PCT Management Committee Minutes – Monday 20th January 2025 – 7.15pm at the Pavilion Stores

Part 1

1. **Present:** Stewart Wallis (SW), J Holtom (JH), D Austin (DA), N Backhouse (NB), A Constable (AC) present via WhatsApp, H Harrison (HH), S Young (SY), N Constable (NC) and S McMahon (SM). Jaye Jones from the VH Committee attended the meeting to present the Bar Protocol.

2. **Welcome to new Directors –** NC welcomed Stewart Wallis to the Management Committee.

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

4. **Apologies:** Craig Smith

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

   Village Hall:

   - The minutes of the 20th November were noted.
   - **Bar Protocol** – Jaye Jones was invited to the meeting to outline the new draft Bar Protocol. Papers had already been circulated on the VH Bar Licensed Events Policy, Draft VH Bar Protocol and supporting table, which she referred to.

     It was agreed the VH Bar Licensed Events Policy, written some 5 years ago, should remain unaltered but a review date of today be added. This Policy was written to support the VH alcohol licence.

     Jaye introduced the draft Protocol to explain 'how' the Bar will be run. Manning the Bar was discussed and there will be more emphasis on named individuals and Event Leaders who will be briefed on their responsibilities (likely to be PCT, VH Committee and Events Committee Members). HH added this will be tricky for the Arts and Literary Festival when numerous volunteers will be required for at least 50 'events' during

the Festival. HH also queried who and how the bar proceeds are handled. DA said the Event Leader would be responsible using the current system for cashing up.

Stock ordering was discussed and Jaye said they were addressing the current lack of storage space, overstocking and no order book. She suggested two people should be involved with orders with good communication with the shop on when to order, delivery and collection. DA suggested two tablets would help, one for orders and one used on the bar for sales. SY said he could donate these tablets. DA added all orders are from Youings (under 'Bar at Parracombe') and a max order limit of £250 can be set, but orders will vary with type/size of event and special offers available.

On Security issues, Jaye added another keysafe was required, with discussion on its location and those who could access the keysafes. It was agreed the Treasurer's cash box could be used for change in the float, rather than the Shop. Jaye queried Managing Financial Records and it was agreed Chris Stoodley will be asked to add Bar invoices to the system. It was also agreed the Bar Protocol will be reviewed annually. NC thanked Jaye for bringing the Protocol to the PCT today.

Action: Jaye will update the Draft Bar Protocol and update the PCT and Shop Committee. A meeting will be arranged to brief the PCT on their responsibilities when named Event leaders.
Acrion: SY to donate two tablets for Bar stock ordering and sales.

Village Hall Development:

- NB said the Strategic Group had met and minutes circulated.

SY queried reference to the Emergency Plan. SW explained it would be worthwhile to reference the VH as a refuge in the Village Emergency Plan e.g. in the event of power cuts, snow etc. and this could be included in grant funding applications. KF also has more details on this aspect.

A Project Manager for the development was discussed, various names were mentioned as well as payment for this role. It is unclear if Richard Slatterly wants a PM role and the Strategic Group will consider possible candidates within the usual rules and principles.

JH said some pump priming funds will be required for the next stage (detailed plans for tender, structural drawings etc.) HH said the grant already received (and spent) has covered this. The Strategic Group will check.

Affordable Housing:

- JH said the tender process has now started and 3 construction companies are interested including a local company. High build costs were discussed, particularly for timber instead of UPVC. NB said the BRE

guidance recommended UPVC but ENPA insist on timber in their planning policy. NC said the costs of lawyers fees were also climbing.

6. Partner reports/updates

www.parracombe.org.uk: Webpage discussion

- HH talked through the discussion document previously circulated. He drew attention to the Main Menu diagram on how information could easier to find, on one platform, with all information titles visible on the front page with drop own lists. The Parracombe Prize is the exception as it involves transactions. SW said the webpage is currently 'village heavy' and visitors to the village are also Important with their information needs e.g. village walks. A key issue is getting the content updated and who does this. DA said the current website is on one platform (Wordpress), but he does not have time to update/chase updated content. KD has volunteered to help improve the website structure. All agreed to proceed with these improvements. A second phase is to identify those people with the skills to update content.
  Action: HH to liaise with DA and KD and simplify and update the website structure.

7. Approval of the minutes of the PCT MC 18th November 2024

Matters Arising:
Item 9 Utilities – NC asked for the sentence 'SSE have agreed to put a smart meter in the Shop' to be deleted as this was not the case.

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

8. Review Running List of Actions assigned to directors

- NC suggested he and SM work up a relevant Running List Actions for Directors and share at the next meeting.
- HH added the action on Volunteer Recruitment has become urgent as still too few people have come forward to take on the back-office roles in the Shop and on Finance. It was agreed this would be on the agenda at the next PCT meeting. DA and SY will also take this to the Shop Committee on 23rd January.

Action: SM and NC to meet and draft a new Running List of Actions.
Action: All to think of villagers who might be willing to volunteer for back-office roles.

9. Reconstitute the Management Committee

NC said he was now stepping down as Chair after two years, to give other Directors an opportunity. At this stage, however, no replacement has come forward. The following was agreed:
Chair: Rotating Chair with HH stepping in for the next meeting, when this role will be re-visited.
Vice-Chair: SW said he may be interested in Vice-Chair in the future.
Secretary: SM (Co-optee) to continue
Treasurer: DA to continue
Action: NC to provide a breakdown of the role of Chair to share with other Directors at the next meeting.

10. Membership Secretary's Report

Membership now estimated to be 200.
Action: AS to update with actual figure.

11. Treasurer's Report

DA said he is currently working on the Management Accounts Report and will send round a draft ready for the next meeting. DA asked HH to add the report on Shop finances. The Finance Team is up and running and is due to meet this week. Accounts are looking good and we are treading water. We intend to move to Quarterly reporting of accounts although updates will still be available monthly. We also intend to move to the Co-op Bank and they will be asking for more details from our Directors.

12. Correspondence

SM said Kevin Marshall, who publishes Parracombe What's On, is aware of a grant from John Patrinos towards publishing costs. He asks if the PCT can apply for this on his behalf (as he is not eligible) for production costs of £42. A similar request has been received from KF for a grant of £50 towards the cost of printing extra brochures for the PALF. It was agreed we would support these requests totalling £92 (HH proposed, SY seconded).
Action: NC will apply for a grant with John Patrinos.

13. Communications Officer's Report

AC said the next quarterly newsletter is due in March when she will be looking for updates from Chairs.

14. Date of next full PCT MC meeting – 3rd March 2025.

Meeting closed at 9.35 PM.