

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board AGM of Tuesday 19th October 2021 held
In the Newton Poppleford Pavilion at 7.00pm**

<p>Cllrs: Burhop (Chair), Chapman, Lipczynski, Tillotson and Walker (Quorate) Tillotson and Walker. (Quorate) Paul Hayward (Treasurer & Secretary). Geraldine Swan (member of the Management Committee) 0 members of the public in attendance. Meeting commenced at 7.00pm. Chair thanked all those present for their attendance.</p>	
<p>1. Apologies: - Cllrs. Bilenkyj, Carpenter, Dalton, Hughes, Morgan and Tribble. Noted and absence approved.</p>	Actions
<p>2. To consider, and if thought fit, approve the minutes of the AGM held 19/11/2020: Approval proposed by Cllr. Lipczynski, seconded by Cllr. Walker. Resolved unan. Noted and reviewed. No matters arising from those minutes.</p>	
<p>3. Chair's Report: This had been circulated beforehand and is attached to these minutes for archive. Chair outlined the highlights. No questions raised.</p>	
<p>4. Secretary's Report: Clerk, as Secretary, gave a brief report on activity during the last year. Chair thanked Secretary for his efforts and service to the charity.</p>	
<p>5. Treasurer's Report: This had been circulated beforehand and is attached to these minutes for archive. Treasurer also clarified that accounts had been signed off by the Internal Auditor and were ready for submission to the Charity Commission by 31/12/2021. Chair thanked Treasurer for his work.</p>	
<p>6. Management Committee Report: A verbal report from members of the Management Committee was received and outlined the incredible achievements and building improvements in the 2020-21 period. Chair thanked all members of the MC for their sterling efforts and for the time they give freely to this organisation. Trustee Board echoed those sentiments.</p>	
<p>7. Fundraising Report: This had been covered by Treasurer and the Management Committee in their reports above.</p>	
<p>8. Election of Officers: Cllr. Burhop was proposed as Chair of the NPPFF by Cllr. Walker, seconded by Cllr. Tillotson. No further nominations. Resolved 4/0/1 (Cllr. Burhop abstain). Resolved.</p>	

<p>Chair proposed deferral of nominations for Secretary to the November TBM. Chair proposed deferral of nominations for Treasurer to the November TBM.</p> <p>Chair thanked Paul Hayward for his service to the Council in both roles for the previous 3 years.</p>	
<p>9. To arrange date for next Annual General Meeting: Proposed Thursday 13th October 2022 at 7pm to be held at the Pavilion. <i>Secretary: Please make booking at Pavilion using online system.</i></p>	
<p>10. Any other business / Matters of Urgency: None.</p>	
<p>Public Questions / Representations: None.</p>	
<p>With no further business to consider, the Chair closed the meeting at 7.30pm</p> <p>Chair</p> <p>Date</p>	

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NPPFF Annual General Meeting – 19th October 2021

Newton Poppleford Playing Field Foundation

Annual General meeting 19th October 2021

Chairman's Report

It is important for us to remember that at this time we are reviewing the year from April 2020 to March 2021. In many ways, from where we are now, that period of time appears to be a surreal one. In April 2020 the country had, only a few weeks earlier, entered a period of lockdown as an unprecedented international pandemic swept the country and indeed the world.

This had obvious ramifications for the NPPFF as we had to shut our doors to all business with no certainty about if & when we would be able to reopen. Government guidance at that time was changing on an almost daily basis as scientists gradually learned more about how best to defend people and places from the deadly Coronavirus known as CV-19. Remember the playground being taped off for safety purposes?

I am proud of how we as a trustee body reacted to these challenges, always putting the safety of the NPPFF users first, despite calls to the contrary by some users who wanted to "just get on with it". We continually reviewed the government's guidance, assisted by ACRE, a not-for-profit advice group for public halls (<https://acre.org.uk/our-work/village-halls.php>), to ensure we adopted best practice when finally we were given the opportunity to reopen. And we invested in some cleaning kit including a fogging machine (note to all – don't point it at the smoke detectors!) which allowed us and our users to quickly disinfect the premises making it safe for the next users to enter.

