

## Agenda item 2 Meeting Membership

### Membership of Circuit Meeting as of 1<sup>st</sup> August 2017

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 Philip Richter, Revd Rosemary Richter.
Chair of District	Revd Jongikaya Zihle
Circuit Stewards	Mr Ravi Saravanamuttu, Mrs Janet Angel, Mr David Forty, Mr Chee Hong Fui, Mr David Gooch.
Circuit Treasurer	Mr Richard Smith
Lay workers	None appointed by Circuit
Meeting Secretary:	Miss Raj Kalsi
Secretary to LWP Meeting	Mrs Lucy Brown
Circuit Manses	Mr Philip Sandiford
MHA Representative	Revd Anne Rusbridge
Risk Management Group Chairman	Mrs Sue Forty

Elected representative to Synod: Miss Jacky Waite

#### Elected church representatives

Sutton	Deacon Treasurer Elected (3)	Mrs Jacqueline John Mr Malcolm Booth Mr Segun Akindele, Mr Richard Cornwell, Mr John Wroe
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 Richard Smith
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 7 Report from Circuit Leadership Team**

### **Circuit Stewards Report**

The Circuit stewards have considered a number of matter over the last few months including, Ministerial oversight at Cheam Methodist Church, The appointment at Epsom, Methodist Church, Redevelopment at Wallington Methodist Church and the future shape of the Sutton Circuit.

The situation at Cheam has been resolved by the Rev. Jill Long assuming pastoral oversight for the Church, with Mr John Dawson being appointed as Lay pastor to the congregation for a period of 3 years.

Epsom has appointed Chris Shaw as Assistant Minister, to commence in September. He will be residing in the manse at Manor Green Road with his family.

The redevelopment of Wallington is proceeding through the permissions, planning and tendering processes and a more detailed report will be a separate item at this meeting.

The superintendent has arranged an Away Day for the Circuit Leadership to consider the future shape of the Sutton Circuit. This, in part is to consider pro-actively the implications and potential solutions posed by of the shortage of Ministers within the Methodist Church and demographic changes in the various churches in the Circuit. The meeting is scheduled for October 24<sup>th</sup>. And no doubt the outcomes of this meeting will be reported to the Circuit meeting. It will be externally moderated.

It only remains for me to thank our Superintendent minister Dave for all his hard work, the Circuit secretary, Raj Kalsi for her continued help and support and my fellow Circuit stewards for their contribution for the benefit of our Circuit.

**Ravi Saravanamuttu  
Senior Circuit Seward**

### **Agenda item 8 Invitation committee report and recommendation**

**Note: Mark Wakelin will chair this item and if Circuit Meeting Members object to or wish to debate the re-invitation further they need to inform Mark at least 24 hours in advance of the meeting. If there are no such objections / requests then the re-invitation will be taken as approved without further discussion.**

#### **Proposed Extension of the Ministry of Revd Dr David Dickinson to Sutton Trinity Church and the Sutton Circuit until 2023.**

Dr David Dickinson has been the presbyter at Sutton Trinity Church since September 2013 and Superintendent Minister for the Sutton Circuit since September 2015. His initial term of 5 years at Sutton Trinity finishes on August 30<sup>th</sup> 2018. Dr Dickinson has indicated that he wishes to seek an extension of 5 years.

The Sutton Circuit Stewards and the Invitations Committee appointed by the Circuit, having consulted with the membership of Trinity Church and with the staff of the Sutton Circuit, recommend that a 5 year re-invitation be issued. As Sutton Trinity is a Methodist / URC LEP the District Chair is consulting with the URC Southern Synod Moderator, who has indicated her support.

The process by which the recommendation for re-invitation was reached was as follows.

- At Sutton Trinity an open invitation was made to the congregation to make their views known on a possible re-invitation known to the Deacons. Over 100 members responded with an overwhelming number in favour. Comments made included appreciation of Dr Dickinson's planning and leading of worship; his willingness to tackle difficult issues in sermons and relate them to the contemporary world; his empathy with the diversity of ages, nationalities and Christian backgrounds of our congregation – and many more. On the basis of this consultation the Deacons recommended to the church meeting held on 18<sup>th</sup> June 2017 that re-invitation should be recommended to the Circuit and the URC District. The recommendation was endorsed, again with an overwhelming majority. This was recorded and communicated to the Circuit Stewards and the URC District Chair
- The Circuit Staff were invited by the Circuit Stewards to submit their views and there was unanimous and enthusiastic support for a re-invitation. One comment was 'this is the first Circuit in many years I've found Staff Meetings are really enjoyable'. Others included efficient, supportive, intelligent leadership; consideration for our welfare; strategic thinker. This last point is particularly relevant since he has set as one of his priorities for the next years, if he is re-invited, 'to develop alternative patterns of ministry for the circuit' (implicitly to take account of the reducing numbers of presbyters nationally).

