

Registered Charity No 523984



## MINUTES

23<sup>rd</sup> Annual General Meeting

Held in the Dodsworth Room at The Poppleton Centre

**Date:** Thursday 10 September 2020

**Time:** 7.30pm

### In Attendance

Robin Tomlinson	Chairman
Warwick Spencer	Vice Chairman
David Richardson	Treasurer
John Craven	Trustee
Mick Crome	Trustee
Allen Jones	Trustee
Bob Wood	Trustee
Emma Lawer	Trustee
Gemma Lawson	Trustee
Mike Walter	Trustee
Allie Campbell	Trustee
Beth Kirkham	Centre Manager
Allan Roberts	
Alan Catterick	
Stuart Robson	
Barry Moss	
Pete Moss	
Ken Hunter	
Anne Dixon	

### 1. Apologies

Apologies were received from Simon Holmes, Tim Bowers, Trevor Lawson, June Hardy, Rae Youngman, John Lister and Graham Dixon.

## **2. Chairman's Introduction**

The Chairman welcomed everyone to the meeting and explained that the AGM was usually held in June but because of the pandemic had been postponed until now.

## **3. Approval of Minutes of 22<sup>nd</sup> AGM held on 22 June 2019**

The Minutes were accepted as a true record and signed by the Chairman. Proposed Bob Wood, seconded Stuart Robson.

## **4. Matters Arising**

There were no matters arising.

## **5. Treasurer's Report**

David Richardson (DR) introduced himself as the new Treasurer and explained that the figures he would be presenting were for the Financial Year ending March 31<sup>st</sup> 2020.

He thanked the previous auditors, Beckingtons, for their work over the years and announced that TP Jones, a Harrogate accountancy practice, had been appointed to carry out the audit for 2020/21.

DR explained that from the start of the new Financial Year the accounts were being held on QuickBooks, which made management of the accounts easier and more flexible, with cloud storage and easier access for the management team.

Payroll had previously been handled by York CVS but with them ceasing to provide that service payroll had been brought in-house.

Day-to-day banking was being moved to Barclays to provide easier access for the Centre Manager and Treasurer. There is now only one loan accounts with CAFBank.

DR presented the draft accounts for FY to 31<sup>st</sup> March 2020, which meant that any effects of Covic-19 would not be evident. He identified another positive year with the Centre maintaining a small surplus.

In August 2019 the Café and Bar were outsourced and the new Poppleton Social has built a strong clientele and is operating well.

Hire income was up 6% and good occupancy rates come from a strong client base.

Fundraising events were again strong with regular events key to the Centre's financial success.

2019/20 showed a reduced level of Capital Expenditure (£11k cf £55k the previous year).

Cash and Bank balances at the year end of £42k represent a good position but are below the ideal set out in the Reserves Policy.

The balance on the smaller of the two Charity Bank loans was repaid during the year with the remaining loan of £9k repayable during 2021.

The release of previously secured grants/donations reduced the balance held to £150k (Previous year £164k). These represent a non cash impact on the income statement.

DR reported on the accounts of Poppleton Centre Ltd, a wholly owned limited company through which the Centre Bar was operated until August 2019 when the Café and Bar were merged and outsourced to Espresso Garden who provide services as Poppleton Social.

The final period of trading of Poppleton Centre Ltd, to August 2019, yielded a small deficit of £2k. As part of the finalisation of trading the fixed assets of the company along with the stock and cash balances were transferred to Poppleton Community Trust and used to help support the start-up of Poppleton Social. As at 31 March 2020 the balance sheet of the Company was clear other than the £1 share capital. The company will remain in a dormant state until it is liquidated at an appropriate time.

Once again the member clubs have had a financially secure year generally making a small surplus, other than cricket which is still in start-up phase. All sections held positive cash balances at the year end.

Once again key events in the fundraising calendar including Bonfire Night and the Beer Festival (PJFC), along with grants and donations, were key to ensuring the financial success of the clubs.

DR then talked about the major effect that the pandemic is having on everyday life including all our clubs and while safety of our community is the prime concern there will be ongoing financial impacts to consider.

All sections currently have similar levels of reserves to those at the year-end although the loss of income from operations and key events like the Beer Festival will impact on 2020/2. Cancellation of the Bonfire will also impact on our cash reserves.

Mitigation actions are being taken where possible including application for Covid grants/donations by the Trust/PJFC/PUFC; use of the Job Retention Scheme where appropriate by the Trust and reduction in spending and controlling costs by all sections.

Going forward there is likely to be a long period of re-building required for all sections to recover lost reserves and retain/recover membership levels reduced as a consequence of the virus impact.

