



# The Methodist Church

POOLE BAY CIRCUIT

## CIRCUIT MEETING MINUTES

10<sup>th</sup> June 2025

The Spire, Poole – 7:30pm

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1. Rev'd Tony Cavanagh welcomed Trustees to the meeting.
2. Rev'd Tony opened the meeting with a prayer.
3. The membership of the meeting was agreed.
4. Apologies for absence were received from Dr Terry F, Tony F, Liz G, Sheila S, Anita H, Edwina G and Eileen O.
5. There were no Letters of Greeting & Acknowledgement and Items for Prayer.
6. The minutes of the meeting held 4th March 2025 (already circulated) were signed as a true and correct record. There were no matters arising.
7. The online vote to agree new cheque signatures was ratified. These were now agreed to be Louise Tidd, Michelle Dobson and Kim Ashley.
8. **News from Churches:**
  - 8.1. **Swanage** – all good, colourful and lively! Easter was a special time of worship: on Maundy Thursday there was a Taizé service; a reflection on Good Friday: Colours of the Cross joining with Churches Together at the Bandstand. A Sunrise Service on the beach at 6am plus an Easter Praise and Communion. The Pentecost Praise included balloons, bubbles and poppers! A Pentecost Birthday Party complete with cake. On the 15th June there will be a new member received and potentially 3 other people wish to transfer their membership. July 13th will be the Jazz Service and on the 27th we will be joining in the Carnival Praise with Churches Together. Summer Services during August 'Summer by the Sea' which will include Ringwood Salvation Army Band and a Café Church led by Rev'd Karen and 2 in-house active services including Communion. On-going activities include Footsteps Fellowship Group which is growing and the First Steps Toddler Group which is thriving.
  - 8.2. **Broadstone** – have been supporting Christian Aid, have had a good Café Church are having a party for VJ Day and coffee and bacon butties on Saturday 14th June.
  - 8.3. **Poole** – there was lots going on at Easter and lots coming up. In particular, together with Rev'd Gareth Higgs, are looking at Mission in Poole. This is exciting as well as challenging as the question being asked is the vision of the Spire still the same?
  - 8.4. **Upton** – 160th Anniversary of the building is happening on June 15th; two of the young people are being confirmed and the Preschool had a 'good' Ofsted. Toddlers and Daisy Chains is thriving.
9. **Synod**

September 20<sup>th</sup> at Poole. Volunteers from around the Circuit will be needed. Including everything from musicians, cake baking and car park stewards.

## 10. Staffing

- 10.1. Each year a Circuit Invitation Committee needs to be appointed; it will include all the Ministers, Circuit Stewards and a Steward from each church who will have power to act on behalf of the trustee body. This was agreed.
- 10.2. The Circuit Youth Lay Worker is unlikely to be in place until the New Year. Property Assistant will be appointed as soon after September as is practical, and the Compliance Officer will be looked at after the compliance work that Elite will undertake in each church has concluded.
- 10.3. The Farewell Service for Rev'd Tony, Deacon Suzie and Deacon Gill will take place at Victoria Park on Sunday 13th July at 3pm. The Welcome Service for Rev'd Gillian and the two new Superintendents (Rev'd Karen and Rev'd Sarah) will be on 31st August at Trinity.

## 11. Life of the Circuit

- 11.1. Mission Updates
  - 11.1.1. Deacon Suzie - please see attached report.
  - 11.1.2. Deacon Gill reported that she continues to visit the Christian Nursery in Broadstone and the Burwood Nursing Home in Broadstone once a month and how valuable this is. Thirsty Thursday continues in Broadstone but numbers have gone down and not sure what the future holds. Maidment Court has been sold but to whom will not be disclosed until the summer. It may not continue as a care home. There is a 3-day Poole Churches Together big outreach initiative beginning on 12th June in Poole town Centre. Trinity has its 100th Anniversary on the 15th June. Deacon Gill thanked the meeting for the opportunity to serve the Circuit. She was thanked by Rev'd Tony.
- 11.2. Report from Circuit Youth Group – Kate White (already circulated) Eifron H added that the young people were looking forward to attending 3 Generate in October. The Trustees agreed to continue to fund 3 Generate as previous years and understand that there are likely going to be more people going this year.
- 11.3. Report from Local Preachers – Dr Terry Fish (already circulated) a new Local Preacher Secretary is going to be needed in September when Terry F steps down. A letter to be sent thanking him for all his work in the Circuit.