In the case of Sutton Trinity, it is very apparent that the church and Dr Dickinson are extremely well suited. Each might struggle to find such a good 'match' in terms of theology and worship.

In the case of the Sutton Circuit, continuity of leadership is seen as an important element in addressing the issue of how in the future 'best to serve God's purpose in the circuit' (to paraphrase Dr Dickinson's words).

## **Agenda item 9 Circuit Manses**

### **OVERVIEW:**

As expected, this year has seen very little ongoing minor maintenance compared to recent years. This has been because of the extensive work that was carried out on all six manses during the last five years.

There have been two significant items of work during the year:

- As noted in the February 2016 manses report, the deferred replacement of most of the windows at Arundel Road (£11,584.80) took place in September 2016.
- 116 Manor Green Road has undergone full redecoration, installation of a replacement bathroom and all fittings, extensive garden clearance and tree pruning, and other miscellaneous repairs (£29,539.16) ready for Chris Shaw and his family to take up residence from 23<sup>rd</sup> August.

From the 1<sup>st</sup> November 2016, all manses except Manor Green Road have been covered by a Management Agreement with Patricia Shepherd, a local letting agent at £90/property/month. As mentioned above, very little support has been required of the agent during these first ten months of the Agreement, but it does mean that we have ongoing 24/7 cover for the ministers as and when support is needed.

116 Manor Green Road has now been added to the Management Agreement with effect from September 2017.

I have specified and overseen the works at 116 Manor Green Road. As agreed, I have also been involved in approving estimates for general maintenance work on behalf of the Circuit, and requesting some alternative solutions as appropriate.

### **SUMMARY OF BUDGET POSITION**

We brought forward a deficit on the manses budget of £21,897.72 from 2015/16. This has now been reduced to £12,096.05 going into 2017/18.

The deficit should be more than cleared by the end of the 2017/18 fiscal year as there are no manse changeovers, and only relatively minor ongoing maintenance items are expected.

I had hoped to clear the deficit completely during 2016/17, but more extensive refurbishment works than expected were required at 116 Manor Green Road.

A new bathroom had been planned, but restructuring of this room and repairs of kitchen ceiling damage from a long-term shower leak increased the costs in this area. All the carpets and underlays had to be replaced, and extensive "jungle clearing" had to be addressed in the garden.

The even more encouraging news is that no more manse changeovers are expected for at least two to three years, so manse funds can be accrued during these years. Future changeovers should also be much less expensive than those recently addressed.

**Manses works and contracts:**

-Minor ongoing maintenance -	£ 3,486.87
-Gas safety inspections x 6 -	£ 468.00
-Garden bins contracts x 6 -	£ 331.50
-Consultancy 116MGR possible extension -	£ 288.00
-One-off exceptional maintenance:	
-replacement windows at Arundel Road -	£11,584.80
-refurbishment of 116 Manor Green Road -	£29,539.16
<b>Total manse works expenditure</b>	<b>£45,698.33</b>

Property Management (Patricia Shepherd)	£ 4,500.00	(10 months, Nov 16 – Aug 17)
<b>TOTAL MANSE-RELATED COSTS 2016/17:</b>	<b>£50,273.13</b>	

**Summary of funds available:**

-Budget 2016/17 -	£36,000.00
-Connexional contribution Hall Road -	£ 3,000.00
-Letting income 37TW (est.) -	£21,000.00
-Less b/fwd 2015/16 deficit -	-£21,897.72
<b>CARRIED FORWARD DEFICIT TO 2017/18:</b>	<b>£12,096.05</b>

**116 MANOR GREEN ROAD – EXTENSION PROJECT**

At the beginning of the year, the Circuit Leadership Team was considering a one-off extension to 116 Manor Green Road to bring it up to the Connexional Manse Standard. Some outline design and costing activities were carried out during the autumn of 2016, but this project is currently on hold.

