

REGISTERED CHARITY NUMBER: 1168635

WHITCHURCH METHODIST CHURCH, CARDIFF

Trustees' Report

and

Financial Statements for the Year Ended 31st August 2021

WHITCHURCH METHODIST CHURCH

Trustees' Annual Report 1st September 2020 – 31st August 2021

Whitchurch Methodist Church is a constituent church of the Methodist Church in Britain within the Cardiff Circuit (The Methodist Church in Cardiff and Caerphilly) which in turn is part of The Methodist Church in Wales - Wales Synod. It is a registered charity, Number 1168635

Address: Whitchurch Methodist Church, Penlline Road, Whitchurch, Cardiff,
CF14 2AA

Minister: The Revd Catherine Gale

Church Secretary: Mrs Allison Hill, 43 High Street, Pontypridd, Rhondda Cynon Taff
CF37 1QP

Organisation Structure: The members of the Church Council are the Managing Trustees. During the year 2020/21 the following people served as members of the Church Council:

Chair: The Revd. Catherine Gale

Mr Derek Boyce

Mr Clive Carpenter (Treasurer)

Mrs Shirley Hector - Until March 2021

Mrs Allison Hill (Church Council Secretary)

Miss Alison Ketteridge

Mrs Josephine Ketteridge

Mrs Enid Nash (Church Steward)

Mr Eric Nash

Ms Judith Powell - Until March 2021

Mrs Christine Stanley (Church Steward)

Mr Andrew Swatton

Mrs Monica Symonds

Mr Vincent Taylor

Mrs Carolyn Turner

Mr Steve McElveen (Circuit Steward)

There is a Church Finance and Property Committee accountable to the Church Council which oversees matters related to Finance and Property.

There is a Café Management Group accountable to the Church Council which oversees the running of the Roundabout Café

Membership: At the 31st August 2021, there were 44 full members of the church

STRUCTURE AND GOVERNANCE

Whitchurch Methodist Church, Cardiff is part of the Cardiff Methodist Circuit that is accountable to the Wales Synod and the Methodist Conference.

The governing documents are the Deed of Union (1932), the Methodist Church Act (1976) and Methodist Church Standing Orders as found in The Constitutional Practice and Discipline of the Methodist Church (CPD).

The decision-making body for the Charity is the Church Council that meets twice a year.

Trustees have been issued with a copy of the Essential Trustee as provided by the Methodist Church (also available on the Methodist Church in Britain website) and have been directed to the Trustees Document on the Charity Commissioners website. A copy of our governing document (CPD) which is revised annually following the Methodist Conference is available on the Methodist Church in Britain website.

The managing trustees are also responsible for safeguarding the assets of the church and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

The church has an appointed Safeguarding Officer and Safeguarding is always included on the agenda of each Church Council Meeting and our safeguarding policy is reviewed on an annual basis.

The Annual General Church Meeting is open to all church members and also to all other persons on the community roll. Church Stewards and Members of the Church Council are elected at this meeting.

OBJECTIVES AND ACTIVITIES

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

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

Mission and Vision Statement

Service: The church exists to be an open and welcoming community, to be a good neighbour and to challenge injustice.

Learning and Caring: The church exists to offer ways for all ages to learn about faith as Christians through mutual support and care

Evangelism: The church exists to make more followers of Jesus Christ by inviting people into life-changing discipleship and service.

Worship: The church exists to increase awareness of God's presence and to celebrate God's love by worship and preaching which have depth and relevance.

Public Benefit

The trustees of the Methodist Church had due regard to the public benefit guidance published by the Charity Commission in compliance with its duties under Section 17 of the Charities Act 2011. The guidance sets out 2 key principles:

1. The organisation must have an identifiable benefit
2. The benefit must be to the public or a section of the public

The church exists, inter alia to:

1. Increase awareness of God's presence and to celebrate God's love;
2. Help people to learn and grow as Christians, through mutual support and care; and
3. Be a good neighbour to people in need and challenge injustice.

