

Connexional Manse Trustees (CMT) Report for the years 2016-17 and 2017-18

Contact Name and Details	The Revd Paul H Davis Chair of the Connexional Manse Trustees Committee Paul.davis@methodist.org.uk
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1. Constitution and Operational Guidelines

- 1.1. The Trustees were established by the Methodist Council for the management, maintenance and sale/purchase/lettings of manses for ministers who are members of the Connexional Team or other people whom the Methodist Council has asked the Trustees to house. (See Methodist Council minutes 95.3.29; 96.3.18; 98.2.19; MC/03/05.)
- 1.2. The Trustees continued to implement the 'Connexional Manse Guidelines' and the covering paper 'Decisions on Process' approved by the Strategy and Resources Committee on 7 December 2010 (See para.1.3 of the Trustees' Report to the Methodist Council for the year ended 31 August 2011 as varied by the Guidelines referred to in para 6.6 of this Report).

2. List of Trustees

The Revd Paul H Davis (Chair from 20/1/16)
Mr Reg Everest (to June 2018)
Mr Cliff Lewer
Mrs Hilary Porter
Mr David Stabler

The Trustees meet 3 or 4 times a year and are in regular phone and email contact with each other, and relevant staff in the Connexional Team.

3. Trustee Changes

Mr Reg Everest stood down as Trustee in June 2018. The trustees expressed their grateful thanks for his efforts and guidance as a member of the Connexional Manse Trustees for four years.

4. Manse purchases, sales, and lettings

- 4.1 The Trustees continued to be involved throughout this year not only in the management of some 26 connexional manses but also in the purchase, sale and letting of manses.

The Trustees acquired the following manses:

2017-18

- 1 Foxes Hollow, Haslington, Crewe, CW1 5SN £308,000 (completed 5 November 2018).

The Trustees disposed of the following manses:

2016-17

- 26 Bewick View, Birtley £270,000.

2017-18

- 1 Lowes Fall Durham £460,000
- 28 Cherry Blossom Close Northampton £290,000
- 340 Goldington Road Bedford £408,000

- 4.2 The Trustees were also involved in the approval of removal quotes and agreeing specifications and contract terms for post-completion works of repair and renovation and the provision of furnishings and “white goods” and other miscellaneous matters.
- 4.3 There is a need to recruit one new trustee for the Midlands area.
5. **Major Repairs/ Improvements** were carried out at:
2016-17 – At five manses
(26 Andover Road, Winchester, SO22 6NW / 12 Brooke Piece, Beds, MK43 0YS / 3 Chestnut Close, London Nw14 4SG / 190 Headstone Lane, North Harrow, HA2 6LX / 35 Woodridge Avenue, Birmingham, BS32 1RE)
- 2017-18 - At four manses
(26 Andover Road, Winchester, SO22 6NW / 29 Briar Road, Kenton, Harrow, HA3 0DP / 37 Twyford Avenue, London, N2 9NU / 35 Woodridge Avenue, Birmingham, B32 1RE)
6. **Projects/issues arising/on-going**
- 6.1 **Format of invoices** and early settlement for small businesses.
- 6.2 **Learning Network - Pro-forma Presbyters’ reasoned statement re** special requirements, specifications for accommodation, furnishings, “white goods”.
- 6.3 **Connexional Manses Property Return** - based on District Property Return on-going.
- 6.4 **Maintenance programmes/Quinquennials** - on-going
- 6.5 **Link Trustees and Local Contacts** - on-going
- 6.6 **Insurance** of connexional manses (buildings and contents), reviewed and discussed with Methodist Insurance PLC (MIC). The Trustees identified a need for a Trustee to be the direct link to the MIC for correspondence and discussion and this has now been achieved. The valuations for insurance purposes on a re-instatement basis have been reviewed along with ensuring that adequate cover was in place for the contents owned by the Connexion. They have put in place a process for a review and are grateful for the continued support from MIC- on-going
- 6.7 **Procurement Guidelines:** central procurement management system. CMT often use small businesses and the attempt to bring into the central procurement system was discussed - on-going.
- 6.8 **Legal** Sintons continue to be the appointed solicitors – on-going.
- 6.10 **Asbestos surveys:** The Trustees have started the process to arrange surveys to be undertaken as soon as practicable for those manses that require them - on-going.
- 6.11 **Miscellaneous:** The Trustees began to address how invoices paid by the ministers resident in the house could avoid being included in P11D as a benefit in kind.
7. **Model Trusts**
The Trustees are indebted to TMCP, Sintons and solicitors acting for the Methodist Church for their advice and expertise with regard to purchase and letting transactions over the years.

8. Financial Matters, Quinquennial Reports etc.

- 8.1 The funding for the purchases of properties as manses has been provided from the CMT capital fund held within the general Methodist Church Fund and/or the Fund for the Support of Presbyters and Deacons through the Finance team at Methodist Church House. Sales are also channelled through the Finance team, liaising with TMCP.
- 8.2 At their meetings the Trustees have received Financial Reports. They have reviewed maintenance programmes and monitored budget performance on capital and revenue expenditure (See the Income and Expenditure Statement for the y/e 31 August 2017 and y/e 31 August 2018 annexed).
- 8.3 They have also monitored the carrying out of district visits and Quinquennial Inspections, noting the reports and arranging for the recommendations for the repairs/specialist inspections agreed, to be implemented within the relevant timescale whenever practicable and reasonable.

