

REGISTERED CHARITY NUMBER: 1168635

WHITCHURCH METHODIST CHURCH, CARDIFF

Trustees' Report

and

Financial Statements for the Year Ended 31st August 2022

WHITCHURCH METHODIST CHURCH

Trustees' Annual Report 1st September 2021 – 31st August 2022

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 2021/22 the following people served as members of the Church Council:

Chair: The Revd. Catherine Gale

Mr Clive Carpenter (Treasurer)

Mrs Allison Hill (Church Council Secretary)

Mr. Colin Jones

Mrs. Enid Jones (until December 2021)

Miss Alison Ketteridge

Mrs Josephine Ketteridge

Mrs Enid Nash (Church Steward)

Mr Eric Nash

Mrs Christine Stanley (Church Steward)

Mr Andrew Swatton

Mrs Monica Symonds

Mr Vincent Taylor

Mrs Carolyn Turner (until March 2022)

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 2022, there were 39 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 2021-22 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. During the course of the year the congregation returned to serving refreshments after the service which was greatly appreciated by all.

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 moved from being online (due to covid) to face to face once more. Remembrance Sunday service was held in the church again this year, with the minister and some members of the congregation joining the wider community at the War Memorial at 11am. Christmas services were tailored to accommodate the continuing covid restrictions, but we were able to adapt.

The Church's Sunday School began meeting face to face once again, but did not interact with the older members of the congregation due to the risks of carrying covid to vulnerable people.

One of the church's housegroups continued to meet online 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. It is hoped the Choir will meet again early in the next church year.

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. As the Prayer Group is still not meeting, these prayers are placed onto the church's 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.

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. This is still effective.

Outreach

The Luncheon Club has still not restarted face to face. As it caters to older people, it is deemed to carry too great a risk while the covid-19 virus is still in general circulation.

The Parent and Toddler Group reopened early in this year. Care was taken to keep adults socially distanced and masked, and there was an online booking system to keep numbers manageable, but gradually a new community of adults and children emerged (toddlers who were part of the group before covid had become school-aged over the period). This group is an outreach into the community and was greatly appreciated by families who had felt isolated during the pandemic.

The Church magazine has been suspended as the volunteer who did much of the compiling of articles reassessed what activities she should prioritize following the pandemic. This has been an effect of covid, as several of our volunteers have reflected on how they are using their time and several have stepped down from roles.

The Roundabout Café has considerably increased its footfall over the year under review. It has been meeting the needs of the local community for social interaction as well as providing good nutritious food. The general feedback is that the public felt safe coming to the Café when covid restrictions were relaxed and have continued to support this outreach since.

Support for other Charities and Organisations

The Church continues to support other charities and organisations through a variety of events, activities and collections. Those supported during the year include Methodist Homes for the Aged and Space4U.

Use of Premises

The use of the premises gradually increased as covid restrictions relaxed and it is hoped this will soon be back to its pre-covid levels.

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. Church finances continue to be reviewed on a regular basis as we hope to recover following the pandemic.

The church has contributed to Methodist Connexional Funds, and has raised funds for Christian Aid, Methodist Homes for the Aged, Action for Children through fund raising, home collection boxes, and retiring collections.

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 2021-22 is signed on behalf of the Church Council.

A handwritten signature in dark ink, appearing to read 'C. Gale', with a small circular stamp or mark to its right.

Revd Catherine Gale

Chair

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

| | |
|----------------------|--------|
| Whitchurch Methodist | Church |
|----------------------|--------|

FOR THE YEAR ENDED

31 August 2022

| | | | |
|---------|---------|-----------------|--|
| Cardiff | Circuit | Circuit no 2/09 | |
|---------|---------|-----------------|--|

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:

| |
|-----------------|
| Clive Carpenter |
|-----------------|

| SECTION A | | Unrestricted Funds | Restricted Funds | Totals this year | Totals last year |
|-----------|---------------------------------------------|--------------------|------------------|------------------|------------------|
| | Note | £ | £ | £ | £ |
| a1 | RECEIPTS | | | | |
| a2 | Offerings and Tax recovered | 25,841 | | 25,841 | 23,033 |
| a3 | Bank and CFB interest and Investment income | 78 | 93 | 171 | 48 |
| a4 | Lettings | 12,824 | | 12,824 | 4,178 |
| a5 | Other receipts plus Furlough Grant 2020/21 | 17,715 | 60,257 | 77,972 | 24,889 |
| a6 | TOTAL RECEIPTS | 56,458 | 60,350 | 116,808 (a7) | 52,148 |

| SECTION B | | Unrestricted Funds | Restricted Funds | Totals this year | Totals last year |
|-----------|-----------------------------------------------------------|--------------------|------------------|------------------|------------------|
| b1 | PAYMENTS | | | | |
| b2 | Circuit Assessment or Share | 17,800 | - | 17,800 | 19,400 |
| b3 | Donations | 995 | - | 995 | 825 |
| b4 | Repairs and Maintenance | 22,046 | 1,143 | 23,189 | 38,421 |
| b5 | Utilities (Insurances, water charges, heating & lighting) | 7,482 | 2,462 | 9,944 | 5,510 |
| b6 | Salaries | - | 25,114 | 25,114 | 17,808 |
| b7 | Other payments | 1,359 | 15,868 | 17,227 | 7,071 |
| b8 | TOTAL PAYMENTS | 49,682 | 44,587 | 94,269 (b9) | 89,035 |

