

## Connexional Manse Trustees Report for the year ending 31 August 2014

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<b>Status of Paper</b>	Final
<b>Action Required</b>	Decision
<b>Draft Resolution</b>	The Council receives the report.
<b>Alternative Options to Consider, if Any</b>	N/a

### Summary of Content

<b>Subject and Aims</b>	Annual report of the duties of the Trustees undertaken on behalf of the Council
<b>Main Points</b>	The CMT managed the relevant properties in accordance with the instructions of the Council via SRC throughout the year

### Summary of Impact

<b>Financial</b>	All activities of the CMT are contained within the Connexional Central Services Budget
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## **Connexional Manse Trustees Report for the year ended 31 August 2014**

### **1. Constitution and Operational Guidelines**

#### **1.1 The Trustees were established by The Methodist Council for the management, maintenance and sale/purchase/lettings of manses for ministers who are members of the Connexional Team or other people who the Methodist Council has asked the Trustees to house.**

(See Methodist Council minutes 95.3.29; 96.3.18; 98.2.19; MC/03/05).

#### **1.2 The Trustees continued to implement the “Connexional Manse Guidelines” and the covering paper “Decisions on Process” approved by the SRC on the 7 December 2010 (see para 1.3 of the Trustees’ Report to the Methodist Council for the year ended 31 August 2011).**

### **2. List of Trustees**

Mr Andrew Thorneley (Chair)

Mr Reg Everest

Rev Dr Stuart Jordan

Mr Cliff Lewer

Mr Peter Mills

Mrs Hilary Porter

### **3. Trustee Changes**

#### **3.1 Peter Mills (appointed 1 September 2009) retired on 31 August 2014. At the Trustees’ meeting on 11 June 2014 the Chair paid a warm tribute to his work as a trustee.**

#### **3.2 The continuing Trustees welcomed the appointment with effect from 1 September 2014 of two new trustees Chris Osborn, Sutton Coldfield and David Stabler, Newcastle upon Tyne.**

#### **3.3 The Chair, Andrew Thorneley, who had indicated his wish to retire as Chair on 31 August 2014, agreed to continue as Chair until 31 August 2015, but would then be retiring as a trustee, having by then served as a trustee for ten years.**

### **4. Manse purchases, sales, lettings, changes in occupation and major repairs**

#### **4.1 The Trustees continued to be involved throughout this year not only in the management of 28 connexional manses but also in the purchase, sale and letting of manses. It has been a very busy year, dominated by the Discipleship and Ministries Learning Network (DMLN). Although the Chair was supplied with a list of the manse requirements on the 19 November 2013, he was prevented by an embargo from sending that list to his co-trustees until 5 December when the embargo was lifted. The Trustees immediately involved themselves initially in the provision of fourteen manses for presbyters, reduced later to twelve, which meant the purchase of eight properties suitable as connexional manses. Whereas such purchases, allowing three months from receipt of instructions to completion, are usually completed during June/July/ early August for appointments starting on 1 September, the start dates of the appointments were spread over several months viz 1 January, February, April, May and September 2014. It was therefore important for the Trustees to liaise as expeditiously as possible with the appointees and the members of staff at MCH involved in the DMLN project in order to:**

- conduct a search for such properties, taking due account of the appointees' special requirements eg spouse's/partner's employment/children's schooling/ frequent visitors/other occupiers and pets,
- initiate and manage the Property Consent process, liaising with TMCP,
- organise house surveys and valuations,
- instruct the Methodist Church's London Solicitors, Potheary Witham Weld,
- negotiate the final purchase price, leading up to exchange of contracts and completion, all hopefully within the timescale set by the appointment start dates.

4.2 The Trustees were also involved in the approval of removal quotes and agreeing specifications and contract terms for post-completion works of repair and renovation and the provision of furnishings and "white goods" and other miscellaneous matters.

4.4 Throughout this period the Trustees were aware of the need to operate within the CMT Guidelines (which are currently under review).

4.5 However, the work on this project is on-going; in particular the Trustees, liaising with Sarah Lowe, expect before the end of January 2015 to have identified a property in the Cambridge area suitable as a Connexional manse for her.

Details of the connexional manses purchased in order to house staff in the DMLN are listed below:

Region	Presbyter	Start date	Location	Price	Completion date
York+	Graham Jones	01/01/14	York	£415,000	27/05/14
York+	Piers Lane	01/01/14	Sheffield	£425,150	15/04/14
NW+M	John Squares	01/02/14	Macclesfield	£400,000	18/07/14
East of E.	Sarah Lowe	01/05/14	Cambridge	£1,550 pcm	AST 30/07/14
East Central	Tim Woolley	01/04/14	Northampton	£275,000	tba
York+	Charity Hamilton	01/09/14	Menston, Leeds	£350,000	21/07/14
NW+M	Andrew Lunn	01/09/14	Stockport	£465,000	24/04/14
NE	Martin Ramsden	01/09/14	Middlesbrough	£339,950	24/07/14

4.6 During this period three existing connexional manses became available for other presbyters in the DMLN viz Graham Hindle- Maidenhead, Paul Wood- Harrow HA3 and Jonathan Hustler- Harrow HA2, who in fact transferred to a different post in the Connexional Team from the DMLN, following his appointment as Ministerial Co-ordinator for Oversight of Ordained Ministries.

