on all activities: visitor experience, group tours and our event programme; however virtual access to the museum, collection and activities was increased in an attempt to compensate for these limitations.
The house was open to public visits 19 May – 31 October, 2021.
The garden was open and accessible throughout the year.

BREAKDOWN OF USERS	NUMBER*		*Differential from 2020*	PERCENTAGE
Organised tour group visits (2 tour groups)	**51**	*(953)*	*-45*	4.2%
Education sessions	**0**	*(67)*	*0*	0.0%
Outreach to Schools	**0**		*0*	0.0%
Physical talks by staff/volunteers about House/gardens/collections/Wesley family (2 talks)	**78**	*(278)*	*+78*	6.5%
Events organised or hosted by EOR (4)	**188**	*(2277)*	*+188*	15.5%
'Casual' visitors	**344**	*(1059)*	*+130*	28.5%
Garden only visitors	**312**			25.8%
Virtual Zoom-hosted talks (6)	**236**		*+69*	19.5%
Total audience	**1209**	*(4634)*	*+732*	*100.0%*

*The numbers shown in bold are the 2021 figures which are compared with the 2020 figures in the differential column. The numbers shown in brackets/reduced size are the figures from 2019 which is the last pre-covid year. They show clearly the impact of Covid-19 on the physical attendance at EOR.

5e particular activities that have taken place in 2021

- A seasonal exhibition was created to celebrate ten years of achievement by Methodist Women in Britain.
- EOR hosted an exhibition by the Grasby Embroidery Group
- The virtual talks "From Susanna's Kitchen" via Zoom have been continued.
- The physical closure of the building encouraged the development of virtual ways to engage with our audience via social media campaigns: SWAYs of both temporary exhibitions, a previous exhibition "Over the Rainbow", and an access tour of the house have been created.
- An outdoor theatre production of "Alice in Wonderland" has been staged..
- A DL 2-fold leaflet has been created to advertise the benefits of being an Old Rectory volunteer. Hard copies of this have been available to passers-by in a leaflet holder at our gate and a virtual example is posted on our website. This has resulted in the Rectory recruiting six new volunteers.
- EOR has actively participated in completing the Audience Agency's Audience Finder surveys.
- Communication with the Rectory's volunteers has been maintained through Zoom meetings, e-newsletters, e-curatorial updates and telephone calls with individual member of the team.
- Director and Trustee meetings have been hosted via Zoom.

5f How these activities have been undertaken with awareness of legal requirements and Standing Orders of the Methodist Church in Great Britain

Epworth Old Rectory

- has a finance management policy which is consistent with the requirements of the Charities Commission.
- has a Safeguarding Policy which derives from the Safeguarding Policy and good practice of the Methodist Church
- manages the security of the property in compliance with the requirements and advice of the Insurers.
- carries out major property work under the Property Consents oversight of the Methodist Church, using suitably qualified professional advisors who also consult with the relevant planning authorities.
- has a Health and Safety Policy which

- embraces the statutory requirements for the regular inspection of services and appliances.
- includes the preparation of risk assessments
- includes Health & Hygiene food practice
- ensures the Core catering staff are Basic Food Hygiene certificated

- is adequately insured for property, contents and third party liability.
- has policies in place which are consistent with its status as an Accredited Museum

6 Plans for the Future, 2022

6a key Objectives set for the future	6b Activities planned to achieve them	6c How these will funded/resourced
Inspiring, raising awareness of Spiritual Heritage	• Active recruitment campaign for new volunteers • Continue the presentation of Zoom talks "From Susanna's Kitchen" • Maintain our membership of the Retreat Association • Maintain our membership of the Quiet Garden's Trust	• Utilising internal resources, Volunteer Liaison in North Lincs, social media and our own volunteers • EOR budget • EOR budget
Interpretation of the Collection	• Reviving the "Celebration of the first 10 years of MWiB" for 2022 • Continue to add objects to website • Continue to accession donated objects	• Manager's and volunteer time, EOR budget • EOR budget
Audience Development	• Deliver a Covid-appropriate events programme: outdoor theatre, craft fairs, community events • Continue to support and be a contributor to village events, though much of this will now happen on-line • Create a lively social media profile for the Rectory • Keep the website current • Support the Friends Co-ordinator • Support the CIO Executive charged with leading on fundraising and innovation strategies for the Rectory • Continue to contribute to the Art's Council visitor survey	• Events designed to deliver a profit, with starter seed budget of £200 • Staff & volunteers' time • EOR budget, staff & volunteers' time • Administrator's time • Administrator's time • Administrator's time • EOR budget & staff time • Manager's & Administrator's

Conserving	• Ensure a successful deep clean of the house • Routine housekeeping • Preventative care	• Staff time + <£200 for any additional equipment • Staff time • Staff time + < £200 for cleaning equipment
Sustaining	• Monitor & deliver upon Covid recovery plan and action • Refresher training for the shop volunteers on the installed EPOS till system • Recruit new volunteers • Encourage all UK tax payers to gift-aid • Apply for Covid recovery grants where applicable	• CIO & Manager's time • Administrator and volunteer time • Retain and recruit more volunteers • Administrator and volunteer time • CIO & Manager's time

7 ANNUAL ACCOUNTS FOR EPWORTH OLD RECTORY 2021

7a Independent examiner's report to the Directors of Epworth Old Rectory (Operations) on the accounts for year ended 31 December 2021 (set out on pages 13-16)

The charity's trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 1994 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 44 of the Act).
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 44(7) (b) of the Act). and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the requirements:
   - to keep accounting records in accordance with section 41 of the Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1994 Act;

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed .....

