Minutes of Parracombe Community Trust Annual General Meeting

Village Hall, Parracombe, 19:00 Wednesday 11th December 2024

Members Present: Nick Constable (NC) (Chairman), Dave Austin (DA), Harry Harrison (HH), Sarah McMahon (SM), Jeremy Holtom (JH), Julia Holtom (JuH), Jo Harrison (JoH), Linda Tansley (LT), Karen Farrington (KF), Sophie Sheehan (SS), Conrad Hewitt (CH), Richard Stoodley (RS), Chris Stoodley (CS), Andy McMahon (AM), Nick Backhouse (NB), Anita Couzens (AnC), Craig Smith (CSm), Stewart Wallis (SW), Alison Smith (AS),

1. **Apologies**: Jill Jones, Mike Vardy, Si Young, Annie Constable, Fiona Crotty, Tim Crotty.

2. **Welcome**: NC welcomed Members to the meeting.

3. **Minutes of the PCT AGM dated 27th June 2023** were approved. (JH proposed, NB seconded).

4. **Annual Accounts to year end March 31st 2024 (prepared independently by Third Sector Accountancy) and the Management Committee's reports and review for the year**:

   Chairman's report - (see full transcript in the Members Update). NC said there was a change to the running order on the agenda and the Committee Chairs will first present their reports on the three main areas of activity within the Community Trust. He said the Trust had come far since the initial germ of the idea, and that it had not been possible without the help and support of volunteers, committee members, customers, events organisers, work party helpers and many more.

   Pavilion Stores and Café - (see full transcript in the Members Update). JoH said the Shop in its third year of trading had exceeded expectation and target revenue. All was on track - we cover our costs and salaries (all have increased) and are able to apply for grants e.g. Community Cuppa Hour. JoH thanked the managers for their hard work and volunteers that has now recently increased to 45 individuals. She added as a final note, that she would be stepping down from the role of Chair at the end of the year and had circulated a list of additional voluntary 'back office' roles she is also relinquishing. The Trust is looking for helpers to cover these roles.

   Village Hall – (see full transcript in the Members Update). NB thanked the users and organisers involved with the Hall over the past year. He explained the Hall was nearing its 'end of life' and having received planning permission for the refurbishment, the focus now was on the build phase. NB said that currently the Village Hall (VH) runs at a loss and the Feed in Tariff (FiT) payment for solar energy) was missing from last years' accounts, but grants and donations have been received including a recent cheque of £617 from Parracombe School.
   Questions:
   KF wanted clarity on whether the bar proceeds from Hall events are shown in the VH accounts. NB said they were accounted for in the main report but not under VH. It was agreed by many that the VH was a valuable village asset for activities and raising revenue and KF didn't want people to think it wasn't worth the effort.

Affordable Housing - (see full transcript in the Members Update). This project to provide 6 homes for social rent has been a slow burner, but now we are moving forward as the Housing Association Hastoe is on board, and the wording of the Local Lettings Plan has been agreed. One of the reasons for delay is that the Planning authority (Exmoor National Park) and the Housing authority (North Devon Council) are separate bodies, so the project has broken new ground. The development is now likely to start mid-2025. HH said funding will be sought from Homes England and there is a disparity between funds available and rising costs of the development, so some changes to the build may have to be made. On a positive note, NC said the Parish Council and Trust had backed the plan from the start, and the Walker family have kindly donated the land.
Questions:
LT asked if there was a waiting list for these homes? JH said Devon Home Choice manage the applications for social renting and the Trust is not involved, although we can be contacted if there is a query regarding residency in Parracombe. He added 5 individuals/families had been identified at the time of the Housing Needs Survey.

Treasurers report and annual accounts – (see full transcript attached). DA explained that for financial year 2023-24 the Trust required an accounts report to be prepared. Third Sector Accountancy (TSA) had been appointed by the board to do this and provide the report (circulated to Members). We were late signing off and filing our accounts with the FCA due to some anomalies, that have now been resolved. The format of the report is that required by HMRC and we have taken our accounting records from our platform 'Zero'. Financially we are treading water, and our cash position is like previous years. As a non-profit organisation, we have income from the Shop, bar proceeds, fundraising and grants. In the period 2023/24 fundraising was down. Profits go towards Shop employee salaries, VH deficit and community benefit activities. JoH added that from her knowledge of other Devon Community Shops, our Shop is one of the few that does not run at a loss.
Questions:
LT queried the figure against 'Disposals' (page 9 of the statutory accounts). DA answered this was an anomaly due to VAT liability and TSA had written off this amount. LT asked if 12 months of salaries had been used instead of 13 in the accounting period, would it have led to a surplus? DA confirmed this would be the case. LT asked about the amount made from bar sales. HH said this amounted to £3862 and DA added the last accounting period did not include Quarryfest which was cancelled in 2023. KF queried the fall in fundraising, as in May 2024 we had the successful Parracombe Arts and Literary Festival. DA said this was not reflected in the accounts as it occurred outside the accounting period. JoH asked why the running costs of the VH had increased considerably compared to the previous year. DA said our standing order for energy use was originally too low and we've had a big increase in energy costs. Also the actual FIT payment was outstanding from the VH accounts (so an estimated figure was used). DA added we did we receive a FIT payment from the Shop. NC confirmed we are looking at the best deal from energy providers for the Shop and VH and contracts are being scrutinised.

It was unanimously agreed by a show of hands to approve the Accounts (LT proposed and SS seconded).

5. **Approval of alterations or additions to policies and standing orders** made since the last AGM.
   NC said the Financial Policy was currently a work in progress.

6. **Resolutions proposed and seconded by members** at least 14 days before the AGM.
   SM said none had been received.

7. **Election of Parracombe Community Trust Directors** (under Rule 19 a minimum of one third of the existing Management Committee must stand down or submit themselves for re-election).

   The following Directors standing for re-election were accepted with a show of hands:

   Nick Constable (CS proposed, KF seconded)
   Nick Backhouse (AnC proposed, NC seconded)
   Harry Harrison (NC proposed, KF seconded).

8. **New directors nominated for election**

   The following new directors were nominated and accepted with a show of hands:

   Stewart Wallis (NC proposed, HH seconded).
   Craig Smith (NC proposed, KF seconded).

9. **AOB**
   DA said he will be standing down as Treasurer. He is happy to contribute and assist a new treasurer settle in.

   NC declared the meeting closed.
   AGM ends (approx.) 7.45 pm.