

Bartestree and Lugwardine

PLAYING FIELDS ASSOCIATION

Minutes of Annual General Meeting 7th November 2022

1. **Attendance** Nigel Shore, Jonathan Jackson, Ron Williams, Fiona Matthews, Dave Price, Sean Powell, Alan Moore, Richard Fisher, Nick Freeman

The meeting opened at 7.30 pm.

2. **Apologies** Phil Anderson, Malcolm Harris, Glenn Powell, Anthony Symonds, Nathan Scott

3. **Minutes of last meeting**

The minutes of the previous Annual General Meeting on 4th October 2021 were distributed. Ron Williams proposed that they be adopted as a true record. Seconded by Jonathan Jackson. Agreed unanimously.

4. **Matters arising**

None.

5. **Chairman's Report**

Dave Price presented the Chairman's Report (attached). This is for the 'old' Association but provide historic context for the new Charitable Incorporated Organisation.

6. **Treasurer's Report**

Jonathan Jackson presented the Treasurer's Report and the Annual Accounts (attached) for year ending 31st July 2022. These are for the 'old' Association but provide historic context for the new Charitable Incorporated Organisation.

Nick Freeman proposed that the accounts should be approved, seconded by Ron Williams. Agreed unanimously. A vote of thanks was offered to Jonathan for the efforts he has made as Treasurer this year.

7. **Independent Examiner**

Ron Williams proposed that Matt Davies should continue as Independent Examiner. Seconded by Dave Price and agreed unanimously.

9. **Election of Committee Members**

As this was the last meeting under the constitution of the old PFA and the first of the new Charitable Incorporated Organization (CIO) all officers and committee Members had to resign. The membership present then elected Dave Price as the new Chair of the CIO and elections of Committee Members and Officers proceeded as below;

Committee members Sean Powell, Glenn Powell, Anthony Symonds, Phil Anderson, Fiona Matthews, Alan Moore and Nathan Scott were proposed by Ron Williams and seconded by Jonathan Jackson. These Committee Members were duly elected unanimously.

Ron Williams and Nigel Shore will continue as the Parish Council representatives, and Fiona Matthews as the representative of the Village Hall Committee.

8. Election of Office Bearers

The following Officers were proposed and elected unanimously:

	Office	Proposed	Seconded
David Price	Chairman	Jonathan Jackson	Nigel Shore
Nick Freeman	Vice-chairman	Ron Williams	Sean Powell
Nigel Shore	Secretary	Ron Williams	Sean Powell
Jonathan Jackson	Treasurer	Ron Williams	Sean Powell

10. AOB None

11. Close The Annual General Meeting was declared closed at 7.52 pm.

Attachments 1) Notice of meeting 2) Chairman's Report 3) Annual accounts

Bartestree and Lugwardine Playing Fields Association

Treasurer's Report y/e 31/7/22

Generally, a good recovery from Covid but changes in club teams has meant a change in sources of income, in particular from the Senior Football Team.

Accounts agree to quarterly updates previously provided with a few exceptions mentioned below.

PFA Main

Income has been steady to ensure we have a day-to-day operating surplus of £1,500. However certain expenditure while deemed non-income for day-to-day operating purposes is treated as expenditure against income for accounting purposes:

- Depreciation - £784
- Capital write-offs - £722
- Expenditure on Community Field - £360

Please note that as this is the final period for the current Playing Fields Association organisation, we have taken the decision to tidy up the balance sheet before transferring to the new Charitable Incorporated Organisation. Some of the items no longer exist and others have been worthless for some time. This process has resulted in a one-off Capital write-off of £722. Future Depreciation will be on straight line basis so being more realistic.

The expenditure on the Community Field was a report from a fund-raising consultant. Given that our involvement in the Community Field is changing we viewed this as a capital expenditure on a day-to-day basis but have since decided it is a one-off and so should be treated as an expenditure against income.

Only other unexpected expenditure is a previously unaccrued Biffa Bin expense making figure in accounts this year greater than expected

Pavilion

Improvement since Covid but turnover still a bit down on pre-Covid. Expenditure is generally up as previously reported, so producing an overall loss.

