



## Annual report and accounts Year ended 31 August 2022

*A bronze award winning Eco Church  
in the North Bedfordshire Methodist Circuit*

**Putnoe Heights Church**  
Registered Charity Number: 1190242

**Putnoe Heights Church**  
**Year ended 31 August 2022**

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**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report**

**Reference and administration details**

**Charity name:** Putnoe Heights Church

Also known as: Putnoe Heights Methodist Church  
Putnoe Heights Church Centre

**Registered charity number:** 1190242

Address: Putnoe Heights  
Bedford  
MK41 8EB

**Managing Trustees**

The names of those who served as Managing Trustees in the year are as follows:

Rev Andrew Hollins	(Chair) [resigned 31 August 2022]
Jenny Snelson	(Senior Church Steward)
Sue Allen	(Church Steward)
Christine Nixon	(Secretary)
Andrew Dennison	(Treasurer)
Rev Christopher Sandy	[appointed 1 September 2021]
Nick Guy	(Circuit Steward)
Jo Barrow	
Sylvia Cohen	
Shelly Dennison	
Sue Edwards	
Nigel Firban	
Margaret Massey	
Carolyn Morris	[resigned 21 November 2021]
Margaret Peck	
Barry Snelson	

After Rev Andrew Hollins left at the end of the year, Rev Christopher Sandy became the Minister of Putnoe Heights Church and Chair of Trustees from 1 September 2022.

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

**Structure, governance and management**

**Governing document**

As part of the wider Methodist Church in Great Britain, the Charity's governing document is the Deed of Union (1932) and Methodist Church Act (1976).

Within the wider Methodist Connexion, Putnoe Heights Church is part of the North Bedfordshire Methodist Circuit which in turn is itself part of the Bedfordshire, Essex and Hertfordshire District of the Methodist Church.

**Membership of the governing body**

The governing body of the Charity is the Church Council, the members of which are the Managing Trustees. Certain officers are automatically Managing Trustees by virtue of their office. These are the minister, the secretary, the church stewards, the treasurer and the pastoral secretary. The other Managing Trustees are church representatives appointed to the Church Council at a general meeting of members of the church, normally held at least annually.

Two committees report to the Church Council:

- The Leadership Team comprises the Church Stewards, Minister and Treasurer. It oversees the operations of the church and implementing the decisions made by Church Council.
- The Property Committee is responsible for day to day upkeep of the church building and overseeing the hire activities of the Church Centre.

**Bodies entitled to appoint Trustees**

The North Bedfordshire Methodist Circuit is entitled to appoint four Trustees to the Putnoe Heights Church Council, which comprise:

- the Minister of Putnoe Heights Church;
- the Superintendent Minister of the Circuit;
- one other Minister from the Circuit; and
- a Circuit Steward.

**Trustees' Annual Report** *(continued)*

**Objectives and activities**

**Purposes**

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through:



**Worship**

The Church exists to increase awareness of God's presence and to celebrate God's love



**Learning and Caring**

The Church exists to help people to grow and learn as Christians, through mutual support and care



**Service**

The Church exists to be a good neighbour to people in need and to challenge injustice



**Evangelism**

The Church exists to make more followers of Jesus Christ

Putnoe Heights Church seeks to apply this within the local environs of Putnoe, Bedford. As well as acting as a place of worship, Putnoe Heights Church also aims to use the building with which it is blessed to offer space for hire to the local community as a community centre known as 'Putnoe Heights Church Centre'.

**Activities undertaken**

The Charity undertakes a wide range of activities every year in line with its Christian purpose. These typically include but are not limited to:

- Acting as a place of worship and providing a holy space for focus within the local community.
- Offering pastoral care: to its members, to those visiting the Church Centre and to the wider community.
- Providing and maintaining the church building for both worship and community use.
- Conducting religious ceremonies, including regular Sunday and occasional services as well as weddings and funerals on request.
- Raising awareness of Christianity in our community.

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

- Both providing the opportunity for external community action groups to hire the building and running some such groups directly - examples including community coffee mornings and lunch clubs.
- Providing a hire venue for use by the community.
- Being part of the North Bedford Churches Together group with other local Methodist, Anglican and Roman Catholic churches.
- Maintaining links with the Putnoe Scout Group and 1<sup>st</sup> Putnoe Brownies and Rainbows groups through use of the site.

**Public benefit statement**

The Managing Trustees oversee the activities of the Charity with due regard to the Charity Commission guidance on public benefit.

