

**Registered Charity Number 1168635**

**WHITCHURCH METHODIST CHURCH, CARDIFF**

**Trustees Report**

**and**

**Financial Statements for the year ended 31st August 2024**

## WHITCHURCH METHODIST CHURCH

### Trustees' Annual Report 1st September 2023 – 31st August 2024

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, Penlline Road, Whitchurch, Cardiff,  
CF14 2AA

Minister: 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 2023/24 the following people served as members of the Church Council:

Chair: The Revd. Dr. Stephen Wigley

Mrs Linda Carpenter (wef 11th May 2024)

Mrs. Pamela Evans

Mr. Trevor Evans

Mrs Allison Hill

Mr. Colin Jones

Miss Alison Ketteridge

Mrs Josephine Ketteridge

Mrs Enid Nash

Mr Eric Nash

Ms Judith Powell

Mrs Helen Smith (wef 11th May 2024)

Mrs Christine Stanley

Mr Andrew Swatton

Mrs Menna Swatton (wef 11th May 2024)

Mrs Monica Symonds

Mrs Gay (Mary Graydon) Thomas (wef 11th May 2024)

Mrs Janet Woodcraft (wef 11th May 2024)

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 2024, there were 37 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.

## **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. A 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. We also shared in ecumenical services for the Week of Prayer for Christian Unity in January, and an ecumenical March of Witness on Good Friday. In particular we have been delighted to develop our growing relationship with the Welsh Church Ebeneser who meet for worship with us on Sunday afternoons and who share increasingly in special services and other events with us.

It has been good to return to a more regular pattern of Christmas and Easter services, including a service led by the choir and a well-attended Christingle service on Christmas Eve. However, the Sunday School continues to be impacted by the period of Covid restrictions and so meets only intermittently.

A Church house-group continues meeting in person on Mondays to share in Bible Study and fellowship.

### **Church Choir**

The Choir has regular meetings for practice on a Thursday afternoon and has resumed 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 previous 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 has proved to be an effective way to exercise care so we have continued with it.

## **Outreach**

The Parent and Toddler Group meets on Wednesday mornings in term-time from 9.30-11.00am and is well attended by a regular group of Mums, child-minders & grandparents with their toddlers. The Minister also attends regularly and has led special services for Christmas and Easter. This group is an outreach into the community and seems to be much appreciated by those who attend.

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. In the autumn we reviewed the challenge of operating for six days in the week with all the pressure this put on employees and volunteers, and took the decision to open instead for 3 days (Tues/Wed/Thurs) a week with food preparation on Mondays. This has proved to be very successful both in terms of reducing the pressure on volunteers and enabling the Café to operate on a higher capacity for the days it is open, which has meant that it has continued to run at a small but steady operating surplus.

So the future of the Café now looks pretty stable, which is important because 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, Space4U and MacMillan Coffee mornings.

## **Use of Premises**

The Premises are widely used by a wide range of community groups, from Dance classes, to Rainbows & Brownies, to Elder fit and various Musical groups, as well as for special concerts by local schools.

## **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 2023-24 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

THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS

Whitchurch Methodist Church, Cardiff	Church
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FOR THE YEAR ENDED  
31 August 2024

Cardiff Methodist	Circuit	Circuit No	2/9
Registered Charity - Charity Registration number			1168635
If not a registered charity His 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:

Revd Dr. Stephen Wigley
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Church Stewards:

Mrs Enid Nash	Mrs Janet Woodcraft (wef 11/05/2024)
Mrs Pamela Evans	
Mr Trevor Evans	
Mrs Christine Stanley (until 31/05/2024)	
Mr Andrew Swatton (wef 11/05/2024)	
Mrs Menna Swatton (wef 11/05/2024)	
Mrs Monica Symonds (wef 11/05/2024)	

Treasurer:

Ms Judith Powell (wef 21/02/2024)
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SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>	<b>Note</b>			
a2	Offerings and Tax recovered	21,587		<b>21,587</b>	23,624
a3	Bank and CFB interest and Investment income	1,269	1,250	<b>2,519</b>	1,689
a4	Lettings	13,254		<b>13,254</b>	13,652
a5	Other receipts	6,535	60,493	<b>67,028</b>	70,011
a6	<b>TOTAL RECEIPTS</b>	<b>42,645</b>	<b>61,743</b>	<b>104,388 (a7)</b>	<b>108,976</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	19,675		<b>19,675</b>	18,650
b3	Donations	925		<b>925</b>	925
b4	Repairs and Maintenance	2,590	6,150	<b>8,740</b>	21,132
b5	Utilities (Insurances, water charges, heating & lighting)	7,078		<b>7,078</b>	8,893
b6	Salaries		24,367	<b>24,367</b>	31,145
b7	Other payments	4,097	27,028	<b>31,125</b>	21,046
b8	<b>TOTAL PAYMENTS</b>	<b>34,365</b>	<b>57,545</b>	<b>91,910 (b9)</b>	<b>101,791</b>

SECTION C							
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	8,280	4,198	12,478		7,185
c2	Total funds brought forward from last year		29,765	47,599	77,364	(c6)	69,679
c3	Sub total	(c1+c2)	38,045	51,797	89,842		76,864
c4	Transfers and adjustments		1,574		1,574	(c7)	500
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	39,619	51,797	91,416	(c8)	77,364 (c6)

SECTION D					
<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>					
d	(these amounts are not to be included in total receipts/payments figures)		£		£
d1	Balance brought forward from last year		Nil		Nil
d2	Offerings/Gifts - received for external organisations		1,234		405
d3	Offerings/Gifts - passed to external organisations		1,234		405
d4	<b>BALANCE STILL TO BE PAID</b>	<b>(d1+d2-d3)</b>	<b>Nil</b>		<b>Nil</b>



**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 2024 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	98	228	(130)		436	306
e2	Luncheon Club		1,500	(1,500)	(1,574)	3,074	Nil
e3	Parent/Toddlers	322		322		849	1,171
e4	Sunday School		8	(8)		244	236
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	420	1,736	(1,316)	(1,574)	4,603 (e11)	1,713 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	104,388 (a7)	91,910 (b9)	12,478	1,574 (c7)	77,364 (c6)	91,416 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>104,808</b>	<b>93,646</b>	<b>11,162</b>		<b>81,967 (x)</b>	<b>93,129 (y)</b>
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				

**SECTION F****STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2024**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	150	150
f2 Bank Current Account	30,083	27,814
f3 Bank Deposit Account		
f4 Central Finance Board	47,131	63,452
f5 Trustees for Methodist Church Purposes		
f6 Other funds		
f7 <b>SUB TOTAL - Church accounts</b>	<b>77,364 (c6)</b>	<b>91,416 (c8)</b>
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	<b>4,603 (e11)</b>	<b>1,713 (e12)</b>
f9 <b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>81,967 (x)</b>	<b>93,129 (y)</b>

**SECTION G****OTHER ASSETS and LIABILITIES**

	At 1 September 2023	At 31 August 2024
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	4,224,691	4,330,274
g3 Other Assets	170,941	175,213
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 Church, Cardiff

## Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2024 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..... May 21st 2025

Name and address of treasurer ..... Ms Judith Elaine Powell

9 Watford Close, Watford Park, Caerphilly..... Post Code..... CF83 1NQ

### Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2024 were/will be\* presented to the meeting of the Church trustees held on June 4th 2025.....

Signature of the Chair of the meeting .....   
Name of the Chair of the meeting ..... Rev. STEPHEN W. GWYN Date ..... 4th JUNE 2025

### Independent Examiner's Report to the Trustees of the

#### Whitchurch Methodist Church, Cardiff

Charity Number . 1168635

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Whitchurch Methodist Church, Cardiff for the year ended 31 August 2024 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 Church, Cardiff

### 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 ..... *John Vivian Elias* .....

Name of independent examiner ..... JOHN VIVIAN ELIAS .....

Relevant professional qualification of independent examiner ..... FCIB .....

Name of firm (where appropriate) .....

Address ..... 2 SPRINGHURST CLOSE .....

..... WHITCHURCH CARDIFF ..... Post Code CF14 7EU .....

Date ..... 23-5-2025 .....

\* delete or circle as appropriate