

## Report to the Methodist Council from the Connexional Manse Trustees for the Year Ended 31 August 2015

|                           |   |
|---------------------------|---|
| Contact Name and Details: | Andrew Thorneley<br>Chair of the Connexional Manse Trustees |
|---------------------------|---|

### 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.
- 1.2. The Trustees continued to implement the “Connexional Manse Guidelines” and the covering paper “Decisions on Process” approved by the Strategy and Resources Committee (SRC) on 7 December 2010.

### 2. List of Trustees

Mr Andrew Thorneley (Chair)  
Mr Reg Everest  
Mr Cliff Lewer  
Mrs Hilary Porter  
Mr David Stabler (Appointed 1 September 2014)  
The Revd Paul Davis (Appointed October 2015).

The Trustees meet 3 or 4 times a year and are in regular ‘phone and email contact with each other and with Nick Moore (Head of Support Services Cluster) and, until December 2014, Julie Robinson-Judd (Connexional Property Coordinator), but since January 2015 Richard Farmery (Facilities and Property Coordinator) and their colleagues in the Administrative and Finance sections of the Support Services Cluster.

### 3. Trustee Changes

- 3.1. Mr Chris Osborn, appointed on 1 September 2014, resigned on 12 December 2014. The Revd Dr Stuart Jordan retired on 31 August 2015. At the Trustees’ meeting on 20 May 2015 the Chair expressed the Trustees’ gratitude for his wise counsel and especially for his help with regard to issues linked to manses in the London area, the Methodist Council, the Conference and the Connexion generally.
- 3.2. The continuing Trustees welcomed the appointment of new trustees Mr David Stabler (Newcastle upon Tyne) and the Revd Paul Davis (Chair of the Lancashire District).
- 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 20 January 2016, but would then be retiring not only as Chair but also as a trustee, having by then served as a trustee for ten years.

### 4. Manse purchases, sales, and lettings

- 4.1. The Trustees continued to be involved throughout this year not only in the management of some 28 connexional manses but also in the purchase, sale and letting of manses. Although

this year has not been as busy as the previous year, which was dominated by the Discipleship and Ministries Learning Network (DMLN) project, the Trustees acquired manses for appointees to the Connexional Team at:

13 Chapel Street, Bishops Itchington, Southam CV47 2RB (Elizabeth Clark) £399,950.  
28 Cherry Blossom Close, Little Billing, Northampton NN3 9DN (Tim Woolley) from the Northampton District £275,000 (under Model Trust 2).  
92 Coleford Bridge Road, Mytchett, Camberley, GU16 6DT (Graham Horsley) £615,000.  
Croftdene, 340 Goldington Road, Bedford MK41 9NS (Sarah Lowe) £375,000.  
Subject to contract, Plot 552, 12 Brooke Place, Marston Moretaine MK43 OYS (Chrissie Howe) £409,995 (completed 6 November 2015).

- 4.2. In order to meet expectations it was important for the Trustees to liaise as expeditiously as possible with the ministers and the members of staff at MCH in order to:
- conduct a search for such properties, taking due account of the appointees' special requirements eg family and other circumstances,
  - initiate and manage the Property Consent process, liaising with TMCP,
  - organise house surveys and valuations,
  - instruct the Methodist Church's 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.
- 4.3. 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, having been approved by the Trustees and the SRC, are currently under review on behalf of the Methodist Council for approval at the 2016 Conference).
- 4.5. As Chris Osborn resigned as a trustee on 12 December 2014 (Link Trustee for the connexional manses in the Birmingham and Warwickshire areas) and two of the manses acquired for the Connexional Team are in or near Bedford and one in Northampton (acquired from that Methodist District) **there is an urgent need to recruit new trustees in those areas.**
- 4.6. **The Trustees transferred** 77 Green Lane, Heaton Moor, Stockport SK4 3LH to the Manchester and Stockport District for the original April 2014 purchase price of £465,000 (under Model Trust 2), to be the new district manse in the continuing occupation of Andrew Lunn.
- 4.7. 55 The Avenue, Durham DH1 4EB has been provided for use by St. John's College, Durham for five years with effect from 1 September 2014.

#### 4.8. **The Trustees:**

4.8.1. **Transferred on the termination of its lease** 54 Tenbury Road, Birmingham B14 6AH **to the Pension and Assurance Scheme for Lay Employees of the Methodist Church (PASLEMC)** (formerly LEPF) and,

4.8.2. **Renewed its lease** of 1, Manor Drive, Wragby, Market Raisen LN8 5SL **from PASLEMC** for one year to 31 August 2015 when it would be surrendered.

4.9. **The Trustees agreed to sell** by private treaty 24 Bewicke View, Birtley DH3 1RU as there is no foreseeable need for a manse in the North-east of England. The Trustees understand that the property market is poor in Birtley. As a result it is anticipated that a loss on sale may be suffered.