Date 09/03/2022

7b.1 **Income – expenditure Account for CIO 1165387**

INCOME

REVENUE INCOME		Note	BUDGET 2021	ACTUAL 2021	Sub totals	ACTUAL 2020
Income generated by volunteer activities	Admission	2	2000	2331		1468
	Shop sales	2	800	1173		1103
	Catering	2	0	0		485
	Events	2	1000	1098	4602	330
Trustee commitments	MCiGB Core	3	40500	40117		39525
	WMC Core	4	11500	13468	53585	11573
Supporter Donations	Alice Lockmillar	5	2000	2247		2213
	Friends(sustainable subs)	6	1500	1257		1541
	Unrestricted (variable)			1652	5156	2607
Other Income	Interest and Gift Aid		500	459		1149
	Covid related support	7	20000	32455		30000
	Other/Misc	8		329	33242	281
TOTAL REVENUE INCOME			79800	96585	96585	92274

EXPENDITURE

REVENUE EXPENDITURE		Note	BUDGET 2021	ACTUAL 2021		ACTUAL 2020
Supporting volunteer activities	Shop	2	400	72		1816
	Catering	2		4		297
	Events	2	500	409		494
	Hospitality/Volunt support	2	500	409	895	614
Maintaining services and premises	Garden		500	301		380
	Office		700	256		883
	Gas/Electric/Water		4000	2745		3518
	IT renewal and repairs		1000	389		
	Digital (telecom, B/B, cr /cd)		1500	1481		1642
	Routine maintenance		3000	1922	7095	2826
Supporting staff and volunteer development	Travel		1000	80		62
	Training		250	0	80	21
Museum./Mission	Education		200	51		0
	Collection Care		250	349		62
	Collection Acquisition		250	31		0
	Friends exs		250	295		168
	Governance	9	400	0		158
	Subscriptions		250	202		102
	Advocacy/publicity		2000	524	1452	900
Employment	P/T staff	10	21000	24355		20516
	Manager employment	10	36000	34064		32233
	payroll	10	500	630	59049	600
Long term property/presence	Insurance		2800	2757		2668
	Inspections		1000	180		1576
	Property Rates	11	1000	163		125
	Structural Maintenance			100	3200	1687
Other	Covid materials		100	0		99
	Miscellaneous	8		526	526	467
TOTAL REVENUE EXPENDITURE			79350	72298	72298	73913
REVENUE INCOME-EXPENDITURE			450	24287	24287	18361

CAPITAL/PROJECT BUDGET		Note	BUDGET 2021	2021	Sub totals	ACTUAL 2020
Project income						
Project/ Development Income	P1 Lawn	12		30		
	P2 Advocacy/Audience Dev	12		0		
	P3 Wallpaper	12		830		
	P4 External repair/decoration	13		0		
	Samuel Wesley Library	12		0		60
	Other development	14		0		
	Proj/Dev Total Income			860	860	60
Project expenditure						
Project/ development expenditure	P1 Lawn	12	2000	125		
	P2 Advocacy/Audience Dev	12	5000	45		
	P3 Wallpaper	12	1000	0		
	P4 External repair/decoration	13	50000	55221		
	Samuel Wesley Library	12		0		
	Other Development	14		1723		5084
	Proj/Dev Total Expenditure		58000	57115	57115	5084
Project/development Income-Expenditure			-58000	-56255	-56255	-5024

TOTAL INCOME		**79800**	**97445**	**97445**	**92334**
TOTAL EXPENDITURE		**137350**	**129413**	**129413**	**78997**
TOTAL INCOME-EXPENDITURE		**-57550**	**-31968**	**-31968**	**13337**
STOCK ADJUSTMENTS			**-546**		
INCOME – EXPENDITURE ADJUSTED FOR STOCK			**-32513**		

7c Balance sheet

BALANCE SHEET	2021	2020	2019	2018	2017
ASSETS					
CFB account	60238.72	100111.98	80166.10	130873.00	122460.00
HSBC account at 31/12/2020	27471.85	13403.05	22344.75	13604.00	21172.00
Uncleared cheques	0.00	-64.95			
Stock	4168.86	4823.05	3584.20	3263.00	4051.00
cash in hand	0.00	0.00			
Inv, not received	0.00	0.00			
Overpayment	0.00	-25.00			
Recorded not reconciled	0.00	240.70			
Debtors (unpaid invoices)	0.00	0.00	6.35	217.00	1465.00
Retentions cleared (note 14)			2620.00		
TOTAL	**91879.43**	**118488.83**	**108721.40**	**147957.00**	**149148.00**
LIABILITIES					
Creditors (unpaid invoices)	7909.77	2005.96	4159.87	3163.00	10081.00
Petty Cash				3.00	
Till Deficit				44.00	
Retentions			5000.00	5120.00	5120.00
Sum of liabilities	7909.77	2005.96	9159.87	8329.00	15201.00
Net current Assets	**83969.66**	**116482.87**	**99561.53**	**139627.00**	**133947.00**
REPRESENTED BY					
Accumulated Fund					
Balance at 1 Jan 2021	116482.87	99561.53	139627.00	133947.00	129991.00
Adjustment from previous year		2500.00	2620.00		
Add Net Income-Expenditure	-32476.73	14421.34	-42685.47	5680.00	3956.00
Net Current Assets	**83969.66**	**116482.87**	**99561.53**	**139627.00**	**133947.00**

The accounts were approved by the Directors on

And signed on their behalf by: 17/3/2022

Sarah Friswell (Chair)

Stuart Gunson (Treasurer)

7d NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

Notes

1. Accounting policies

    (a) Basis of preparation : These financial accounts have been prepared on the historical cost basis.