| SECTION C | | Unrestricted Funds | Restricted Funds | Totals this year | Totals last year |
|-----------|--------------------------------------------|--------------------|------------------|------------------|------------------|
| c1 | NET RECEIPTS/PAYMENTS FOR THE YEAR | (a6-b8) 6,776 | 15,763 | 22,539 | -36,887 |
| c2 | Total funds brought forward from last year | 19,236 | 27,904 | 47,140 (c6) | 84,027 |
| c3 | Sub total | (c1+c2) 26,012 | 43,667 | 69,679 | 47,140 |
| c4 | Transfers and adjustments | - | | | (c7) |
| c5 | TOTAL FUNDS AT END OF YEAR | (c3+c4) 26,012 | 43,667 | 69,679 (c8) | 47,140 (c6) |

| 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 | | 1,234 |
| d3 | Offerings/Gifts - passed to external organisations | | 1,234 |
| 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 2022 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 | 11 | - | 11 | - | 440 | 451 |
| e2 Luncheon Club | 55 | 333 | -278 | - | 3,352 | 3,074 |
| e3 Parents/Toddlers | 476 | 134 | 342 | -53 | 476 | 765 |
| e4 Sunday School | - | 40 | -40 | - | 350 | 310 |
| e5 | | | | | | |
| e6 | | | | | | |
| e7 | | | | | | |
| e8 Sub- total of Internal Organisations funds | 542 | 507 | 35 | -53 | 4,618 (e11) | 4,600 (e12) |
| e9 Church accounts (totals brought forward from page 2 - totals column) | 116,808 (a7) | 94,269 (b9) | 22,539 | - (c7) | 47,140 (c6) | 69,679 (c8) |
| e10 TOTAL CASH FUNDS HELD BY CHURCH | 117,350 | 94,776 | 22,574 | -53 | 51,758 (x) | 74,279 (y) |
| | TOTAL RECEIPTS | TOTAL PAYMENTS | | | | |

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

SECTION F

STATEMENT OF ASSETS AND LIABILITIES

CHURCH - CASH FUNDS HELD at 31 August 2022

| | |
|----|-----------------------------------------------------------------------------------------|
| f1 | Cash in hand |
| f2 | Bank Current Account |
| f3 | Bank Deposit Account |
| f4 | Central Finance Board |
| f5 | Trustees for Methodist Church Purposes |
| f6 | Other funds |
| f7 | SUB TOTAL - Church accounts |
| f8 | Total funds held by Internal Organisations (the closing balance total from above) (e12) |
| f9 | TOTAL CASH FUNDS HELD BY CHURCH |

| OPENING BALANCES | CLOSING BALANCES |
|------------------|------------------|
| 150 | 150 |
| 15,120 | 28,755 |
| | |
| 31,870 | 40,774 |
| | |
| 47,140 (c6) | 69,679 (c8) |
| 4,618 (e11) | 4,600 (e12) |
| 51,758 (x) | 74,279 (y) |

Section G

OTHER ASSETS and LIABILITIES

| | |
|----|-------------------------------------------------|
| g1 | Investments (include Endowments) |
| g2 | Land & Buildings (see notes re Insurance value) |
| g3 | Other Assets |
| g4 | Loan(s) - show amount outstanding at year end |
| g5 | Other Liabilities |

1 September 2021

31 August 2022

| | |
|-----------|-----------|
| - | |
| 3,460,000 | 3,837,096 |
| 140,000 | 155,258 |
| - | |
| - | |

f4 Include only Funds held at the Central Finance Board

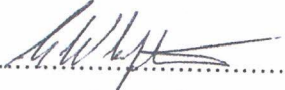
f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of Church WHITCHURCH METHODIST No. 2/09

Declarations and Scrutiny

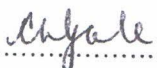
I confirm that these Receipt and Payment based accounts for the year to 31 August 2022 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer  Date 24/10/22

Name and address of treasurer CHRIS CARPENTER
8 TANSY CLOSE, THORNHILL CARLTON Post Code CF14 9FN.

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2022 were/will be* presented to the meeting of the Church trustees held on 2/11/22

Signature of the Chair of the meeting: 

Name of the Chair of the meeting: CATHERINE GALE Date 2/11/22

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 the ..Whitchurch Methodist..... Church for the year ended 31 August 2022 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.

* delete or circle as appropriate

Name of Church Whitchurch Methodist No 1168635

Independent Examiner's Statement

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

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

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

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

Signature of independent examiner 

Name of independent examiner JOHN VIVIAN ELIAS

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

Name of firm (where appropriate)

Address

..... Post Code

Date 24. 10. 2022

* delete or circle as appropriate

September 2022

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/~~Circuit Meeting~~/District)

| | | |
|----|--------------------------------------|-------------------|
| 1. | General Funds held at Y/E 31/08/ 22. | £26,012 |
| 2. | Restricted Funds held “ | £ £43,667 +£4,600 |
| 3. | Endowment Funds held “ | £ ✓ |

4. Reserves policy for General Funds

Annual Budgeted Expenditure 2022/23 £40k

6 Month Expenditure £20k

5. Policy for Restricted Funds

Enabler £3,386 Young people to attend Youth Weekend & Sunday School Leaders attend Training courses

Benevolence £38

Coffee Shop £32,835 for running of coffee shop and salaries

Local Organisations £4,600

DH £3,683 Prayer Room



PT £3,725

6. Terms relating to Endowment Funds held

This Reserves Policy has been approved by

Whitchurch Methodist Church

(*Church Council/Circuit Meeting/District)

| | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Treasurer | Trustee |
| Full name | Full Name |
| CHIVE CARPENTER | ENID NASH |
| Signature | Signature |
|  |  |

