

## Heaton Moor United Church

Annual General Church Meeting

Sunday 15<sup>th</sup> September 2019

### Minutes

Attendance (40) and apologies (11) (see Appendix 1).

**Chair: Raj Patta**

**Secretary: Deborah Symmons**

1. Raj Patta opened the meeting in prayer
2. **Minutes of the meeting held on 30<sup>th</sup> June 2019**  
These were accepted as a correct record. There were no matters arising not dealt with elsewhere in the meeting.
3. **Report from the Leadership Team (Jim Lowe - JL)**  
JL presented the Leadership Team (LT) report (see Appendix 2)
  - 3.1 The LT have been working on the job descriptions for a proposed new Community Worker and reconfigured Pastoral Worker posts (see below), based on a standard template. In response to a question from Graham Adams (GA), Roy Dudley-Southern reported that Children's Work would be the responsibility of the whole LT (including both Lay Workers). GA requested that the team should be held to account for that work. RDS agreed that the LT would take this into account and reflect it in the job descriptions. RP reported that anyone could review and comment on the job descriptions.
  - 3.2 The meeting was asked to approve, in principle, the appointment of a part-time Community Worker (new post) and a change in role of the Pastoral Worker (existing post). These resolutions were passed (by show of hands) with one abstention and none against.
  - 3.3 The LT have identified a need to review the Sharing Agreement between the URC and Methodist Churches which was drawn up 7 years. They will bring this back to the meeting at a later date.
4. **Election for the Leadership Team**  
One nomination had been received (Carol Jack). Voting was by ballot paper. CJ was elected (36 votes for, 2 abstentions, 1 against).
5. **Property committee (Ian Anderson)**  
Ian Anderson (IA) gave the property report (see Appendix 3).  
In response to a question by Linda Knott, IA reported that the committee were looking into the viability of installing a dishwasher in the kitchen.
6. **Finance report (Jim Lowe).**  
JL explained that the church administrator role included maintaining the accounts of the church. Thus, going forward, Sharon Heginbotham (SH) will be HMUC Finance Officer and JL will be the Honorary Treasurer. JL will present statements about the financial position to the Church Meeting.

JL presented the financial reports (see Appendix 4).

#### **6.1 Finalised accounts for 2017-8**

There had been a delay in obtaining true balance figures for the URC holdings and thus a delay in producing balanced accounts for HMUC. These accounts have now been independently audited. The meeting voted to accept the audited accounts.

#### **6.2 Accounts for 2018-9**

These accounts are awaiting statements on the final account holdings at 31/08/2019 from TMCP and the URC. Letting income from the Leegate Road manse has now ceased. The manse has now been sold. It is anticipated that HMUC will receive around £175,000 from the sale which will be added to the Mission Fund. The proposed grant of £200,000 to Connect is still paused.

There is, as yet, still no overall plan for the use of the Mission Fund. Discussions will involve the whole church.

Members of the meeting were invited to contact either SH or JL if they have any questions about the financial report.

### **7. Fundraising committee – (Jim Lowe)**

JL gave the Fundraising report.

During the 12 months up to 31<sup>st</sup> August, £3600 was raised for the Church Charity. Half will go to Lebone and half to Parkinsons UK.

The Church Charities for 2019-20 are Samaritans (local charity) and Shelter, South India (for children with HIV)(overseas charity).

The next fund raising event is the Schools Brass Band Concert on 12<sup>th</sup> October. The church Christmas Fair is on 7<sup>th</sup> December.

### **8. Any other business**

#### **• Minister's Report**

The Methodist Church has published a report on Marriage and Relationships. This is to be discussed in every church. People in the Circuit are currently undergoing training to lead these discussions.

The Revd Cathy Bird has taken up her post as Superintendent of the Stockport United Circuit which comprises 11 churches. There are plans for the Romiley Circuit (5 churches and 2 ministers) to join this Circuit in September 2020.

Within the URC all three local LEPs are part of a Missional Partnership which comprises 16 churches.

#### **• Monthly Tea Dance**

The Tea Dance due to be held on 17<sup>th</sup> September will be the last one unless a new volunteer is found to co-ordinate the event.

- **Church Directory**

The church administrator (SH) is compiling a new church directory of phone numbers only. This will be on an 'opt out' basis. Members are asked to contact her if they do not wish their phone numbers to be in the directory. Roy Dudley Southern requested that the directory also include e-mail addresses.

**9. Date of next meeting**

12<sup>th</sup> January 2020

Signed.....

Date.....

