DRAFT PCT Management Committee Minutes – Monday 24th July 2023 – 7.30pm at the Pavilion Stores

Part 1

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

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

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

4. **Approve the minutes of the PCT MC meeting 12th June**
   The minutes were approved (JH proposed, NB 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) but more detail on the first action – Trust's Financial Policy, is included below.

   Financial Policy - DA said he had met and discussed the structure of the policy with Tom Wilde (TW) and HH. They agreed there would be two parts – firstly a **core policy** that could be published with target date early October. Secondly, **sub documents** with more detail (procedures, manuals etc) and these can be added to the policy over the following months. HH said this would provide resilience and a sharing of knowledge held by DA and TW. DA said the necessary software licences needed to be owned by the PCT (not by DA) and this and the Financial Policy will return to the agenda in October.
   Action: DA to draft the Financial Policy core document by early October.

6. **Reconstitution of the PCT Management Committee** (Chair, vice-Chair, Treasurer, Secretary and co-opt new members). The following roles were agreed for 2023/24:

   Chairman – NC (JH proposed, NB seconded),
   Vice Chair – HH (JH proposed, SY seconded),
   Treasurer – DA (NC proposed, HH seconded),
   Secretary – SM (co-opted member) (JH proposed, SY seconded)

   JH thanked SM for her help as Secretary during 2023.
   It was acknowledged by all the large amount of work done by DA as Treasurer and it was hoped TW would be available to provide as back up in future.

7. **Revisit the 9 Strategic Objectives**

   a. **Play Area: To form a working group to raise funds and specify items required**. SY had convened an inaugural meeting for such a group next week. *Achieved.* SY/J
   JH said there had been good progress and competitive quotes are being sought for the works. He stressed there would need to be good communication between funders and fundraisers and clarity on what funding has been assigned to the play area and funding assigned to the village hall refurb. It was agreed the PCT would need to keep a watching brief.

   b. **Financial management: To establish a Finance Committee and ensure it works efficiently to deliver robust management across all Trust operations. The Finance Committee to be tasked with reviewing and re-writing the Trust's Financial Policy, as necessary.** *DA, TW and HH have met and discussed structure of the policy, with the aim of producing the core policy by early October. After this the sub documents with detail will be added. See item 5 in these minutes.* DA/HH

   c. **Pavilion Stores: To compile a 'high-level' business plan ensuring the long-term sustainability of the Pavilion Stores and to better define roles and responsibilities of employees and volunteers.** *Agreed the Shop Committee will look at this with SWOT analysis (or similar) and use for succession planning. It was agreed there is scope to coerce more talent from volunteers and villagers. DA said such a resilience plan has been discussed by the Shop Committee and the plan is likely to documented after the Financial Policy. In the meantime we need to check no individual is being over-burdened.* DA/NB

   d. **Pavilion Stores: To further develop the outdoor area around the Pavilion.** *Some progress with a design for a shed and 5 planters but in need of grant funding. DA added we now have some funding for this, but we need a breakdown of costs including a shed for outdoor sales items. It was suggested John Brownlea could help.* DA/NB

e. **Village Hall: To establish a fund-raising / steering group overseeing Village Hall refurbishment.** *Achieved*. *HH said he had met with Martin Hallam (MH), DA and JH. A list of organisations (as potential funders) had been compiled and who would approach each. Again this info would need to be shared with the fund raising working group for the CPF and define what the funding is for.* SY/DA

f. **Village Hall: To obtain planning permission for VH refurbishment.** *HH said there is steady progress as outlined under item 9 in these minutes, with planning permission likely early next year*. HH/SY

g. **Affordable Housing: To obtain planning permission for six social rent affordable homes and to start the build.** *Planning application submitted*. *JH gave an update on progress since the housing association Hastoe had been appointed. See item 9 in these minutes.* NC/JH

h. **Partnership working: To liaise with Parracombe Parish Council to complete the re-writing of the Village Hall lease and transfer of land. To work with PPC to ensure a clearer definition of responsibilities between PCT and PPC.** *Not yet achieved, but agreed this could progress now the new council was in place. Wide discussion on who is served by the PCT and the PPC and the overlap. JH/DA Action: DA to draft a letter to the PPC that outlines the aims and responsibilities of the PCT.*

i. **Communications**: **Short term - improving activity on Twitter and increasing frequency of General Comms; Long term - improving the Trust's website offering.** *Slowly progressing and there was discussion that there should be a separation between PCT comms and general community comms. The PCT comms include the quarterly newsletter. See more detail under item 13.* AC

