

## 28. Trustees for Methodist Church Purposes (TMCP)

<b>Contact names and details</b>	The Revd Dr Keith Davies, Chair of the Board <a href="mailto:kjs.davies63@btopenworld.com">kjs.davies63@btopenworld.com</a> Mrs Anne Goodman, Chief Executive <a href="mailto:goodmana@tmcp.methodist.org.uk">goodmana@tmcp.methodist.org.uk</a>
<b>Subject and aims</b>	This report provides a summary of the service and work undertaken by the Trustees for Methodist Church Purposes (TMCP) in its role as Custodian Trustee.
<b>Resolution</b>	28/1. The Conference receives the Report.
<b>Background context and relevant documents</b>	A full copy of the Trustees Report and Accounts for the year ended 31 August 2018 is available from TMCP's website: <a href="http://www.tmcp.org.uk/about/publications">www.tmcp.org.uk/about/publications</a>

### Section 1: Building a Sustainable Future Together

The purpose of the Board (TMCP) is to serve the Methodist Church in the advancement of the Christian faith in accordance with its doctrinal standards and discipline, and any charitable purpose of the Methodist Church or Church organisation.

#### ***Our mission is to serve the Methodist Church***

Our mission is to support and strengthen the Methodist Church, both by providing practical support to Managing Trustees and by working closely and effectively with our colleagues in the Connexional Team.

We aim at all times to:

- Work within an ethical and Christian framework.
- Act with integrity and patience.
- Listen carefully and communicate effectively.
- Value and nurture the talents of those within the organisation.
- Continue to assist Managing Trustees as much as we can through guidance and training. We are here to provide a service and to ensure that all processes with which we are involved are clearly outlined.

#### **Our Vision and Goals:**



Our mission is at the heart of what we do and forms the basis of our vision and goals. Our people are our most valuable resource and we deeply value our connexional relationships. We work closely with Managing Trustees, the Connexional Team, District Property Secretaries and members across the Connexion in their various property and finance roles for church, Circuit and District. In partnership we want to focus on and measure the outcomes of our involvement in this work. We recognise the valuable work of our partners across the Connexion and appreciate that this is often done in a voluntary capacity and with limited resources.

Our vision is:

- To continue to fulfil our principal duty to act as custodian trustee of all properties held on model trusts of the Methodist Church Act 1976 and to show how this provides a meaningful and necessary role in the life of the Church and help it to achieve its mission.
- To provide a comprehensive role as the corporate body of the Church.
- To continue with our specific areas of specialism such as sharing agreements, trusts, data protection and burial grounds.
- To ensure that the TMCP team is utilised in any appropriate area where it can bring a quantifiable benefit and avoid duplication of costs across the Church, while still maintaining clarity and a clear understanding of its role within the Connexion.

Our goals are to:

- To fulfil our responsibility to Managing Trustees through guidance and training.
- To provide appropriate and adequate assistance to the Methodist Connexion.

To ensure that resources match the need now and on an ongoing basis, we have committed our resources including our people, their expertise and our systems to the service of the Church.

Examples of the systems we provide to support Managing Trustees include:

- The Trust Information System (TIS), which provides statements, balances and other trust information to those for whom TMCP holds funds as Custodian Trustee.

- Our website, which provides comprehensive guidance on money and property issues for Managing Trustees and their advisers.
- Continuous investment in our staff and systems with the aim to provide a more effective and efficient service. To achieve this, we monitor closely the outcomes of our service to Managing Trustees.
- We continue to improve our methods of internal review and also employ the services of an Internal Auditing firm to perform annually at least 20 days of auditing of our core services. There is also an annual review of policies and procedures to ensure compliance with best practice and current legislation.

In partnership we hope to help and support Managing Trustees across the Connexion to build a sustainable future.

### **Structure**

The Board is a corporate body, incorporated by the Methodist Church Act 1939. Our governing documents are the 1939 Act, our Trust Deed of 1939 and the Methodist Church Act 1976.

The Board meets at least three times a year and is served by four committees: the Executive, Audit, Investment and Grants committees. Much of our work is discharged through these committees and by our staff throughout the year.

Our staff comprises three teams: finance, legal and administration. They have considerable experience and wide-ranging skills. Our team has many years of combined professional and practical experience in their relevant areas. We are committed to their ongoing training and development and over the past year they have attended training courses on areas such as Property Law, Communication and IT updates, Charity Law updates and Data Protection. We wish to record our grateful thanks to our staff for their hard work, expertise and dedicated commitment to our mission and to the Church we serve.

