PCT Management Committee Minutes – Monday 7th October 2024 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** D Austin (DA), J Holtom (JH), N Backhouse (NB), A Constable (AC) present via WhatsApp, H Harrison (HH), S,Young (SY) and N Constable (NC). S McMahon (SM) delayed by 15 minutes.

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

3. **Apologies:** None

4. **Committee updates/reports/minutes**

Shop:

- The minutes of the 2nd September 2024 were noted and no issues raised.

Village Hall:

- The minutes of the 5th September 2024 were noted and no issues raised.

Village Hall Development:

The Strategic Build Team minutes of 10th September were noted. NB has written a report for NLCF. This needs to be submitted by either SY or DA being the named contacts. No real progress on grant funding applications, other than a Business Case Summary produced by MH (no actual Business Case produced yet). Government Fund is still closed but AC's contacts suggest a re-opening is imminent.

- ***Affordable Housing:***

There is disagreement between lawyers on where the Local Lettings Plan (LLP) sits within the contractual structure - is it an attachment to the S106, or is it an attachment to the Lease, or is it elsewhere? Walker family is getting impatient (understandably) and have issued a deadline of 31st January before they will ask for new Heads of Terms and an up-front payment. Meeting on 8th October with Middlemarch and Hastoe to hopefully progress. Nick C will send an update to all after this meeting. We need to update our membership - some have been asking what is the situation.

5. **Partner reports/updates**

Play Area Development:

JH said requests had been made for details of the Charity officials which may indicate potential funding.

6. **Approval of the minutes of the PCT MC 21st August 2024**

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

Matters Arising:
Item 4 VH - DA said the cheque from the School with funds for the VH had still not been presented, following their sponsorship event.
Action: NB to investigate missing cheque.

Item 5 Use of Coronation Playing Field - JH said he is liaising with KF to agree a suitable method to deal with enquiries.

Item 9 Finance Team – NC said he had spoken to CS who had agreed to be part of the Finance Team, along with himself, DA and HH. See also item 8-AGM in these minutes.

Item 10 Shop external building works – NC said he had now contacted Aiden about these works.

7. **Review Running List of Actions assigned to directors**

The Running List was discussed and updated.
Action: SM to update the Running List and distribute.

8. **AGM 2024**

New Director – an application has been received from Stewart Wallis, who will be appointed after the AGM. SY asked the PCT was working towards improved diversity with any appointments. NC said Stewart had skills in fundraising for non-profit organisations and would be a valuable addition. SY also asked how this new Director would fit in with the new PCT Structure. NC said the **Finance Team** is the current priority and until that Team is up and running, there would be no changes to our structure.
Action: DA will set up the new Finance Team initial meeting.

Statutory accounts – DA said the discrepancies between our figures and the accounts provided by TSA have not yet been resolved. Version 3 of the accounts still show a loss of £5-6K (compared with £13K loss in version 2). This could be due to depreciation issues we've yet to understand, also the accounts are for the whole PCT and Shop profit covers VH losses. DA added he and HH are due to meet with TSA in 7-10 days. Once resolved, we will be able to explain these

figures at the AGM and adjust our own accounting with better numbers to inform financial planning/decision making. JH said members would want to know how the Shop was doing. HH reiterated the need for our own separate accounts for the Shop, VH and Charitable giving/Fundraising to give clarity at the AGM.
Action: DA and HH to arrange meeting with TSA in next 7-10 days.
The VH FIT tariff was also discussed as an amount missing from the accounts, and this will need to be investigated and hopefully incorporated into our VH figures before the AGM.
Action: NB will get the current VH electricity reading and investigate the FIT tariff.

AGM date – Once the accounts are resolved they can be signed off and circulated to members, hopefully later this month. DA added we will be late filing the accounts with the FCA, but he has spoken to them, and they seem relaxed about this. Our members also need 21 days' notice of the AGM. All this indicates November date.

9. **Utility services and bills**
NC said we need a new effective system. We have 2 properties (Shop and VH) both using electricity, water and broadband. NC suggested using Octopus, as their energy billing system is good. NB said Utility Aid originally suggested we use SSE for electricity usage, but bills have been estimated despite us sending readings and having a smart meter.

Water bills for both properties from SW water get regularly sent and are paid, without any issues.

Action: It was agreed the new Finance Team would cover utilities/bills and investigate using Octopus. DA to add this item to the first Finance Team agenda.

Action: NB to investigate our energy consumption with our current provider.

JH mentioned insurance payment responsibilities, and it was agreed the PCT should be covering this.

10. **Additional items at Chair's discretion** - none

11. **Membership Secretary's Report**
SY said there had been new residents in the village (Bodley Lane) who are not currently members and they had expressed an interest in volunteering. He suggested we need some information available in the Shop that explains what the PCT does e.g. a card or poster. AC said she could a draft poster that would cover volunteering, the PCT role with a QR code. It was agreed the draft would go the Shop Committee for feedback.

Action: AC to do a draft poster and DA to raise this at the next Shop Committee on Thursday 10th October.

12. Treasurer's Report

DA updated our PCT accounts to end September and circulated some of the figures and graphs (when complete, he will email accounts to the MC). £7,000 has been spent out of the restricted funds account, and we are not spending any more than we are earning. Shop sales are showing a profit and HH said we need to know our margins in the Shop and if they are correct. DA added the overall PCT accounts, that cover all our cost centres, will now be done externally by our accountants TSA.

13. Correspondence – none

14. Communications Officer's Report

AC said she will be seeking updates from Chairs for the online quarterly newsletter.

She will work with SY with comms for the Open Day which is now on 7th November. Also, she will draft a poster for the shop, with volunteer pack and PCT details (referred to in item 11).

AC added she will be attending a Community Business Conference in 2 weeks, will circulate the agenda in case the MC would like her to raise any issues.

15. Date of next full PCT MC meeting – 18th November 2024

Meeting closed at 9.10 PM.