

Glenfield Methodist Church

Minutes of the Church Council Meeting held on Monday 4 October 2021, 7pm

Present: Revd Helen Bell (Chair), Jane Sowler (Secretary), David Almey, Margaret Almey, Viv Asher, Rob Bird, Alison Blane, Elizabeth Casely, Andy Cereseto, Geoff Clarke, Liz Clarke, Trevor Davies, Celia Davis, Tom Limb, Vivienne Limb, Janet Mouland, Linda York, Wally York
David Postlethwaite (Circuit Steward); Mary Squires (Observer)

Apologies: Mary Bothwell, Norman Clayton, Donna Jobling, Judith Mead

Revd Helen Bell welcomed everyone to the meeting and opened with prayer.

Helen asked the meeting to remember Jean Smith who was on our community role, who had died since our last meeting.

1. Minutes of the previous meeting

The minutes from the meeting held on 14 June 2021 were approved and signed.

The minutes from the special Church Council held on 5 August 2021 were approved and signed.

2. Matters arising

- i) **Booking Secretary** Andrea Bird had agreed to continue in the role.
- ii) **Kitchen at the Manse** Helen expressed her appreciation and thanks to members at Glenfield and across the circuit for the work done.
- iii) **Drama Group** The equipment had all been removed and the drama group would just be using the hall for rehearsals in the future.
- iv) **Manse garden** Sunday Club picnic and the Open House had both taken place in August as planned.

3. News from Connexion and District

- i) **Standing Orders** - some changes had been made to the Standing Orders; one such change was a church should have at least 12 members to be viable.
- ii) **God in Love Unites Us** - all our relationships as well as same sex marriage was discussed at Conference, and in due course each church will have to decide whether to allow same sex marriages to take place. Each presbyter will also have to make their own decision. Each church will have to vote on the Conference decision and a special meeting for this purpose will most likely be called in the new year.

4. Circuit Steward's Report

- David Postlethwaite reported that the leaving and welcome services had taken place as planned in July and August.
- Work had been done on the three manses. As the circuit now only has three ministers, some of the Superintendent's responsibilities had been shared with the other staff members.
- David confirmed the appointments of the Circuit Administrator and Mission Enabler.
- He reported changes to the preaching plan following GDPR guidelines.
- A grant had been received by Linking Lives at New Parks which would enable them to continue until December, when more funding would be needed.
- New Parks church now housed the local food bank.

5. Church Life

i) Pastoral

Mary Bothwell had sent a short report, explaining that the lack of face-to-face meetings due to Covid made staying connected with pastoral visitors difficult, and with visiting members and friends too. Mary asked for help with the record keeping side of her role. Revd Helen agreed that a pastoral meeting should be arranged.

ii) Worship and Plan issues

- The live streaming was happening each week, and more people were beginning to attend some services.
- The meeting was informed that some Local Preachers are not willing to be live streamed.
- It was agreed that the risk assessment for services should be reviewed.
- The following dates had been arranged for the plan:

2021

19 December, morning – Nativity (Sunday Club)

19 December, evening – Carols (Revd Helen Bell)

24 December, 4pm – Christingle Service (Alison Blane)

25 December, 10.15am – Christmas Day service (Revd Helen Bell)

No services on 26 December, Boxing Day

2022

2 January – Local Arrangement

9 January – Covenant Service (Revd Helen Bell)

6 March – Communion Service Revd Pam Bolas

It was agreed that the 20-20 Vision Project 'completion' service would probably take place in October 2022, when the Revd Helen Cameron would be invited to attend.

iii) Update from the Stewards

Vivienne Limb reported that the recent Local Arrangements had all been organised by Alison Blane and had all been varied and well received. Trevor Davies was thanked for organising the refreshments after each morning service. Once the work on the 20-20 project begins again in mid-October, drinks would be served to seats, and the vestry entrance will be used once again for arrivals and departures. A church family picnic in church had been arranged for 7 November.

Vivienne hoped to share the draft of a new church logo which was being designed.

Revd Helen thanked the steward's team for all their work and support.

Rob Bird informed the meeting that he felt called to preach and would be asking for a Note to Preach from the next Local Preachers Meeting, which was warmly received.

iv) Church Groups

Toddler Group had restarted in September, and Sunday Club had held a picnic in the manse garden in August, followed by one session with 5 of our 13+ group. Friday Club had met, and Girls' Brigade had 10 children on their books. More leaders and helpers are needed for our young peoples' work.