9. Plans for future periods

- 9.1 To continue the policies referred to in paragraphs 1 and 6.6 of this Report all of which are kept under review.
- 9.2 To continue and complete if possible the projects marked as “on-going” in para 6 above.
- 9.3 To meet the urgent need to recruit Local Contacts for the manses at 7 Bourne Close, Thames Ditton – 12 Brooke Piece, Maston Moretaine – 3 Chestnut Close, N14 – 92 Coleford Bridge Road, Camberley – Croftdene, Bedford – 190 Headstone Lane, Harrow - 10 Makepeace Avenue, N6 – Rushdale, Bakewell, 37 Twyford Avenue, N2 – all of which are being covered by Richard Farmery in the interim.
- 9.4. In addition to those manses the Local Contact for the following is expected to retire in the near future: 29, Briar Road and 3, Mount Stewart Avenue Harrow and 56, Ravenscroft Avenue Wembley.

10. Conclusion

- 10.1 The Trustees wish to record their gratitude to all the Local Contacts for the support they have given to ministers and their families and to the Trustees themselves. The Local Contacts, who are all volunteers, provide such a valuable link between the manse occupants and the Trustees and indeed the staff at Methodist Church House.
- 10.2 The Trustees wish to thank all those members of the Connexional Team who have assisted them in their work.
- 10.3 This is a report covering two years and I am grateful for the support and collegueship of my co-trustees as without their support none of this work could have been achieved. The efficient way in which matters are dealt with between meetings via email and telephones ensures much is completed before meetings.
- 10.4 The Trustees’ concern is not just the fabric and condition of the manses but the well being and comfort of the ministers who live in them. For those in London the aim is that the commute into MCH is easy. For those elsewhere the desire is an appropriate location. For some period of time the district visits to manses in the London District have not taken place. A schedule of visits has now been arranged and manses visits have begun.

*****RESOLUTION**

22/1. The Council receives the report.

Management accounts for Connexional Manses - 2016/17 & 2017/18

Fund Code	CC	AcctHeadingName	Category Name	Nominal Code Name	Nominal	2017/18			2016/17			
						Actual YTD	Annual Budget	Sum of Variance	Actual YTD	Annual Budget	Sum of Variance	
700	455	Income	Investment Income	Bank Interest Receivable	1355	(6,591)	(4,949)	1,642	(4,876)	(4,949)	(74)	
				Investment Income	1300	(21,830)	0	21,830	0	0	0	
				Investment Income Total			(28,421)	(4,949)	23,472	(4,876)	(4,949)	(74)
				Rental income	Rent Receivable	1350	(37,587)	(30,000)	7,587	(47,855)	(15,500)	32,355
				Rental income Total			(37,587)	(30,000)	7,587	(47,855)	(15,500)	32,355
				Income Total			(66,008)	(34,949)	31,059	(52,730)	(20,449)	32,281
			Expenditure	Committee Costs	Committee Accommodation	4320	111	450	339	60	300	240
					Committee Travel Expenses	4321	942	3,500	2,558	648	3,500	2,852
					Other Committee Exps	4322	102	105	3	0	100	100
					Committee Costs Total		1,155	4,055	2,900	708	3,900	3,192
		Facilities		Manse Costs - Removal Expenses	4523	9,643	13,530	3,887	2,085	13,200	11,115	
				Rent Payable - Premises Cost	4445	4,500	0	(4,500)	7,500	12,000	4,500	
				Utilities	4501	16,194	8,695	(7,499)	10,839	8,250	(2,589)	
				Manse Costs - General	4521	56,649	70,990	14,341	53,266	95,000	41,734	
				Manse Costs - Repairs	4522	28,650	87,750	59,100	54,847	78,000	23,153	
				Facilities Total		115,635	180,965	65,329	128,538	206,450	77,912	
		Insurance		Insurance – General	4911	0	0	0	0	1,400	1,400	
				Insurance – Premises	4912	23,079	27,500	4,421	23,634	30,000	6,366	
				Insurance Total		23,079	27,500	4,421	23,634	31,400	7,766	
		Net Gains / Losses	Net Gains/Losses on Invest. Unrealised	3930	(26,935)	0	26,935	0	0	0		
			Net Gains / Losses Total		(26,935)	0	26,935	0	0	0		
		Other Costs	Depreciation - Fixtures & Fittings	4932	15,443	0	(15,443)	14,798	0	(14,798)		
			Other Professional Fees	4670	3,310	3,310	0	1,825	300	(1,525)		

	Miscellaneous Expenses	4700	98	0	(98)	18	0	(18)
	Professional Fees - Legal Expenses	4552	0	750	750	900	0	(900)
	Telephone & Fax & Internet	4432	773	2,819	2,046	3,070	2,750	(320)
	TMCP Investment Charges	4910	1,575	429	(1,146)	1,043	1,775	732
	Travel – UK	4673	0	0	0	22	0	(22)
	Depreciation - Computer	4931	0	0	0	383	0	(383)
	Publications, Newsletters Etc. - Free Materials	4310	0	0	0	0	13	13
	Books, Printing, Stationery & Copying	4430	0	0	0	35	0	(35)
	Other Costs Total		21,198	7,307	(13,891)	22,095	4,838	(17,256)
	Expenditure Total		134,132	219,827	85,695	174,974	246,588	71,614
Grand Total			68,125	184,878	116,753	122,244	226,139	103,895