PCT Management Committee Minutes – Monday 18th November 2024 – 7.30pm at the Pavilion Stores

Part 1

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

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

3. **Apologies:** J Holtom (JH)

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

Shop:

- The minutes of the 10th October were noted. The MC said the recent Shop minutes from 11th November had not yet been received and SM will resend.
- HH reminded the MC that JoH will retire as Chair from beginning of next year and he also mentioned the 2nd PCT Strategic Objective to ensure long-term sustainability of the Pavilion Stores including succession planning. The following discussion included possible rotating Chairs. All agreed the AGM was an opportunity to directly approach our members for more support. NC will include a plea in his speech for more volunteers on committees and volunteers to take on work packages associated with the Shop, VH and Finance. Work packages will be displayed at the AGM. NB suggested our existing Shop managers may be willing to expand their responsibilities, and SY will speak to JoH and DW as part his HR role and discuss. He added if there is no help forthcoming, some of the work packages may have to be dropped.
  Action: NC to include a plea for help with committees and work packages in his AGM address to members.
  Action: SY to speak to JoH and DW as part of the HR review.

Village Hall:

- The minutes of the 9th and 17th October were noted.
- NB drew attention to the Bar Protocol and that one was written several years ago that can be updated. He added it would help if the VH had a Quality Management System for all documents, for easy access to information and he'll look into this.
  Action: NB to update the Bar Protocol and to investigate a Quality Management System for the VH.

Village Hall Development:

- NB said Stewart Wallis (SW is a proposed new Director) is assisting MH and DA with fund raising for the VH Development. This group has recently met and SW has agreed to do the business plan. SY said Daniel Cooley of the NLCF is requesting more information (e.g. how the hall is used, how will the changes address future challenges) prior to committing funds, and DA will liaise with him. He added they will be reviewing all potential funders. NB said a meeting is due 7th January with the Fundraising group and Strategic Build group to share progress.

Affordable Housing:

- NC reported back that our lawyers, ENP and the landowners are slowly working together to sign off the S106, that includes our LLP. NDC Home Choice will be checking the short-listed applicants for social housing for compliance with our policy and Hastoe will self-certify LLP compliance. HH said a big step will be to secure sufficient funding from Homes England for the build cost and there may be a possible £20K shortfall per unit/house. Hastoe is keen to start works March 2025.

5. Partner reports/updates

www.parracombe.org.uk:

HH led the discussion on improvements to the website. He said questions had recently been asked (including questions from the PPC) on the purpose of the website and who is the audience. DA said originally the PPC wanted a website to publish information/minutes, it had evolved and grown organically and now the PCT has become a major stakeholder. He added he currently covers the hosting charge. All agreed the website is for the community as a repository of local information but improvements in navigation were desirable. DA said it was a good place to explain what the PCT does (the Shop, local news and developments and have information useful for grant funding). AC said we could either improve existing layout or do a complete re-vamp. HH said Keith D is willing to help with the improvements and suggested this item is on our next agenda and he will prepare notes for discussion.
Action: HH to prepare notes on website improvements for the next PCT meeting.

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

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

Matters Arising:

Item 6 cheque from the School – NB said this fund raising donation from the School will be presented at the Old Gits Coffee Morning next week.

Item 8 Finance Team – DA said the Team were due to meet again next week.

Item 8 Statutory Accounts – DA said meetings with TSA and Directors had taken place on the Financial Accounts and TSA had gained a better understanding of our business and buildings. The initial £13K loss has reduced considerably to £69 and the Accounts have been signed off and filed with the FCA.

Item 8 FIT Tariff – NB has investigated with EDF, he will take a reading at the VH early December and submit the following week.

Item 9 Utilities – NC said he had been in touch with our utility providers and noted contact dates, with the intention of providing better deals once the contracts are up. NB said it was possible for the FIT tariff to be transferred to Octopus if we decide to change our contact. NC said Utility Aid had provided insight into our energy costs (based on actual and estimated readings); from Jan 2023-June 2024 the Shop had used £7K and the VH £4K. All agreed this was a substantial sum and any savings could make a big difference to our finances.

Item 11 draft poster for the Shop – AC said poster options had been sent round and she was awaiting feedback. MC agreed the 3rd poster was the preferred choice and she will now progress.

7. Review Running List of Actions assigned to directors

Most Running List actions are included under items in these minutes.
Action: SM to update the Running List and distribute.

8. AGM 2024

The date of the AGM was confirmed as **Wednesday 11th December**. NC will work with AC tomorrow to email the Statutory Accounts, prepared reports, agenda and last AGM minutes to members. A second mailout will include non-statutory information and include Shop accounts, Profit and Loss, Charitable Donations and Fund raising, and DA and HH will prepare these.

At the AGM the MC agreed we could highlight certain points from the accounts:

- a small loss of £69 was recorded for 2023-2024,
- the VH FIT Tariff is still not included in the figures,
- a recent stocktake had not been undertaken,
- salaries covering 13 months were included, not 12 months,
- NI was being paid for employees when it was not required,
- overall the accounts were in good shape, we were treading water financially without dipping into our cash reserves.

Action: NC/AC to do statutory mailout to members.
Action: DA/HH to prepare information for the second mailout.

9. Membership Secretary's Report

No update available.

10. Treasurer's Report

- DA had nothing more to add on finance. He is currently working on HMRC and payroll issues.
- HH said the Shop accounts are showing a £3K annual profit, turnover is increasing, and we now need to look at profitability of stock.
- DA added that as a non-profit organisation, if we want to spend on capital projects, we fund raise or secure grants. The Finance Team could use this to explain what we do/give transparency in the Financial Management Policy.

11. Correspondence

JoH emailed information on two awards celebrating the work of voluntary and community groups:

- The Kings Award for Voluntary Service (for outstanding work of local volunteer groups) and
- The Michael Dower Award (showing how local communities or individuals are tackling economic, environmental and social challenges to build rural resilience).

Both have deadlines very close and the MC is currently fully stretched, DA however asked to be forwarded more details.
Action: SM will forward details with these draft minutes.

12. Communications Officer's Report

AC said the quarterly newsletter had been sent out and 60% of visitors to the website had opened the document (an increase from 30%). She will progress the poster for the Shop and include a QR code, and tomorrow she'll be doing the AGM mailout to members.

13. Date of next full PCT MC meeting –20th January 2025.

Meeting closed at 9.20 PM.