

## Agenda item 2 Meeting Membership

### Membership of Circuit Meeting as of 22<sup>nd</sup> August 2016

Circuit Ministers	Revd Barnabas Alexander, Revd Dave Dickinson, Revd Gill Long, Revd Ung Soon Nguang, Revd Mark Wakelin, Revd Mark Williams, Revd Des Williamson, Revd Nicola Wooller, Revd Philip Richter, Revd Rosemary Richter, Revd Ernest Yu.
Chair of District	Revd Jenny Impey
Circuit Stewards	Miss Shirley Breeden, Mrs Janet Angel, Mr David Forty, Mr Chee Hong Fui, Mr Ravi Saravanamuttu
Circuit Treasurer	Mr Richard Smith
Lay workers	None appointed by Circuit
Meeting Secretary:	Miss Raj Kalsi
Secretary to LWP Meeting	Mr Keith Halstead
Circuit Property Secretary	Vacant
Circuit Manses Secretary	
Missions Secretary	Vacant
Circuit Treasurer for Connexional and other Funds	
Risk Management Group Chairman	Mrs Sue Forty

Elected representative to Synod: Miss Jacky Waite

#### Elected church representatives

Sutton	Deacon Treasurer Elected (2)	Mrs Jacqueline John Mr Malcolm Booth Mr John Wroe, Dr David Gooch
St John's	Steward Treasurer Elected (1)	Vacant Mr Darren Murton Mrs Eileen Rice
Wallington	Steward Treasurer Elected (2)	Miss Judith Yates Mrs Christine Asirwatham Mr Stanley Jeyaraj, Mrs Nellie Showers
Epsom	Steward Treasurer Elected (5)	Mr John Riley Mr Richard Smith Mr Tim Cheung
Cheam	Steward Treasurer Elected (1)	Mr David Worthington Mrs Audrey Saunderson Mr Tony Brett Young
Carshalton	Steward Treasurer Elected (2)	Mrs Caroline Kingsnorth Mrs Caroline Cook Mr John Kingsnorth, Mr Geoff Gunton
St George's	Steward Elected (1)	Miss Kathleen Garner Mr Paul Masters, Mr Howard Hampton
Banstead	Steward Treasurer Elected (2)	Mr Philip Sandiford Mrs Margaret Kercher Mr Gordon Fleming, Mr Vernon Tucker
Bandon Hill	Steward Treasurer Elected (1)	Mrs Maureen Patel Mrs Maureen Patel Mrs Sally Palmer, Mrs Ama Boachie-Mensah
United Church of St Mark	Steward Treasurer Elected (1)	Mr John Miller Mr Martin Trenaman Mr Colin Batty

## Agenda Item 6 Report from Circuit Leadership Team

### Circuit Stewards Report

We are pleased to welcome The Rev. Barnabas Alexander and his family to the Circuit and are thankful that the Chinese Community has a Presbyterian appointed by the connexion and so we also welcome the Rev. Ung Soon Nguang. We hope both will soon feel at home among us and fulfilled as we work with them for God's Mission. We thank the Chinese Community for all their hard work in finding furniture etc. for him and looking after his needs.

I would also like to thank Philip Sandiford for all his time spent on the manses over the period he has been manse secretary. I have found him very supportive to the circuit stewards and the minister's requests, always very aware of funding and going personally to pick up items needed to save costs. We can thank him that the manses are now in a much better state of repair.

This will be my last report as Senior Circuit Steward and I would encourage anyone to volunteer for such a rewarding time. I have found the circuit stewards and staff very supportive as we work as a team using each other's strengths. They will be in my prayers as they look to the future. Last but not forgotten, to thank Revd. Jenny Impey, Chair of our District for all her support and encouragement and we ask for God's Blessing on her next station.