**KNOWN OUTSTANDING WORKS FOR 2017/18**

**The following items are known to require attention:**

Arundel Road – replace gas fire unit in living room - urgent  
Waverley Way – repair leaking side guttering - urgent  
Tattenham Way – replace/upgrade approximately 7 radiators – urgent  
All Manses – carry out five-year electrical tests – urgent – overdue  
Tattenham Way – Resurfacing of driveway – within 24-36 months  
Manor Green Road – Resurfacing of driveway – within 24-36 months  
West Hill Avenue – Resurfacing of driveway/paths – within 24-36 months  
Waverley Way – Resurfacing of driveway – within 24-36 months.

*Philip Sandiford*  
Circuit Manses Secretary  
22<sup>nd</sup> August 2017

**APPENDIX A – Maintenance expenditure 1<sup>st</sup> SEP 16 – 21<sup>st</sup> August 17:**

A list and costs of the Gas safety, garden bins, 116MGR project consultancy, Patricia Shepherd management fees can be found in the body of this report

**Maintenance works carried out on the manses 2016/17:**

	<b>West Hill Avenue:</b>	
29.09.16	Replace broken floor board	29.24
24.03.17	Mower repairs	121.52
22.08.17	<b>Total for West Hill Avenue:</b>	<b>150.76</b>
	<b>Manor Green Road:</b>	
Aug 17	Refurbishment following ministerial changeover:	
	Replace all carpets and underlays; new bathroom flooring	2824.00
	6 sets of curtains; 3 keys; 7 fobs; fire extinguisher; curtain track; curtain hooks; shopping & manse visits mileage .	373.80
	New Zanussi double over cooker	459.99
	10 LED bulbs; lampshade	81.37
	Prepare and re-decorate all rooms; restructure and refit bathroom; fit new lighting in bathroom and kitchen; repair kitchen extractor fan; repair kitchen cupboards; provide additional drain and water supply for washing machine; re-roof garden shed; make good and paint garage windows; fit new work surface in kitchen; clear blocked drain; re-plaster and line kitchen ceiling; cover old kitchen vent; renew kitchen kickboards; disconnect old, and connect new cooker; re-site redundant kitchen cupboard to garage; fit new curtain track; hang new curtains x 5; clean all lamp fittings; fit new shelving in airing cupboard; remove and make good all exterior fittings; repair/replace exterior security light; fit new padlock on end garden gate and repair gate as necessary; ease/lubricate patio doors; supply and fit new kitchen blinds x 2; extensively clear all garden beds front and rear; prune overgrown trees; remove all saplings; grind out all tree stumps and weed roots; remove all excess foliage from site; remove all rubbish from site; remove all weeds from paths and driveway.	25,800.00
21.08.17	Mend mains leakage in driveway and fit new roadway stopcock	0.00
21.08.17	<b>Total for 116 Manor Green Road:</b>	<b>29539.16</b>
	<b>Arundel Road:</b>	
18.11.16	Paint pebble dash, re-install study blinds, strip, redecorate water damaged areas	165.00
20.11.16	Croydon Window Company Limited - Fit replacement windows	11584.80
04.03.17	Drain opener	10.00
18.08.17	TLR Plumbing & Heating Ltd Inspection of 2 flame effect gas fires/chimneys	114.00
21.08.17	Investigate two gas fire malfunctions – repair dining room fire	189.60
22.08.17	<b>Total for 35 Arundel Road:</b>	<b>12063.40</b>
	<b>Waverley Way:</b>	
01.09.16	New pedestal drawer unit for study	159.00
30.09.16	Utility Warehouse Electricity usage	6.33
29.09.16	Repair shed and clear, check phone, set up study heating	264.10
18.11.16	Investigate cold radiators and attach post box to wall	25.00
01.12.16	Ward Property- Seal gap in window frame, replace door bell and bathroom safe light	250.80
05.12.16	External wall post Box	30.00
06.01.17	Thorntons Communications - Cabling of phone lines	244.80
13.05.17	New petrol lawnmower	251.48
22.08.17	<b>Total for 7 Waverley Way:</b>	<b>1231.51</b>
	<b>Hall Road:</b>	
29.09.16	Replacement of bathroom fittings	92.00
01.12.16	Ward Property - New shower screen, replace and paint side gate	810.60
22.08.17	<b>Total for 16 Hall Road:</b>	<b>902.60</b>

	<b>Tattenham Way:</b>	
01.09.16	New fridge/freezer for tenants	689.99
13.09.16	British Gas interim gas usage	10.14
13.09.16	British Gas interim electricity usage	17.26
04.10.16	Petrol to test mower	6.01
22.08.17	<b>Total for 37 Tattenham Way:</b>	<b>723.40</b>