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

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

Shop – JH said he would like the minutes of 5th June 2023 amended so his name is removed from item 10. Action: SM to contact Esther Bray the Shop Committee secretary.

DA discussed the shop finances and said the 'numbers were good'. Trading was up and the graphical breakdown illustrated seasonal trends and learning opportunities. More stock was now in the shop and sales are on the right trajectory. All agreed this was great news.

Village Hall development – the minutes of 9th July 2023 were approved (SM proposed and NC seconded).

NB said the VH bat survey was carried out on 21st June and a resident/landowner had complained they had not been informed. PCT records show residents had been contacted by email. Action: NB to follow up and find out the type of comms preferred by some of our residents.

HH outlined the VH refurbishment plan progress:

July – HH & Richard Satterly (Charles E Ware) met with Dean Kinsella of ENPA for pre-app advice. HH & RS also met with Surveyor for provision of modular budget cost estimates for each aspect of the build. **September** - 5th HH to brief Parish Council for comment & input. Mid Sept – review of overall budgetary costs with grant fund raising team. Late Sept – Village Consultation with two walk-in sessions with written feedback from attendees. **Early October**– Parish Council meeting to provide "go/no go" decision for submission of planning application. HH presented the architects drawings and identified new extended spaces and the few areas still not resolved. The MC agreed they fully support HH's approach.

Affordable Housing – JH said Hastoe, our new housing association partner, have local interest, have had familiarity with our project since 2012 and seem very professional. The total project cost will be £1.5 million and Hastoe will seek a grant from Homes England. There is some work to be done to narrow the definition of 'local' for letting criteria/local letting policy applied by ENP. HH added it was important we send a letter to our MP in support of community led affordable homes projects as recommended by Middlemarch. See item 12 below.

10. Membership Secretary's Report

NC said membership numbers had been almost static. NC and SY said there was scope to drive up numbers towards the end of the year.

11. Treasurer's Report (including insurance renewal)

NC confirmed the PCT had renewed its insurance. All insurance is now in one policy with Zurich.

DA gave an update in finances with reference to Profit and Loss April-June 2023. The figures showed the PCT funds were in good shape, although charitable donations and fundraising were not yet included. Fundraising for the CPF play area had been itemised (by source) and journaled over into the Charity's bank account.

12. Correspondence

Middlemarch CLT online network have been in touch. They have recommended CLTs write to their local MPs for amendments to the National Planning Policy Framework (to make it easier for CLTs to get planning permission on projects); on extending the neighbourhood share of the infrastructure levy to unparished areas; and to reinstate the Community Housing Fund or reform the Affordable Homes Programme (to make more funding available to CLTs). They have

provided template letters on the CLT Network website:
www.communitylandtrusts.org.uk
Action: NC to draft a letter to our local MP.

13. Communications Officer's Report

AC said there were now more online followers (over 100), helped by the Parracombe Prize Anthology event and quarterly Newsletters. It was agreed the village hall refurbishment and affordable housing project could be included in the September Newsletter. The website overhaul will be a big task and is progressing more slowly.

AC said she had attended the Plunkett Foundation event and awards were available for good examples of community shops, particularly like ours that serve a small population. Soundbites from shoppers could be collected with some visuals. All agreed we could start collecting positive quotes on how residents are using the shop.

14. Date of next full PCT MC meeting 11th September 2023

Meeting closed at 9.30pm.