

WHITCHURCH METHODIST CHURCH, CARDIFF

Trustees' Report

and

Financial Statements for the Year Ended 31st August 2023

WHITCHURCH METHODIST CHURCH

Trustees' Annual Report 1st September 2022 – 31st August 2023

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 Cymru. It is a registered charity, Number 1168635

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

Minister: Revd Catherine Gale (From 1st September 2023 Revd Dr Stephen Wigley)

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 2022/23 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)
Mrs. Pamela Evans (Church Steward)
Mr. Trevor Evans (Church Steward)
Mr. Colin Jones
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 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 2023, there were 35 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

During the course of this year public worship and many of the church's regular activities resumed after the lifting of the Covid 19 restrictions; however it is still too early to discern what the longer term impact of the pandemic will be.

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 congregation continues to enjoy the pattern of serving refreshments after the service in the coffee-shop.

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. After the lifting of the Covid restrictions, it was good to return to a more regular pattern of Christmas services, including a service led by the choir and a well-attended Christingle service on Christmas Eve.

The Church's Sunday School has begun meeting again after the lifting of Covid restrictions, but the impact of not meeting for a substantial period of time has had an adverse impact on attendance.

One of the church's house-groups has resumed meeting in person to share in Bible Study and fellowship.

Church Choir

The Choir has resumed regular meetings for practice and has begun to resume its pattern of leading worship for special services, for example during the Christmas season.

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 not been able to restart because of the impact of the Covid restrictions and it seems now unlikely that it will be able to restart in future.

The Parent and Toddler Group has now re-opened fully meeting on Wednesday mornings from 9.30-11.00am and is well attended by a regular group of mums, child-minders & grandparents as well as toddlers. This group is an outreach into the community and has been greatly appreciated by families who have felt isolated during the pandemic.

The Roundabout Café has continued to be a major part of the Church's mission to the wider community, providing a safe space for people who might otherwise feel lonely and shut in, as well as providing refreshments and good nutritious food. It has considerably increased its footfall over this last year which has helped make the Café financially viable, but has also raised some challenges in terms of human resourcing, whether in terms of staff or volunteers. This is something which will need to be addressed in the new Church year. However the feedback from those who use it is that it is providing a very valuable service to the local community, as well as fulfilling the Calling of the Methodist Church to provide pastoral care and be a good neighbour to those in need.

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 has increased as covid restrictions have been relaxed and usage is close to being 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 2022-23 is signed on behalf of the Church Council.

A handwritten signature in dark ink, appearing to read 'Stephen Wigley', with a horizontal line drawn underneath it.

Revd Dr Stephen Wigley

Chair (from 1st September 2023)

THE METHODIST CHURCH
STANDARD FORM OF ACCOUNTS

Whitchurch Methodist	Church
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FOR THE YEAR ENDED

31 August 2023

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. Stephen Wigley

Church Stewards:

Mrs. Christine Stanley

Mrs. E Nash

Treasurer:

Clive Carpenter

ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

Whitchurch Methodist

Church

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS				
	Note				
a2	Offerings and Tax recovered	23,624		23,624	25,841
a3	Bank and CFB interest and Investment income	714	975	1,689	171
a4	Lettings	13,652		13,652	12,824
a5	Other receipts	7,934	62,077	70,011	77,972
a6	TOTAL RECEIPTS	45,924	63,052	108,976 (a7)	116,808

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
b1	PAYMENTS				
b2	Circuit Assessment or Share	18,650		18,650	17,800
b3	Donations	925		925	995
b4	Repairs and Maintenance	14,770	6,362	21,132	23,189
b5	Utilities (Insurances, water charges, heating & lighting)	7,184	1,709	8,893	9,944
b6	Salaries		31,145	31,145	25,114
b7	Other payments	1,142	19,904	21,046	17,227
b8	TOTAL PAYMENTS	42,671	59,120	101,791 (b9)	94,269

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	3,253	3,932	7,185	22,539
	(a6-b8)				
c2	Total funds brought forward from last year	26,012	43,667	69,679 (c6)	47,140
c3	Sub total	29,265	47,599	76,864	69,679
	(c1+c2)				
c4	Transfers and adjustments	500		500 (c7)	
c5	TOTAL FUNDS AT END OF YEAR	29,765	47,599	77,364 (c8)	69,679 (c6)
	(c3+c4)				

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	696	1,234
d3	Offerings/Gifts - passed to external organisations	696	1,234
d4	BALANCE STILL TO BE PAID	0	0
	(d1+d2-d3)		

Whitchurch Methodist

Church

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL

SECTION E

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2023 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Choir	162	177	(15)		451	436
e2 Luncheon Club	0	0	0		3,074	3,074
e3 Parent Toddlers	867	283	584	-500	765	849
e4 Sunday School	0	66	(66)		310	244
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	1,029	526	503	-500	4,600 (e11)	4,603 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	108,976 (a7)	101,791 (b9)	7,185	500 (c7)	69,679 (c6)	77,364 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	110,005	102,317	7,688	0	74,279 (x)	81,967 (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 2023	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	150	150
f2 Bank Current Account	28,755	30,083
f3 Bank Deposit Account		
f4 Central Finance Board	40,774	47,131
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 SUB TOTAL - Church accounts	69,679 (c6)	77,364 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	4,600 (e11)	4,603 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	74,279 (x)	81,967 (y)

SECTION G

OTHER ASSETS and LIABILITIES

	At 1 September 2022	At 31 August 2023
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	3,837,096	4,224,691
g3 Other Assets	155,258	170,941
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

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

Name of Church Whitchurch Methodist No. 2/09

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2023 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer [Signature] Date 16/10/23

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 2023 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting [Signature]

Name of the Chair of the meeting Rev. Dr. STEPHAN WILEY Date 18 OCT 2023

Independent Examiner's Report to the Trustees of the Whitchurch MethodistChurch

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 2023 set out on pages ... to 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 2/09

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. Elias

Name of independent examiner JOHN VIVIAN ELIAS

Relevant professional qualification of independent examiner FCIB

Name of firm (where appropriate)

Address

Post Code

Date 16/10/23

* delete or circle as appropriate

***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/ | £ 29,765 |
| 2. | Restricted Funds held “ | £ 47,599 + £4,603 |
| 3. | Endowment Funds held “ | £ |

Reserves policy for General Funds

Annual Budget Expenditure £43,300

Month Expenditure £22,000

5. Policy for Restricted Funds

Enabler £3,454 Young people to attend Youth Weekend & Sunday School Leaders attend Training Courses

Benevolence £38

Coffee Shop £37,036 for running of coffee shop and salaries

Local Organisations £4,603

DH £3,438 Prayer Room

PT £3,634

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

Signature

CHUCK W. CARPENTER


Signature

ENID NASH
