PCT Management Committee Minutes –
11h January 2023, Wednesday 7.35pm Pavilion Stores

Confidential

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

2. **Declaration of members' conflicts of interest:** None

3. **Apologies:** A Constable

Matters Arising

4. **To elect a PCT management committee chair, secretary and treasurer**

   DA to continue as Treasurer.
   NC to step down as Secretary. NC proposed SM as Secretary (NB seconded)
   DA to step down as Chair. HH proposed NC as Chair (SY seconded). DA thanked for his hard work to date as Chair.

5. **To approve MC meeting minutes of 23rd November 2022**

   Approved (HH and JH seconded)

6. **To approve the Community Trust's key goals and objectives for the period to March 2024**

   Approved the 9 objectives (SY proposed, NB seconded). Discussion on how to move forward and agreed a press release with some context was appropriate with circulation to members and on fb. Include details of the new management team. HH proposed the management committee would revisit

the objectives every other month. This item would be on the next agenda and lead names would be added against objectives.
Action: NC to write a press release as an early Spring update

7. **To review running list of actions assigned to Directors**

   See updated 'Actions' table attached.

8. **Additional Agenda items at Chairs discretion**

   Correspondence from Exmoor National Trust
   It was agreed that the ENT donation towards solar panels at Pavilion Stores would be recogised with a plaque and press release.
   Action: JH to contact Sue May (Chair of ENT).

   VH refurbishment plan and fundraising
   HH said there were two strands – a. planning permission and related grants and b. community fundraising of £30K (5% of the total build cost). M Hallam's help was acknowledged. SY added someone was needed to drive the community fundraising. JH was concerned there should be no crossover and confusion between other fundraising projects (eg. Play area). NB suggested the press release (item 6.) could include a fundraising focus against the 9 objectives if relevant.
   Action: NC to include fund raising in the press release.

9. **Project updates and acceptance of committee minutes**

   - Community Shop - minutes of 06/010/22 and 02/11/22 were accepted (JH proposed and NB seconded).
   - Affordable Housing – JH said the Chief Planning Officer was looking at the eligibility of the letting criteria.
   - Village Hall – SY said the hall was struggling to tick over due to heating issues over the winter. He needed to update the VH committee next week with proposed action as it was imperative we keep the hall running. NB had investigated and there are 2 issues, costly to resolve – heating controller and a leak causing pressure in the system to fall. He suggested several oil filled radiators would be effective and 361 working with Woollacotts could provide an inexpensive and immediate temporary solution. DA proposed NB provide quotes of alternative heating solutions, the PCT has some funds available.
     Action: NB to provide quotes on heating alternatives for VH as a priority.

10. **Membership Secretary's Report –** unchanged

11. **Treasurer's report**

Not all members of the PCT MC had seen the report and DA will circulate. Accounts were up to 31/12/22 for a 9 month period. HH proposed accounts should be monthly (NB seconded) and sent out as soon as available regardless of PCT MC meetings. Agreed by MC.

DA explained the current reports (Pavillion Stores, Village Hall and Profit/Loss). He acknowledged there were some anomalies due to the nature of various income sources and expenses, but T Wilde could advise on an understandable format. In summary:

- Income and expenses identified a current 'cash neutral' situation.
- Pavillion Stores were making a consistent small profit (£10K). HH added this was likely to fluctuate with seasons so monthly updates would be useful.
- SY said the VH was running at a loss (£700 for 2022). JH added the VH insurance was due and the Parish Council could pay, in fact there needed to be clarity on 'what and why' the PC and PCT cover financially.

Action: All to look at current reports with any questions for DA. DA to initiate monthly reports.

12. **Communications Officer's Report**

It was acknowledged AC had circulated 2 reports for general interest:

- Comms report December/January (available monthly)
- 'A year in review' 2022 with website analytics**.**

13. **Date of next full PCT MC meeting – February 13th 7.30pm, Pavilion stores**

Meeting closed: 9.10pm