    (b) Assets employed: The ownership of the property is with the World Methodist Council, and therefore no value for the property is included.

2. These are the items of income and expenditure which are dependent of footfall. During 2021 the net income was about £350 compared with the last full pre-covid year of £20000.
3. The annual grant from the Methodist Church in Great Britain (MCiGB). It is designated mainly to the employment of the manager.
4. The core grant from the World Methodist Council (WMC). This is designated to long term property work, the annual inspection of the services and rates, all of which would be seen to be the responsibility of 'the owner'
5. Alice Lockmillar: an Endowment Fund administered by Florida United Methodist Foundation and paid via WMC
6. The friends of EOR produce a small but dependable income of approximately £2000 after the addition of Gift Aid.
7. Grants have been received from the Government support funding during the Covid pandemic. (Business support Grant administered by the Local Authority and the Job Retention Scheme administered by HMRC
8. "Miscellaneous" covers a number of items: till floats (£130) taken and returned and sundry items.
9. Governance is travel and other expenses incurred by Directors and Trustees
10. The sum of these items is the total payroll cost: wages/salaries, National Insurance contributions, pension contributions and payroll administration. The expenditure includes termination payments made to the housekeeper.
11. Property rates: these have been waived in some months under Covid entitlements.
12. There are a number of small projects which have some funding allowance and are being progressed.
13. A significant project has been the repair and decoration of the exterior paintwork of the main building. This has been financed from reserves. The contractor's retention and the Architects Fee are payments that are outstanding and are allowed for in the 2022 budget.
14. The project included under this heading has been a review of the business strategy and associated actions. This is included as a separate item in the 2022 budget.

7e Analysis of Funds

In recent years, the Directors of EOR have intentionally used up the balances in restricted funds for the purpose for which they were raised. There is only one restricted fund remaining: The Samuel Wesley Library Fund
Trading surpluses/deficits have been left as unrestricted/general funds; other unrestricted income has been allocated to funds designated for particular purposes/projects
In the table below, the balances in the various funds at the start of 2021 are shown. (rows 1 and 2)

For the last two years (2020-2021) the trading surpluses have been very small and without the Business Support Grant the general fund would have moved into deficit

These funds have been reviewed in the light of the budget allocations; at their meeting of 24 January 2022 the Directors considered the movement of money between the designated accounts so that the ambitions of the 2022 budget could be both addressed and monitored. The result of these considerations would then provide the starting balances for 2022.

Notes
The WMC core grant is designated to matters related to property: inspections of services, property rates, property insurances and long term maintenance.
BMC core grant is designated to employment matters. This grant is remitted late in the year, so it is necessary to budget £40K to avoid cash flow problems in the middle of the year.
Development fund money is allocated from donations. Any gifts made for specified purposes will continue be placed in restricted funds.
The Samuel Wesley Library Fund is money donated specifically for purchasing books to furnish Samuel's study
The designated projects (Lawn, Advocacy, Wallpaper, Redecoration and restructuring) are funded by allocations in the budget from the undesignated account.

Below is some re-allocation of funds with some rationale:
1. The opening balances for 2022 match the budget allocations where there are budget allocations
2. It is appropriate to use WMC money for the re-decoration work, but also helpful to leave a sum for work that might be essential.
3. Money in excess of the cash flow necessity has been used out of the BMC core for the redecoration.
3. Advocacy: nothing from the2021 allocation to advocacy for developmental work has been spent. (There has been spent revenue on publicity). The re-allocation here has been used to enable the restructuring.
4. The Redecoration work began with a 'Budget estimate, but with no money distinctly set aside for it. The're-allocations' show how this project has been resourced and its impact on our unrestricted funds.
5. The 'Covid' grants were shown only to keep us aware of their impact on our resources. The intention is to remove this line from the accounts.

	Designated	Designated	Designated	Restricted	Designated	Designated	Designated	Designated	Designated	
FUND	WMC Core	BMC Core	Development	SW Library	Lawn	Advocacy	Wallpaper	Redecoration	Restructuring	COVID
Balance at 1/1/2021	**42798**	**37529**	**4149**	**4838**	**0**	**5000**	**0**	**0**		**99**
Income 2021	13468	40117			30		830			32455
Expenditure 2021	-3200	-34064	-1723		-125			-55221		
Balance at 31/12/2021 before reallocation	**53066**	**43582**	**2426**	**4838**	**-95**	**5000**	**830**	**-55221**		**32554**
Allocations										
Into undesignated a/c										-32554
Trans to redecoration	-38066							38066		
Trans to redecoration		-3582						3581		
From undesignated								18074		
Trans to restructuring						-3000			3000	
From undesignated									9000	
From undesignated					595					
From undesignated										
Opening balance after reallocations 1/1/2022	**15000**	**40000**	**2426**	**4838**	**500**	**2000**	**1000**	**4500**	**12000**	**0**
PURPOSE		CASH FLOW			BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	CLOSE

EPWORTH OLD RECTORY (OPERATIONS)

England & Wales - Charity number 1165387

Accounts

ANNUAL REPORT
FOR EPWORTH OLD RECTORY (OPERATIONS)
CIO REGISTRATION 1165487

FOR THE YEAR ENDED 31st DECEMBER 2020

9 February 2021	For approval	Accounts unexamined
20/April/2021	Accounts (CIO) examined	Accounts approved
19/July 202	AR and SA approved by Directors	Report and Account approved