**Shirley Breeden**  
**Senior Circuit Seward**

## Agenda item 9 Circuit Finances

### b. Statement of Circuit Model Trust Fund

<b>Circuit Model Trust Fund statement of accounts for year ending 31st August 2016</b>			
<b>Income</b>		<b>Expenditure</b>	
Balance at 1st September 2015	80746.06	TMCP Administration 2015/2016	79.13
		District Levy 2015/2016	989.14
Interest for 2015/2016	501.11	Epsom Families and Children's worker (2015-2018)	10000.00
		Balance at 31st August 2016	70178.90
	<b>81247.17</b>		<b>81247.17</b>
		Balance at 31st August 2016	<b>70178.90</b>
		<b>Less outstanding commitments</b>	
		Epsom Families and Children's Worker (2015-2018)	20000.00
		Wallington Families Worker	6020.00
			<b>44158.90</b>

Please note: There is still the interest for August to add.

## Agenda item 10 Circuit Safeguarding

### Training Update

The next Foundation Module courses will be held on Saturday 17<sup>th</sup> September from 10.00am-12.00noon at St Mark's Church. Seventy two people have attend the Foundation module this year of which eighteen are those who have taken up new roles and fifty four were those who had attended the training five years ago and are required to attend the training. Anyone working with

vulnerable adults as well as children and young people must complete the Foundation Module within six months of starting their role.

**Raj Kalsi**  
**Circuit Safeguarding Officer**

### **Agenda Item 11 Reports from Circuit Committees.**

#### **a. Connexional funds**

Tom Styche reports the following donations were made in the Connexional Year ending 31<sup>st</sup> August 2016:

	Sept 2015 - Aug 2016	Sept 2014 – Aug 2015
Property Division	£3,994.00	£4,078.00
Mission Alongside the Poor	£1,375.00	£1,480.00
Methodist Ministers Housing Society	£1,940.00	£2,070.00
Fund for Training	£1,610.00	£1,410.00
Support for Presbyters and Deacons (formerly known as The Auxiliary Fund)	£1,115.00	£1,055.00

#### **Fund for World Mission, embracing Mission in Britain (formerly known as Home Mission Fund).**

Tom Styche advises that figures for the year ending 31<sup>st</sup> August 2016 will be reported at the next meeting following receipt of the relevant print-outs from the Finance Division Church House.

**Tom Styche**

#### **b. Report from the Circuit Meeting Risk Management Group**

##### **Background**

Every year the Circuit must report to the Charity Commission that it has taken steps to identify, assess and mitigate the risks impacting on the Circuit. This happens as part of the Annual Report process. To this end the Circuit Meeting has appointed a Risk Management Group (RMG) to create a Risk Register, monitor it annually and report its findings to the September Circuit Meeting.

##### **Methodology**

The RMG has constructed a Circuit Risk Register. It comprises a number of statements covering the five areas of Governance and Management; Circuit Operations; Finance; Environment; and Compliance with the Law. RMG members use a scoring sheet to assess the likelihood that these risks will occur and the severity of impact if they happen. In short, the RMG seeks to identify high, medium and low risks and it discusses the steps that are or could be taken to mitigate or manage our risks.

## Annual Report

This year four members of the RMG met in June with the Circuit Administrator to reassess and update the Risk Register in the light of developments. Copies of the updated Risk Register are available to all Circuit Trustees who request them from the Circuit Administrator.

At this time the HIGHEST RISKS facing our Circuit are:

RISK	RECOMMENDATION
There is a reduction in Ministers available due to a lack of applications or declining membership of the Methodist Church.	Circuit Stewards to stay on top of stationing issues and plan for the possible loss of more Ministers over time.
Circuit churches are unable to meet assessments in full, leading to a shortfall in Circuit income and/or a loss of churches.	Undertake a programme of review to gain an indication of the future strength of churches. Review the process for raising Circuit funds from the churches.
Circuit lacks the lay staff to meet Circuit requirements. Volunteers who leave are not easily replaced.	Circuit to define the roles it needs for the future and the responsibilities they will have. Draw up a succession plan for when lay staff leave.

## Church Representation

Currently the RMG comprises representatives of the Banstead, Carshalton, Epsom and Wallington Churches who meet together with a Circuit Steward representative and the Circuit Administrator.

