DRAFT PCT Management Committee Minutes – Monday 11th September 2023 – 7.30pm at the Pavilion Stores

## Part 1

1. **Present:** D Austin (DA), N Backhouse (NB), N Constable (NC), A Constable (AC), S McMahon (SM) and J Holtom (JH).

2. **Declaration of members' conflicts of interest –** none

3. **Apologies:** S Young (SY), H Harrison (HH). AC present via Whatsapp.

4. **Approve the minutes of the PCT MC meeting 24th July**
   The minutes were approved (JH proposed, AC seconded). Action: SM to send AC the minutes for publication of Part 1 on the website.

   **Matters Arising** - none

5. **Review Running List of Actions assigned to directors**
   The List was updated (see attached).

6. **Coronation Playing Field**
   JH is concerned the membership of the CPF Play Area Working Group has dwindled including their funding bid writer but thought there may be people with the right skills in Parracombe who could assist. JH said there will be two bids and approximately £125K will need to be raised. Any bid needs to be consistent with the VH bid with the same community elements. DA said he had a past funding bid for reference. Both DA and NC said the PCT needs sight of the proposals. The next meeting of the Working Group is this Wednesday and DA said he could attend to represent the PCT with JH.
   Action: JH to share CPF proposals with PCT. DA to attend next Working Group meeting with JH.

7. **North Devon Rural Prosperity grant application**
   The Shop Committee will be applying for this grant under the investment priority "Growing the local social economy and supporting innovation". The grant could be between £2 – 25K with 20-30% match funded. Grant applications open in 2

weeks. DA said the grant could cover additional equipment and shelving for more stock to generate income. This could enable recruitment of a P/T café manager.

8. **Additional agenda items at Chair's discretion -** none

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

***Shop*** – Minutes of the 5th June (amended) and 17th July were approved (NC proposed and JH seconded). New signage for the entrance was welcomed. DA said the shop had seen improved turnover, but the café was slightly down – there was some crossover for some snack items.

***Village Hall development*** – HH sent notes on progress in his absence:

- On 5th Sept the PPC voted to support the submission of a planning application if the feedback received from the upcoming consultation sessions remains positive.
- The consultation drop-in sessions are on Sunday 24/9 3pm to 6pm, and Tuesday 26/9 6pm to 9pm.
- Draft "storyboards" have been prepared for the drop-in sessions.

***Affordable Housing*** – There will be a Planning site visit (29th Sept) and the planning officer will make recommendations. The planning application is then due on 3rd October. Planning permission is the first step, followed by the legal process to purchase the land before Hastoe can be formerly engaged. They have said they hope to start the build next spring and to complete in 12 months. Letting criteria still needs to be clarified by the two public bodies involved (ND and ENP).

10. **Membership Secretary's Report**
    There have been two new members and we are awaiting an update from Alison Smith (AS). AS has sent out certificates for social investment tax relief to members who had previously invested in village projects.

11. **Treasurer's Report**
    DA provided accounts up to 31st August, illustrating over the last 5 months we have been cash positive by £5.5K. The Shop is contributing the most to this surplus. The VH usually runs at a small loss.

12. **Correspondence** – none.

13. **Communications Officer's Report**
    AC said the VH consultation dates had generated a good deal of interest online. The Newsletter is due to go out this month and AC is after project updates from committee chairs. 'Whats On' event update will be posted separately later this month so not to be confused with PCT posts.
    DA said the shop website needs to be completed. Several media events are coming up - The Princes Fund, Countryfile and Acre. They would all like to use a case study on Pavillion Stores.

14. **Date of next full PCT MC meeting 23rd October 2023**

Meeting closed at 8.55pm.