Church meeting

Attendance List

Sunday 15<sup>th</sup> September 2019

Graham Adams	Ruth Sangan	<b>Apologies</b>
Betty Allport	Shirley Sharp	Sheryl Adams
Ian Anderson	Pat Simister	Margaret Anderson
Peter Aspinall	Joyce Sinclair	Eileen Aspinall
Noreen Baillie	Audrey Smith	Mark Field
Michael Ball	David Smith	Sharon Heginbotham
Connie Cornwall	Carol Swainston	Marilyn Miller
Pat Davies	Deborah Symmons	Alan Shore
Anne Dent	Janet Williams	Carole Shore
Bob Docherty		Ian Shore
Susan Docherty		Sharon Shore
Stephanie Donaldson		Beryl Swann
Roy Dudley Southern		
Joan Evans		
Garry Evans		
Valerie Evans		
Margaret Field		
Linda Fleming		
Anne Hunt		
Carol Jack		
Arnold Jones		
Beryl Jones		
Linda Knott		<b>Chair</b>
Louise Lee		Raj Patta
Madeline Lewis		
Jim Lowe		
Barbara Lowe		
Dorothy Mason		
Gwyneth Mason		
Gwen Penk		
Rosanne Rayner		

Heaton Moor United Church 15<sup>th</sup> September 2019

## Leadership Report

There have been 2 meetings of the leadership team since the last church meeting. The main task has been finalising the Job Description and Job specification for the Community worker. These have now been done and are now with the District Lay employment officer to ensure that we are meeting all the requirements needed. The Job then can be advertised and hopefully the new person will start in January.

During the process of looking at the new role, Linda's and Sharon's jobs have been reviewed and job descriptions updated.

Sharon has had her contract made permanent after completing her probationary period.

Linda has been consulted and contributed greatly to the community worker's job description and assisting in writing up a Pastoral Support Worker job description which she will take over from the point that the new person starts.

This will mean that we will have 3 lay workers:

Church Administrator: 20 hours a week, working Mon, Wed & Fri

Pastoral Worker: 25 hours a week, flexible working

Community Worker: 20 hours a week.

Before these changes can take place, the meeting is required to pass 2 resolutions:

1. To change the Family and Youth worker's role to a Pastoral Support Role.
2. To recruit a Community Worker.

The leadership Team is also looking at a Community Sponsorship Scheme for refugees. It is going to arranged for a member of Caritas (organisation already running the scheme) to come and present to the Leadership team.

Alongside looking at the Community Sponsorship Scheme, the Leadership team will be looking at the Sharing agreement that was drawn up 7 years ago, to rewrite to reflect what the church has now developed into.

It is good that we have received a nominee for the Leadership team.

Heaton Moor United Church AGM 15<sup>th</sup> September 2019

## PROPERTY GROUP REPORT

There has been one Property Group meeting since the last church meeting, held on August 20<sup>th</sup> 2019, in the Patio Room.

A proposal for resolving the problem of the sunlight crossing the screen has been presented to the Leadership Team. In essence it will involve the sighting of two TV screens so that wherever one is seated words will always be visible.

Our garden is causing us concern, in that we do not seem to have the manpower to keep it tidy as we would like. To that end we are investigating the employment of contractors, initially to do a complete tidy up, followed by regular visits.

We are intending to have the office doors fitted with window slots for health and safety reasons.

Chairs with arms are expected imminently. We will then dispose of the dirty old ones.

We have a Defibrillator on site and are planning to install it on the wall to the left of the lift.

We have had replaced the eight blown double glazed units in the Main Hall.

We are planning to have the floors in the Main Hall, Patio Room and Coffee Lounge,-cleaned, either in the half-term break or during the Christmas break.

Possibly, at the same time, a deep clean of the kitchen is anticipated.

All storage areas have been tidied up. Thanks go to Sharon, our Administrator.

And in relation to this, we are planning to have built in storage, with lockable cupboards, in the Quiet Room.

Ian Anderson  
Chair of Property Group

## Heaton Moor United Finance Report Sept 15<sup>th</sup> 2019

Attached are the approved accounts for 2017/2018, these have been approved by the Leadership team and an Independent Examiner. They just now need to be approved by the Church Meeting. They have taken so long to be approved due to an issue with getting an up to date figure regarding the URC holdings. Once the correct figure was obtained it came to light that holdings have been incorrectly reported. This has been shown as an adjustment of £10,721 instead of £55,000 (the withdrawal amount that year) to reflect the fact that accrued interest had not been reported for several years.

Resolution: Do you approve the 2017/2018 accounts?