Throughout our period of closure our Parish Clerk, Paul, diligently researched grants that we were eligible for from local government and others which allowed us to continue to operate the building and indeed undertake further major renovations such as the replacement of all windows and some doors. My thanks go to Cllr Carla Bilenkyj for her assistance with dealing with the windows contractor. We have also improved the heating and hot water system and introduced a "NEST" remote controller to allow the heating to be tailored to users.

When it was time to reopen our management committee stepped up and helped source a new cleaner and undertook "Covid Cleaning" between user groups themselves to save money for both the NPPFF and facility users. They undertake a lot in the background, including sorting rubbish in bins into recyclable and non-recyclable and other unpleasant duties & I must extend my sincere thanks to them all.

Now, looking forward, we find ourselves in a much stronger financial position. Many of our previous users have returned and indeed we are attracting new users. We aspire to put in place long term hire agreements with both Sidmouth Cricket Club and Sidmouth Junior Vikings Football Club which, in turn, may well lead to the availability of grant funding from the ECB and / or FA to extend the pavilion's changing facilities and car parking to make them fit for the 21st century.

There are also exciting plans at an advanced stage for the PC to fund a new multi - use all - weather games area (MUGA) on the site of the current tired mini football pitch. CCTV is about to be fitted to protect the pavilion and environs and we will look at further improvements to the building too.

So, in my opinion, the NPPFF is in as strong a position as it has been for many years. Let's keep it that way!

Chris Burhop, Chairman.

NPPFF – Annual General Meeting 2021 (19/10/2021)

Report from the Secretary and Treasurer (combined) 2020-21

Dear members of the Trustee Board, parishioners and visitors.

What a strange and tumultuous 12 months it was between 1st April 2020 and 31st March 2021! With the Pavilion building almost permanently closed due to ongoing CV19 restrictions, and field events almost at NIL (due to public safety issues), the primary work undertaken by the Trustee Board was simply to keep things ticking over and to carry out long overdue maintenance works on the Pavilion building.

Our income from hiring the building and field plummeted from £9,064 down to £189 which, under normal circumstances, would have been calamitous for the charity and may well have resulted in the cessation of activities entirely. Thankfully, the Trustee Board was able to avail itself of grants provided by Central Government (but paid via EDDC) in the sum of £20,638 which more than compensated for the loss of hire income through the “lockdown” period.

Additionally, we continued to receive payments from HMRV VAT (as our “opted-in” outgoings were naturally more than our VAT qualifying receipts) and two kind grants; one for £1,000 from the Parish Council towards the uPVC works and another of £1,500 from DCC for the same project. Licence Fees from Long-Term users was £400 and donations were £375.

Total income for the year was £25,031 (82% grant funding) and the Trustee Board wishes to express its thanks for this centralised CV19 related support. If this money had not been received, the finances of the NPPFF would be in a much worse state. Total income for 2019-20 financial period was £17,107.

In terms of outgoings, the figure for the full year was £19,217 compared to £10,133 for 2019-20 but the charity did expend some £14,022 (gross) on building maintenance works.

Of the remaining £5,195:

Utilities £1043 (down from £1950 due to cheaper tariffs and less usage)

Field Maintenance recharges (up to £2520 from £2308 due to additional football pitch cuts)

Insurance almost static at £399

Loan Repayments the same as £425 (back to NPHPC - £850 still outstanding)

The charity started the financial year with £11,174 and ended with £17,528 – an increase of £5814. Our accounts were audited by Chris Noake who found them all in order with no points of note. I wish to thank him for his services and ask that members acknowledge his kindness in levying no charge to the NPPFF for those services.

In other news, aside from the almost complete cessation of hire activity due to CV19, the only other administrative issue of note was the completion (by the PC) of the legal paperwork to prove that the Parish Council was the lawful owner of the Playing Field land and buildings. This has been a long-overdue issue and the Trustee Board wish to thank the Parish Council for seeing this through which will help in a future grant applications where provenance and ownership of the land and buildings needs to be proved.

I wish to thank all the Trustee Board members and, in particular, the Management Committee for their support during this very difficult year (2020-21) and hope that the Pavilion continues to go from strength to strength as THE go-to Community Event Hub in the parish. The range of facilities and amenities is truly impressive and with more projects in the pipeline, the future for the NPPFF is bright indeed.