PCT Management Committee Minutes – Monday 3rd March 2025 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** Stewart Wallis (SW), J Holtom (JH), Craig Smith (CS), N Backhouse (NB), A Constable (AC) present via WhatsApp, H Harrison (HH) (Meeting administrator), S Young (SY), N Constable (NC) and S McMahon (SM). Brian Dallyn (BD) attended for Item 5 (Shop).

2. **Welcome to new Directors –** HH welcomed Craig Smith to the Management Committee.

3. **Declaration of members' conflicts of interest:** None

4. **Apologies:** D Austin (DA)

5. **Committee updates/reports/minutes**

Shop:

- The minutes of the 6th January were noted.
- BD, a the new Shop Chair, thanked JoH for all her hard work over the last 3 years as Chair and prior to the Shop opening. A thankyou card will be sent to JoH from the PCT MC. He said the Shop was such an asset for the village, as a store and welcoming central hub, with two great managers who compliment one another.
- BD said the Shop accounts, provided by HH showed a £2K profit plus £763 recovered by NC from an insurance claim. The forecast was for a 5% growth in revenue, great news despite rising costs. Also NC is changing the Shop electricity contract to Octopus who will be cheaper.
- In view of recent power cuts, acquiring a new generator was raised by NB. SY said a generator for the VH was likely to be over £1K, so a significant cost. It was agreed the Shop Committee should decide.
- SM asked if the Shop back-office volunteering roles had been allocated. BD said most roles had now been divvied up. But there is always a need for more volunteers in the Shop, particularly on Saturdays.

- The Shop stock take is due to take place on 6th April.
- Also in April, BD said the Shop Committee will be hosting the next 'Devon Community Shops' event.
  Action: SM will send a thankyou card to JoH on behalf of the PCT MC.

Village Hall:

- The minutes of the 30th January were noted.
- NB said another recent storm had damaged the roof and wiped out the heating control unit. The recent roof patching was unlikely to last more than 2 years as the asbestos tiles were also disintegrating. SY and CS said a more robust repair was required, regardless of the planned VH redevelopment and NB will investigate costs (see below VH Development).
- VH Bar training (by JJ) for volunteers had taken place, was well attended and another session is planned.
- The VH now has acquired a refurbished chiller and NB will send an invoice to DA to process.

Village Hall Development:

- Minutes of the 25th February were noted.
- SW gave an update on build costs which are likely to be over 1 million. Fundraising for this figure is now a big ask, particularly in view of the Community Ownership Fund not re-financed by the current government. The Strategic Build Group had suggested the car park should be started due to low cost and to secure planning permission. The next phase could also be to build the new extension, as it would be easier to raise funds for less than £500,000. He added that costs could be reduced if the VH development is not VATable and if run by a Charity. The build would also be cheaper if the front façade did not have to be retained.
  Action: SW, DA, NC and MH will look into VAT and Gift Aid elements.
- SY asked what Plan B was if the VH development could not be funded and the hall was slowly deteriorating. All agreed we needed separate figures for urgent repairs to the back wall and leaking roof. SY also said trying to patch the roof in its current state was a risk to workers and the PCT has a duty of care. JH added a 'system build' could be considered and be a low cost alternative.
- All agreed the view and steer from the PCT was for an economical rethink, in view of rising costs and current economic climate. This will be on the agenda for the next PCT MC meeting.
  Action: NB agreed to call an urgent meeting of the VH Strategic build group. They will get figures for the following and report back:
  - Minor patching of the roof
  - Major repair to the roof
  - Rebuild of the back wall and roof.

Affordable Housing:

- NC said we are still awaiting the lawyers to agree the final wording of the Section 106 Agreement that includes the LLP.

- JH said was some good news and NDDC has waivered the legal fees for which we were liable.

6. Partner reports/updates

Coronation Playing Field – Play Area Development

- JH said funding for the new playground may not be a great as anticipated and we may need to consider a less costly development. This could involve a build with community help. JH added the Charity does have some funds available. The Play Area Development Group has also lost some of its more enthusiastic members.

7. Approval of the minutes of the PCT MC 20th January 2025

Matters Arising:
Item 6 – Website discussion. HH said KD was making good progress and a test site had been set up. HH said the owner of the domain name will change from DA to the ppc_clerk email address.
Item 12 – Grant request from Kevin Marshall. NC said the grant from John Patrinos was no longer available, but Kevin's publishing costs have now been paid.

The minutes were approved (JH proposed, NB seconded).
Action: SM will send the approved minutes (Part 1) to AC for web publication.

8. Review Running List of Actions assigned to directors

The two actions were discussed and SM will update the Running List of Actions and circulate with the minutes.

9. Reconstitute the Management Committee - Chairman

A Chairman for this committee has not been appointed as no one has come forward. NC presented his paper on the role of Chair for discussion with 3 main tasks to date:

- To Chair management committee meetings and liaise with the Secretary and Treasurer on administration and financial matters.
- To lead on maintaining volunteers' morale and arranging occasional volunteer social functions.
- To undertake tasks, alongside other directors, as delegated by the management committee.

HH said he was happy to Chair meetings as a meeting administrator (until the next AGM), but not take on the titular role of Chairman. It was agreed specific tasks carried out by the Chairman in the past could be delegated to other Directors. SW said this was helpful but, as a new Director, he was not ready to be the Chairman, although was happy to be Vice-Chair.

10. Membership Secretary's Report

Membership is now estimated to be 200. Alison (Membership Secretary) is currently away, so a report was not available. All agreed we need to boost membership and this will help with fundraising. NC will send out the membership form to the PCT MC so we can all help boosting members. AC will update the fb pages with details on becoming a member of the Trust.

Action: NC to send the MC the current membership form. AC to refer to 'becoming a member' in our social media.

11. Treasurer's Report

In the absence of DA, HH updated the MC:

- *Draft Financial Management Policy* – a copy had been circulated to MC, prepared by DA and the Finance Team (FT). All approved the policy (SW proposed, JH seconded).
- *Finance Team (FT) minutes of 22nd January and Management Accounts Reporting* – HH said the FT had defined what financial reports the PCT MC required. The frequency of these reports was discussed. It was agreed the FT would produce/check reports monthly and inform the PCT on a quarterly basis (and send reports in advance of meetings). The FT would alert the PCT on and hoc basis if there were financial issues of concern in the interim. Until the PCT reverts to quarterly meetings, however, the FT will provide monthly highlights. CS would like to see the financial report details more regularly and it was suggested he joined the FT. CS agreed.
- *FiT money owed* – NB and NC said EDF had not progressed this payment for 2023/2024 despite having our readings, but EDF had acknowledged we were owed money. Nearly 2 years payment is now due and NB and NC are chasing. NC suggested a formal complaint may be necessary.
  Action: CS to be invited to the next Finance Team meeting.
  Action: NB and NC to chase FiT payment and file a complaint if necessary.

12. Correspondence – none.

SM said her secretary@parracombe.org.uk email account was not working and is seeking help from KD to sort.

13. Communications Officer's Report

AC said the next quarterly newsletter is due in March when she will be looking for updates from Chairs and will include info on becoming a member of the Trust. The volunteer/PCT poster she designed (poster 3 was agreed), will be printed off and posted in the Shop. AC will also be looking at our fb pages and improve/update.

14. Date of next full PCT MC meeting – 7th April 2025 (14th April if this date clashes with other committee meetings).

Meeting closed at 9.29 PM.