## 12. Governance

- 12.1. Safeguarding Officers Report – Rev Karen reported that when she becomes Co-Superintendent, she will need to hand over her Safeguarding duties to another person/persons. A Foundation Stage training session was held at Upton on 7th June. Further sessions across the circuit will be by Zoom and in person. She emphasised that safeguarding is everyone's responsibility. She described the importance of role descriptions for various volunteer roles in the churches. She suggested that Birmingham District have excellent online examples of generic role descriptions that can be accessed.
- 12.2. Appeal for New Circuit Stewards – a candidate from Swanage has put her name forward, Anne Bently. She will be invited to attend the next CLT meeting to continue in her exploration of the role.
- 12.3. Approval of Annual Property Return 2024 (already circulated) The 2024 Circuit & Property Information Report was presented to the Circuit Meeting and the Circuit Trustees accepted the report as an accurate statement.
- 12.4. Approval of Risk Management Policy 2025 (already circulated) The 2025 Risk Management Policy was presented to the Circuit Meeting and the Circuit Trustees approved the policy.

- 12.5. Approval of Charity Commission Checklist 2025 (already circulated) The 2025 Charity Commission Checklist was presented to the Circuit Meeting and the Circuit Trustees approved the checklist.
- 12.6. Compliance – a report from Sheila Slattery and Rev'd Sarah:  
Three quotes were obtained for a Mechanical, Electrical and Compliance service level agreement for Bournemouth Methodist Church @ Trinity. The best value quote was obtained from a Southbourne based company Elite South Ltd.

Reverend Sarah and two representatives from BMC met with Elite South in May to discuss a way forward to ensure all our church properties are compliant. We were impressed with Elite's understanding of our needs. Elite suggested we obtain a mechanical and electrical asset list from all the church premises, in order for Elite to then quote for carrying out a visit to audit all the premises with regard to compliance. We have received the blank asset list form from Elite and the Ministers for each church are asking the property people to complete the asset list with a deadline return of 21st June. The asset lists will be returned to Elite who will collate the information and provide a quote for completing the audit.

We are asking the Circuit to agree a maximum of say £500 per church on average so £5000 in total for Elite to carry out the audit.

When Elite have completed their audit, they will report back with a costed report for any works required to bring all the premises to the same level of compliance. This will be presented to the Circuit meeting in September. The Trustees agreed to a budget of £5,000.

### 13. Finance

- 13.1. Update on Circuit Finances – please see attached. Any questions to be addressed to Louise via Rev'd Tony.
- 13.2. Appointment of PKF to audit 24-25 Poole Bay Circuit Accounts (Fee estimate £8,000 + VAT). Look to review auditors / 25-26 audit fee for next year. The Trustees approved the appointment of the Auditors for the year 24-25.
- 13.3. Agreement to change the payment period of the £30k Circuit grant to Welcome Inn Café @ V.P. as follows:-

ORIGINAL ONLINE VOTE WORDING: 'I agree a grant of £10,000 per annum for three years to be given to the Welcome Inn Cafe at Victoria Park'.

**APPROVAL TO AMEND:** Agreement of change to original payment terms of grant of £30,000 to be given to the Welcome Inn Cafe at Victoria Park with the new payment terms being it will be paid in FULL during this financial year ending 31st August 2025. The Trustees approved the amendment.

### 14. Property

- 14.1. Update regarding sale of Wareham Church/Kinson Church/Lytchett Matravers Church.
- 14.1.1. Rev'd Tony reported that an offer for £307,000 for Wareham Church has been approved by TMCP. This is subject to the original paperwork still being acceptable, and a timeframe of 5 weeks to completion as recommended by our surveyor, Mr Graham Thorne. This timescale may not be achievable, advice to be sought on this. The trustees agreed to accept the offer of £307,000. Advice would be sought on the conditions from both our Solicitor Joanne and Surveyor Graham.

