PCT Management Committee Minutes – Monday 15th May, 2023 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** N Constable (NC), A Constable (AC), S Young (SY) and S McMahon (SM).

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

3. **Apologies:** J Holtom (JH), D Austin (DA), N Backhouse (NB) and H Harrison (HH). A Constable present via Whatsapp.

4. **To approve PCT MC minutes of 12th April –** approved (NC proposed, SY seconded)
   Action: SM to send minutes to AC

Matters Arising

Item 7 – AGM date will now be 27th June.

Item 9 Village Hall – tnlcommunityfund.org.uk have promised a further £3,265 towards the refurbishment grant overspend (DA update by email).

Item 13 Coronation Playing Field – A meeting was held on 19.04.23 of the CPF Area Working Group and NC, SY and JH attended (from the PCT).

- Proposals will cover 3 areas of land – existing play area, boundary bank between CPF and Parracombe Lane, and PPC land between the hard court and Prisonford.
- As part of pre-application advice, ENP will need to know our intentions. JH said the stakeholders would need to be consulted about the boundary bank area.
- Responsibilities were defined: PPC pay for grass and tree maintenance, PCT are responsible for the RoSPA safety check of the play equipment, CPF Charity could consider a grant to cover replacement fencing around the play area.
- Tasks were allocated: SY and NC to prepare location plans, Lucie Ogden and Roz Leworthy will be responsible for the public consultation, JH to speak to neighbours regarding boundary bank screening and wildlife habitats.

5. **To Review Running List of Actions assigned to directors –** attached

6. **AGM**

   a. NC circulated notes and **Key Dates for the AGM 27th June 2023** to the MC. Under Rule 28.3 of our constitution, we must give our members '21 clear days' notice of the AGM. This notice *must* include our fiscal accounts, a request for members' resolutions and directors' nomination forms. It *also* makes sense to include our full annual report in that membership mail-out. The annual report includes chair/treasurer reports and project reports from our three committees to year end March 31st 2023.

      A minimum one-third of the board must stand down and submit for re-election and directors standing for re-election will be AC, SY and DA. The deadline for director nominations and AGM resolutions is 2nd June.
      Action: NC to provide text for AC for an email to members to give notice of the AGM, director nominations, AGM resolutions, membership details etc.

   b. Completion of treasurer's report and accounts, chair's report and committee chairs' reports are also required by 2nd June for proof-reading and compilation into the Annual Report.
      Action: DA and HH to progress the Financial Policy/ Financial reports for the AGM over the next 2 weeks.
      Action: NC and SM compile Annual report by 6th June.

   c. An audit of our accounts is required, but as our turnover has exceeded £90K this year we cannot appoint a lay person to review and we need this report from a professional who is a qualified auditor.
      Action: DA to contact a professional auditor.

   d. Agenda for AGM - NC provided a draft agenda for SM.
      Action: NC and SM to finalise agenda for the mailout on 6th June

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

   Post AGM - SY sought clarification on whether the board and committees are reconstituted after the AGM. NC confirmed this was the case.

8. **Correspondence** – none

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

Shop - minutes of 16th January, 27th February and 3rd April were approved (NC proposed and AC seconded)

Village hall – no minutes

Affordable Housing – minutes of 11th April and 3rd May were approved (SM proposed and SY seconded).

10. **Membership Secretary's Report** - no change

11. **Treasurer's Report** – DA circulated by email the most recent Balance Sheet and Profit and Loss accounts (to YE), and Pavilion Stores trading figures (to 30th April 2023). In the absence of DA, NC said the figures looked good and in line with business estimates, but we all needed time to digest.

12. **Communications Officer's Report** – AC gave feedback on recent posts ('What's On') on www.parracombe.org.uk and said there had been an increase in website traffic of 4% with 109 separate visits. This was welcomed, although learning points would be to clarify which posts should come the Events team rather than the PCT, and the timing of posts.

13. **Date of next full PCT MC meeting – 12th June, 7.30pm Pavilion Stores**