

MOULSFORD PAVILION MANAGEMENT COMMITTEE

ANNUAL REPORT FOR THE YEAR TO 31 MARCH 2020

This is the ninth annual report of the Moulsford Pavilion Management Committee (MPMC) since the opening of the new pavilion in April 2011, and the third report from the current Committee.

The Committee

The Committee for the period 1st April 19 to 31st March 2020 comprised the following:

Officers

Nigel Mansford Chair

Phillip Sachse Vice-Chair

Peter Brass Interim Treasurer

Emma Shakeri Secretary

Andy Bryan Parish Council Representative

Members appointed by MPMC

Karen Gilmore Bookings Secretary

Tony Hughes Caretaker

Co-opted members

Deb Wilkins

This Committee is serving a four-year term to May 2021.

Frequency of meetings

MPMC met four times in the past year. This appears to be adequate and other business between meetings, is largely conducted by email.

Dates of meetings are published in Moulsford News and all are open to the Public.

Financial overview

Despite an abrupt cessation of operations in March, due to the Covid 19 pandemic, the financial performance for the full year was very positive. Income was £14,914 an increase of £1,164 over prior year. Once again, this enabled the Pavilion to be self sufficient with operating income covering day to day costs, any necessary repairs and execution of an ongoing programme of maintenance. MPMC holds a surplus of £4,900. This will cover a number of months of ongoing operational costs that continue to arise even whilst the Pavilion is "mothballed" during the Covid 19 lockdown.

More details are attached in the Treasurers Report.

Operations

The Committee is grateful to Bookings Secretary Karen Gilmore, Caretaker Tony Hughes and Interim Treasurer Peter Brass. Their combined efforts are the foundation of a very successful operation. Tony continues to maintain the Pavilion to the highest standards demonstrating numerous skills and endless enthusiasm. Karen co-ordinates our bookings to maximise the utilisation of the Pavilion. Peter very kindly agreed to act as Interim Treasurer and his financial management has been of enormous benefit over the last twelve months.

Covid 19 Response

MPMC ceased all operations at the Pavilion from 22nd March 2019. When it became apparent that closure would be extended for several weeks, MPMC “mothballed” the Pavilion. Heating, water and electricity usage were all reduced to minimums and maintenance focussed on ensuring the Pavilion remains in good order and when allowed, can immediately return to full operation.

Marketing

Marketing efforts were minimal through the year. The Pavilion revenues are diverse and we have many repeat customers. Following a prolonged shutdown MPMC will consider how best to stimulate usage to the levels seen during the 2019/20 year.

Conclusion

As Chair, in addition to the MPMC Committee members mentioned in this report I would like to thank all members of the Committee. Emma Shakeri our Secretary, Philip Sachse our Vice Chair and Deb Wilkins. Their collective expertise and enthusiasm for the Pavilion are essential to our continued progress.

Nigel Mansford

Chair MPMC

10th May 2020.

MOULSFORD PAVILION MANAGEMENT COMMITTEE
Treasurer's report for the year ended 31 March 2020

To: Members of MPMC

Management Accounts for the year with comparison to Budget.

Income & Expenditure Account for the year to 31 March 2020
Actual vs Budget

	Actual	Budget	Variance
	£	£	£
Income			
Hiring income	14,735	13,750	985
Donations and other	179		179
<u>Total income</u>	14,914	13,750	1,164
Expenditure			
Utilities	2,417	1,994	(423)
Cleaning	3,670	2,097	(1,573)
Cleaning materials	312	656	344
Licences	560	602	42
Administration and office costs	187	106	(81)
Advertising and marketing	-	-	-
Caretaker	2,496	2,496	-
Maintenance	1,429	2,467	1,038
Bookings costs	2,496	2,496	-
Equipment	-	-	-
Other costs	445	-	(445)
<u>Total expenditure</u>	14,012	12,914	(1,098)
Surplus (deficit) of income over expenditure before tax	902	836	66
Provision for taxation	(171)	(159)	(12)
Net surplus for the period after taxation	731	677	54

Balance sheet at 31 March 2020

Current assets		
Cash at bank and in hand		5,864
Debtors and prepaid expenses		735
		6,599
Creditors and accruals		
Deposits from hirers	(900)	
Deferred income and refunds due	(261)	
Other	(538)	(1,699)
		(1,699)
Net current assets		4,900
Represented by		
Reserves brought forward at 1 April 2019		4,169
Surplus (deficit) for the year to date after tax		731
Reserves carried forward		4,900