- 14.1.2. The Kinson Church has been valued by a surveyor and may be worth up to £1,000,000; he has suggested that it may be worth selling by auction. The surveyor has also recommended having a pre-planning conversation with the local planning officers to see what might be possible. This would cost in the region of £5,000. It was agreed by the Trustees that the Insurance Policy should be renewed for another 3 months at its current level and reviewed in September. This would buy us some time to have the above conversations and make an informed decision as to the way forward. However, if the insurers suggested that a three month extension were not possible Eifron Hopper suggested to the meeting that it would be wise to renew the policy on current terms for another year and see a refund for any unused months should the building be sold. The trustees agreed.
- 14.1.3. Rev'd Karen shared with the meeting that progress on getting the building ready for sale had stalled but that someone was interested in initially renting Lytchett Matravers Chapel. This same person would then be interested in purchasing the building when it was put on the market. This has been agreed by TCMP so long as the rental does not give any privilege to the buyer at the point of sale.

14.2. **Update on Manses:**

14.2.1. **Stokewood Road:**

Julian T has been assessing what needs to be done at the Stokewood Manse before the new Minister moves in. There is a window of just two weeks to complete the work: LVT flooring (luxury vinyl tiles) on the ground floor and new bedroom carpets are needed and a local decorator will do painting. A cat flap needs to be inserted in a wall backing on to the garden. A budget of £17,000 to £18,000 will be needed. This was approved by the Trustees.

14.2.2. **Renewal of letting of Cherry Hill Grove to Rev Higgs:**

The current tenancy agreement for 12 Cherry Hill Grove is due to end on 1st August 2025. (It is a 12-month fixed term assured shorthold tenancy agreement; current rent is £900 per month.) Methodist Council had approved this letting in July 2024 as the rent was below the market rate but the Rev Higgs is also giving assistance to the Poole Bay circuit. Rev'd Higgs is wanting to continue the tenancy. Rev'd Tony suggested that this be for another year on the same basis as last year. He also suggested that Grey's Estate Agents were approached to write up the agreement for us as they did last year. This would attract a small fee. This was approved by the Trustees.

14.2.3. **Renewal of letting of Fernside Road manse:**

The current tenancy agreement for 30 Fernside Road is due to end on 26th August 2025. (It is a 12-month fixed term assured shorthold tenancy agreement; current rent is £1,625 per month.) Although it is too soon to know if the tenants will wish to renew the tenancy, does the Circuit wish to renew the tenancy (or let the house to new tenants if the current tenants do not wish to renew) for another 12 months from the 27th August 2025? The Trustees agreed to renew the tenancy if wanted by the tenant.

14.2.4. **Renewal of letting of Headswell Avenue manse:**

The current tenancy agreement for 37 Headswell Avenue is due to end on 12th September 2025. (It is a 12-month fixed term assured shorthold tenancy agreement; current rent is £1,625 per month.) Although it is too soon to know if the tenants will wish to renew the tenancy, does the Circuit wish to renew the tenancy (or let the house to new tenants if the current tenants do not wish to renew) for another 12 months from the 13th September 2024? The renewal of the tenancy for another 12 months was agreed by the Trustees.

**14.2.5. Browning Avenue:**

It was agreed that the Manse at 11 Browning Avenue should be sold once Rev'd Tony has left the Circuit. This was Agreed by the Trustees.

**15. Any other business**

- 15.1. Chris S flagged up the extra trustees the churches (apart from Bournemouth) can appoint as Circuit Representatives.
- 15.2. Rev'd Sarah thanked Rev'd Tony and Deacon's Suzie and Gill for their Ministry and legacy in the Circuit and wished them well for the future.

**16.** Date of next meeting: 16th September – Swanage.

**17.** The meeting closed at 8.55pm.

AWAITING  
APPROVAL