### **Board members**

Board members are members of the Methodist Church, appointed by the Conference on the nomination of the Board. Nominations are assessed in terms of experience, skills and expertise. Many Board members also undertake the role of Managing Trustees in local Methodist churches around the Connexion. The members of the Board during the year to 31 August 2018 were:

The Revd Rosemarie E G Clarke	Mr John Bell
The Revd Dr Keith Davies (Chair)	Mr Graham Danbury
The Revd Paul Davis (appointed July 2018)	Mr Ralph Dransfield
The Revd Doreen C Hare	Dr Ian Harrison
The Revd Rodney Hill (appointed July 2018)	Mr John Jefferson
The Revd Jennifer A Impey	Mr Malcolm Pearson
The Revd Stephanie Jenner (resigned June 2018)	Mr G Alan Pimlott (resigned June 2018)
The Revd Gillian M Newton	Ms Alethea Siow (appointed July 2018)
	Mr Ian C White

A skills audit is performed annually by the Chair in consultation with all Board members. In addition to regular meetings the Board members also meet to review strategy and key developments.

## **Working together with Managing Trustees**

TMCP are the custodian trustees for all property held on the Model Trusts of the Methodist Church Act 1976 (except for that in the Channel Islands or the Isle of Man which are held by their own boards of trustees) and this includes nearly all of the property held by over 4,000 Local Churches, 359 Circuits and 30 Districts. This amounts to approximately 5,000 church buildings, 1950 manses and 77 investment properties.

Over the past year we have worked with a large number of Managing Trustees involving many different properties from nearly all 359 Circuits.

This work has generated over 22,500 items of correspondence, including letters, emails and notifications from the online property consents website.

The Board is also custodian of the funds held in 6,192 trusts, a small number of which are under the direct management of the Board and discretionary grants are given from these in accordance with the terms of the trusts. These funds are held for Methodist purposes for Managing Trustees who may be local Church Councils, Circuit Meetings or other bodies of trustees.

In the past year we have continued to review all our guidance to ensure we provide a high calibre, accessible, easy to use and up-to-date suite of reference materials and template documents. This is available via our website and we have continued to introduce a great deal of new guidance.

It is important to distinguish our role as custodian trustees from that of Managing Trustees:

### TMCP as Custodian Trustee:

- **We hold legal title.**
- **We have a duty to ensure Managing Trustees do not act in breach of trust.**
- **We do not get involved in the day-to-day management.**

### Role of Managing Trustees:

- **Are responsible for the day-to-day management of the property**
- **Exercise power or discretion in respect of the property.**

The activities of the Board for 2017/2018 included, but were not limited to:

- Effecting all sales, purchases and leases of property by church bodies and checking legal documents before signature by Managing Trustees.
- Investing funds received from sales or bequests and transmitting funds for purchases or to meet the cost of projects as instructed by Managing Trustees
- Fulfilling any other duties or responsibilities required of, or appropriate for, the corporate body acting on behalf of the Methodist Church.

## **Working together with the Methodist Council**

We undertake work on behalf of the Methodist Council and in recognition of this work the Methodist Council makes an agreed annual contribution towards the staff costs of the Legal Team.

## **Connexional Property Development Committee**

We continue to support the work of this committee by providing representation from the Board and also attendance by the Chief Executive. TMCP recognises the distinct advantages of this collaborative way of working.

## **TMCP as a corporate body**

TMCP continues to take advantage of its unique position as a body corporate in a number of ways and is always looking for other cost-saving opportunities for the Church. For example, in this role we are able to hold the copyright for publications on behalf of the Church under the direction of the Methodist Council. In addition, we assist Managing Trustees across the different legal jurisdictions of the United Kingdom in relation to their letting of residential property. We are registered, on behalf of Managing Trustees, as landlord for the Scottish Landlord Register and also for the Rent Smart Wales scheme. In England a different type of scheme operates.

## **Working together with the Connexional Team**

We work in partnership with the Connexional Team.

## **Panel of solicitors**

The Panel of Solicitors commenced on 8 May 2018 and use of the services offered by the Panel has continued to grow over the last year.

TMCP and the Connexional Team have provided quite extensive training to the Panel. A feedback questionnaire is to be forwarded from the Panel firms to Managing Trustee bodies at the end of a transaction. TMCP will collate the feedback to ensure that Managing Trustees are receiving a high level of service and advice from the Panel firms. TMCP holds regular face to face monitoring and review meetings with Panel representatives as part of the ongoing process.

