

## Methodist Church House- Management Committee

### Basic Information

<b>Contact Name and Details</b>	The Revd Geoff Cornell (Chair)
<b>Status of Paper</b>	Final
<b>Action Required</b>	The Council is asked to receive these reports.
<b>Draft Resolutions</b>	60/1 The Council receives the report.

### Summary of Content

<b>Subject and Aims</b>	The Committee has submitted two reports for the Council – one concerning the year 2011-12, and one concerning the year 2012-13.
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## Report of the Methodist Church House Management Committee for 2011-12

### Legal and Administrative Information

#### **Trustees during the year ended 31 August 2012**

The Revd Geoff Cornell (Chair)  
 John Hutchings  
 Brian Mansfield

#### In attendance:

Nick Moore (Head of Support Services Cluster)  
 Reg Everest (Building and Facilities Officer)  
 Maureen Sebanakitta (Director of Financial Operations)  
 Julie Robinson-Judd (Connexional Property Co-ordinator) from March 2012

### Trustees Report for the year ended 31<sup>st</sup> August 2012

#### **Achievements and performance**

During the year the administration of the building continued under the management of the Building and Facilities Officer. Over and above the routine maintenance work and running costs, the following improvements and replacement work was undertaken:

- installation of 3 showers, and bicycle storage facilities to encourage sustainable travel;
- software upgrade of telecommunications system including, upgraded answer phone, and replacement handsets;
- installation of voltage optimisation system to smooth incoming mains voltage to achieve energy savings.

The Committee continued to engage with the question of the future of Methodist Church House. Although the building is well maintained, systems, fixtures, fittings and equipment are reaching the end of their useful life and it is in need of modernisation in the foreseeable future to align it to current office accommodation standards.

It is unlikely that the building can meet the 2009 Conference targets for Carbon Reduction. This concern had been brought to the Strategy and Resources Committee (SRC) in March 2011 which asked the General Secretary to commission work into the best use of resources and possible relocation to alternative premises.

At its meeting in February 2012, the SRC were asked to agree funding for a comprehensive options appraisal. The SRC declined funding and requested further work on the costs of continuing to occupy MCH for the short to medium term. A 10 year maintenance plan was presented to the SRC at its meeting in September 2012. The SRC concluded that a decision to move away from the present use of the building and continued occupation would not be made within a 5 year period.

#### Incomes & Expenditure

A balance sheet for the year up to 31<sup>st</sup> August 2012 is included at the end of this report. Net assets amount to £3.68m after deduction of the loan from the World Mission Fund.

One of the recommendations in the Methodist Council paper MC/12/39 was that 'an appropriate repayment schedule would be one that gave a full repayment holiday until at least 2015 and that a further report should be brought to the Council in 2015'. The MCH Management Committee will consider this at its October 2014 meeting.

### **Report of the Methodist Church House Management Committee for 2012-13**

#### Legal and Administrative Information

##### **Trustees during the year ended 31 August 2013**

The Revd Geoff Cornell (Chair)  
John Hutchings  
Brian Mansfield (until November 2012)  
Andrew Gibbs (from March 2013)

##### In attendance:

Reg Everest (Building and Facilities Officer) (until November 2012)  
Brian Pugh (Building and Facilities Officer) (from March 2013)  
Julie Robinson-Judd (Connexional Property Co-ordinator)  
Maureen Sebanakitta (Director of Financial Operations)

#### Incomes & Expenditure

A balance sheet for the year up to 31<sup>st</sup> August 2013 is included at the end of this report (Appendix A). Net assets amount to £4.19m after deduction of the loan from the World Mission Fund.

The accounts of the Centenary Hall Trust for the year to 31 August 2013 have been compiled from the audited accounts of the Methodist Church in Great Britain. Consideration is being given to the presentation for the current year (to 31 August 2014) of a fuller summary of the expenses and income arising on 25 Marylebone Road, the sole property owned by the Centenary Hall Trust

As identified above, a proposal for repayment of the loan is to be considered at the MCH Management Committee meeting in October 2014.

#### Trustees Report for the year ended 31<sup>st</sup> August 2013

##### **Membership of the committee**

Thanks were expressed to Brian Mansfield who stood down from the Committee in November 2012 after 18 years of invaluable service. Andrew Gibbs (Connexional Treasurer) was welcomed in his place.

A Memorandum of Terms of Management was agreed by the Strategy and Resources Committee (SRC). This set out the size of the committee and the length of service for its members.

Both the Chair (the Revd Geoff Cornell) and Mr John Hutchings conclude their term of service at the end of January 2014. To accord with the Terms of Management, a recruitment process was initiated to replace them and source additional members, drawn from a background or specialism in property.

Interviews took place in September 2013 and 4 new members of the committee were appointed from January 2014.

### **Achievement and Performance**

During the year the administration of the building continued under the management of the Building and Facilities Officer.

Over and above the routine maintenance work and running costs, the following improvements and replacement work was undertaken:

- installation of replacement gates at the rear access to the property;

- a new fully compliant accessible ramp was installed to the front of the building including new stonework and handrails to the front entrance step.

- the West (goods) lift was taken out of service because the lifting mechanism is beyond its useful life.

A quinquennial report dated September 2013 was prepared and this confirmed that the property was generally well maintained and in good condition but drew attention to the need to undertake some works urgently in compliance with legislation.

The following surveys/reports were commissioned:

- Fire Risk Assessment was undertaken by Ecclesiastical Insurance (April 2013);

- A survey on Fire Doors;

- A survey of the internal rainwater and foul drainage installations (May 2013);

- A structural report on the external Fire Escape stair condition was prepared by Stirling Maynard;

- Testing and reporting on fixed wiring installations (June 2013)

- An Energy and Sustainability Review was commissioned from CEADA together with an Energy Performance Certificate (July 2013).

The Committee resolved that all the above reports should form the basis of a Feasibility Study into the future of Methodist Church House. It was agreed that the cost should come from the Long Term Renewals Fund. The Fee Proposals were to be received by the Committee in September 2013, with a view to the Study itself being available to the Committee in November so that a report could be prepared for the SRC meeting in December.

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

**60/1. The Council receives the report.**

## Appendix A

### CENTENARY HALL TRUST Balance Sheets as at 31 August 2013

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
<b>Fixed assets</b>		
Tangible assets	2,873	2,812
<b>Investments (LTRF)</b>		
CFB Managed Equity	2,210	1,897
CFB Property Fund	109	112
Short term deposits	180	188
<b>Current Assets</b>		
Dividend Receivables	21	18
Other current assets * *	153	
<b>TOTAL ASSETS</b>	<b>5,546</b>	<b>5,027</b>
<b>Creditors</b>		
Other current liabilities		6
Loan from WMF	1,349	1,335
Deferred Income ***	9	4
	<b>1,358</b>	<b>1,345</b>
<b>Total Assets Less Current Liabilities (Net Assets)</b>	<b>4,188</b>	<b>3,682</b>

#### EXTRACT OF SOFA

Per Methodist Church Accounts to 31/08/2013 note 17b (P56)

	<b>2013</b>	<b>2012</b>
	<b>£'000</b>	<b>£'000</b>
<b>CENTENARY HALL TRUST (RESTRICTED FUND)</b>		
Balance b/fwd at 1/09/12	3,682	3,264
Incoming Resources	252	468
Outgoing Resources	(42)	(50)
Transfers between funds	(15)	-
Gains on Investments	311	-
	<b>4,188</b>	<b>3,682</b>

\*\* Other current assets consist of inter-fund items. \*\*\* Deferred Income is in relation to the Cellnet lease.