## Agenda item 11 Circuit Finances

### b. Statement of Circuit Model Trust Fund

<b>Circuit Model Trust Fund statement of accounts for year ending 31st August 2017</b>			
<b>Income</b>		<b>Expenditure</b>	
Balance at 1st September 2016	70220.11	TMCP Administration 2016/2017	77.63
		District Levy 2016/2017	970.37
Interest for 2016/2017	324.97	Epsom Families and Children's worker (2015-2018)	10000.00
		Balance at 31st August 2017	59497.08
	<b>70545.08</b>		<b>70545.08</b>
		Balance at 31st August 2017	<b>59497.08</b>
		<b>Less outstanding commitments</b>	
		Epsom Families and Children's Worker (2015-2018)	10000.00
		Wallington Families Worker	6020.00
		Available balance at 31st August 2017	<b>43477.08</b>

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

Richard Smith

## Agenda item 12 Circuit Safeguarding

### Training Update

Below is timetable for Safeguarding courses for 2017

<b>Church</b>	<b>Date</b>	<b>Time</b>	<b>Module</b>
Carshalton	Tuesday 19 <sup>th</sup> September	7.30-10.00pm	Foundation
Epsom	Wednesday 18 <sup>th</sup> October	7.30-10.00pm	Refresher
Trinity	Sunday 19 <sup>th</sup> November	12.00-2.30pm	Foundation
Cheam	Saturday 2 <sup>nd</sup> December	10.00am-12.30pm	Refresher

Thirty-one people have completed the Safeguarding training this year of which eleven are those who attended Foundation Module and 20 attended Refresher Module.

## Circuit Safeguarding Trainers

The Circuit is thankful to trainers: Mark Williams, John Wilson, Deborah Wroe and Malcolm Payne for all their hard work. John Wilson will be leaving the Circuit next year in August and will step down from being Circuit Safeguarding Trainer from end of this year and the Circuit would be grateful if meeting could forward names of anyone interested in the role.

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

## Agenda Item 13 Reports from Circuit Committees.

### a. Connexional funds

The following donations were made in the Connexional Year ending 31<sup>st</sup> August 2017:

Connexional Funds Donations	2016/17	2015/16
The Mission in Britain Fund	£1,260	£1,450
The Methodist Church Fund for Training	£1,355	£1,610
The Fund for Property	£4,129	£3,994
The Fund for the Support of Presbyters and Deacons	£995	£1,315
The Methodist Ministers Housing Society	£2,205	£1,940
Total	£9,944	£10,309

**Richard Smith**

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

#### Background

Every year the Circuit must to report to the Charity Commission that it has taken steps to identify, assess and mitigate the risks it faces. This review happens as part of the Annual Report process. The Circuit appointed a Risk Management Group (RMG) and the Group created a Risk Register which it monitors annually and then reports its findings to the September Circuit Meeting.

#### Methodology

The Risk Register is comprised of 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 process to assess the likelihood that these risks will occur and the severity of impact if they happen. This results in the RMG identifying the high, medium and low risks and it suggests the steps that are or could be taken to mitigate or manage our risks.

#### Annual Report

This year a report was made to the Circuit Stewards at the end of June and they concluded that the views expressed, and the assessments of risks had been effectively reviewed. Both the RMG and the Circuit Stewards concluded that 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 financial strengths of churches. Recent moves towards Circuit shares should mitigate this risk to some degree.
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.

A copy of the updated Risk Register are available to all Circuit Trustees on request to the Circuit Administrator.

### **Church Representation**

The RMG comprises representatives of the Banstead, Carshalton, Epsom, Sutton and Wallington Churches who meet once a year with a Circuit Steward representative and the Circuit Administrator.

It is helpful that the current membership includes the Circuit Treasurer (Richard Smith) and the former Manses Secretary (Philip Sandiford). Volunteers from other Circuit churches would be welcome.

### **Recommendations**

We recommend that:

1. The Circuit Meeting adopts our report as a realistic assessment of the risks currently facing the Circuit;
2. The Circuit welcomes the input of the Circuit Stewards into this process;
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 August 2017



**Agenda Item 14 - Confirmation of sub-committee appointments**

Current composition of Committees:

<b>Circuit Model Trust Fund Committee</b>		<b>Risk Management Group</b>	
<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	Malcolm Booth
Trinity Church	Richard Cornwell	<b>Ex-Officio:</b>	Dave Dickinson