The benefits of the Christian activities of the Putnoe Heights Church are considered to be:

- Improved spiritual and mental wellbeing.
- Pastoral care and support within the local community for families and those without families.
- Friendship and fellowship amongst the congregation and others who visit regularly.
- Fosters community involvement at all levels.
- Care for the environment based on a responsibility for stewardship of God's creation.
- Challenging trade injustice through the support of such causes as Fair Trade.
- Bereavement support.
- Availability for local ceremonies at key stages in life (weddings, funerals, baptisms).
- Availability of a safe space.
- Support through direct giving, fundraising and support for other local, national and international charities.

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

The benefits of the community hire activities of the Church Centre are considered to be:

- Strengthening the local community through the availability learning, leisure and social activities.
- Availability of local cultural activities through concerts and other events hosted.
- Availability of local therapeutic, wellbeing and health beneficial activities.
- Support of other charities through availability of space for hire or hosting of fundraising events.
- A focus for the community and only available space for hire in the immediate geographic community.
- Encouragement of interaction between different community groups meeting within the same building.

**Achievements and performance**

Through the year ended 31 August 2022 the activities of Putnoe Heights Church continued to recover towards pre-pandemic levels. Church services were held throughout the year and lettings continued to increase - reaching by the end of the year what we could probably now expect to be normal levels.

Our Mission Steering Group (since renamed the Future Story Group since the year end) continued to consider the future mission of the church towards the three identified priorities. These are, to be:

- A prayerful church
- A church that provides a welcoming holy space
- A church that encourage a seven days a week faith

In the previous year, the wider Methodist Church of Great Britain had reflected upon marriage and relationships under the heading of "God in Love Unites Us". This led to resolutions being passed at the 2021 Methodist Conference that allowed individual churches to consider their own position.

At its meeting on 21 June 2022, the Church Council of Putnoe Heights Church voted unanimously to permit the solemnisation of marriages of same sex couples on the church premises, and also to permit services of blessing to take place in church for same sex couples whose marriages have been solemnised elsewhere.

As part of our ongoing Eco Church progress, three next boxes were installed on the north side of the church designed especially for swifts - complete with a small

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

speaker playing swift calls designed to help attract swifts to them. Swifts are in decline in the UK and appear on the Red List of the UK's Birds of Conservation Concern due in part to the loss of suitable nesting sites.

There is no guarantee that swifts will use the boxes we have installed, but during the months of May to August - when the swifts are around and the speakers are playing on a timer - we shall regularly lift up our eyes to those boxes in hope of seeing them in use. If successful then there is room to add more boxes as swifts often live in colonies. Our thanks go to the Bedfordshire Swifts Group for their assistance and advice.

Lastly, at the end of the year we said a fond farewell to Rev Andrew Hollins as he moved on to pastures new. Andrew was only our minister for one year but in his role as Superintendent of the North Bedfordshire Methodist Circuit was of tremendous support to us as during a number of significant changes in recent years. We wish Andrew all the best for the future and sincere thanks for his guidance and support.

In Andrew's stead, we welcome Rev Christopher Sandy to be our minister, as he adds Putnoe Heights Church to his existing responsibilities as minister to the five churches in the Scallop group.

**Financial review**

The return to regular worship services and the recovery of hire income rates through the year has meant that Putnoe Heights Church saw a greatly reduced deficit for the year on ordinary activities compared with the previous two years during the pandemic.

Nonetheless, another overall deficit of £7,462 was reported for the year in full and Putnoe Heights Church therefore continues to rely upon its reserves.

The mix of offertory giving has shifted further towards regular standing orders in the year ended 31 August 2022 but overall offertory giving has continued to decline. We remain very grateful to all who regularly contribute through offertory, in whichever form, to the life of the church but recognise that focus upon the mission of the church and future growth in membership will be needed in order to also see financial growth in offertory income.

By contrast, income from room lettings saw a very welcome and steady increase through the year and in the last few months had probably returned as close to normal levels of hire as it is likely to get. This is lower than pre-pandemic levels but also reflects the loss of a key hirer immediately prior to the pandemic.

The Circuit Assessment is a formal commitment made eight months before the start of the year. The Circuit Share for the year ended 31 August 2022 was made during great uncertainty and, although it represented a reduction on the prior year, it was set with the full expectation of requiring the use of some reserves held and in



**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

recognition of the importance of this income to the work of the wider North Bedfordshire Methodist Circuit. In the end the final result for the year was considerably better than expected and an additional payment of £5,000 has been made since the year end which will be reflected in the financial statements up to 31 August 2023.

