

Trustees' Annual Report for the period						
Period start date			Period end date			
From	01	09	2008	To	31	08 2009

Section A Reference and administration details

Charity name XXXXXXXXXXXXXXXXXXXX Methodist Circuit

Other names charity is known by

Registered charity number (if any) XXXXXXXXX

Charity's principal address XXXXXXXX
 XXXX,
 XXXXXXX
Postcode XXXXXXX

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)

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed Of Union (1932) and Methodist Church Act (1976)
How the charity is constituted (eg. trust, association, company)	Act of Parliament
Trustee selection methods (eg. appointed by, elected by)	Appointed by local churches and existing trustees Ministers are automatically trustees

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 in The Methodist Church' given to each trustee.

Structure

- ◆ Part of the xxxxxxx District.
- ◆ Accountable to the Methodist Conference.

Related Parties

- ◆ Conversations taking place with the xxxxxxx Circuit regarding the creation of a combined Circuit.

Risks

- ◆ Considered by the Circuit Leadership Team.
- ◆ Take professional advice as required.
- ◆ Regular review process.
- ◆ Adopted Safeguarding Policy and ensured it is rolled out to the churches

Section C Objectives and activities

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

The purposes of the Methodist Church are and shall be deemed to have been since the Date 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, Circuit, local or other organisation of The Methodist Church;
- c) Any charitable purpose for the time being of any society or institution 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.

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)

The Circuit produces a quarterly preaching plan to ensure regular acts of worship take place at each of the 10 Methodist Churches and one Local Ecumenical Partnership in its geographical area. These are open to all people, without charge.

The Circuit is directly involved with plans to provide a chaplaincy service at the Airport.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

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.

The Circuit Model Trust Fund had a balance at the year end of xxxxx. This fund derives from sales of chapels and manses and is restricted by the Conference. This restriction is an internal regulation though the fund can be used for a variety of purposes. The Circuit Leadership team has drawn up a set of ground rules, which have been accepted by the Circuit Meeting, to ensure grants made from the Circuit Model Trust Fund are used effectively for mission and capital works. Grants amounting to £8,000 have been approved for 3 separate schemes.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- a) Circuit Policy Document – This is reviewed annually (at the March Circuit Meeting) and updated as required to reflect the current structure and aspirations of the Circuit.
- b) Mapping a Way Forward – As part of the review of Circuit Boundaries we are planning conversations with adjacent Circuit(s). The purpose of this review is to create Circuits that more closely match available human and financial resources, whilst delivering a more effective service.
- c) Circuit Sustainability Review – This is being undertaken to minimise our carbon footprint. The first stage is to check the manses for cavity wall and loft insulation. New central heating boilers have been installed in two manses during the year.
- d) Churches' Audit – An audit of each church has been undertaken to identify strengths and weaknesses. It is intended to use the information gathered to direct resources where they will most effectively deliver.
- e) Fixed Assets – We aim to dispose of land and buildings no longer required by the Circuit. Work is well advanced to dispose of the xxxxxxxx Cemetery when market conditions improve. Preliminary work has begun to investigate the sale of the burial ground at xxxxxxxxxxxx.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Reserves Policy for the XXXXXX Circuit is to hold a sum equivalent to 3 months' average expenditure. This should be sufficient to meet any unforeseen item of major expenditure on manses and / or to be able to continue, in the short term, funding planned activities in the event of the closure of a large church or an inability to raise the full Circuit Assessment from churches. As part of our forward planning, expenditure forecasts are prepared looking 5 years ahead.

It is necessary to hold sufficient working capital to enable the quarterly payment of stipends and business expenses for 5 ministers and a part time Church Family Worker and our contribution to the District.

Details of any funds materially in deficit

There are 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.

In the 2008/9 accounts:
 95% of the Circuit's income was provided by the local churches.
 55% of expenditure was on pay and related costs.
 19% of expenditure was on property, including the provision of a conservatory to the XXXXXX Manse.
 17% of expenditure is our contribution to the District, of which part is used to fund the work of the wider Methodist Church.

Section F Other optional information

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)	XXXXXXX	XXXXXXX
Position (eg Secretary, Chair, etc)	Chair (Superintendent Minister)	Secretary
Date		