It is useful that the current membership includes the Circuit Treasurer (Richard Smith) and the former Manses Secretary (Philip Sandiford). Initially the Circuit Meeting called for representatives from all of the Circuit Churches and this call could usefully be renewed. I am formally appointed by the Circuit Meeting to be the RMG Chairman.

## Recommendations

The RMG reports to the Circuit Meeting and can suggest processes that could mitigate or improve the management of identified risks. However, it is the role of the Circuit Stewards to deal with these matters upon recommendation from the Circuit Meeting.

We recommend that:

1. The Circuit Meeting adopts our report as a realistic assessment of the risks facing the Circuit at this time;
2. The Circuit Stewards put plans into place to ensure mitigate or manage the identified risks;
3. The RMG continues to meet at least annually to review the action taken by the Circuit Stewards and any new risks that may arise; and
4. The Circuit Meeting should encourage all Circuit Churches to nominate representatives to join the Group.

Sue Forty  
**RMG Chairman**  
22 July 2016

### Agenda Item 12 - Confirmation of sub-committee appointments

Current composition of Committees:

Circuit Model Trust Fund Committee		Risk Management Group	
<b>Acting Chairman:</b>	Dave Dickinson	<b>Chairman</b>	Sue Forty
<b>Secretary:</b>	Raj Kalsi	<b>Secretary:</b>	Raj Kalsi
<b>Circuit Treasurer:</b>	Richard Smith	<b>Circuit Steward:</b>	Dave Forty
<b>Circuit Steward:</b>		<b>Elected:</b>	
<b>Elected:</b>		Banstead	Phil Sandiford
Banstead	Philip Sandiford	Carshalton	Unrepresented
Carshalton	Jacky Waite	St Johns	Unrepresented
St Johns	Unrepresented	Wallington	Stanley Jeyaraj
Wallington	Vijendran Asirwatham	Cheam	Unrepresented
Cheam	David Worthington	St Marks	Unrepresented
St Marks	David Willock/ Martin Trenaman	Bandon Hill	Unrepresented
Bandon Hill	Jean Harvey	Epsom	Richard Smith
Epsom	Unrepresented	St Georges	Unrepresented
St Georges	Unrepresented	Trinity	Unrepresented
Trinity Church	Richard Cornwell	<b>Ex-Officio:</b>	Dave Dickinson

### Agenda Item 14 Circuit Shares

#### Circuit Funds

In each circuit the Circuit Stewards are responsible for obtaining from the treasurer of each local church a contribution, assessed by the Circuit Meeting, towards the general expenditure of the Circuit (SO 532). Standing Orders provide no determined method for the calculation of this contribution, other than that it should be in a manner appropriate in all the circumstances, taking into account the needs and ability to pay of each Local Church and not merely their respective membership figures (SO 515 (3)).

Sutton Circuit has previously collected its Circuit Fund by means of assessment on the local churches, initially calculated by the Circuit Treasurer.

The Circuit Leadership Team and Circuit Meeting have now expressed interest in an alternative method, often known as 'Circuit Shares.'

The stages of the process are:-

1. The Circuit Treasurer calculates and publishes the total sum required by the Circuit to discharge all claims on the circuit funds in the forthcoming financial year.
2. Local Church Treasurers, after consultation with their church leadership teams, finance committees or Church Councils (as appropriate), offer a contribution on behalf of their church to the Circuit Fund. This will take into account the contribution made in the previous year, local church needs and its ability to pay. It may vary from year to year if special circumstances prevail.
3. If required, the Circuit Treasurer may invite all local churches to reconsider their offers to reach the required level of funding, and may give guidance on the level of any current shortfall.

This method effectively breaks down any sense that the Circuit Assessment is a tax imposed on the local church and encourages a deeper sense of shared responsibility in the circuit. Moreover, it detaches the calculation of churches' contributions to circuit funds from membership figures. The system encourages the exercise of a "Gospel imperative" – generosity.

The recommendation is that this method be introduced at the earliest opportunity.

**Dave Dickinson**