#### 5. **Major Repairs/ Improvements** were carried out at:

29 Briar Road, Harrow HA3 0DP

56 Ravenscroft Avenue, Wembley HA9 9TL

37 Twyford Avenue, N2 9NU

10 Makepeace Avenue, N6 6EJ

3 Chestnut Close, Oakwood N14 4SG

The above major works are linked to the Trustees' policy of creating a group of connexional manses within an easy commute of MCH for ministers based there; a band of properties from Harrow, Kenton round to Wembley and north London.

#### 6. **Projects/issues arising/on-going**

6.1. **Format of invoices** and early settlement for small businesses.

6.2. **Connexional Team Pro-forma re:** special requirements, specifications for accommodation, furnishings.

6.3. **Connexional Manses Property Return-** based on District Property Return (See par. 8.5 in last year's Report)- **on-going**.

6.4. **Maintenance programmes/Quinquennials-** **on-going**

6.5. **Link Trustees and Local Contacts-** **on-going** (see para.9 post).

6.6. **Guidelines** for the acquisition and occupation of connexional manses. Final draft approved by the Trustees, submitted to and approved by SRC January 2015. Then further work on the Guidelines requested by the Methodist Council for application across the Connexion before being presented to the 2016 Conference **–on-going**.

6.7. **Insurance** of connexional manses (buildings and contents), reviewed and discussed with Methodist Insurance (MIC). The Trustees identified that the valuations for insurance purposes on a reinstatement basis needed to be reviewed along with ensuring that adequate cover was in place for the contents owned by the Methodist Council. They have put in place a process for a review and are grateful for the on-going support from MIC- **on-going**.

6.8. **Procurement Guidelines:** central procurement management system **on-going**.

- 6.9. **Protocol and Procedure** agreed with TMCP and the Methodist Council for the use of Model Trust 2 for the transfer and acquisition of connexional manses from Methodist Districts and other legal entities within the Connexion.
- 6.10. **Legal** Conveyancing costs reviewed- **on-going**.
- 6.11. **Asbestos surveys:** The Trustees have started the process to arrange surveys to be undertaken as soon as practicable for those manses that require them- **on-going**.
- 6.12. **Miscellaneous:**  
Broadband strengths, taxable benefits, solar panels.

## **7. Model Trusts**

The Trustees are indebted to TMCP in Manchester and the Solicitors acting for the Methodist Church for their advice and expertise with regard to sale, purchase and letting transactions during the year.

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

- 8.1. The funding for the purchases of properties as manses has been provided from the CMT capital fund held within the general Methodist Church Fund and/or the Fund for the Support of Presbyters and Deacons. Sales are also channelled through the Finance Office, liaising with TMCP in Manchester.
- 8.2. At their meetings the Trustees have received Financial Reports. They have reviewed maintenance programmes and monitored budget performance on capital and revenue expenditure (see the Income and Expenditure Statement for the y/e 31 August 2015 annexed). They have also received advice from the Finance Office about the implications of Form P11D (Presbyters' income tax position) on the timing of relevant property repairs/replacements.
- 8.3. 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.

## **9. Plans for future periods**

- 9.1. To continue the policies referred to in paras 1.and 6.6 of this Report all of which are kept under review.
- 9.2. To complete the projects marked as "**on-going**" in para 6 ante.
- 9.3. Given the increased difficulty of recruiting Local Contacts, particularly in the London area the Trustees will continue the trial project with Hutchinsons (Bedfordshire) of an alternative way of working involving a maintenance, repair, improvement and renovation programme.
- 9.4. To meet the urgent need to recruit Local Contacts for the manses at 7 Bourne Close, Thames Ditton, one manse being covered by Richard Farmery pro tem (37 Twyford Avenue, N2), 190 Headstone Lane, Harrow, 10 Makepeace Ave. Highgate, 83b Westbury Road, New Malden, Bedford (2 manses), Rushdale Bakewell and Camberley, Surrey.

9.5. In addition to those manses the Local Contact for the following is in his 80s and can be expected to retire in the near future: 29 Briar Road and 3 Mount Stewart Avenue, Harrow and 56 Ravenscroft Avenue, Wembley

## **10. Conclusion**

- 10.1 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 of the Connexional Team.
- 10.2 The Trustees wish to thank Nick Moore, Head of Support Services and his colleagues in that Cluster, Julie Robinson-Judd, Connexional Property Coordinator/ Mission Resources Manager, her successor Richard Farmery (Facilities and Property Coordinator), Peter Matovu and his colleagues in the Finance Office, Paul Taylor Director of Learning and Development who provided assistance and advice in relation to the DMLN project and Administrator, Elena Ciccotelli for their commitment, diligence and hard work in support of the Trustees.
- 10.3 Although this is the report of the Trustees as a body I wish to add, as I shall be retiring as Chair and as a trustee at the Trustees' meeting on 20 January 2016, a personal note of thanks to my co-trustees, past and present, for their unfailing 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.
- 10.4 Finally, as I have been a trustee for over ten years, I think it is time for me to retire. I firmly believe that I leave the CMT committee in good shape (subject to the difficulties experienced trying to recruit new Trustees and Local Contacts being overcome) and confident that it will continue to fulfil its primary role to provide not just a manse for ministers under its care but a home for them and their families.

