



BROOKSIDE METHODIST CHURCH

Registered Charity Number: 1147796

ANNUAL REPORT **Year ended 31 August 2020**

All members of the Brookside Church Council are Trustees of the Charity.

Aims and purposes

Brookside Church Council is responsible, in co-operation with the other churches of the Peterborough Circuit, for advancing the Christian faith in Peterborough City in accordance with the approved governing document issued by the Methodist Conference.

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 the discipline of the Methodist Church; (b) any charitable purpose for the time being of any Connexional, district, circuit or 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.

Objectives and Activities

Brookside Church Council is committed to the provision of regular public acts of worship open to members of the church and non-members alike; the provision of a sacred space for prayer and contemplation; the teaching of Christianity through sermons, courses and small groups; pastoral work including visiting the sick and bereaved; promotion of Christianity through the staging of events and services; the provision of youth clubs and adult groups with a Christian ethos; supporting other charities in the UK and overseas financially and with prayer.

In planning our activities for the year Brookside Church Council has considered the Commission's guidance on public benefit, including the specific guidance on charities for the advancement of religion. We aim to provide opportunities for everyone who wishes to learn about the Christian faith and to live out their faith through:

- Worship and prayer, learning about the Gospel and developing faith in Jesus Christ
- Provision of pastoral care for church members and non-members
- Opportunities for fellowship
- Mission and outreach work

To enable this work and expand our contacts with the wider community we continue to maintain and improve the fabric and facilities of the Brookside Church building.



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Achievements and Performance

Corona Virus

Our achievements and performance were affected by Coronavirus and Covid-19. We followed the Government regulations and advice from the Methodist Church. Regular safety checks were maintained throughout the period of lock-down from March 2020. Services, organisations, activities and lettings were closed. Our Pre-School reopened at the beginning of June 2020 with restricted numbers. Gamblers Anonymous was the first outside organisation to be able to hold meetings. All other references to activities refer to the period before lock-down due to Coronavirus

Worship

All our worship activities are open to all. Our regular services include Holy Communion, Morning and Evening Worship, All Age Worship, Messy Church, Café Worship and we have prayer groups and Bible study.

Services are led by Ministers, lay preachers and worship leaders; music is provided by an organ and a grand piano. A set of CD piano accompaniments to our Singing the Faith hymn book is available. A Sunday Club takes place alongside the morning Sunday service and the morning service on the second Sunday each month is All Age Worship.

Sound amplification is used for morning services and special services and a hearing loop is in use. For morning services hymns, readings and other material are projected onto three screens (hymn books, service books and bibles, including large print versions, are also available). The morning services are also recorded for use by house-bound members. Copyright requirements are strictly met and the appropriate licences have been obtained.

We welcomed members of the wider community for baptisms, weddings and funerals.

Pastoral Care

Pastoral care of church members and contacts is undertaken by volunteers who meet regularly for mutual support. To enhance this work a member has been commissioned as Pastoral Assistant to the Minister, responding to requests for visits to the long-term sick and house-bound and to those in extra need, doing hospital visits, taking Home Communion and having a prayer ministry. Two members have been commissioned for Bereavement Support Worker and Baptism Support.

A group of experienced prayer partners are available to pray with individuals, after the morning service, in a set aside chapel area. Requests for prayer will be met by appropriate individuals or groups, or included in worship services.

Transport is organised for those who otherwise would be unable to attend worship and other activities.



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From March 2020 a weekly Newsletter has been circulated to members and friends.

Fellowship

Refreshments are served after each morning service to enable the congregation to meet informally.

A programme of activities, open to all, to promote fellowship is organised throughout the year. These include lunches and evening activities. Groups such as Craft and Chat, Brookside Men's Group, the Tuesday Fellowship and Youth activities provide opportunities for outreach and fellowship. These activities are detailed on our web-site.

Other events organised by our Events Committee included a Harvest Supper with a quiz, a Big Brekkie (profit to Christian Aid), a church family picnic, and a Christmas Fair.

Mission and Outreach

Pre-School

Brookside Church Council runs a pre-school, which is now open 30 hours weekly, 8.30am to 2.30pm, since September 2017. It is managed by a Committee of elected Church Council members and has a graduate manager and qualified staff. The pre-school has the use of the main hall, two classrooms and a large, secure outdoor space, plus toilet and kitchen facilities.

A Christmas Crib service was held for the children and their parents, led by Rev Langley Mackrell-Hey.

Toddlers Group

The Toddlers Group, for carers and children under school age, meets each Wednesday afternoon in term time. Volunteers from the church continue to provide play and refreshments.

Youth work

The Boys Brigade and Youth Group meet regularly in the church building. They are managed by members of the church. Girlguiding provides Rainbows, Brownies and Guides weekly in term time.