In the previous year we had been able to further support the Circuit with a temporary loan of £120,000 made in May 2021 to help with the purchase of a new manse. The loan has now been repaid in the current year with the proceeds from the sale of a different manse that was to be vacated and sold subsequent to the purchase of a new manse. The loan was interest free.

Due to the cash basis that we are required to use for the Methodist Standard Form of Accounts, this loan was not shown as a brought forward asset of Putnoe Heights Church in Section F but was noted for disclosure purposes in Section G. The repayment of this loan is included as an adjustment in Section C, therefore producing the effect of an overall increase in closing reserves held from £57,576 to £170,084 at 31 August 2022.

**Reserves policy**

This reserves policy covers our General Fund and Designated Funds only. It does not include the funds represented by the church building and property as this fund, whilst classified as unrestricted funds, is not available for use by the church without the sale of the assets concerned.

The Trustees aim to maintain a level of General Fund equivalent to six months' ordinary expenditure. This allows sufficient working capital to cover fluctuations in income and expenditure, meet emergency calls on cash and would enable the church's activities to continue should there be a significant fall in income whilst efforts were made to replace the income lost or to change activities. For the coming year this is valued at £31,000.

Designated funds: Lettings income from the Church Centre comprise a significant part of annual income and a Property Reserve of £20,000 has been allocated towards any significant items of expenditure on repairs that may arise in an ageing building, in order that ensure the building is available for use again as soon as possible.

A separate Maintenance Reserve of £6,000 has been allocated towards planned repairs. No major expenditure requirements were identified from the quinquennial inspection in 2020.

A redevelopment reserve of £67,000 is currently ring-fenced against the refurbishment of the former playroom and outside play areas which were previously occupied exclusively by the pre-school for many years and had been modified specifically for their needs. Both areas will therefore need some refurbishment to

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Trustees' Annual Report** *(continued)*

make them suitable for other uses and this may be an opportunity for completely re-purposing these spaces. However, no plans have yet been made for these areas.

Restricted funds are not covered by this policy as these funds relate to the internal organisations of the church and are restricted for use by those organisations.

The Trustees are aware that, as a result of significant legacies received in recent years, the level of General Funds held are in excess of the policy. The Trustees are conducting a review of reserves levels to determine how best to use these reserves for the furtherance of the churches mission. This will combine with considerations arising from the Mission Steering Group, which may identify potential new projects or activities for using the funds held, as well recognising the funding needs of the wider North Bedfordshire Methodist Circuit.

The Trustees' Annual Report was signed by the Chair of Trustees on behalf of the Church Council. The accompanying Methodist Standard Form of Accounts were presented to and approved by the Church Council on 28 February 2023.

**Rev Christopher Sandy**  
Chair of Trustees

Date: **28 February 2023**

**Putnoe Heights Church**  
**Year ended 31 August 2022**

**Independent Examiner's Report**

I report to the Managing Trustees on my examination of the accounts of Putnoe Heights Church (the "Charity") for the year ended 31 August 2022.

As the Managing Trustees of the Charity, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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 order to enable a proper understanding of the accounts to be reached.

Signed: **Ian Morse**

Name of Independent Examiner: Ian Morse

Address: C/o Putnoe Heights Church Office  
Putnoe Heights  
Bedford  
MK41 8EB

Date: **4 March 2023**

**Accounting policies - Methodist Standard Form of Accounts**

**Basis of accounts**

On the following pages 12 to 16 are given the Methodist Standard Form of Accounts of Putnoe Heights Church for the year ended 31 August 2022, prepared in accordance with the requirements of the Methodist Church in Great Britain.

The accounts have been prepared on a Receipts and Payments basis since income is below the threshold that allows this approach.

**Accounting policies**

In order to better aid the understanding of readers, the following accounting policies are stated which explain aspects of the standard form of accounts:

**Core activities**

The result for the year from core activities of the Charity, being the operation of the Church and Church Centre, are given in sections A to C on page 13.

**Charitable collections**

Collections made for specific charities are accounted for separately in section D and are not therefore part of the funds of the Charity.

**Internal organisations**

Any internal organisations within the overall Charity that have separate funds are shown in section E.

**Funds**

In common with most charities, the funds held by Putnoe Heights Church fall into three categories:

***General unrestricted funds***

General funds are unrestricted and can be used for any purpose in accordance with the charitable objectives at the discretion of the Managing Trustees.