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

**22/1. The Council receives the report.**

| Category Name                     | Nominal | Nominal Code Name              | Actual costs up to Aug 2015 | Budget Year To Aug 2015 | VarianceYTD    | Annual Budget  | Comments                                    |
|-----------------------------------|---------|--------------------------------|-----------------------------|-------------------------|----------------|----------------|---|
| Committee Costs                   | 4320    | Committee Accommodation        | 100                         | 500                     | 400            | 500            |   |
|                                   | 4321    | Committee Travel Expenses      | 1,701                       | 2,665                   | 965            | 2,665          |   |
|                                   | 4322    | Other Committee Exps           | 66                          | 180                     | 114            | 180            |   |
| <b>Committee Costs Total</b>      |         |                                | <b>1,867</b>                | <b>3,345</b>            | <b>1,479</b>   | <b>3,345</b>   |   |
| Facilities                        | 4445    | Rent Payable - Premises Cost   | 26,613                      | 39,826                  | 13,213         | 39,826         | Rent paid to PASLEMC board for two manses   |
|                                   | 4501    | Utilities                      | 2,535                       | 0                       | (2,535)        | 0              |   |
|                                   | 4521    | Manse Costs: General           | 83,039                      | 138,569                 | 55,530         | 138,569        |   |
|                                   | 4522    | Manse Costs: Repairs           | 82,696                      | 52,786                  | (29,910)       | 52,786         | Refurbishment work at 37 Twyford Ave - £42K |
|                                   | 4523    | Manse Costs - Removal Expenses | 17,119                      | 27,439                  | 10,320         | 27,439         |   |
| <b>Facilities Total</b>           |         |                                | <b>212,003</b>              | <b>258,620</b>          | <b>46,617</b>  | <b>258,620</b> |   |
| Insurance                         | 4912    | Insurance – Premises           | 34,716                      | 33,000                  | (1,716)        | 33,000         |   |
| <b>Insurance Total</b>            |         |                                | <b>34,716</b>               | <b>33,000</b>           | <b>(1,716)</b> | <b>33,000</b>  |   |
| Investment Income                 | 1355    | Bank Interest Receivable       | (4,949)                     | 0                       | 4,949          | 0              |   |
| <b>Investment Income Total</b>    |         |                                | <b>(4,949)</b>              | <b>0</b>                | <b>4,949</b>   | <b>0</b>       |   |
| Miscellaneous Income              | 1400    | Other Income                   | (12,795)                    | 0                       | 12,795         | 0              |   |
| <b>Miscellaneous Income Total</b> |         |                                | <b>(12,795)</b>             | <b>0</b>                | <b>12,795</b>  | <b>0</b>       |   |
| Other Costs                       | 4310    | Newsletters, Publications Etc. | 13                          | 0                       | (13)           | 0              |   |

|                                |      |                                    |                 |                |                |                |  |
|--------------------------------|------|------------------------------------|-----------------|----------------|----------------|----------------|--|
|                                | 4432 | Telephone & Fax & Internet         | 1,658           | 1,114          | (544)          | 1,114          |  |
|                                | 4433 | Equipment & Repairs & Maintenance  | 245             | 0              | (245)          | 0              |  |
|                                | 4673 | Travel – UK                        | 161             | 0              | (161)          | 0              |  |
|                                | 4700 | Miscellaneous Expenses             | 1,393           | 0              | (1,393)        | 0              |  |
|                                | 4910 | TMCP Investment Charges            | 1,661           | 2,709          | 1,048          | 2,709          |  |
|                                | 4931 | Depreciation - Computer            | 657             | 0              | (657)          | 0              |  |
|                                | 4932 | Depreciation - Fixtures & Fittings | 8,026           | 0              | (8,026)        | 0              |  |
| <b>Other Costs Total</b>       |      |                                    | <b>13,813</b>   | <b>3,822</b>   | <b>(9,990)</b> | <b>3,822</b>   |  |
| Other Staff Costs              | 4670 | Other Professional Fees            | 38              | 0              | (38)           | 0              |  |
| <b>Other Staff Costs Total</b> |      |                                    | <b>38</b>       | <b>0</b>       | <b>(38)</b>    | <b>0</b>       |  |
| Rental income                  | 1350 | Rent Receivable                    | (10,956)        | (3,500)        | 7,456          | (3,500)        |  |
| <b>Rental income Total</b>     |      |                                    | <b>(10,956)</b> | <b>(3,500)</b> | <b>7,456</b>   | <b>(3,500)</b> |  |
|                                |      |                                    | <b>233,738</b>  | <b>295,288</b> | <b>61,550</b>  | <b>295,288</b> |  |
|                                |      |                                    | <b>233,738</b>  | <b>295,288</b> | <b>61,550</b>  | <b>295,288</b> |  |
|                                |      |                                    | <b>233,738</b>  | <b>295,288</b> | <b>61,550</b>  | <b>295,288</b> |  |

1 manse for 12 months; 1 manse for 2 months.