## **Data protection**

TMCP continues to act as the Data Controller for all churches, Circuits and Districts that are deemed to be Data Processors, ie those which deal with data/information on behalf of the Methodist Church following the implementation of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018; with the exception of the two areas now covered by the Connexional Team registration. Under the Connexional Team's registration, the issues which affect Managing Trustees are safeguarding and complaints and discipline issues.

The separate registration ensures that the Connexional Team is a data controller for the Information Commissioner's Office (ICO) to cover those data processing activities which fall outside TMCP's registration and for which they are solely responsible.

## **Consents Liaison Group**

TMCP takes an interested part in referring issues that come to the attention of staff in respect of the Consents system. This group comprises members of TMCP and the Connexional Team and meets regularly to discuss technical and practical matters regarding the Consents database and website application.

## **Conservation Team**

The connexional Conservation team is based in the TMCP offices and we enjoy a good relationship with the team as we are in daily contact with them about properties across the Connexion.

## **Working together with the Central Finance Board**

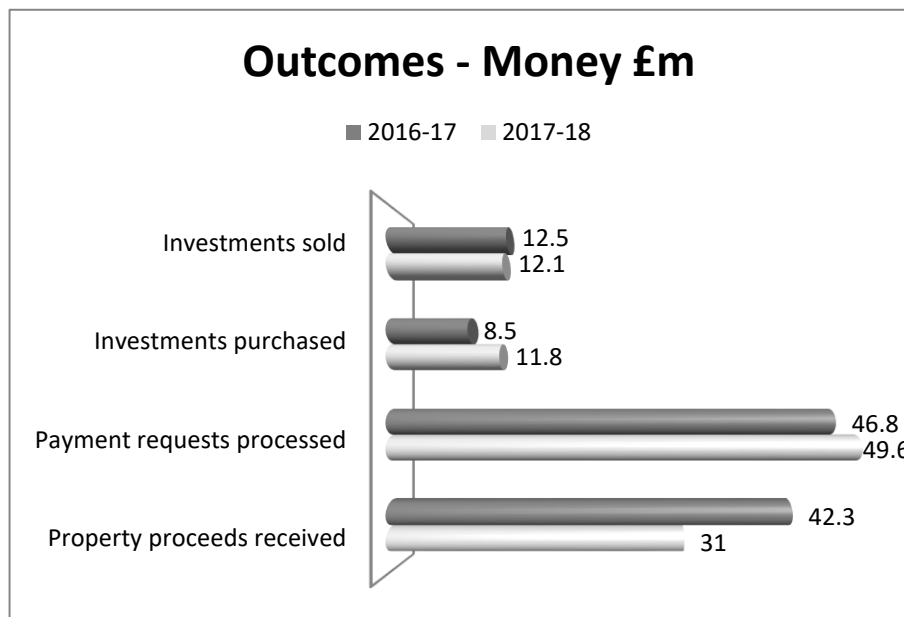
The Finance team work closely with colleagues in the Central Finance Board (CFB) and the Connexional Team in relation to the investment of funds on behalf of Managing Trustees. In

addition, in recognition of the close working relationship Anne Goodman (Chief Executive), acting as a representative of TMCP, has been a member of CFB's Council and chaired their Audit Committee before stepping down in 2019 at the end of a ten-year tenure. It is an exciting time for CFB while it continues to implement its development strategies and TMCP welcomes the collaborative approach of its Board and staff team.

## Section 2: Outcome Focused

We are developing Key Performance Indicators (KPIs) and a matter management system to provide sufficient data to measure our performance against these KPIs.

We would encourage those interested to review our website in order to understand the breadth of the work of the team. However, in summary:



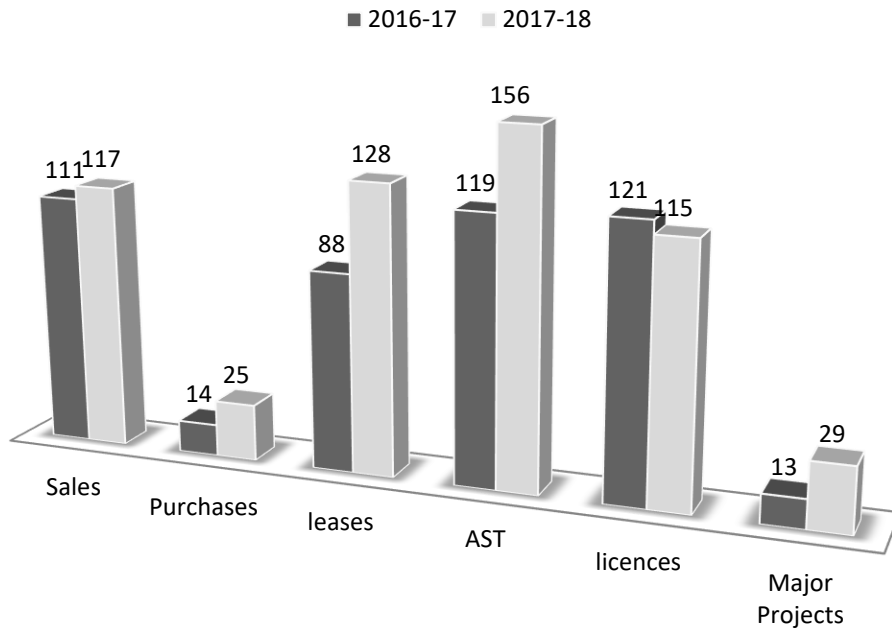
**The Finance team** supports the Board's role as custodian trustee by planning and performing all financial operations relating to the receipts and payments of Model Trust monies, as well as the investment of funds on behalf of Managing Trustees.

The Trust Information System, an online system which TMCP developed in 2014, provides online access to trust statements, balances and other information. There were 2,597 users at the end of 2017/2018 (2,631 in 2016/2017).

**The Legal team** continues to help Managing Trustees across the Connexion to secure income from their property to fund mission including granting non-residential leases, residential tenancies and entering into licences and one-off booking forms. During the connexional year 2017/2018 they have also assisted Managing Trustees with guidance on new major redevelopment projects, property sales and purchases of new property as well as trust matters, bequests, ecumenical issues and other queries. A great deal of time was also invested during 2017/2018 in rolling out GDPR guidance and training.

In the year 2017/2018 the Legal team assisted Managing Trustees in relation to the following transactions:

## Outcomes - Property Transactions



### Section 3: Resources and Investment

It has been the ongoing policy of the Board to drawdown a minimum of £100,000 each year from reserves to cover its running costs and not pass on to Managing Trustees the full running costs of our organisation. In recognition of a desire to continue to cap the recharging of its costs to the Connexion, in 2016/2017 the Board increased this drawdown to a minimum of £130,000. The Board hopes to be able to continue this policy for the foreseeable future. Since 2015 the Board has committed over £90,000 to invest in infrastructure projects including upgrades to our IT systems and the development of our website. We are committing further investment for a proposed matter management system which is under progress.

### Section 4: The Future

Working together remains at the heart of what we do. TMCP values the close relationships it has with the Connexional Team, District Property Secretaries, District Chairs etc, and sees these relationships as crucial in helping Managing Trustees in their day-to-day management of the property and assets for which they are responsible.

The provision of comprehensive guidance on data protection is a good example of this joint working and we hope that it will be possible to work together on many more similar projects. The sharing of our joint expertise offers substantial cost savings for Managing Trustees across the Connexion.

In collaboration with the Conference Office the development of the panel of solicitors offers Managing Trustees the opportunity to instruct solicitors who will work closely with us to ensure legal transactions proceed more quickly and more cost effectively. We are hoping that some measurable benefits will be felt across the Connexion in this respect during the next few years.

Many guidance and focus notes are being updated regularly which Managing Trustees will find helpful. Our news hub provides updates on any changes in relation to the law or processes relating to money or property. Subscribers to our website receive automatic updates.

We are working closely with our colleagues in the Conference Office to outline clearly our roles and clarify parameters. This clear distinction of roles will form the basis of a Service Level Agreement. There will be measurable service-based performance indicators. We are in the final stages of integrating these key performance indicators into a matter management system. This project has involved reviewing our existing systems and identifying the most appropriate ways of capturing data to monitor the services we provide. This will ensure that we achieve the efficiencies we want to deliver to Managing Trustees.

We continue to encourage applications to be made in respect of the discretionary funds for which we have responsibility. The protocols and details of how to apply are on our website. Our newly formed Grants Committee will be outlining changes to processes as we continue to improve accessibility and awareness of the funds available.

TMCP is committed to serving Managing Trustees as they discern their calling to use their assets as effectively as possible. By working together, we can offer support to enable them to build a sustainable future for their societies by securing the right buildings and assets for their needs now and in the future. We look forward to serving you and working with you in the coming year.

### **\*\*\*RESOLUTION**

**28/1. The Conference received the Report.**