PCT Management Committee Minutes –
13th February, Monday 7.30pm Pavilion Stores

Confidential

1. **Present:** D Austin, N Backhouse, N Constable, A Constable, S Young, J Holtom, H Harrison and S McMahon

2. **Declaration of members' conflicts of interest:** It was agreed item 8 on the agenda will be postponed until the next meeting as a Chair for the PAH not yet elected.

3. **Apologies:** A Constable present via Whatsapp

Matters Arising

4. **To approve MC meeting minutes of 11th January 2023**
   Approved (JH proposed and SY seconded).

5. **To review and update Running List of Actions assigned to directors** (*attached).*

6. **9 Strategic Objectives set 5th January 2023**
   MC names were added against objectives as 'drivers' and they will be reviewed in April (see below). However, an update on the **Play Area** was discussed in at this meeting due to current activity:

   a. **Play Area.** To form a working group to raise funds and specify items required. SY had convened an inaugural meeting for such a group next week. *Update: SY reported the inaugural meeting was successful with great support and fund raising initiated. There was discussion about the process of decision making/responsibilities for further developing the Coronation Playing field and play area. It was agreed SY and JH lead the*

working group in the development plans and bring them back to the PCT Board to be rubber stamped. SY/JH

b. **Financial management:** To establish a Finance Committee and ensure it works efficiently to deliver robust management across all Trust operations. The Finance Committee to be tasked with reviewing and re-writing the Trust's Financial Policy, as necessary. DA/HH
c. **Pavilion Stores** - To compile a 'high-level' business plan ensuring the long-term sustainability of the Pavilion Stores and to better define roles and responsibilities of employees and volunteers. DA/NB
d. **Pavilion Stores** To further develop the outdoor area around the Pavilion.
e. **Village Hall** – To establish a fund-raising / steering group overseeing Village Hall refurbishment. SY/DA
f. **Village Hall** - To obtain planning permission for VH refurbishment. HH/SY
g. **Affordable Housing** - to obtain planning permission for six social rent affordable homes and to start the build. NC/JH
h. **Partnership working:** To liaise with Parracombe Parish Council to complete the re-writing of the Village Hall lease and transfer of land. To work with PPC to ensure a clearer definition of responsibilities between PCT and PPC. JH/DA
i. **Communications**: - Short term - improving activity on Twitter and increasing frequency of General Comms; Long term - improving the Trust's website offering. AC

7. **Village Hall heating**

NB gave feedback on the recent repairs by the heating engineer and that the 'leak' was holding, hopefully delaying replacement of the current control system. Also 4 new heaters are now in use. A quote for a new control unit will be required with the village Hall refurbishment.
Action: NB to monitor the situation and chase the quote

8. **Parracombe Archaeology and History Society - possible transfer of assets and funds to PCT**

Once a Chair is elected, the PCT will require a firm proposal. This item will be postponed until the next meeting.
Action: NC will liaise with Keith Denby.

9. **Additional agenda items at Chair's discretion**

Membership Update – this now stands at 191 members

Events – There has been recent concern that proposed events in the village could clash (JoH has received a communication stating this concern). The Events team are responsible for organising events, not the PCT. But the PCT appreciate the hard work done by other teams to raise funds.

Publication of Minutes – it was agreed the minutes of the PCT MC meetings should be made public on the website for greater transparency on broad

issues. However, any matters that were commercially sensitive or of a personal nature would not be published. Once minutes have been approved, they will now be uploaded onto the website, including the last 4 sets (dating back from the last AGM).
Action: NC to send AC the 4 sets of minutes to upload.

Treasurers report – this will become a standing item on the agenda.
DA went through the accounts for the last 9 months ending 31 January 2023. In summary the finances for the Pavillion Stores are in good shape making a small monthly profit. The Village Hall finances are struggling due to the usability from heating issues. Some VH invoices are yet to be processed. HH questioned some of the Shop figures and proposed separate monthly financial reports would provide clarity (NB seconded). It was agreed monies from grants received distort the finances and that these amounts should be separated as they are ring fenced for grant-funded projects.
Action: DA to discuss the format of monthly reports with TW, and send out monthly reports to the MC when available.
Action: DA to set up a ring-fenced pot for charitable activity such as the 'Go Fund Me' page for the Coronation Playing Field, until a bank account exists.
Action: SY and NB to chase outstanding invoices for the VH.
Action: NC and HH to send DA details of grant funded projects.

10. Project updates and acceptance of committees' minutes.

Community Shop - minutes of 05/12/22 were approved (DA proposed and SY seconded).
Two grants had been applied for with success: John Patronis grant (£250) for café equipment and Warm Spaced Fund (£250).

Village Hall – minutes of 17/01/23 were approved (DA proposed and SY seconded)
SY is to meet with the architects this week who will have 3D models. He said the Design sub-committee felt the consultation process had been sufficient and transparent. Cllr Debbie Harding has been approached by one of the VH user groups, who felt the outcome of the consultation process did not fully represent their views.
The VH lease will be amended so it will be fit for purpose and include the car parking area. This will also make fund raising easier.

Affordable Housing
The planning application is now ready to go on the website.

1. Date of next full PCT MC meeting 13th March 2023 at Pavilion Stores

Meeting closed at 9.40pm

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