Bible study, Prayer groups, Fellowship group and Playgroup have all been meeting. Saturday prayers will be returning to church and will use the Library.

vi) Discipleship

Tom advertised the new collection of books in the Library. He had held discussion with Justin Moulder and Michael Wadsworth to talk about New Places, New People (different ways to 'be church'). A new study group was to be held in October, and Tom was interested in setting up prayer cells and house groups, and an Away Day in 2022.

vii) Newsletter

Revd Helen thanked Wally York for his work in producing such an interesting newsletter each month.

6. Finance

i) Treasurer's report

Geoff Clarke presented the accounts, and reported that they were in a healthy state, but that with the assessment increasing our offerings would also need to increase. Geoff suggested that everyone should be encouraged to increase their gifts by 5% each year.

He reported that if we had to have a loan for Phase 3 of the 20-20 Vision Project we might need to use some of our reserves to pay off that loan. A shortfall of £152,000 in order to complete Phase 3 was reported. Andy Cereseto and Andy Jobling were pursuing further grants. Geoff requested that the Finance Committee and the Steering Group should meet in December to assess the situation ready to put a proposal to the Church Council.

Geoff was pleased to report that the church's charitable giving over the past year was over 10% of our church income.

The following proposals were voted on and carried:

- a) To approve the accounts for 2020/21
- b) To approve the proposed budget for 2021/22
- c) To decide on how to proceed with Phase 3 – defer decision to December 2021

Revd Helen thanked Geoff once again for the hours of work he puts into the role of treasurer.

ii) 20-20 Vision Project

Liz Clarke reported that the complete scheme would now cost in the region of £1 million. She was delighted to report £98,000 had been contributed in the past weeks. If the decision is made to continue with Phase 3 in December, it is likely that a loan of £50,000 maximum would be taken, and to that end we would need £100,000 in grants or gifts.

A pre-start meeting would be taking place on 6 October and if the contract was signed, the Phase 2 work would start later in October. The locks would be changed again so that only authorised people could gain entrance to the parts of the building where work would be taking place. A new pedestrian entrance would be marked out to guide people to the vestry door, while outside groups will use the entrance (past the cellar) off Station Road.

During half term contractors will be in to remove asbestos in the cellar off the current kitchen. As this is hazardous waste, no one will have access to the building.

Liz informed the meeting that Phase 2 would probably take around 5½ months to complete, and if Phase 3 was to go ahead, that would be a further 3½ months, taking the project to a June/July completion date. In this period the whole church needs to begin to see how the 'vision' can be realised, and a meeting Liz had held with the District Mission Enabler had been very encouraging.

Revd Helen thanked all the members of the Steering Group for their dedication to this project.

7. Safeguarding, Circuit Social Media policy and Data Protection issues

Celia Davis presented her report to the meeting. It was agreed that the list of names presented should be updated, and that the names of those who needed to do the foundation or other course online should be checked.

Celia reported that the Drama Group would follow Methodist rules on safeguarding but would provide their own DBS forms. She agreed to make sure that Andrea Bird (Bookings) had the correct information as regards safeguarding and outside bookings. Celia informed the meeting that all members of the church were responsible for health and safety issues.

The safeguarding policies were signed by Revd Helen Bell and would be kept in the vestry whilst the building work was taking place.

Celia informed the meeting that she wished to tender her resignation having served for the past 7 years as Safeguarding Officer. Revd Helen thanked Celia for her report, and for her work over the past years.

Revd Helen reminded the meeting that prayers were needed for children's work leaders and for a new safeguarding officer.

Revd Helen informed the meeting that changes would be made to the plan, the website and other areas where personal information was stored due to the Social Media policy.

8. Date and time of next meeting(s)

Monday 20 December 2021 at 7pm (a special meeting to receive and vote on the 20-20 Vision Project Phase 3 proposal)

Tuesday 15 March 2022 at 7pm (in the church)

Helen thanked everyone for attending. The meeting ended with prayer at 8.50pm.

