



# Trustees' Annual Report

for the period

From (start date)  to (end date)

## Section A Reference and administration details

Charity name   
(Registered Charity name)

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Include		Church Council
2		Minister,		
3		Secretary,		Or
4		Treasurer etc		
5				Ex-officio
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Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Trustees for Methodist Church Purposes (Custodian Trustee)	-

**Section A Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
Architect		
Auditor		
Solicitor		

Name of chief executive or names of senior staff members (optional information)

Minister, Treasurer, Secretary etc

**Section B Structure, governance and management**

Description of the charity's trusts

Type of governing document (eg trust deed, constitution) Act of Parliament

How the charity is constituted (eg trust, association, company) Trust

Trustee selection methods (eg appointed by, elected by) Appointed by Church Council/some ex officio

Additional governance issues (optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Induction/Training**

- Range of guidance produced by Methodist Connexion
- Leaflet 'The Role of a Trustee' given to each trustee

**Structure**

- Part of South Central Circuit
- Accountable to the Methodist Conference

**Related Parties**

?

**Risks**

- Discussed by Church Council
- Take professional advice as required
- Regular review process
- Adopted Safeguarding Policy

**Section C****Objectives and activities**

Summary of the objects of the charity set out in its governing document

Set out in the Methodist Church Act 1976 (clause 4) - synopsis - Advancement of Religion and any charitable purpose of the Methodist Church or church organisation. (See Methodist Church Act 1976)

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

See information provided by your church on Charity Registration Application under 'Religious Activities'

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Local Churches, Circuits and Districts are not defined as (external) grantmaking bodies

Funds for our building project are invested with Trustees for Methodist Church Purposes as required by Standing Orders.

The main part of our church activities is undertaken by lay persons (volunteers)

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

(Examples)

- Established youth activity or group
- Organised mission outreach programme
- Shared series of Easter events with Anglican church
- Set up weekly lunches for the elderly in the community
- Extended coffee bar opening to two evenings a week
- Held annual holiday club in August for 6 – 11 year olds

**Section E Financial review**

Brief statement of the charity's policy on reserves

- Maintain reserves equal to 6 months expenditure
- Organise regular fundraising events
- Model trust bequest to fund youth activity
- Finance Group meets twice a year and reports to Church Council

Details of any funds materially in deficit

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Sources of Funds**

Weekly offerings, Tax Recoveries, Donations, Fund-raising Events

**Expenditure on Objectives**

- new youth activity £1,000
- extended coffee bar £2,500

**Investment policy**

We have no long term investments

**Section F Other optional information**

**Contingency plans**

In order to accommodate increasing church activities mid week we plan to apply to the District for Consent to carry out improvements to the Church hall, kitchen and toilet facilities

Estimates to be obtained.

**Section G Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date