PCT Meeting Nov 23rd 2022 - Pavilion Stores

Present: J Holtom, D Austin, S Young, N Backhouse, H Harrison, N Constable

*(Proposer / Seconder)

1. **Declarations of Conflicts of Interest:** None

2. **Apologies**: A Constable.

3. **Minutes** of Sept 12 and Oct 18 were approved (HH/SY)

4. **Running List of Director Actions**

Agreed that the Running List be updated with:

(i) Payroll - Jayne Marsh-Jones should formally be offered the role and also receive access to the Trust's online accounts.
(ii) S4B DA and NC to liaise to persuade S4B to update the Trust's contacts and addresses.

Bar purchases - DA reported that he had set up a separate a/c for this with Youings. Managers would order bar purchases on that a/c. Bar invoices would be paid out of the Trust Main a/c rather than the Shop a/c.

5. **Additional agenda items at Chair's discretion:** None

6. **Election of officers.** The following officer appointments were agreed.

DA Chair HH/NC
DA Acting Treasurer. HH/NC
NC Secretary. HH/NC
AS - Membership secretary HH/NC
AC - Comms officer. HH/NC

7. **Correspondence.**

An email from Linda Tansley offering suggestions on Trust management and potential new projects was noted. All agreed her comments on the outdated Financial Policy were valid and would be addressed. NC advised that he had replied to Linda.

8. **Financial Policy Review**

Action: It was agreed (NC/NB) that HH and DA would form a Finance Sub-Commitee and seek an additional 1 or 2 members to sit on it. The Finance Sub Committee would meet as required and report to the Management Committee. It's priority would be to review and update the Financial Policy.

Action: DA and HH to review and amend the Financial Policy with the finance sub-committee.

9. Review of all other Trust Policies

It was agreed (JH/NB) that, after reviews by directors, all existing policies remained valid apart from:

(i) Hall booking Policy – this needed revising and updating - Action SY
(ii) Data Protection Policy – this needed revising and updating - Action NC/AS

10. Project targets 2023-24

Agreed that these would be identified at a PCT Strategy Meeting on Thursday Jan 5th, 6.15pm at the shop. To include agenda item: *Making the Village Hall a priority fundraising project.*

11. Shop signage on the A39.

After discussion it was agreed to set up a temporary sign on the A39. DA suggested that we produce a similar sign to that used for Quarry Fest. JH said we should emphasise the community shop aspect on any sign. DA said it could simply be an A-board.

Action: JH to continue discussions with Councillor Andrea Davis on agreeing a 'community shop bus stop' at the Pavilion car park.

Action: NB to liaise with John Minns on design ideas for new temporary signs at A39 junctions with Parracombe's two main access roads. Target date - in time for Easter.

12. **Directory of grant funders**.

Agreed (NC JH) that Martin Hallam purchase this via Dave.

13. **To provide AC with full admin rights to parracombe-org** and any other website on which the Trust had a presence. HH said admin rights needed to be devolved to AC. DA suggested a temporary update. The re-design of the website was a major issue with financial consequences.

Action DA to liaise with Annie to resolve immediate website issues.

14. **Village Hall to be the Trust's priority fundraising target** See 10 above.

15. Project updates and acceptance of committee minutes.

Village Hall Refurbishment - HH said the proposed draft drawing of the new hall would need to go to the village for further consultation. It was agreed to hold a drop-in-session 3pm - 7pm on Tuesday Dec 20th.

Shop Committee Minutes – 07/09/22 Approved (NC/JH)
VH Committee minutes -28/09/22 & 18/10/22 Approved (HH/NC)

16. **Membership -** AS reported no change.

17. **Treasurer's Report**

DA presented a detailed report comprising balance sheet, profit and loss a/c, Pavilion Stores income and expenses, VH income and expenses, fundraising and donations and donations to charity transactions. Directors expressed thanks to DA for providing a clear breakdown of current financial numbers. DA said the accounts system was now becoming more refined.

Action: DA to send Linda Tansley a breakdown of donations received at the coffee morning in case she wished to publicise the individual organisers' efforts.

18. **Comms Officers report:** AC to provide full report following her Outreach Day in Parracombe

19. **AoB at Chair's discretion:** None

20. **Date of next PCT MC meetings**:

(i) Thursday January 5th 2023 - 6.15pm at the Pavilion Stores (Strategy)
(ii) Wednesday Jan 11th 2023 - 6.15pm at the Pavilion Stores (Full)

Meeting closed 20:35