The previously reported loss increased by accounting inclusion of the following costs

- cash register - £180
- Urinal flush control - £365
- Repairs to vinyl in changing rooms - £540

These items of expenditure are not capital in the true sense so are treated for accounting purposes as expenditure against income but are sufficiently variable not to be included in the day-to-day expenditure. It is expected that the installation of flush controls will significantly reduce our water consumption and costs.

Although the Clubs are exploring additional events to hold at the Pavilion and so increase turnover, we recognise that for the immediate short-term the increase in expenditure, especially energy, will be greater than any increase in income. We have therefore instigated a regular contribution from both Football and Cricket Clubs to help bridge the gap.

TO ALL

I WOULD FIRST LIKE TO SAY WHAT A PLEASURE IT HAS BEEN BEING CHAIRMAN OF THE P.F.A. THE LAST TWELVE MONTHS.

MY FIRST YEAR HAS BEEN A QUITE ONE THANKS TO THE COMMITTEE AND ESPECIALLY THE EXTREME AMOUNT OF HARD WORK UNDERTAKEN BY NIGEL & JONATHAN.

I WOULD LIKE TO THANK YOU ALL WITH A SPECIAL THANK YOU TO NIGEL & JONATHAN.

I WOULD ALSO LIKE TO THANK THE COMMITTEE'S OF THE FOOTBALL & CRICKET CLUB FOR THEIR WORK AROUND SIDE THE PFA, THE CLODDSTAFF FROM BOTH CLUBS FOR THE BEST GRASSED PITCHES IN THE COUNTY & NOT FORGETTING THE THURSDAY/THURSDAY CRICKET CLUB GLEN FOR THEIR WORK AROUND THE PAVILION & GROUND.

THE LAST 12 MONTHS THANKS TO THE CRICKET GLENT HAS SEEN THE FANTASTIC IMPROVEMENTS TO THE FRONT OF THE B&B SHACK WITH THE PATH & TABLES & THE MUCH NEEDED WIDENING OF THE DRIVE & FENCE IN PLACE FOR THE EXTENSION OF THE GREEN SHED.

THE NEXT 12 MONTHS SHOULD SEE THE EXPANDED USE OF THE NEW FIELD BY THE FOOTBALL CLUB WHICH WILL BE A GREAT HELP TO B.F.C.

IT NOW JUST LEAVES ME WITH THINKING BEFORE FOR ATTENDING TWILIGHTS A.S.H & LOOKING FORWARD TO THE NEXT 12 MONTHS.

Dave Dicks

Chairman

P.F.A.

BARTESTREE AND LUGWARDINE PLAYING FIELDS ASSOCIATION

REGISTERED CHARITY NO. 1058843

BALANCE SHEET

AND

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st JULY 2022

Officers

Chairman	D.Price Esq
Vice Chairman	N.Freeman Esq
Secretary	N.L.Shore Esq
Treasurer	J.G.C.Jackson Esq

Bankers

Lloyds Bank	Hereford Branch
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Independent Examiner

Matthew Davies FCCA - The Online Accountant

BARTESTREE AND LUGWARDINE PLAYING FIELDS ASSOCIATION

BALANCE SHEET AS AT 31st JULY 2022

<u>FIXED ASSETS</u>	<u>As at</u> <u>01/08/2021</u>	<u>Additions/</u> <u>(Disposals)</u>	<u>Depreciation</u>	<u>As at</u> <u>31/07/2022</u>	<u>2021</u>
Pavilion – part cost	11,532	-	-	11,532	11,532
Plant and Machinery	110	-	17	93	110
Implements	37	- 37	-	-	37
Storage Shed	108	-	16	92	108
Playing Field Equipment	75	- 75	-	-	75
Cricket Nets	61	- 61	-	-	61
Ball Stop Netting	31	- 31	-	-	31
Cricket Net Extension	14	- 14	-	-	14
Cricket Mat ann Netting	280	- 280	-	-	280
Gand Mower	393	-	59	334	393
Pavillion Shed	104	-	16	88	104
Ball Stop Netting	110	- 110	-	-	110
Community Goal	43	- 43	-	-	43
Spreader	51	-	8	43	51
Extension to Ball Stop Netting	71	- 71	-	-	71
Fixtures, Fittings and Equipment	602	-	90	512	602
Planning Application Fee	-	262	39	223	-
Contribution to Patio/Tarmac	-	1,000	150	850	-
Deposit on Shed Extension	-	2,592	389	2,203	-
	13,622	3,132	784	15,970	13,622