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INTRODUCTION AND BACKGROUND

1a Background details to the 2020 Report

- Epworth Old Rectory (Operations), EOR (Ops), is registered with the Charities commission as a Charitable Incorporated Organisation (CIO) in England and Wales. Its Charity Registration Number is 1165487.
- It operates in partnership with Epworth Old Rectory (Trust) which is registered with and overseen by the Methodist Church in Great Britain (MCIGB).
- The relationship between EOR (Ops) and EOR (Trust) is set out in a Partnership agreement which is documented as EOR016

1b Historical Information

- Epworth Old Rectory (EOR) was, from 1695 to 1745, the family home of Samuel and Susanna Wesley and their 19 children (of whom 10 survived) including John and Charles Wesley, founders of Methodism. In 1709 the existing rectory was burned to the ground and the current building erected in its place.
- The Old Rectory is a Queen Anne Grade I Listed Building. It had a number of extensions during the early 19th century. Some outbuildings were added in the late 19th and 20th centuries. The property still retains over 4 acres of glebe land - referred to by the Wesleys as 'the croft' - in addition to formal gardens.
- The building continued to be used by the Church of England as a rectory for St. Andrew's parish until 1954 when it was bought by funds raised by the World Methodist Council (WMC) and registered by the Trustees for Methodist Church Purposes (TMCP).
- In 1957 it was opened to the general public as a museum dedicated to the life and times of John and Charles Wesley, and in particular, to the influence on them by their parents Samuel and Susanna Wesley.
- A collection of historical objects and "Wesleyana" has grown over the years, with a library of books and documents connected to the Wesleys being donated to the museum in the 1980s.
- In 2015 an agreement was reached to house the archives of successive Methodist women's movements and to mount exhibitions featuring their work.
- Epworth Old Rectory opens for eight months of the year and receives visitors from all over the world.

1c Legal status

- Epworth Old Rectory is owned by the WMC.
- The Title Deeds are held by the TMCP on behalf of the WMC;
    - TMCP are therefore the custodian Trustees;
    - WMC and MCIGB are represented on EOR (Trust), a Board of Trustees which is appointed by the Conference of MCGIB. This Trust manages the property and oversees the charitable activity which together are described as Epworth Old Rectory (EOR).
- EOR (Ops) is responsible for the day to day activities. It is supported and overseen by EOR (Trust)
- The constitutions of EOR (Trust) and EOR (Ops) are documented as EOR006 and EOR017 respectively.
- The formal agreement which sets out the relationship between EOR(Trust) and EOR (Ops) is documented as EOR016

2. ADMINISTRATIVE DETAILS

2a Charity details

Charity name	Epworth Old Rectory (Operations)
Registered charity number	1165487 (Registered 2/2/2016)
Charity's principal address	1 Rectory Street Epworth North Lincolnshire DN9 1HX
website	www.epwortholdrectory.org.uk
Independent Examiner:	Glover and Co High Street Epworth North Lincolnshire DN9 1ET
Principal Bankers:	HSBC Bank plc 21 Market Place Gainsborough Lincolnshire DN21 2BU
Contact Person	Mr John Purdy (Secretary) Marina House Hatfield Road Thorne Doncaster DN8 5RA

2b Directors who have held office during 2020

	CHAIR	Mrs Sarah Friswell
	VICE-CHAIR	
	SECRETARY:	Mr John Purdy
	TREASURER:	Rev Stuart Gunson
		Mr Barry Clarke
		Mrs Kate Close
		Mrs Angela Creswick
		Revd Angela Long
		Mr John Lambert
		Mr Owen Roberts
Non-voting 'others'	Manager	Ms Gillian Crawley
	Museum Development Officer	Ms Elizabeth Denton
	Museum Adviser	Mr Michael Turnpenny
	Museum Heritage Officer	
	Methodist Director of engagement	Ms Jo Hibbard

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

3a Date and nature of the governing document

Epworth Old Rectory (Operations) is registered as a CIO under the Charities Act 2006.The Charity Registration Number is 1165487.

Governance of EOR (Ops) is the responsibility of the Directors.

- The Directors consist of a Chair, Secretary, Treasurer, and up to a maximum of 12 in total.
- At least 8 are appointed by EOR(Trust)
- Included in the above 8 there will be one ex-officio Trustee.
- The appointed directors will themselves appoint up to the max of 12 to reflect the required balance of knowledge and skills required.
- During 2020 Mrs Jennifer Carpenter resigned as a director in July 2020and Mrs Kate Close was appointed.

In addition five people attend the Directors Meetings in a non-voting capacity.

- A Manager who is employed by the Trustees and is responsible for the day to day running of EOR and for overseeing the proposed development.
- A Museum Development Officer
- A Museum Adviser
- The Methodist Heritage Officer.
- The Methodist Director of engagement

The Directors operate the site as follows:

- Regular meetings of the Directors
- Supported by the General Management Committee (or House Committee) which is responsible for the day-to-day running of the site.

Additional governance issues

During 2020 the Business plan was reviewed, and a 5 year Forward Plan was prepared. This is included in our portfolio of documents as EOR 031 All the policies referred to in the business plan are available for inspection. Epworth Old Rectory is an Accredited Museum and the review of accreditation was completed November 2020. The report was submitted and a response is awaited (Jan 2121)

3b Recruitment, nominations and appointment of new Trustees

The appointment of new Directors will be made in accordance with the Constitution document.