The trustees consider that for these reasons the charity meets these public benefit requirements.

Covid 19

Although this trustees' report covers the 2020-21 Financial Year many of the usual church activities were not able to take place due to the ongoing coronavirus restrictions.

Volunteers

Many of the jobs in the church are done by volunteers, and although formal records are not kept of the number of hours contributed in order to run the church and the café on a day to day basis, it must be said that the church's work relies to a great extent on the contribution made by a willing band of volunteers (to whom the trustees express their sincere gratitude).

ACHIEVEMENT AND PERFORMANCE

Worship

Public worship is held each Sunday Morning. All are welcome to come to the table and share in the Lord's Supper at Communion Services which are usually held once a month. The usual refreshments following services have been suspended during the year due to ongoing concerns regarding the transmission of Covid-19.

The church had been closed for worship from mid-March 2020 due to the covid pandemic. We reopened, as allowed by Welsh Government restrictions, in September 2020. This involved reconfiguring the worship space to allow for social distancing and covid safety in general. The church appointed a team to oversee covid safety as worship resumed. In response to Welsh Government lockdown measures the church was closed to worship again between October-November 2020 and then again from December 2020 to May 2021. The church has remained open for worship since.

We are involved in several ecumenical activities with other churches in the Whitchurch and surrounding area. We have shared in and taken our turn at hosting the local Churches Together monthly service of prayer which has been online during the period under review. The activities for the Week of Prayer for Christian Unity in January 2021 and worship reflections for Holy Week 2021 were also online, but well received. Our Remembrance Sunday service was moved online as face to face meetings were not possible in November 2020. Christmas services were also moved online as the country went into another lockdown.

The Church's Sunday School did not meet face to face during the period under review due to pandemic related concerns, but contact and support was continued through online methods.

One of the church's housegroups was able to go meet online from throughout the year to share in Bible Study and fellowship.

Church Choir

The Choir did not meet during the year but kept in touch using telephone and, when possible, careful face to face meeting following Sunday worship.

Prayer

A Prayer Box is situated in the church café which may be used by church members and the general public to request prayers for either themselves or others and this is opened each Sunday morning prior to the service. The Sunday morning pre-service prayer group has not met over the period as the activity and usual space used was not conducive to the requirements of social distancing. There is also a Prayer Chain which has a coordinator and a number of participants. When requests for prayer are received the coordinator contacts the participants via text and telephone with the appropriate details. This system enables the Church to respond quickly to urgent requests for prayer. Like other groups, the prayer group is unable to meet due to Covid 19 but the prayer chain is able to respond to any requests for prayer.

Pastoral Care

A team of Pastoral Visitors has been appointed and each visitor has a list of people for whom, together with the minister, they are responsible for keeping in touch. In order to provide some assistance to our Minister as she took on the role of Superintendent Minister and in response to the covid situation, a telephone system was put in place to ensure that we kept in touch with all those on our community roll.

Outreach

The Luncheon Club met weekly on a Monday for well over twenty years and serves meals to approximately thirty seniors, who enjoy the social aspect of meeting together just as much as they enjoy the meals. This was suspended in mid-March 2020 due to the covid threat and has not restarted to date as the vulnerable nature of its target group has deemed it an unacceptable risk.

The Parent and Toddler Group has also remained closed as it was impossible to provide a setting where adults could be socially distanced.

The Church magazine which includes church news and information and also articles that span a wide range of subjects is produced on a quarterly basis and is distributed through various means to people on our church family roll and also to friends of the church.

The Roundabout Café was reopened in October 2020 having been closed since mid-March 2020. The two paid employees had been furloughed during the period. The reopening involved creating a setting where the Welsh Government's covid regulations for hospitality venues could be observed. The Café was able to cater to the needs of a number of vulnerable people who had endured extreme isolation during the lockdown periods of the covid pandemic. The feedback received was very positive, indicating that patrons felt the Café to be a safe space where they felt welcomed. The Café had to be closed again, following Welsh Government covid regulations, from mid-December 2020 to May 2021. It has remained open since.