Signed (Chair): _____

Date: _____

THE METHODIST CHURCH

STANDARD FORM OF ACCOUNTS

Glenfield Methodist

FOR THE YEAR ENDED

31 August 2021

Leicester West	Circuit	Circuit no	23
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Registered Charity - Charity Registration number

118

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. Methodist charities in England and Wales that are not registered charities are from registration under Statutory Instrument 2014 No.242)

Minister:

Rev Helen Bell

Church Stewards:

Vivienne Limb

Trevor Davies

Alison Blane

Mary Squires

Treasurer:

Geoff Clarke

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SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year	
		£	£	£	£	
a1	RECEIPTS	Note				
a2	Offerings and Tax recovered		43,278		41,266	
a3	Bank and CFB interest and Investment income		47		701	
a4	Lettings		6,835		10,415	
a5	Other receipts		22,509	855	113,595	
a6	TOTAL RECEIPTS		72,669	855	73,524 (a7)	165,977
SECTION B						
b1	PAYMENTS					
b2	Circuit Assessment or Share		42,170		42,170	40,980
b3	Donations		676		676	885
b4	Repairs and Maintenance		1,652		1,652	1,788
b5	Utilities (Insurances, water charges, heating & lighting)		5,040		5,040	8,011
b6					0	0
b7	Other payments		119,896	464	120,360	37,439
b8	TOTAL PAYMENTS		169,434	464	169,897 (b9)	89,103
SECTION C						
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	(96,764)	391	(96,373)	76,874
c2	Total funds brought forward from last year		135,024	1,831	136,855 (c6)	59,981
c3	Sub total	(c1+c2)	38,260	2,222	40,481	136,855
c4	Transfers and adjustments				0 (c7)	
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	38,260	2,222	40,481 (c8)	136,855 (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 ngures above)			£	£	
d1	Balance brought forward from last year			0		
d2	Offerings/Gifts - received for external organisations			5,892	4,568	
d3	Offerings/Gifts - passed to external organisations			5,892	4,568	
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)		0	0	

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	20-20 Project	212,537	94,779	117,758		203,702	321,460
e2	Playgroup	74,244	73,002	1,242		61,015	62,257
e3	Youth Worker	26	1,365	(1,339)		19,209	17,870
e4	Drama Group	320	2,420	(2,100)		3,796	1,696
e5	Ladies Fellowship	0	130	(130)	75	78	23
e6	Girls Brigade	529	438	91	(506)	450	35
e7	Toddler Group		40	(40)	40	2	2
e8	Sub total of Internal Organisations funds	287,656	172,174	115,482	(391)	288,252	403,343
e9	Church accounts (totals brought forward from page 2 - totals column)	73,524 (a7)	169,897 (b9)	(96,373)	(c7)	136,855 (c6)	40,481 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	361,180	342,072	19,108	(391)	425,107 (x)	443,824 (y)
	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	28	34
f2 Bank Current Account	12,164	13,691
f3 Bank Deposit Account		
f4 Central Finance Board	30,500	26,738
f5 Trustees for Methodist Church Purposes	94,163	18
f6 Other funds		
f7 SUB TOTAL - Church accounts	136,855 (c6)	40,481 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	288,252 (e11)	403,343 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	425,107 (x)	443,824 (y)

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)		
g3 Other Assets		
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 No.....

Declarations and Scrutiny

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

Signature of treasurer Date.....

Name and address of treasurer

..... Post Code.....

Presentation to the Church trustees

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

Signature of the Chair of the meeting

Name of the Chair of the meeting Date

Independent Examiner's Report to the Trustees of

.....Church

Charity Number

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the the year ended 31 August 2021 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 2006 (the 'Charities Act').

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

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Name of Church: Glenfield Methodist Church

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 for concern in any material respect:

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

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

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

Signature of independent examiner

Name of independent examiner John Pickard

Relevant professional qualification of independent examiner

Name of firm (where appropriate)

Address

..... Post Code

Date

* delete or circle as appropriate

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Name of Church GLENFIELD METHODIST CHURCH No. 1180910

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 G. Clarke Date 29-9-21

Name and address of treasurer GEOFF CLARKE, 8 FAIRE ROAD,
GLENFIELD, LEICESTER Post Code LE3 8EA

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 4-10-21

Signature of the Chair of the meeting H. Bell

Name of the Chair of the meeting REV HELEN BELL Date 4-10-21

Independent Examiner's Report to the Trustees of the

GLENFIELD METHODIST Church

Charity Number 1180910

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Church for the year ended 31 August 2021 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').

Name of Church GLENFIELD METHODIST CHURCH No 1180910

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 Howard Pickard

Name of independent examiner John Howard Pickard

Relevant professional qualification of independent examiner N/A

Name of firm (where appropriate) N/A

Address 15 OAK ROAD LITTLESTHORPE

LEICESTER Post Code LE19 2HP

Date 8.11.2021

* delete or circle as appropriate