3c Management Issues

Epworth Old Rectory employs a full-time Manager and 3 part-time staff

4 FINANCIAL REVIEW

4a Annual accounts

The Annual accounts for 2020 are included in this report.
These accounts show that income exceeded expenditure by £13,200.
The financial situation for 2020 was extraordinary due to the Coronavirus pandemic. Operations were suspended in mid-March and resumed in a very limited way between July and September (See 4d below)
An analysis of the funds that are held is shown with the account. These funds are referred to below in the statement of policy on reserves.
The Directors offer their thanks to:

- Staff and volunteers who work so hard to make the Old Rectory such a pleasure to visit.
- Friends and donors who give to help the work of the Old Rectory.
- The various organisations that have made grants for special projects and the general running of the Old Rectory (these are listed below).

4 b Statement of the CIO's policy on reserves

At 31 December 2020, the following funds were held in the accounts:

Restricted Funds	£ 4800
Designated	£85200
Unrestricted/general fund	£ 16500
Totalling	£106800 *

Reserves Policy for General and Designated Funds

The annual turnover of Epworth Old Rectory is usually in the region of £100,000. This is income from trading, grants and donations that support its core work. This core work includes the employments of staff, maintenance of our mission, and the running and maintenance expenses of the property.
The desired level of reserve which we feel can be justified is about half the annual turnover on this core work (i.e. £50,000)
At 31/12/2020 the unrestricted and designated funds included £38,000 for employment and governance, £36,000 as a sinking fund for the maintenance of property, £11,000 in advocacy and £4000 in fabric development funds.
Note* Before the accounts were completed, the Directors approved a transfer (by change of designation) of £6000 from Advocacy to the sinking fund (WMC). These property related funds (sinking fund and development) have now been directed to decoration and repairs in 2021, so our reserves are fully committed.

Reserves Policy for the Restricted Funds

The only restricted fund that we hold is the Samuel Wesley Library Fund. The money in this account is restricted for this specified purpose.

4 c Funds materially in deficit

There are no funds in deficit at the time of reporting.

4d Exceptional circumstances

Since the Government imposed lockdown in March 2020 due to the Coronavirus pandemic the trading element of EOR, which depends almost entirely on footfall, has been severely curtailed.
The finances have benefitted from the business rate of the property being rebated for the whole of the year and from a business support grant (BSG)at the early stages.
The directors protected vulnerable staff, encouraged working from home and took the decision to ensure that no member of staff was financially disadvantaged because of the pandemic, and not to seek Job Retention support (JRS).
At the second lockdown in November, further BSG support was provided and the directors sought JRS support. They still held to the commitment to pay staff their full entitlement.
This is the situation that prevails at the beginning of 2021.

4 Principal sources of fund raising

The Trustees of Epworth Old Rectory wish to acknowledge the following bodies which have supported their work:

- The Property Fund of the British Methodist Church (Grant)
- The World Methodist Council (Annual Grant)
- The Connexional Grants Committee (Heritage funding stream) of the British Methodist Church
- The Priority Fund of the British Methodist Church (The Methodist Conference which met in July 2014 approved an annual Grant. This is to be directed to the employment of a suitable qualified Manager and will be increased annually in line with measure of inflation).
- Association of Independent Museums (various Grants)
- Museum Development Yorkshire (Grant)
- NADFAS
- Business Support Grant administered by North Lincolnshire Council on behalf of HM Government
- Job retention funding (The furlough scheme) administered by HMRC on behalf of HM Government
- MWiB with whom an agreement has been established (see below)
- The Friends of Epworth Old Rectory (Annual Membership and Donations)
- The volunteers at Epworth Old Rectory (see 4.a above)
- Donations
- Gift Aid

5 OBJECTIVES AND ACTIVITIES

5a Summary of the objects of the charity set out in its governing documents

The Objects of EOR(Ops) are: "To advance education by the establishment and maintenance of a museum at Epworth Old Rectory dedicated to the historical and religious importance of the Wesley family and their influence on contemporary Methodism worldwide".

This object is supported by

- Preserving and caring for the fabric of the historic building (Grade I listed: Epworth Old Rectory, 1 Rectory Street, Epworth, Lincolnshire), the site and its immediate surroundings, and the collections.
- Providing an enhanced visitor experience and making Epworth Old Rectory accessible to as wide an audience as possible.
- Ensuring that Epworth Old Rectory is financially secure in both long and short term.

5b How these objects are addressed and strategies for achieving them

In 2020 it was challenging to fulfil these objects due to the COVID-19 pandemic. All activity had to be carried out under Government guidelines and when permissible. However, we were still able to

- have the museum open during restricted opening hours.
- broaden our audience by offering an online events programme.
- re-imagine our interpretation work with display upgrades following COVID secure guidelines enabling a better understanding of the Wesley family, and the impact of Methodism on both past and on present day society.
- conserve our collections through accessioning, documentation and continued care.
- ensure that the building is well cared for and maintained until funds permit us to complete our development plans.

Due to the pandemic it was not possible to fulfil the following objects

- welcoming groups who wish to visit the Rectory and ensuring that they are given a bespoke service.
- delivering an Education programme targeted to the guest group and, where appropriate, relating to National Curriculum Attainment Targets.

The following strategies were applied:

- Ensuring that there were sufficient staff and volunteers to keep the house open to visitors.
- Supporting the staff and volunteers to be able to deliver a premier service working to COVID secure guidelines, ensuring the health and welfare of them and the visitors.
- Sourcing and securing funding to enable us to deliver our stated objectives, including business support from the Government due to the pandemic.

5c Review of the charitable activities during 2020

Due to the COVID-19 pandemic, Epworth Old Rectory was only able to open from 1-17 March and 20 July to 29 October during which time it was able to provide:

- Pre-booked Guided visits
- Open gardens (a member of the Quiet Gardens Trust). The Gardens remained open all year, free of charge, and were a resource for local people undertaking their permissible daily exercise.

