



# **BROOKSIDE METHODIST CHURCH**

REGISTERED CHARITY NUMBER 1147796

## **ANNUAL REPORT Year ended 31 August 2023**

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.



# **BROOKSIDE METHODIST CHURCH**

REGISTERED CHARITY NUMBER 1147796

## **Achievements and Performance**

### **Corona Virus**

We continue to take extra precautions against infection but have now ended social distancing.

### **Worship**

Morning Worship, Messy Church and Café Worship took place through the year, but the evening service was not resumed. United Services are being held with Dogsthorpe Methodist Church, making use of both buildings. A mid-week Communion service is held on the fourth Tuesday of each month

The Tuesday Fellowship meets twice a month for worship and a programme of interesting activities. The New Direction Bible Study Group meets weekly on Zoom.

### **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 and Baptism Support.

Requests for prayer will be met by appropriate individuals or groups, or included in worship services.

Since March 2020 weekly Notices and a monthly Newsletter are being 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 organised by the Church during the year were Craft and Chat, Brookside Men's and Ladies' Group and a Well Being Coffee Morning.

Requests for prayer will be met by appropriate individuals or groups, or included in worship services.



# **BROOKSIDE METHODIST CHURCH**

REGISTERED CHARITY NUMBER 1147796

## **Mission and Outreach**

### **Pre-School**

Brookside Church Council runs a pre-school, which is open 30 hours weekly, 8.30am to 2.30pm. 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.

### **Youth work**

The Boys Brigade meets 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, Slimming and Exercise Groups, a Sewing Group and music examination boards. The church is used as a Polling Station.

### **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 has been 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.



# **BROOKSIDE METHODIST CHURCH**

REGISTERED CHARITY NUMBER 1147796

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.

From August 2023 cleaning services are being provided by our Pre-School staff.

## **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**

### Treasurer's Report to Church Council

#### **Income**

Income for this period amounted to £56,025.41, up from the previous years figure of £52,718.58. Offertory for the period amounted to £22,615.50 up from a figure of £22,313.51 for the previous year. Income from the lettings for this period amounted to £13,516.05 also increasing from the previous years figure of £12,222.77. Brookside Pre-School donations to the church for this year totalled £9,600. Gift Aid for this year amounted to £5,612.73 an increase of £500 from the previous year. Other reasons behind the increase in income are the £1,890.50 raised via events undertaken by the church during the year and £932.00 received from our insurance claim.

#### **Expenditure**

Expenditure for this period amounted to £55,340.35. Major items of expenditure during this period continue to be our payment to the circuit for £31,818.12 and repairs and maintenance to the property which amounted to £12,720. Major items of expenditure were £2,982 for a new boiler, decorating the church £2,790, and £3,426.08 in respect of our cleaning contract. The cleaning contract has now been cancelled and work will now be carried out by the Pre-School where an annual price of £3,200 has been agreed.

#### **Church Roof Fund**

The amount borrowed from the circuit was £7,500. A repayment programme of £208.33 per month over 36 months was agreed. To date, 11 payments of £208.33 have been made leaving £5,208.37 outstanding. Balance on our Church Roof Fund stands at £3,934.66.



# BROOKSIDE METHODIST CHURCH

REGISTERED CHARITY NUMBER 1147796

## Church Funds

HSBC Current Account	£12,857.03
CFB Deposit Account	£32,547.10
Cash	£ 0
<b>Total</b>	<b><u>£45,404.13</u></b>

## Breakdown of Church Funds

General Fund £38,934.26, Caring £688.57, Benevolent Fund £426.01, Reserve & Property £123.30, Youth Club (including Unite) £1,317.33, Church Roof Fund £3,934.66

## Charitable Work

Our payment to the Connexional Fund continues to be £2,000. The following amounts have been raised for charity during this period. All We Can £55.53, Addenbrookes Liver Transplant £56.45, Prostate Cancer £47, Action for Children £177.45 and Christian Aid £2,036.

## Summary

Whilst on the face of it, the church finances appear stable, there are areas of concern that we need to be aware of.

- a) Whilst the amount received via the offertory has increased slightly, this is mainly due to just two members of the congregation whose contribution now amounts to almost 30% of the total amount received.
- b) The reliance on the donation we receive from pre-school not only in cash terms but the increasing difficulty in getting people to join the pre-school committee. In addition to this they have now undertaken to clean our premises for us.
- c) The amount and time and effort that goes into ensuring that the letting of our property runs smoothly.
- d) A new commitment of £208.33 per month over 3 years
- e) Future demands on our funds from property related issues.

George Barber

Church Treasurer

## Pre-school finances (consolidated with the Church Accounts)

Funds held at 1 September 2022 were £50,728.03. The surplus for the year was £3,158.18 with funds at 31 August 2023 being £53,886.21.



**BROOKSIDE METHODIST CHURCH**  
**Registered Charity Number: 1147796**

# 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



**BROOKSIDE METHODIST CHURCH**  
**Registered Charity Number: 1147796**

<b>General</b> Funds held at Y/E 31/8/23	£38,934
2. <b>Restricted</b> Funds held Y/E 31/8/23	£61,678
3. <b>Endowment</b> Funds held “	<b>£0</b>

**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 £17,000.**

**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 £36,693 last year.**

**5. Policy for Restricted Funds**

**In the Church’s Restricted Funds, £55,188 is held by Internal Organisations and £53,886 of this is in the Pre-school account. The remaining restricted funds of £6,377 are made up from Property Reserve Fund, Caring and Benevolent Funds and the Church Roof Fund (£3,937)**

**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
----------------------------	---------



## **BROOKSIDE METHODIST CHURCH**

### **Registered Charity Number: 1147796**

## **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 appointed by the Council, 2 elected stewards, 17 elected general representatives, 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 twice 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, 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:	<a href="mailto:contactbrookside@gmail.com">contactbrookside@gmail.com</a>
The website address is:	<a href="http://www.brooksidemc.org.uk">www.brooksidemc.org.uk</a>





**BROOKSIDE METHODIST CHURCH**  
**Registered Charity Number: 1147796**

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

Rev Janet Titterton (Minister and Chair)  
Rev Dr Langley Makrell-Hey (Circuit Minister)  
Mrs Cathy Ruffles (Steward)  
Mr David Whiting (Steward)  
Mr Joshua Miranda (Steward)  
Mr George Barber (Treasurer)  
Mr Anthony Storey (Property Steward)  
Mrs Sue Keeney (Circuit Steward)  
Mrs Chris Hardman (Secretary)  
Mrs Angela Cummins  
Mr Pete Grice  
Mrs Sue Grice  
Mrs Lynn Gurney  
Mrs Claire Holden  
Mrs Sue Holmes  
Mrs Maureen Newcombe  
Mrs Valerie Ostler  
Miss Joanna Parkin  
Mrs Liz Storey  
Mr Simon Thompson  
Mrs Madeline Whiting  
Mrs Anne Yeoman

Other Trustees who served during the year were:

Mrs Chris Bowra  
Mrs Janet Murphy  
Mrs Elizabeth Thompson

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

Rev Janet Titterton (Chair)

Chris Hardman (Church Secretary)