### 2018/2019 Accounts

I have also attached a draft copy of the 2018/2019 accounts, these accounts are not finished yet as waiting for the final account holdings from TMCP and the URC. The year end was August.

There have been no withdrawals this year due to receiving money from renting the Manse out to Stuart. This was stopped in March and the Manse has now been sold subject to contract. The final figure it sold for hasn't been released by the URC so I don't know how much we will receive from the sale. A rough idea is around £175,000, which is 35% of £500,000.

There is a continuing trend of the offerings decline, however there has been an increase in the room lettings which balances the decline.

I am in talks with the NW Synod to recoup the Direct Debits for Water and Council Tax which have not been stopped for the manse by them although both have been cancelled and informed by Stuart when he moved out and readings were sent.

The replacement of the boiler has crossed over last years accounts and this year's accounts, hence the large figure for maintenance. There has been a decrease in our heating costs from last year, due to the boiler being changed.

Other payments include general running of the office, coffee, flowers and wages. This less this year due to extra cost we had last year setting up the website, purchase of the photocopier and a larger wage bill due to the administrator working 25 hours, which has been reduced to 20 on the new appointment.

If you have any queries, please contact me.

Dementia Friends has donated funds to pay for the tables and new chairs with arms which came to a total of £2894.53. Which is a lovely gesture Thank you.

#### 2019/2020 Account Forecast

There will be a need to remove some money from the Mission Matters Funds this year to cover costs of projects being planned by various groups and to cover our costs for this year's contribution to the Circuit and M&M. This will be the first year on the new M&M levee of 1% of our holdings alongside the normal assessment. Which will be approx. £6800 pushing our assessment up to £58,000.

Sharon

**URC (North Western Province) Trust Ltd**

**Deposits and Investments Held for Heaton Moor United Church at 31/08/18**

<u>Type</u>	<u>Details</u>	<u>Fund</u>	<u>Units</u>	<u>Price</u>	<u>Market Value</u>
Deposits account	COIF Charities Deposit Fund	General			£324,844.57
Investments	Castlefield Investment Balanced Units	General	6,969.3936	£1.6667	£11,615.89
Investments	Castlefield Investment Balanced Units	Betty Munroe	156,557.3955	£1.6667	£260,934.21
<b>Total</b>					<b>£597,394.67</b>

**Transactions**

					<u>Proceeds</u>
08/08/2018	Castlefield Investment Balanced Units	Betty Munroe	21150.5922	£1.6548	£35,000.00
	<i>Processed through bank account on 24th August 2018</i>				
01/05/2017	Castlefield investment 'B' shares		69	£1.1868	£81.89

**THE METHODIST CHURCH  
STANDARD FORM OF ACCOUNTS**

Heaton Moor United Church	Church
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FOR THE YEAR ENDED

31 August 2018

Circuit	Circuit no	
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**Registered Charity - Charity Registration number**

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 Paul Brewerton
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Church Stewards:

Peter Aspinall	Mark Field
Ian Shore	Babara Lowe
Jim Lowe	Bob Docherty
Sue Jones	Roy Dudley-Southern
Arnold Jones	

Treasurer:

S Heginbotham
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**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 2018 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	Toddler Group	879	883	(5)		92	88
e2	Ladies Fellowship	575	1,042	(467)		1,249	782
e3							
e4							
e5							
e6							
e7							
e8	Sub total of Internal Organisations funds	1,454	1,926	(472)		1,341 (e11)	869 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	134,271 (a7)	154,446 (b9)	(20,174)	(10,721)	710,999 (c6)	680,104 (c8)
e10	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>135,726</b>	<b>156,372</b>	<b>(20,646)</b>	<b>(10,721)</b>	<b>712,340 (x)</b>	<b>680,973 (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 2018**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	4,043	35,176
f3	Bank Deposit Account		
f4	Central Finance Board		
f5	Trustees for Methodist Church Purposes	47,533	47,533
f6	Other funds	659,423	597,395
f7	<b>SUB TOTAL - Church accounts</b>	<b>710,999 (c6)</b>	<b>680,104 (c8)</b>
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	<b>1,341 (e11)</b>	<b>869 (e12)</b>
f9	<b>TOTAL CASH FUNDS HELD BY CHURCH</b>	<b>712,340 (x)</b>	<b>680,973 (y)</b>

**SECTION G**

**OTHER ASSETS and LIABILITIES**

	At 1 September 2017	At 31 August 2018
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)