In addition it developed online resources and offered 2 heritage talks and several online engagement activities via social media.

5d Levels of engagement

2020 was an extraordinary year and our activities: visitor experiences, group tours and our event programme were severely curtailed. We initially, as expected, opened for the start of our visitor season on 1 March 2020 only to be closed by Covid restrictions on 18 March. In the summer there were a few weeks respite as we reopened on 20 July for Covid secure pre-booked visits and remained open until the end of our visitor season (29 October) and have remained closed to date.

BREAKDOWN OF USERS	NUMBER	PERCENTAGE
Organised tour group visits (4 tour groups)	96	20.1%
Education sessions	0	0%
Outreach to Schools	0	0%
Physical talks by staff/volunteers about House/gardens/collections/Wesley family	0	0%
Events organised or hosted by EOR	0	0%
'Casual' visitors	214	44.9%
Virtual Zoom-hosted talks (2)	167	35%
Total audience	477	*100%*

5e particular activities that have taken place in 2020

- Created a seasonal exhibition, exhibition of paintings by John Hurst, David de Keal & Richard Douglas, three former EOR volunteers.
- The physical closure of the building encouraged us to find virtual ways to engage with our audience via social media campaigns; paint stone snake, sunflower growing competitions etc.
- The team created a DL 2-fold leaflet to our outside space and gardens. In hard copy, these are available to passers-by in a leaflet holder at our gate.
- We further encouraged use of the gardens as an outdoor permitted exercise destination by having a large banner at the front of the house welcoming free entry.
- All 2020's event and exhibition calendar had to be cancelled and suppliers contacted.
- Considered planning and effort went into reopening the museum within Covid-19 safety guidelines as soon as were able in July 2020; some of the activities that were completed enabling us to do so included, Covid 19 risk assessment with regular reviews, purchase of necessary personal safety equipment, creation of a pop-up retail offer in the main museum, re-routing the house tour and reviewing the tour script to minimise face to face contact time with members of the public by enabling them to free-explore rooms at their own pace, the production of new interpretation panels for the period rooms, Covid safe Wesley Walk for those who were uncomfortable with being enclosed in the building, training and counselling to support the volunteer cohort, instigation of regular and delivery of thorough cleaning regimes.
- Active participation in completing Audience Agency's Audience Finder surveys.
- Enrolling 8 volunteers to attend virtual BSL basic training.
- Creating and establishing Zoom hosted talks from "Susanna's Kitchen", a virtual space to discuss the heritage of the site and its impact on modern-day Methodists/Methodism.
- Maintaining communication with the Rectory's volunteers through Zoom meeting, e-newsletters, e-curatorial updates and telephone calls with individual member of the team.
- Executive and Trustee meetings were also hosted via Zoom.

6 Plans for the Future, 2021

6a key Objectives set for the future	6b Activities planned to achieve them	6c How these will funded/resourced
Inspiring, raising awareness of Spiritual Heritage	• Active recruitment campaign for new volunteers	• Utilising internal resources, Volunteer Liaison in North Lincs, social media and our own volunteers
	• Curate an exhibition to celebrate the first 10 years of Methodist Women in Britain • Also, host this exhibition virtually on our website	• Staff time + Internal resource of c£500
	• Run an e-workshop programme to appeal to MWiB members	• Recouping costs from participators' donations
	• Continue the presentation of Zoom talks "Frome Susanna's Kitchen"	• EOR budget and donations
	• Host a temporary exhibition, scheduled for July, of textile artworks made by the Gransby Embroidery Group	• EOR budget
	• Maintain our membership of the Retreat Association	• EOR budget
	• Maintain our membership of the Quiet Garden's Trust	• EOR budget
Interpretation of the Collection	• The opening of the seasonal exhibition "A celebration of the first 10 years of MWiB"	• Manager's and volunteer time, EOR budget
	• Make public the research findings 'Extraordinary Ordinary' objects held in the Women's Collection, via e-exhibitions and inviting academic leads Drs Slatter and Wilson to lead a Zoom discussion "from Susanna's Kitchen"	• EOR budget • CIO, Manager & volunteers' time
	• Continue to add objects to website	• Manager and administrator's time
	• Continue to accession donated objects	
Audience Development	• Deliver a Covid-appropriate events programme: outdoor theatre, craft fairs, community events	• Events designed to deliver a profit, with starter seed budget of £200 • Staff & volunteers' time
	• Continue to support and be a	• EOR budget, staff & volunteers' time

	contributor to village events, though much of this will now happen on-line	• Administrator's time
	• Host more smaller events to appeal to MWiB and family groups	• Manager, administrator and volunteers' time
	• Create a lively social media profile for the Rectory	• Administrator's time
	• Keep the website current	• Administrator's time
	• Implement the landscaping and planting scheme for the shop garden	• Manager & gardener's time
	• Install the already purchased portable induction loop into the shop	• Volunteer's time
	• Support the Friends Co-ordinator	• EOR budget & staff time
	• Support the CIO Executive charged with leading on fundraising and innovation strategies for the Rectory	• EOR budget & staff time
	• Plan a Volunteers' 2021 social event	• Manager's & Administrator's time + £100 budget
	• Continue to contribute to the Art's Council visitor survey	• Staff time & volunteers' time
	• Prepare interim business and audience development plans	• CIO and manager's time
	• Gain Trustee consent for the recently authored Safeguarding Policy and procedures, ensure that all staff and volunteers are in receipt of Safeguarding training	• CIO, staff & volunteers' time
Conserving	• Ensure a successful deep clean of the house	• Staff time + <£200 for any additional equipment
	• Routine housekeeping	• Staff time
	• Preventative care	• Staff time + < £200 for cleaning equipment
	• Establish a maintenance sub-group	• Manager's time
	• When restrictions are lifted test the 2020 Emergency Plan and make necessary amends	• Manager's & volunteer time
	• Design and implement a plan, with budget, for the partial replacement of the smoke detection system	• CIO, manager & volunteers' time

