DRAFT PCT Management Committee Minutes – Monday 23rd October 2023 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** D Austin (DA), 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:** NC and AC have a conflict of interest with Item 6 and will step out when this item is discussed.

3. **Apologies:** N Backhouse (NB)

4. **To approve the minutes of the PCT MC meeting 11th September 2023**
   Approved (JH proposed and DA seconded). There were no matters arising.
   Action: SM to send AC the minutes for publication of Part 1 on the website.

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

6. **Parracombe Arts and Literary Festival**
   (AC and NC stepped out of the room for this discussion)**.**
   Next year the village intends to host its first Parracombe Arts and Literary Festival (PALF). Karen Farrington (of the Events Team) has gained sponsorship (£750) for this event but is seeking £450 to produce brochures. It was agreed the PCT would provide this support and underwrite as a PCT event (non-ticketed, open to donations with PCT name/logo on the brochure). The MC would like to see projected costs and where any surplus goes.

   The MC went on to discuss whether all events generated by the Events Team are PCT events. SY is keen to see this clarified and the Events Team can set parameters for spend. (NC and AC returned to the room). NC agreed to chat with Liz Hart (Events chair), and using PALF as a good example, ask what support is required from the PCT for separate events and any budget risks. Action: NC to speak to KF and LH.

7. **Village Hall and future VAT position**

DA said that currenting the VH, as a non-trading entity does not pay VAT. One option is to register the VH as a charity. But with the renovations planned and a small amount of trading (hall hire, ticket sales and donations) it may be advantageous to pay VAT and reclaim. HH calculated tax on the trading element would be approx. £400. TSA could clarify with pros and cons. Action: DA to speak to TSA.

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

Parking at Pavilion Stores – JH was concerned this parking area was being overused by non-shop parking and questioned whether donations had been received for this use. The MC agreed the sign needed to be re-instated with the wording (agreed by email) " PARKING FOR THE SHOP AND CORONATION PLAYING FIELD Cars parked at owner's risk. Parracombe Community Trust". Action: NC will speak to NB who can arrange a sign.

Payment Process for the Village Hall – DA suggested a new payment system using a pay advice slip (a copy of this was shared) and drop safe at the VH. This would save time and simplify. Invoices/receipts could still be raised if required. The MC agreed with this process, and this will be passed to the VH Committee.

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

Village Hall – minutes of 21st September – approved (NC proposed and SY seconded)

Village Hall Development Project – HH said all PCT Directors and PPC had voted for planning permission to proceed.

Affordable Housing – We have obtained planning permission. NC and JH said discussions were ongoing with Hastoe and ENP. A meeting was also planned soon with David Walker (landowner) and all were confident with progress.

Shop – HH said the arrangement with volunteers was not sustainable with a few dropping out and we needed to recruit more. It was noted some residents had come forward and were taking some of the load off JoH (e.g. newspaper rota). SY said the PCT should do more volunteer recruitment. All agreed we could do this individually, as well as shop events to recruit. AC agreed to include an article in the next newsletter. Action: AC to promote volunteering in the newsletter. All MC to help with recruitment opportunities.

10. **Revisit the 9 Strategic Objectives – to be moved to the next PCT meeting**

11. **Membership Secretary's Report**
NC said he and AS are currently redesigning the membership application form and updating the text.

12. **Treasurer's Report**
DA circulated the latest accounts for the PCT.
NC said he and DA were following up £902 of unspent housing grant.
HH asked when the shop stock take was due as the figures in the accounts were old. Ideally this should be done twice a year and a stock take was required at

least by the end of the financial year. DA will ask the shop committee to organise, but all MC could assist if required. Action: DA to pass on to Shop Committee.

13. Correspondence - none

14. Communications Officer's Report

AC said the website was showing sustained interest with 20% of visitors 'clicking through'. She will work on the next newsletter including an article on volunteering and update residents on the band playing at the VH this Saturday. Use of Mailchimp for the Parracombe Prize is ongoing. AC added she is also running a relevant event with the Plunkett Foundation 'How to measure a social impact'.

Crime comms - SY mentioned there had been a crime incident nearby at Barbrook petrol station shop and asked whether our shop volunteers had any guidance on how to react to a similar event. Other than our panic button, there was no guidance. HH said he could ask our PCSO to speak to the PCT on the right protocol. Action: HH to contact the local PCSO.

15. Date of next full PCT MC meeting 4th December 2023

Meeting closed at 9.45pm.