

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board AGM held on Tuesday 8th November 2022 in the
Newton Poppleford Pavilion at 7.00pm**

CLls: Burhop (Chair), Bilenkyj, Carpenter, Dalton, Lipczynski, Morgan, Tillotson, Tribble and Walker (Quorate)
Jacqui Baldwin (Acting Treasurer & Secretary).
No members of the public in attendance.
Meeting commenced at 7.05pm.
Chair thanked all those present for their attendance.

1. Apologies: - No apologies for absence were received prior to the meeting.

Actions

2. To consider, and if thought fit, approve the minutes of the AGM held on 19th October 2021:

Approval proposed by Cllr. Lipczynski, seconded by Cllr. Dalton. Resolved unanimously.
No matters arising from those minutes.

3. Chair's Report:

This had been circulated beforehand, published on the Parish Council website and is attached to these minutes for archive.
Chair outlined the highlights and thanked members of the Management Committee for their continued hard work. No questions raised.

4. Secretary's Report:

A combined Secretary and Treasurers Report had been circulated beforehand, published on the Parish Council website and is attached to these minutes for archive.

5. Treasurer's Report:

As noted above.

6. Management Committee Report:

A verbal report from Cllr. Dalton on behalf of the Management Committee was received and noted.

7. Election of Officers:

Cllr. Burhop was proposed as Chair of the NPPFF by Cllr. Tribble, seconded by Cllr. Tillotson. No further nominations. Resolved with 8 votes in favour (Cllr. Burhop abstained)

Jacqui Baldwin was proposed as Secretary by Cllr. Morgan, seconded by Cllr. Tribble.

<p>No further nominations. Resolved unanimously.</p> <p>As no nominations were received for the position of Treasurer the Chair proposed that Jacqui Baldwin continue in the role as Acting Treasurer until a permanent replacement could be found. Seconded by Cllr. Dalton and resolved unanimously. Chair stated that this was a situation that should not be allowed to continue indefinitely.</p>	
<p>8. To arrange date for next Annual General Meeting: Proposed Tuesday 24th October 2023 at 7.00pm Secretary to book Pavilion.</p>	Sec
<p>9. 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 7.20pm</p> <p>Chair</p> <p>Date</p>	

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board AGM held on Tuesday, 8th November 2022**

Newton Poppleford & Harpford Playing Field Foundation

Chairman's report for year ended 31st March 2022

The 20/21 year was one of transition. Along with many other small organisations across the country our operations were greatly affected by the Covid -19 pandemic, which forced us to close for much of the year.

Fortunately, we were able to claim several large grants which helped to assuage the financial effects of the pandemic. Although some felt that we should have been reopening sooner than we did we followed ACRE guidance on the health and safety aspects of reopening and were at last able to reopen in June 2021 with hirers slowly returning to use the facility, albeit under fairly stringent health and safety protocols such as the use of a disinfectant fogger.

Unfortunately, the laws of unintended consequences applied and one of our hirers managed to fog one of the smoke detectors which caused some consternation, but no major harm done.

I am very grateful to the Pavilion Management Committee who have worked so diligently to maintain the building, deal with maintenance issues and also take bookings. With the recent redecoration and addition of CCTV I can honestly say that the facility is just getting better and better.

Going forward we are in a pretty good position. The new MUGA area, although belonging to the Parish Council, will become a valuable attraction and important addition to the facilities at the NPPFF. We appear to have plenty of new enquiries and Sidmouth Cricket Club are interested in entering into a new long-term agreement which could introduce us to new avenues of capital funding for things like extending the car park or replacing the changing rooms.

Our boiler recently broke down and although we have undertaken an (expensive) repair the reality is that we should expect to have to replace the boiler in the coming year or so.

Our biggest challenge remains the lack of a Treasurer. We continue to rely on the goodwill of Jacqui Baldwin, our Parish Clerk, to whom we are of course most grateful, but who will not want to undertake these duties for much longer.

Chris Burhop

NPPFF – Annual General Meeting 2022

Report from the Secretary and Treasurer (combined) 2021-22

At the 2021 Annual General Meeting the then Secretary and Treasurer reported on what he called “a very strange year” with virtually no hire income and very little activity due to Covid-19. This review of the period April 2021 to the end of March 2022, thankfully, tells a different story with the resumption of sporting activities on the playing field and use of the Pavilion increasing, albeit slowly, from May 2021 onwards.

Having only been in post as Secretary and Acting Treasurer since January 2022 my report is made with limited knowledge of the preceding 9 months and has been informed by the financial records and minutes of meetings which took place in that period. It should be noted that the financial results do not truly reflect a full operational year as many community clubs and groups delayed resuming activities until the Autumn and for some time there were continuing restrictions on numbers meeting indoors.

Income from hiring the building and playing field increased from a low of £189 (2020-21) to £8,224. Additionally, we continued to receive refunds of VAT paid from HMRC and substantial grant funding including an £8,000 Restart Grant and £2,000 from EDDC’s Community Building Fund which helped to pay for building improvements carried out during lockdown. Donations received amounted to just over £660.

Total income for the year was £27,989 - 44% of which was grant funding and the Trustee Board wishes to express its thanks to the government, EDDC, Devon Community Foundation, Devon County Council and the Newton Poppleford & Harpford Parish Council for grants received. These funds were of great assistance in enabling the charity to make improvements to the Pavilion in readiness for re-opening.

In terms of outgoings, the figure for the full year was £15,436 compared to £19,217 (2020-21) when over £11,000 was spent on pavilion maintenance.

The return to ‘normal’ business is reflected in the increased overheads:

Utilities £2334 (up from £1043 in 2020-21 a period of little usage)

Cleaning £2860 from zero in 2020-21

Event costs £1266 from zero in 2020-21

Loan Repayments £850 (up from £425 in 2020-21 as the Trustee Board made the decision to pay off a loan received from NPHPC in its entirety).

The charity started the financial year with £17,528 at the bank and ended with £30,080 – an increase of £12,552. Our accounts were audited by Chris Noake who found them in order with no significant points of note. I wish to thank him for his support in completing my first ‘year-end’ and with the submission of accounts to the Charities Commission.

In September 2021 the Community Café opened its doors and has now become a regular and much-

appreciated fixture on a Saturday morning providing not only a great breakfast but also supporting other community groups and activities. By the end of March 2022 the Pavilion was once again in regular use by the Playgroup and the Art, Garden, Dog and Table Tennis Clubs. The monthly Lunch Club was back in full swing and private hire bookings increasing. The cricket and football clubs continued their regular fixtures on the pitches. Feedback from hirers is positive with the amenities and quality of facilities on offer appreciated. It is clear that the Pavilion is popular with community groups, sports clubs and individuals from within and without the parish and is going from strength to strength.

I wish to thank all the Trustee Board members and, in particular, the Management Committee for their support during my first year as Secretary and Acting Treasurer.

Jacqui Baldwin
Secretary & Acting Treasurer
11th October 2022

DRAFT