	• Commission the conservation repair and repainting of the external doors and windows	• CIO, Manager's time + EOR budget
	• Commission the 2021 Quinquennial buildings survey	• CIO, Manager's time + EOR budget
Sustaining	• Devise a Covid recovery plan and action	• CIO & Manager's time
	• Market the Rectory's shop in order to recover and improve volume of shop sales	• Administrator and volunteer time • Replenish stock and introduce new lines
	• Refresher training for the shop volunteers on the recently installed EPOS till system	• Administrator and volunteer time • Retain and recruit more volunteers
	• Recruit new volunteers	• Staff and volunteer time
	• Encourage all UK tax payers to gift-aid	• Administrator and volunteer time
	• Run an active e-events programme and encourage participants to make a donation via the PayPal button on our website	• EOR budget, staff & volunteer time
	• Apply for Covid recovery grants where applicable	• CIO & Manager's time

7 ANNUAL ACCOUNTS FOR EPWORTH OLD RECTORY 2020

7a Independent examiner's report to the Directors of Epworth Old Rectory (Operations) on the accounts for year ended 31 December 2020 (set out on pages 13-16)

The charity's trustees consider that an audit is not required for this year (under section 44(2) of the Charities Act 1994 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 44 of the Act).
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 44(7) (b) of the Act). and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

,

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the requirements:
   - to keep accounting records in accordance with section 41 of the Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1994 Act;

   have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date 20/4/2021

7b.1 **Income – expenditure Account for CIO 1165387**

INCOME

		INCOME ACCOUNT		2020		2019		2018		2017	
Trading Income		Admission	2	1468		13034		14251		15529	
		Shop sales	2	1103		5947		6887		5786	
		Catering	2	485		4024		3817		5094	
		Events	2	330		7823		5682		4211	
		Interest and GA	2	1149		1352		1708		1606	
		Alice Lockmillar	3	2213		1954		2133			
	Sub total 1I				6748		34134		34478		32226
Supporters of EOR	Sustainable don	Friends	4	1541		1285		1449		1453	
	Unrestricted donations	(Variable)		2607		1847		2664		2742	
	suib Total 2I				4147		3132		4113	1900	6095
Trust commitment (Restricted funds)	Employment	MCiGB Core	5	39525		38751		37806		36741	
	Property	WMC Core	6	11573		19608		3606		10489	
	Sub Total 3I				51098		58359		41412		47230
Fundraising	Application	Grants (Restricted purposes)	6	0		61058		8300		2430	
	Appeals	Designated donations		60						0	
	Development fund	Mixed Donation	7			1021		462		1664	
	Sub Total 4I				60		62079	0	8762		4094
Others	Miscellaneous		8	280		2629		843			
	Covid grants		9	30000			2629		843	1084	1084
					30280						
	Total Income			**92334**	**92334**	**160334**	**160334**	**89608**	**89608**	**90729**	**90729**

EXPENDITURE

		EXPENDITURE ACCOUNT							
Trading expenditure		P/T staff	10	20516		19784		17417	
		Shop	2	1816		3752		2781	
		Catering	2	297		2153		2243	
		Garden	2	380		286		292	
		Office	2	882		730		514	
		Events	2	494		2867		1366	
		Gas/Electric/Water	0	3518		3283		4419	
		Digital (Tel, B band and Cr Cd)	8	1641		1934		1845	
		Routine maintenance and small repairs	8	2826		704		4512	
		Travel		62	32432	530		384	
	Sub total 1E						36021		35771
Expenditure related to Mission statement		Education	8	0		0		56	
		Hospitality (House/Volunteer exs)	8	614		835		881	
		Collection Care	8	62		43		10	
		Collection Acquisition	8	0		0		73	
		Friends exs	8	168		92		141	
		Publicity	2	900		1943		1221	
		Training	2	21		195		78	
		Subscriptions	8	102		125		300	
	Sub Total 2E				1867		3233		2760
Expenditure of income from EOR (Trust)	MWiGB Core	Manager employment	5	32233		31311		33536	
		Payroll	10	600					
		Governance	11	158					
	WMC Core	Insurance	3	2668		2648		2468	
		Inspections	3	1576		998		1549	
		Property Rates	3	125		812		697	
		Property Maintenance	3	1687		8068		1510	
	Sub Total 3E				6057		43837		39760
Additional funding		Grant spending	12	5084					
		Advocacy				3819		1314	
		Hospitality				107693		0	
		IT				1033		1155	
		Development	7			5785		1552	
		Covid	9	99					
	Sub Total 4E				5183		118329		4021
Miscellaneous				467		1600		1615	
	Sub Total Misc E		8		467		1600		1615
	Total Expenditure			**78997**	**78997**	**203020**	**203020**	**83928**	**83928**
	INCOME - EXPENDITURE			**13337**		**-42686**	**-42686**	**5680**	**5680**
	Increased value of stock		**13**	**1084**					
	I-E adjusted for increased value of stock			**14421**					

