

Report from the Connexional Manse Trustees for the Year Ended 31 August 2016

Contact Name and Details:	The Revd Paul H Davis Chair of the Methodist Connexional Manse Trustees 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 presbyters and deacons who are members of the Connexional Team or other people who 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 SRC 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 January 2016)
Mr Reg Everest
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, with Richard Farmery (Facilities and Property Coordinator), with Nick Moore (Head of Support Services Cluster).

3. Trustee Changes

The Chair Mr Andrew Thorneley who had announced his intention to retire stood down at the meeting on 20 January 2016. The trustees expressed their grateful thanks and gratitude for his wise leadership and his membership of the Connexional Manse Trustees for ten 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 manse:
- 12 Brooke Piece, Marston Moretaine, Bedfordshire MK43 0YS £409,995 (completed 6 November 2015).
- 4.2 In the year the Trustees have instructed Sinton Solicitors to act for them for future purchases.
- 4.3 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.

- 4.4 Throughout this period the Trustees were aware of the need to operate within the connexional manse trustees (CMT) guidelines (which, having been approved by the Trustees and the SRC
- 4.5 There is a need to recruit one new trustee for the Midlands area.
5. **Major Repairs/ Improvements** were carried out at nine properties.
6. **Projects/issues arising/on-going**
- 6.1 **Format of invoices** and early settlement for small businesses.
- 6.2 **DMLN- Pro-forma Ministers' reasoned Statement re** special requirements, specifications for accommodation, furnishings, "white goods".
- 6.3 **Connexional Manses Property Return-** based on District Property Return (See para. 8.5 in 2014 Report) - 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 that the valuations for insurance purposes on a re-instatement basis needed to be 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 on-going 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 **Protocol and Procedure** agreed with TMCP and the Methodist Council for the use of Model Trust 2 for the transfer and acquisition of connexional manses from Methodist Districts and other legal entities within the Connexion.
- 6.9 **Legal** Conveyancing costs reviewed and Sintons appointed.
- 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 in Manchester, Sintons and the solicitors acting for the Methodist Church for their advice and expertise with regard to sale, purchase and letting transactions during the year.

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.
- 8.2 At their meetings the Trustees have received regular Financial Reports. The Trustees have reviewed maintenance programmes and monitored budget performance on capital and revenue expenditure, and also advice from the Finance Department about the implications of Form P11D (Presbyters' income tax position) on the timing of relevant property repairs/replacements.
- 8.3 The trustees 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 paragraph 6. ante.
- 9.3 To meet the urgent need to recruit Local Contacts for some manses.

10. Conclusion

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.

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 Methodist Church House is easy. For those elsewhere in the connexion the desire is an appropriate location. For some period of time the district visits to manses in the London District have not taken place. It was hoped to address that in 2016-17. It seems that this will not happen until 2017-18.

*****RESOLUTION**

101/1. The Council receives the report.