Adults

In addition to the groups and activities described under ***Worship and Fellowship***, the premises are regularly used by groups such as Gamblers Anonymous, art groups, a Sewing Group and music examination boards. The local City Councillors hold monthly surgeries. The church is used as a Polling Station.

Home and Overseas Missions and Christian Aid

These are supported by members' regular donations. An effort is made annually to raise money for Christian Aid, although the age of members has meant a reluctant abandonment of house to house collection. Money is raised for Action for Children particularly at Christmas time.



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Winter Night Shelter

Brookside Church hosts the Peterborough Winter Night Shelter on one night a week during the winter months. As more churches are now involved we hosted 11 weeks in 2019/20 with volunteers attending, cooking, and giving financial and prayer support. Plans to extend the scheme to 20 weeks were halted by the Covid-19 lockdown. The Light Project in conjunction with the City Council responded very quickly to the crisis and were able to move Peterborough's homeless population into hotel accommodation, at the peak this they had over 120 people in 3 hotels. Several of our volunteers did shifts at the hotels and Karen Armstrong organised a cake rota amongst several of our members to provide home baked cakes once a week.

Church Website, answerphone and email

The church website is maintained on a weekly basis. It includes information about our beliefs and history, our Sunday services, our weekly calendar, organisations and activities, and special events. It also provides a useful link for those wishing to make enquiries or bookings. Our email and answerphone are checked daily by our Bookings Secretary and passed to the appropriate person for action.

The Circuit

Two members of Brookside Church Council represent the Church at the Peterborough Circuit Meeting, which links Brookside to the wider Methodist Connexion. A Circuit Steward is appointed to Brookside Church Council.

PE4 Church Partnership

We are working with other churches in the PE4 area to share prayer, worship and outreach.

Brookside Church Buildings

Maintenance of the substantial premises is the responsibility of a Property Committee of the Church Council. We are indebted to a small team of volunteers who undertake maintenance jobs to the building and outdoor space.

Fire and Safety checks have been undertaken during the year and action required has been carried out. For security it is necessary to keep the premises locked even while in use (except during Sunday worship), but a bell is provided to give access. Times of our activities are advertised. When the building is not in use a locked barrier to the car park is used as an additional security measure. Users of the building are provided with keys to the main doors and the barrier and are responsible for securing the building when they leave.

We are currently employing a local company to provide cleaning services, on a trial basis for one year.

Damage to the flat roof of the building has caused ingress of water from time to time. Temporary repairs have been carried out, but arrangements for a permanent solution are under consideration.



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Risks

Risks are discussed by Brookside Church Council. Professional advice is taken as required. Progress is regularly reviewed.

The Church Council has a Child and Vulnerable Adult Safeguarding Policy and a training schedule is in place. DBS checks are carried out as required. This work is co-ordinated by a Safe-Guarding Officer.

Financial Review

These accounts are for the period 1st September 2019 to 31st August 2020.

Income

Income for this period amounted to £43397.12p against a budgeted figure of £50285.00p and last years figure of £55611.28p. Reduction in income due to church having to be closed during national lockdown resulting in Offertory being C£3000 down, Donations down a similar amount and Lettings being down by C£5000.

Expenditure

Expenditure for this period amounted to £51931.19p against a budgeted figure of £52025.00p and last year's figure of £53032.47p. Included in this year's figure is the £6000.00p transfer from the General Fund Account to the Church Roof Fund. If we strip out this figure the deficit of expenditure over income is reduced from £8534.07p to £2534.07p.

Savings have been achieved during this period by the property team as only £4103.99p spent compared to last years figure of £8930.17p. Included in this figure is £2182.66p spent on the cleaning contract.

Church Funds

HSBC Current Account	£31,460.20
CFB Deposit Account	£19,900.66
Cash	£40.57
Total	£51,401.43

Breakdown of Church Funds

General Fund £30266.21, Caring £178.94, Benevolent Fund £426.01, Reserve & Property £6123.30, Youth Club (including Unite) £1389.68, Night Shelter £1781.44, Church Roof Fund £11235.85 Total £51401.43. This figure is up from last year's figure of £48342.89p.

Summary

The balance of the General Fund stands at £30266.21 against a starting figure for the year of £38,800.28. This is due to £6000.00 being transferred to the Church Roof Fund and expenditure exceeding income by £2534.07 for the year to date.

Overall Church Funds stand at £51401.43 up from a starting figure of £48342.89. Included in this figure are our restricted funds which are Youth Club, WNS and Reserve & Property Fund, Church Roof Fund and amounts to a figure of £20956.28p.



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Going forward I can count on the following commitments should the church have to close again. 17 people now pay their offertory via Standing Order or Bank Transfer an amount to C£1200.00 per month. £14400.00 per annum. On top of this Pre-School have confirmed Donations of £3000.00 per term plus a further £3000.00 towards the Church Roof. Gift Aid will be around £5000 for the Year. Therefore I feel comfortable that, as a minimum, the church will receive C£30000.00 income during the next 12 months.