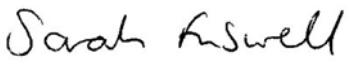
TRADING	1I-1E			-25683		-1887		-1293	
SUPPORTERS	2I-2E			2280		-101		1353	
TRUST	3I-3E			12050		14523		1652	
FUNDRAISING	4I-4E			-5024		-56250		4741	
	Misc I-Misc E			-186		1029		-773	
	Covid			29901					
	Total I-E			13338					

7c Balance sheet

BALANCE SHEET	2020	2019	2018	2017	2016
ASSETS					
CFB Account	100112	80166	130873	122460	115321
HSBC Account	13403	22345	13604	21172	16375
Uncleared cheques	65				
Invoiced but not reconciled	241				
Stock	4823	3584	3263	4051	4331
Debtors (note 14)	-25	6	217	1465	116
Retentions cleared (note 15)	0	2620			
TOTAL	**118489**	**108721**	**147957**	**149148**	**136143**
LIABILITIES					
Creditors (Note 16)	2006	4160	3163	10081	1030
Petty Cash			3		
Till Deficit			44		
Retentions (note 15)	0	5000	5120	5120	5120
Sum of liabilities	**2006**	**9160**	**8329**	**15201**	**6150**
NET CURRENT ASSETS	**116483**	**99562**	139627	133947	129991
REPRESENTED BY					
Balance at 1 Jan 2019	99562	139627	133947	129991	127494
Adjustment to 2019 balance (note 15)	2500	2620			
Add Net Income - Expenditure	14421	-42685	5680	3956	2367
	116483	**99562**			

The accounts were approved by the Directors on 19 July 2021

And signed on their behalf by:

Sarah Friswell  (Chair)

Stuart Gunson (Treasurer)

7d NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Notes

1. Accounting policies

(a) Basis of preparation : These financial accounts have been prepared on the historical cost basis.

(b) Assets employed: The ownership of the property is with the World Methodist Council, and therefore no value for the property is included.

2. These are the items of income and expenditure which are dependent of footfall. During 2020 the impact of the Coronavirus pandemic reduced the nety income on these to about £200.

3. Alice Lockmillar: an Endowment Fund administered by Florida United Methodist Foundation and paid via WMC

4. The friends of EOR produce a small but dependable income of approximately £2000 after the addition of Gift Aid.

5. The annual grant from the Methodist Church in Great Britain (MCiGB). It is designated mainly to the employment of the manager.

6. The core grant from the World Methodist Council (WMC). This is designated to long term property work, the annual inspection of the services and rates, all of which would be seen to be the responsibility of 'the owner'.
In 2019 it was divided between advocacy and property but in 2020 it has been designated wholly to the property (WMC) fund and then re-designated by the Directors to where it is the most useful at the time (this year to enable the hospitality project). In addition to the grant (ca 11,000, the Insurance pay-out for the replacement boiler (ca 8500) was placed into this fund as it is the appropriate fund from which the boiler should be paid.

6. The income here in 2019 was the grant for the hospitality project, there were no applications for grants this year.

7. The Development fund was cleared in 2020 of any restricted funds. It is now a designated fund by donations for small projects.

8. "Miscellaneous" covers a number of items: petty cash withdrawal, till floats (£130) taken and returned and sundry items.

9. Grants have been received from the Government support funding during the Covid pandemic. (Business support Grant administered by the Local Authority and the Job Retention Scheme administered by HMRC.

10. In previous years, payroll charges were included in this employment figure, in 2020 it is identified as a separate item and this will continue into future years.

11. Governance is travel and other expenses incurred by Directors and Trustees . (Friends costs and other publicity are shown separately.)

12. This collective funding brings to a close a number of pieces of work all of which have required draw-down from the reserves. It has included clearing the retention on the hospitality project. This section of the accounting (both income and expenditure) will be revised into 2021 to give greater clarity. The IT project has been closed and is now included separate expenditure item.l

13. The value of our stock has increased. This is because very little of the new stock has been sold.

14. This is a small overpayment made in error.

15. Retentions of £5000 were carried forward from 2019 (2500 to J Mark on the Hospitality Project/Reception and Toilets, and a further £2500 from the work carried out in 2013 by Bullen). The retention to J Mark was cleared through the accounts during 2021 and the retention to Bullen was cancelled and therefore shown as a credit in the assets.

16. The creditors identified here are the prepayments for utilities and other services which were paid for in the 2020 accounts, but not reconciled until January 2021.

7e Analysis of Funds

Type of fund	Unrestricted	Designated	Designated	Unrestricted	Restricted	Designated	Project	Designated	Designated	TOTALS
Name of Fund		WMC Core (Note 6)	BMC Core (Note 5)	Development (Note 7)	SW Library	Advocacy Project (Note 11)	IT Project (Note 11)	Hospitality Project (Note 6)	COVID	
Opening Balances	5879	31160	30995	1021	4778	13167	312	5765		92986
Income	10895	11573	39525		68	0	280	0	30000	92333
Expend	-34299	-6057	-32991	-99		-2044	-260	-2780	-99	-78629
Covid to unrestricted	29901								-29901	
Advocacy to WMC core		6123				-6123				
Hospitality to Develop				2894				-2894		
IT to Development				333			333			
Current balance	**12376**	**42798**	**37529**	**4149**	**4838**	**5000**	**0**	**0**	**0**	**106690**

The directors agreed to close the hospitality project as all the retentions had been paid and also to transfer the supporting IT resources to the general budget. The surpluses were transferred to other funds.

The advocacy project is continuing with the social media and audience development work. The directors agree to transfer part of that to the WMC core fund which is set aside for long term maintenance.

The funding that is supporting EOR during the Coronavirus is identified in a separate fund though in practice it is immediately transferred into the unrestricted account for its intended purposes: business support and job retention.