4.7 As well as the DMLN the Trustees were involved in:

- **arranging changes in occupation** at connexional manses for Sue Culver MDO – London N2, Karen McBride MDO London N14, following their re-location to MCH.
- **purchasing** a connexional manse at 13 Chapel Street, Bishops Itchington, Warwickshire for £399,950 for The Revd Elizabeth Clark, joint Methodist-URC National Rural Officer with effect from 1 September 2014 (completed 12 September 2014).

- **selling:**
  - 19 Staindale Close, York for £300,000 (completed 12 September 2013), and
  - The Old School House, Bishops Itchington for £325,000 (completed 10 July 2014)
- **leasing:** following the end of the old lease on 20 September 2013 and period of uncertainty, re-letting Rushdale, Bakewell on an AST from 11 August 2014 @ £750 pcm.
- **major repairs at:**
  - 56 Ravenscroft Avenue, Wembley HA9 (conversion of garage to study and small store) £52,000.
  - 10 Makepeace Avenue, Highgate N6 (roof repairs and other external works to boundary walls and fences internal repairs) £10,730.

## 5. **Methodist Lay Employees Pension Fund (MLEPF)**

At the direction of the Trustees for Methodist Church Purposes (TMCP) the Trustees continued to act as the Managing Trustees of the two manses owned by or on behalf of the Trustees for Methodist Connexional Funds (Registered) (TMCF) for the benefit of MLEPF, namely:

- 1 Manor Drive, Wragby, Market Rasen LN8 5SL (Lease to the Trustees renewed for one year to 31 August 2015 at an agreed revised rent).
- 54 Tenbury Road, Kings Heath, Birmingham B14 6AH (Lease to the Trustees not renewed and therefore terminated at 31 August 2014). CMT involvement ceased.

## 6. **Legal Matters**

The Trustees are indebted to TMCP (especially Sven Sandal-Finance section) and the Solicitors acting for the Methodist Church PWW, particularly Tom Cadman, for their advice and expertise with regard to sale, purchase and letting transactions during the year.

## 7. **Financial Matters, Quinquennial Reports etc**

- 7.1 The funding for the purchases of properties as manses has been provided from the CMT capital fund held within the Methodist Church Fund and/or the Fund for the Support of Presbyters and Deacons..
- 7.2 At their meetings the Trustees have received Financial Reports. They have reviewed maintenance programmes and monitored budget performance on capital and revenue expenditure. They have also received advice from the Finance Department about the implications of Form P11D (Presbyters' income tax position) on the timing of relevant property repairs/replacements.
- 7.3. They have also monitored the carrying out of district visits and quinquennial inspections, noting the reports and arranging for the recommendations for the repairs/specialist inspections agreed, to be implemented within the relevant timescale whenever practicable and reasonable.

## 8. **Management Matters**

The Trustees were also involved in the following:

- 8.1. The implementation of the revised Property Consent Process with regard to major repairs/replacements and sales, purchases and lettings.

- 8.2. The distribution of a revised Manse Log Book incorporating relevant extracts from the Schedule of Manses/ Trustees.
- 8.3. The implementation of the British Gas Homecare 200 bulk-cover agreement for nearly all connexional manses.
- 8.4. A trial project with Hutchinsons (Bedfordshire) to tender for minor/major works in the Greater London area (following discussions with the Diocese of London).
- 8.5. Discussion with Tom Lee at MCH about the development of a new website for connexional manse property returns similar to those for District Returns. That would enable the Trustees to identify trends in expenditure relating to all their manses.
- 8.6. Liaising with Julie Robinson-Judd and Tamar Knapton with regard to the memorandum on garden maintenance and the specifications for manse accommodation, furnishings and “white goods” and also the revision of the CMT guidelines.
- 8.7. Discussions with staff at MCH and Methodist Insurance with regard to the management of notification of changes in buildings, and where applicable contents, cover on manses.
- 8.8. Discussions on a central procurement management system operated at MCH- on-going.
- 8.9. Liaising with presbyters with regard to the recruitment of local contacts for the manses within the DMLN project.

## **9. Conclusion**

- 9.1 The Trustees wish to record their gratitude to all the local contacts for the support they have given to ministers and their families and to the Trustees themselves. The local contacts, who are all volunteers, provide such a valuable link between the manse occupants and the Trustees and indeed the staff at Methodist Church House.
- 9.2 The Trustees wish to thank Nick Moore, Head of the Support Services and his colleagues in that Cluster, Julie Robinson-Judd, Connexional Property Coordinator/ Mission Resources Manager, Peter Matovu and his colleagues in the Finance Department, Paul Taylor Director of Learning and Development (who with Richard Armiger provided much valued assistance and advice to the Trustees in relation to the DMLN project) and Administrator, Elena Ciccotelli for their commitment, diligence and hard work in support of the work of the Trustees.
- 9.3 Although this is the report of the Trustees as a body I wish to add, as I shall be retiring as a trustee from this committee on 31 August 2015, a personal note of thanks to my co-trustees, past and present, for their unflinching support without which I could not have operated as chair since September 2007. I have greatly appreciated their constructive contributions not only to our discussions in committee but also over the ‘phone and by email between meetings when so much work has been done. I have benefitted from their wise counsel, diligence and commitment to our work. Above all their support in so many ways has enabled us to function as a team. I firmly believe that I leave the CMT committee in good shape, confident that it will continue to fulfil its primary role to provide not just a manse for presbyters under its care but a home for them and their families.

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

**20/1. The Council receives the report.**