CURRENT ASSETS

Bar Stock as Valued by the Officers	768	631
Debtors and Payments in Advance	812	1,291
Cash at Bank – Current Account	7,781	10,396
Cash at Bank and in Hand – Pavilion Fund	19,278	20,714
	28,639	33,032

CURRENT LIABILITIES

Creditors and Accruals	1,037	729
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NET CURRENT ASSETS

27,602 **32,303**

NET ASSETS

43,572 **45,925**

REPRESENTED BY:

ACCUMULATED FUND

Balance as at 1st August 2021	2,712	14,179
Less: Excess of Expenditure over Income	- 922	- 11,467
Add: Excess of Income over Expenditure		
	1,790	2,712

PAVILION FUND

Balance as at 1st August 2021	43,213	27,148
Less: Excess of Expenditure over Income	- 1,431	
Add: Excess of Income over Expenditure		16,065
	41,782	43,213
	43,572	45,925

Chairman _____

Treasurer _____

BARTESTREE AND LUGWARDINE PLAYING FIELDS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st JULY 2022

INCOME

Hire			
Bartestree Football Club	2,695		2,761
Bartestree and Lugwardine Cricket Club	2,394		2,117
Other Hire	100	5,189	
Donations		-	15
Total Income		<u>5,189</u>	<u>4,893</u>
Excess of Expenditure over Income		<u>922</u>	<u>11,467</u>
		<u>6,111</u>	<u>16,360</u>

EXPENDITURE

Rent – Bartestree and Lugwardine Group Parish Council		1	1
Playing Field Maintenance		878	2,975
Water Rates		45	52
Insurance		1,412	1,066
Repairs to Equipment etc		-	70
Machine Running Costs		-	462
Accountancy		150	150
Refuse Disposal and General Expenses		2,119	1,215
Donations		-	10,000
Depreciation		784	369
Profit/(loss) on Disposal of Fixed Asset		<u>722</u>	<u>-</u>
Total Expenditure		<u>6,111</u>	<u>16,360</u>
Excess of Income over Expenditure		<u>-</u>	<u>-</u>
		<u>6,111</u>	<u>16,360</u>

BARTESTREE AND LUGWARDINE PLAYING FIELDS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st JULY 2022

PAVILLION FUND

BAR ACCOUNT

Takings	12,455	7,537
Cost of Takings:		
Stock as at 1st August 2021	631	673
Purchases	6,781	4,173
	<u>7,412</u>	<u>4,846</u>
Less: Stock as at 31st July 2021	<u>768</u>	<u>631</u>
	6,644	4,215
Gross Profit	<u>5,811</u>	<u>3,322</u>

INCOME

Bar Account – Gross Profit	5,811	3,322
Grants	-	18,232
Hire	-	-
Total Income	<u>5,811</u>	<u>21,554</u>
Excess of Expenditure over Income	<u>1,431</u>	<u>-</u>
	<u>7,242</u>	<u>21,554</u>

EXPENDITURE

Repairs to Equipment	1,227	823
Repairs to Premises	689	36
Keys and Padlocks etc	129	39
Insurance	814	824
Lighting and Heating	1,842	715
Water Rates	811	466
Cleaner's Wages	682	922
Cleaning and Hygiene	387	387
Accountancy	70	230
Licences	357	954
General Expenses	99	15
Card Reader Expenses	135	78
Wages	-	-
Total Expenditure	<u>7,242</u>	<u>5,489</u>
Excess of Income over Expenditure	<u>-</u>	<u>16,065</u>
	<u>7,242</u>	<u>21,554</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
BARTESTREE AND LUGWARDINE PLAYING FIELDS ASSOCIATION**

I report on the accounts of the charity for the year ended 31st July 2022 which are set out on pages 2 to 4.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) of the Act, whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statements

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act, and to prepare accounts which accord with the accounting records, and to comply with the accounting requirements of the Act, have not been met

or

- 2 to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached



24/10/2022

Matthew Davies FCCA
The Online Accountant
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Hereford
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