## **6. Chairman's Report**

### **Changes**

Robin Tomlinson (RT) said that following Graham Dixon stepping down it became clear that Graham had taken on much more work than was appreciated. A number of Trustees and staff volunteered to take on some of his roles which left the way clear for a new Treasurer with a much less onerous workload.

Kathryn Davies volunteered for the role but for various reasons was unable to continue and by the end of the year David Richardson was appointed.

Sam and Louise Gallaher started running the café and bar in August last year. They worked extremely hard and have fitted in well with all of the users of the café and bar.

### **Centre Development**

Early in the year regular bookings from NY police worth £10k pa were lost but the gap was filled. The Gin Festival, Bonfire Night, Christmas Ball and Market all contributed to fund raising efforts. Film Night started and Covid permitting we will continue.

RT reported that as the Centre becomes ever more successful Trustees have been concerned about the lack of car parking. Tim Bowers, our Civil engineering Trustee, created a specification to use the piece of grass by the football field to park cars and to create a new footway along the entrance drive to give safer pedestrian access to the playground. The lowest of three quotes, by Jeffrey Construction for £41k, was accepted. Parish Councils agreed to help fund as well as £6k from CYC ward funding. John Craven applied for Lottery funding and for the first time ever we looked like we might have some success. Because of Coronavirus the National Lottery have suspended all work on grants so this project has been delayed save for some work which we did with funds from Nether PC which we had to take before the end of their financial year, this enabled us to reline the car park.

Trustees have been talking to CYC, our landlords, who are responsible for the maintenance of the grounds, which they have failed to do although they have recently improved. The Council have been pushing Trustees to take an “asset transfer” which involves the Trust becoming responsible for all maintenance with no rent payment. Reluctance to do so was driven by concern about responsibility for the playground and for the culvert drain running below the access road. After prolonged negotiation CYC agreed to take responsibility for the culvert and maintenance of the playground and in December 2019 the Trust finally agreed to go ahead on this basis. Then Coronavirus halted this. We have seen evidence of CYC cutting grass, but we have spent £1,000 pruning the ash tree by the playground.

Bob Wood is looking into the implications of making the Trust carbon neutral and Trustees have had preliminary discussions with Explore York, who have the contract to run the library services in York, about the possibility of re-siting the library somewhere in the Centre.

### **People**

RT recalled that Brian Jackson sadly passed away last year. Brian was inspirational and heavily involved in football, locally and as an active committee member of North Yorkshire FA. He was a great supporter of PUFC and he will be fondly remembered. PUFC have had a very difficult time of late having had the pitch destroyed by cock chafer infestation and rabbits. They have turned the corner and can play at home once again.

RT thanked Trevor Lawson, Allen Jones, Beth Kirkham and Barry Moss for taking on some of the responsibilities covered by Graham Dixon; Bob Wood for producing Centrepiece at a profit and promotional material and Pauline Craven for keeping the planters looking good through the year.

Finally he thanked Beth Kirkham and Barry Moss for the work they do to ensure that the Centre remains as buoyant and welcoming. Barry particularly puts in a lot of work behind the scenes.

Finally he thanked Trustees who take on considerable responsibility. Fulfilling the role properly is time consuming and requires Trustees to not just attend meetings of the Trust but also to put time and effort into the many tasks and functions to maintain and develop the Centre. He greatly appreciated the effort which you all put in to support the cause.

### **Parish Councils**

RT thanked our two PCs and said how vital is their support in maintaining the Centre as such an integral part of the village. The Trust appreciates the financial contribution they make which is used for project work to ensure that a 30 year old building can continue to provide

excellent facilities. When Trustees apply for grant funding they are asked “do you get support from your parish council”. This is vital.

### **6. Election of Chair**

Allen Jones announced that Robin Tomlinson was prepared to continue as Chairman for a further year if asked to do so and as no other candidates presented themselves Robin was unanimously re-elected as Chair. Proposed by Warwick Spencer, seconded by Stuart Robson.

### **7. Election of Village Representatives**

All the current village representative Trustees offered to stand, with the exception of Mamta Skally. The following were re-elected: Tim Bowers, Allie Campbell, John Craven, Mick Chrome, June Hardy, Simon Holmes, Allen Jones, Gemma Lawson, Emma Lawer, Trevor Lawson, David Richardson, Warwick Spencer, Mike Walter and Bob Wood. Proposed by Warwick Spencer, seconded by Mick Crome.

There being no other business the Chairman thanked everyone for their attendance and closed the meeting at 8.10pm

Signed

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Robin Tomlinson, Chairman