***Designated unrestricted funds***

Designated funds are also unrestricted but have been allocated to a particular purpose by the Managing Trustees.

***Restricted funds***

Restricted funds can only be used for particular purposes within the charitable objectives. Such restrictions may arise when specified by the donor or when funds are raised for particular restricted purposes. All funds relating to internal organisations are deemed to be restricted funds

**Accounting policies - Methodist Standard Form of Accounts**

**Assets and liabilities**

Whilst the accounts are prepared on a Receipts and Payments basis, details of debtors and creditors existing at the year end are included in section G for reference but these do not form part of the overall funds disclosed in the accounts.

The only creditor actually included in the Receipts and Payments accounts are keycard deposits held for hirers since these have already been received but are due back to hirers upon return of the keycards in question.

**Church site and building**

In common with most Methodist Churches, the Trustees for Methodist Church Purposes ("TMCP") are a custodian trustee of the church site and building at Putnoe Heights, which is held on the Model Trusts of the Methodist Church Act 1976. Usage of the site and building by Putnoe Heights Church is for those purposes as permitted under the Constitutional Practice and Discipline of the Methodist Church.

A value for the church building held by Putnoe Heights Church is included in the "Statement of Assets and Liabilities" (section G on page 14). This value is the historic deemed cost of the building upon transition to FRS102, based upon an insurance valuation conducted in 2015. Subsequently the accounts of Putnoe Heights Church have shifted to being prepared on a receipts and payments basis and the disclosed valuation is not therefore meant to represent the current market value of property at the year end date.

**Accompanying notes**

Additional accompany notes are given voluntarily where it is felt these will add beneficial information to the reader of the accounts.

**CHURCH  
RECEIPTS AND PAYMENTS  
ACCOUNTS**

**THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS**

<b>Putnoe Heights</b>	<b>Church</b>
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**FOR THE YEAR ENDED**

**31 August 2022**

<b>North Bedfordshire</b>	<b>Circuit</b>	<b>Circuit no</b>	<b>34/01</b>
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**Registered Charity - Charity Registration number**

1190242

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

XN42970

(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 Christopher Sandy

**Church Stewards:**

Jennifer Snelson	
Susan Allen	

**Treasurer:**

Andrew Dennison

## ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

				Putnoe Heights		Church	
			Unrestricted Funds	Restricted Funds	Totals this year		Totals last year
	SECTION A		£	£	£		£
a1	<b>RECEIPTS</b>	<b>Note</b>					
a2	Offerings and Tax recovered	#1	28,003	-	<b>28,003</b>		33,471
a3	Bank and CFB interest and Investment income	#2	495	-	<b>495</b>		540
a4	Lettings	#2	27,371	-	<b>27,371</b>		6,978
a5	Other receipts	#2	1,766	-	<b>1,766</b>		2,494
a6	<b>TOTAL RECEIPTS</b>		<b>57,635</b>	<b>-</b>	<b>57,635 (a7)</b>		<b>43,483</b>
	<b>SECTION B</b>						
b1	<b>PAYMENTS</b>						
b2	Circuit Assessment or Share		37,000	-	<b>37,000</b>		42,875
b3	Donations	#3	1,971	-	<b>1,971</b>		2,791
b4	Repairs and Maintenance	#4	8,093	-	<b>8,093</b>		8,371
b5	Utilities (Insurances, water charges, heating & lighting)	#5	5,787	-	<b>5,787</b>		4,279
b6			-	-	<b>-</b>		-
b7	Other payments	#6	12,469	-	<b>12,469</b>		18,948
b8	<b>TOTAL PAYMENTS</b>		<b>65,320</b>	<b>-</b>	<b>65,320 (b9)</b>		<b>77,264</b>
	<b>SECTION C</b>						
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>	<b>(7,685)</b>	<b>-</b>	<b>(7,685)</b>		<b>(33,781)</b>
c2	Total funds brought forward from last year		57,576		<b>57,576 (c6)</b>		211,357
c3	<b>Sub total</b>	<b>(c1+c2)</b>	<b>49,891</b>	<b>-</b>	<b>49,891</b>		<b>177,576</b>
c4	Transfers and adjustments	#7	119,970		<b>119,970 (c7)</b>		(120,000)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>169,861</b>	<b>-</b>	<b>169,861 (c8)</b>		<b>57,576 (c6)</b>
	<b>SECTION D</b>						
	<b>FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS</b>						
d	<b>(these amounts are not to be included in total receipts/payments figures)</b>				<b>£</b>		<b>£</b>
d1	Balance brought forward from last year				-		212
d2	Offerings/Gifts - received for external organisations				2,400		2,875
d3	Offerings/Gifts - passed to external organisations				2,186		3,087
d4	<b>BALANCE STILL TO BE PAID (d1+d2-d3)</b>				<b>214</b>		<b>-</b>