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	60,840		<b>60,840</b>	62,746
a3	Bank and CFB interest and Investment income	7,973		<b>7,973</b>	10,746
a4	Lettings	39,363		<b>39,363</b>	21,654
a5	Other receipts	15,606	10,489	<b>26,095</b>	13,861
a6	<b>TOTAL RECEIPTS</b>	<b>123,782</b>	<b>10,489</b>	<b>134,271 (a7)</b>	<b>109,007</b>

SECTION B		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	50,000		<b>50,000</b>	50,000
b3	Donations	6,675		<b>6,675</b>	6,665
b4	Repairs and Maintenance	22,216		<b>22,216</b>	18,573
b5	Utilities (Insurances, water charges, heating & lighting)	7,631		<b>7,631</b>	6,957
b6	Manse	8,866		<b>8,866</b>	9,137
b7	Other payments	57,000	2,057	<b>59,058</b>	38,566
b8	<b>TOTAL PAYMENTS</b>	<b>152,388</b>	<b>2,057</b>	<b>154,446 (b9)</b>	<b>129,898</b>

SECTION C		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	(28,606)	8,432	<b>(20,174)</b>	(20,891)
c2	Total funds brought forward from last year	704,660	6,339	<b>710,999 (c6)</b>	711,890
c3	<b>Sub total</b>	<b>676,054</b>	<b>14,771</b>	<b>690,825</b>	<b>690,999</b>
c4	Transfers and adjustments	(10,721)		<b>(10,721) (c7)</b>	20,000
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>665,333</b>	<b>14,771</b>	<b>680,104 (c8)</b>	<b>710,999 (c6)</b>

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 above)		
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations	5,498	4,485
d3	Offerings/Gifts - passed to external organisations	5,498	4,485
d4	<b>BALANCE STILL TO BE PAID</b>		
	(d1+d2-d3)		

## DECLARATIONS

### Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer  Date

Name

Address

### Presentation to the \*Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on   
and were approved.

Signature of the Chair of the meeting

Name of the Chair of the meeting

Date

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

Church

This Report is on the Church Accounts for the year ended 31<sup>st</sup> August  2018

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner’s Report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner’s Statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below\*):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply appropriate*

(3) I have/have not\* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

*\* Please circle as appropriate*

Name

Signature

Relevant Professional qualification or body

Address

Date

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	<b>RECEIPTS</b>				
a2	Offerings and Tax recovered	55,393		<b>55,393</b>	60,840
a3	Bank and CFB interest and Investment income	10,288		<b>10,288</b>	7,973
a4	Lettings	41,045		<b>41,045</b>	39,363
a5	Other receipts	4,587	5,970	<b>10,619</b>	26,095
a6	<b>TOTAL RECEIPTS</b>	<b>111,313</b>	<b>5,970</b>	<b>117,345 (a7)</b>	<b>134,271</b>

SECTION B					
b1	<b>PAYMENTS</b>				
b2	Circuit Assessment or Share	50,000		<b>50,000</b>	50,000
b3	Donations	5,239		<b>5,239</b>	6,675
b4	Repairs and Maintenance	27,447		<b>27,447</b>	22,216
b5	Utilities (Insurances, water charges, heating & lighting)	5,657		<b>5,657</b>	7,631
b6	Manse	4,446		<b>4,446</b>	8,866
b7	Other payments	36,521	10,591	<b>40,496</b>	59,058
b8	<b>TOTAL PAYMENTS</b>	<b>129,310</b>	<b>10,591</b>	<b>139,901 (b9)</b>	<b>154,446</b>

SECTION C					
c1	<b>NET RECEIPTS/PAYMENTS FOR THE YEAR</b>	<b>(a6-b8)</b>			
		(17,997)	(4,621)	<b>(22,618)</b>	(20,174)
c2	Total funds brought forward from last year	665,333	14,771	<b>680,104 (c6)</b>	710,999
c3	<b>Sub total</b>	<b>(c1+c2)</b>	647,336	<b>657,486</b>	<b>690,825</b>
c4	Transfers and adjustments				(10,721)
c5	<b>TOTAL FUNDS AT END OF YEAR</b>	<b>(c3+c4)</b>	<b>647,336</b>	<b>657,486 (c8)</b>	<b>680,104 (c6)</b>

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 above)	£	£
d1	Balance brought forward from last year		
d2	Offerings/Gifts - received for external organisations	5,498	4,643
d3	Offerings/Gifts - passed to external organisations	5,498	4,643
d4	<b>BALANCE STILL TO BE PAID</b>		
	(d1+d2-d3)		