DRAFT PCT Management Committee Minutes –
Monday March 13th, 2023 - 7.30pm at the Pavilion Stores

Part 1

1. **Present: 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:** None

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

4. **Additional agenda items at Chair's discretion:** Item added on a Quarterly Newsletter

Matters Arising

5. **To approve MC meeting minutes of 13th February 2023**
   Approved (JH proposed and SY and NB seconded). PCT minutes will now be published on parracombe.org webpage, with a unique URL to a landing page which will show all minutes previously published.
   Action: SM to send minutes to AC.

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

7. **Newsletter**
   It was agreed a newsletter, probably quarterly, would be a welcome publication for local residents. Each committee (Shop, VH and AH) could provide an article on recent activity and it would be available as a link from the landing page, on fb and through email. End of April is the target date for the first newsletter, followed by July, October and January.

Action: NC to write to committees who will nominate a member to write short article(s). AC will then publish online.

8. **Coronation Playing Fields and play area working group**
   SY updated the MC on the meeting held last week. The relationship between the PPC, PCT and Coronation Playing Fields Charity was clarified. The Coronation Playing Fields Charity and play area working group will be driving forward actions and funding.

9. **Treasurer's report**
   DA provided detailed management accounts and notes (circulated to MC by email). Issues explained were grant income (separation), tax advice received from Acorn Co-op Support, trading and VAT support, accounts payable support, payroll and employee support. DA said it was his intention to publish monthly financial reports. The MC thanked him for the huge amount of work untaken to provide this detail.
   Action: DA will review the Financial Policy so it can be in place prior to YE at end March.

10. **Village Hall refurbishment and concern expressed by Councillor Harding that some villagers feel excluded**
    As Project Manager, HH updated the MC on recent developments following the consultation. Cllr Harding said that some residents felt excluded and upset that the consultation report did not reflect some negative comments received (this was minuted by the PPC). Cllr Harding would also like to see the most recent VH plans and developments available online. HH offered to step back from the role if directors felt he was at fault or that his involvement was counter-productive.

    Resolved: That the PCT Management Committee has full confidence in Harry Harrison as VH Refurb project manager, believes the consultation was thoroughly and properly carried out, agrees that the results reported to the community accurately reflected contributors' views and requests that HH remains in his VH Refurb role (Prop. NC Sec. SY and carried unanimously).

    Action: HH to send AC a working draft of the plans (pdf) and AC will update Cllr Harding on the links to updates on the VH development landing page.

11. **Project updates and acceptance of committees' minutes.**

    Shop
    - *DA and JoH have been speaking to Drop Shipping to explore expansion of the product range and get to access discounts. This could help address rising prices of products.*
    - *4 sets of outdoor tables and chairs have been acquired.*
    - *kWh for the electric car charging needs to clarified.*

    Village Hall

- *Working Group minutes 14/02/23 were received and noted.*
- *The village hall cleaner has been retained and now has public liability insurance.*
- *A recent private party at the hall gave rise to a complaint regarding noise. The Licensing Officer was contacted by the complainant and the incident was logged but the Hall's licensing conditions were not breached. SY said the next VH meeting will discuss mitigation/control measures.*

Affordable Housing

- AH committee is due to meet soon and will update the PCT.
- Notice of the AH planning application has been circulated to the wider community and residents have been encouraged to respond on the Exmoor National Park planning portal.

12. Date of next full PCT MC meeting

Wednesday 12th April 2023

The meeting ended at 9.30pm.