Support for other Charities and Organisations

The Church continues to support other charities and organisations through a variety of events, activities and collections, but due to the pandemic this was greatly reduced from what is usual. A collection of non-perishable foods was made for the Trinity Centre (Cardiff Circuit project).

Use of Premises

The use of the premises was greatly reduced during the year under review as the covid pandemic made it impossible for many of the groups and charities that have regularly used the church's facilities to meet. When certain activities were allowed, we worked with our hirers to establish risk assessments and procedures that meant people were kept safe.

Financial Review

The Financial Report is submitted separately in the form of Standard Form of Accounts (SFOA) as prescribed by the Methodist Church.

The principal source of funding is the freewill offerings made by our congregation, through the envelope system, open collection, and by standing orders. The other main source of income is through the letting of our halls. However, once again due to Covid 19, we were unable to let our halls as we would under normal circumstances and this had a detrimental effect on our income. Due to the on going situation the Church finances are being reviewed on a regular basis.

During the financial year the Kelston Hall was re-roofed, and the gully between the Kelston Hall and the Roundabout Cafe was replaced. The cost of this, including re-decoration, was £30k. This was covered by fund raising, a grant from the Wales Synod, donations, and also loans from members in the sum of £3.7K received in the 2019-20 financial year. The loans were repaid in full during the 2020/21 financial year.

The church made its usual donations to Methodist Connexional funds.

Reserves Policy

The church's policy for General Funds is to hold approximately six months reserves based on the day to day running costs of the church. This includes the amount that is needed each quarter to pay the Circuit Contribution in order that the Ministerial Stipends and on costs can be met. The policy for funds held in restricted accounts (Maintenance, Benevolence, Enabler and Roundabout Café) ensures that the funds are used for the purpose for which they were either donated or raised.

The Annual Report for 2020-21 is signed on behalf of the Church Council whose members were consulted via email as regular Church Council Meetings were disrupted due to coronavirus restrictions.



Revd Catherine Gale

Chair

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Whitchurch Methodist	Church
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FOR THE YEAR ENDED

31 August 2021

Cardiff	Circuit	Circuit no 2/09
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Registered Charity - Charity Registration number

1168635

**If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev. Catherine Gale

Church Stewards:

Mrs. Christine Stanley
Mrs. Enid Nash

Treasurer:

Mr. Clive Carpenter

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS				
a2	Offerings and Tax recovered	23,033	-	23,033	21,669
a3	Bank and CFB interest and Investment income	25	23	48	438
a4	Lettings	4,178	-	4,178	11,601
a5	Other receipts plus Furlough Grant	3,665	21,224	24,889	37,168
a6	TOTAL RECEIPTS	30,901	21,247	52,148 (a7)	70,882

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	19,400	-	19,400	25,422
b3	Donations	825	-	825	805
b4	Repairs and Maintenance	10,001	28,420	38,421	11,224
b5	Utilities (Insurances, water charges, heating & lighting)	4,894	616	5,510	7,537
b6	Salaries		17,808	17,808	17,737
b7	Other payments	1,031	6,040	7,071	4,766
b8	TOTAL PAYMENTS	36,151	52,884	89,035 (b9)	67,491

SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	-5,250	-31,637	-36,887	3,391
c2	Total funds brought forward from last year		24,486	59,541	84,027 (c6)	79,156
c3	Sub total	(c1+c2)	19,236	27,904	47,140	82,547
c4	Transfers and adjustments				(c7)	1,480
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	19,236	27,904	47,140 (c8)	84,027 (c9)

SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)		£		£
d1	Balance brought forward from last year				
d2	Offerings/Gifts - received for external organisations		-		829
d3	Offerings/Gifts - passed to external organisations		-		829
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)	-		-