		Putnoe Heights		Church			
<b>SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL</b>							
<b>SECTION E</b>		<b>Please follow the Guidance Notes to complete this page</b>					
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.							
	<b>INTERNAL ORGANISATIONS</b>	<b>Receipts</b>	<b>Payments</b>	<b>Net Receipts/ Payments</b>	<b>Adjustments</b>	<b>Opening balances</b>	<b>Closing balances</b>
e1	<b>Tuesday Club</b>	-	-	-	-	238	238
e2							
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	-	-	-	-	238 (e11)	238 (e12)
e9	<b>Church accounts (totals brought forward from page 2 - totals column)</b>	57,635 (a7)	65,320 (b9)	(7,685)	119,970 (c7)	57,576 (c6)	169,861 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	57,635	65,320	(7,685)	119,970	57,814 (x)	170,099 (y)
Continue on a separate sheet if necessary and bring the totals forward		<b>TOTAL RECEIPTS</b>	<b>TOTAL PAYMENTS</b>				
<b>SECTION F</b>							
<b>STATEMENT OF ASSETS AND LIABILITIES</b>							
<b>CHURCH - CASH FUNDS HELD at 31 August 2022</b>		<b>OPENING BALANCES</b>				<b>CLOSING BALANCES</b>	
f1	Cash in hand	323				151	
f2	Bank Current Account	16,208				45,397	
f3	Bank Deposit Account	-				-	
f4	Central Finance Board	39,647				2,709	
f5	Trustees for Methodist Church Purposes	1,398				121,827	
f6	Other funds	-				-	
f7	<b>SUB TOTAL - Church accounts</b>	<b>57,576 (c6)</b>				<b>170,084 (c8)</b>	
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	<b>238 (e11)</b>				<b>238 (e12)</b>	
f9	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>57,814 (x)</b>				<b>170,322 (y)</b>	
<b>SECTION G</b>							
<b>OTHER ASSETS and LIABILITIES</b>		<b>At 1 September 2021</b>				<b>At 31 August 2022</b>	
g1	Investments (include Endowments)	-				-	
g2	Land & Buildings (see notes re Insurance value)	3,050,000				3,050,000	
g3	Other Assets	120,000				-	
g4	Loan(s) - show amount outstanding at year end	-				-	
g5	Other Liabilities	236				190	
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)							





	2022				2021		
	Unrestricted	Designated	Total		Unrestricted	Designated	Total
<b>6 Other expenditure</b>							
Church music	470	-	470		140	-	140
Church publications	-	-	-		24	-	24
Worship resources	255	-	255		80	-	80
Licences & permits	806	-	806		817	-	817
Salaries & NI	2,331	-	2,331		8,657	-	8,657
Cleaning Services	5,190	-	5,190		5,952	-	5,952
Cleaning Materials	277	-	277		19	-	19
Equipment hire (photocopier)	607	-	607		607	-	607
Photocopier charges	219	-	219		243	-	243
Postage	24	-	24		87	-	87
Stationery	203	-	203		101	-	101
Telephone & internet	808	-	808		535	-	535
Sundry expenses	365	914	1,279		1,152	535	1,687
Total	<b>11,555</b>	<b>914</b>	<b>12,469</b>		<b>18,414</b>	<b>535</b>	<b>18,949</b>
<b>7 Adjustments in year</b>							
Loan repayment from North Bedfordshire Methodist Circuit			120,000				
Movement in hire deposits held			(30)				
			<b>119,970</b>				
<b>Internal Organisations</b>							
	<u>B/fwd</u>	<u>Income</u>	<u>Outgoings</u>	<u>Transfers</u>	<u>c/fwd</u>		
<b>2022 (All restricted funds)</b>							
Tuesday Club	238	-	-	-	<b>238</b>		
Total	<b>238</b>	-	-	-	<b>238</b>		
<b>2021 (All restricted funds)</b>							
Tuesday Club	238	-	-	-	<b>238</b>		
Total	<b>238</b>	-	-	-	<b>238</b>		