Our confirmed expenditure for next year is as follows, Circuit Share £32000.00, Cleaning Contract £2900.00, Connexional Donation £1800.00, Insurance & Licences £2800.00, Heating & Lighting £4000.00 in total £43500.00. Just something for all of us to think about.

George Barber
Church Treasurer

Pre-school finances (consolidated with the Church Accounts)

In 2019/20 our income exceeded our expenditure by £15,086. Funds held at 31 August 2020 were £50,010.

We pay permanent staff, as required by the Methodist Church, at the level set by the Living Wage Foundation, reviewed each January. Our Pension Fund commenced on 1 January 2017.

Anne Yeoman, Chair Pre-School Management Committee .



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RESERVES POLICY

Report on behalf of

Brookside Methodist Church

To

Circuit Meeting

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charities SORP.

- (I) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s
- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf



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General Funds held at Y/E 31/8/20	30,226
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2. Restricted Funds held Y/E 31/8/20	72,065
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3. Endowment Funds held “	£0
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4.. **Reserves policy for General Funds**

**It is the policy of the Church to hold in the General Fund the equivalent of at least four months running costs.
This equates to about £18,000.**

The General Fund is non-allocated money for the day to day running of the church. The Fund is supported by regular lettings and donations amounting to about £15.500 last year.

5. **Policy for Restricted Funds**

In the Church's Restricted Funds, £51,109 is held by Internal Organisations and £50,010 of this is in the Pre-school account. The remaining restricted funds of £20,956 are made up from Property Reserve Fund, Winter Night Shelter, Benevolent Fund and Youth Club.

6. **Terms relating to Endowment Funds held**

This Reserves Policy has been approved by

Brookside Methodist Church Council

(*Church Council ☐/Circuit Meeting ☐/District ☐)

Treasurer

George Barber

Trustee



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Structure, governance and management

The governing documents are the Deed of Union 1932 and the Methodist Church Act 1976.

The charity is constituted as a Trust. It is a Charity required to be registered with the Charity Commissioner. Registered Charity Number 1147796.

Trustees (all members of the Church Council) are Ex Officio, elected by Church members, or appointed by the Church Council.

Brookside Church Council for the year covered by this Report consisted of the Ministers, Treasurer and Secretary appointed by the Council, 4 elected stewards, 8 elected general representatives, 12 members appointed by the Church Council and one representative from Peterborough Circuit Meeting.

A range of guidance is provided by the Methodist Conference. The leaflet "The Role of a Trustee" is given to each Trustee.

The Church Council members are responsible for making decisions on all administrative and financial matters relating to the Church premises and work. The full Church Council met 3 times during the year with an average attendance of 18.

Brookside has a number of committees dealing with particular aspects of the church's work. These are Pastoral, Family, Finance, Property, Worship, Pre-School, Youth Club and Events. These are all responsible to the Brookside Church Council and report regularly to the full Church Council, where matters are discussed and approved as appropriate. Between meetings the Minister and the Stewards have the authority to make urgent decisions when necessary.

Following the advice of the legal department of the Methodist Church we are complying with the Data Protection Act 2018.

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

Administrative information

Brookside Church is in Gunthorpe Road, Peterborough. It is part of the Peterborough Circuit and accountable to the Methodist Conference.

The correspondence address is: Brookside Methodist Church, Gunthorpe Road, Peterborough, PE4 7TG.

The Church telephone message service is: 01733 328192

The email address is: contactbrookside@gmail.com

The website address is: www.brooksidemc.org.uk

Trustees (Church Council members) serving at the date of this report are:

Rev Dr Langley Mackrell-Hey (Minister and Chair)



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Mr George Barber (Treasurer and Steward)
(Steward)

Mrs Janet Murphy (Steward)

Mrs Cathy Ruffles (Steward)

Mr David Whiting (Steward)

Mr Anthony Storey (Property Steward)

Mrs Sue Holmes

Mrs Chris Bowra

Mr Pete Grice

Mrs Sue Grice

Mrs Lynn Gurney

Mrs Chris Hardman

Mrs Claire Holden

Mrs Sue Keeney

Mr Alan Newcombe

Mrs Maureen Newcombe

Mrs Valerie Ostler

Miss Joanna Parkin

Mr Alan Southcott

Mrs Liz Storey

Mrs Elizabeth Thompson

Mr Simon Thompson

Mrs Ann Tooth

Rev Graham Tooth

Mrs Madeline Whiting

Mrs Anne Yeoman

Other Trustees who served during the year were:

Approved by the Stewards on behalf of Brookside Church Council on
and signed on their behalf by:

Rev Langley Mackrell-Hey (Chair)

Christine Hardman (acting Church Secretary)