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2021 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

	INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	Choir	-	127	(127)	-	567	440
e2	Luncheon Club	101	533	(432)		3,784	3,352
e3	Parents/Toddlers	-	-	-	-	476	476
e4	Sunday School	-	-	-	-	350	350
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	101	660	(559)	-	5,177 (e11)	4,618 (e)
e9	Church accounts (totals brought forward from page 2 - totals column)	52,148 (a7)	89,035 (b9)	(36,887)	- (c7)	84,027 (c6)	47,140 (c)
e10	TOTAL CASH FUNDS HELD BY CHURCH	52,249	89,695	(37,446)	-	89,204 (x)	51,758 (x)
	Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2021**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	150	150
f2 Bank Current Account	48,492	15,120
f3 Bank Deposit Account		
f4 Central Finance Board	35,385	31,870
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	84,027 (c6)	47,140 (c)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	5,177 (e11)	4,618 (e)
f9 TOTAL CASH FUNDS HELD BY CHURCH	89,204 (x)	51,758 (x)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2020	At 31 August 2021
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	3,053,118	3,460,00
g3 Other Assets	135,583	140,000
g4 Loan(s) - show amount outstanding at year end	3,700	-
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of ChurchWhitchurch Methodist..... No. 2/09.....

Declarations and Scrutiny

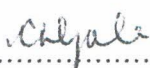
I confirm that these Receipt and Payment based accounts for the year to 31 August 2021 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer  Date 15/10/21.....

Name and address of treasurer Clive Carpenter.....
8 Tansy Close , Thornhill, Cardiff..... Post Code CF14 9FN.....

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2021 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting: 

Name of the Chair of the meeting: CATY GACE (REV.) Date 20/10/21.....

Independent Examiner's Report to the Trustees of the

Whitchurch Methodist.....Church

Charity Number 1168635.....

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of theWhitchurch Methodist..... Church for the year ended 31 August 2021 set out on pages 1.. to 5... As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

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

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

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

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

Signature of independent examiner *J. V. Elias*

Name of independent examiner JOHN VIVIAN ELIAS

Relevant professional qualification of independent examiner F.C.I.B.

Name of firm (where appropriate) RETIRED BANK MANAGER

Address 2 SPRINGHURST CLOSE

WHITCHURCH - CARDIFF Post Code CF14 7EU

Date 15-10-2021

* delete or circle as appropriate

RESERVES POLICY

Report on behalf of

(*Church Council/ Circuit Meeting/District)

To

(*Circuit Meeting/District)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charity Commission guidance in CC19.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s
- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf

* please delete as appropriate

To be completed by Receiving Body

The

*Circuit Meeting/District received the RESERVES POLICY of

***Church Council/Circuit Meeting/District**

Policy accepted and acknowledgement sent to the trustees

YES/NO

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

***Circuit/District**

Signatures **Date**.....

* Please delete as appropriate

RESERVES POLICY of

Whitchurch Methodist Church

(*Church Council)

1.	General Funds held at Y/E 31/08/21	£19,236
2.	Restricted Funds held “	£27,904 +£4,618
3.	Endowment Funds held “	£ -

4. Reserves policy for General Funds

Annual Expenditure £38k Budget 2021/22

6 Month Expenditure £19k

5. Policy for Restricted Funds

Enabler Account £3,373 young people to attend youth weekends & Sunday school Leaders attend Training courses.

Benevolence Fund £67

Coffee Shop £15,425 for running of Coffee Shop and salaries

Local Organisations £4,618

D Hopkins £3,828 Prayer Room

P Taylor £5,211 Purchase Piano , Defibrillator and Training Kit

6. Terms relating to Endowment Funds held

This Reserves Policy has been approved by

Whitchurch Methodist Church

(*Church Council)

Treasurer	Trustee
Full name	Full Name
CLIVE CARPENTER	ENID DOROTHY NASH
Signature	Signature
	

