Minutes of Parracombe Community Trust Annual General Meeting

Village Hall, Parracombe, 19:00 Tuesday 27th June 2023

Members Present: Nick Constable (NC), Harry Harrison (HH), Sarah McMahon (SM), Jeremy Holtom (JH), Jo Harrison (JoH), Becky Young (BY), Simon Young (SY), Martin Hallam (MH), Linda Tansley (LT), Karen Farrington (KF), John Minns(JM), Keith Denby (KD), Conrad Hewitt (CH), Richard Stoodley (RS), Christine Stoodley(CS), Andy McMahon (AM), Nick Backhouse (NB), Tom Wilde (TW), Brian Dallyn (BD), Sophie Tucker (ST), Steve Cheetham (SC), Simon Omar (SO).

1. **Apologies**: Julia Holtom, Annie Constable, Dave Austin.

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

3. **Minutes of the PCT AGM dated 19th October, 2022** were approved. (MH proposed, SY seconded).

4. **Annual Accounts to year end March 31st 2023 including the Management Committee's financial report and its review for the year**:

   Chairman's report - (see full transcript attached). NC explained each of the Committee Chairs will present their reports. He went on to summarise the achievements made in the last year, not only the success of Pavilion Stores but the crucial role of the village hall activities – the glue that binds rural communities like ours. Our work on providing affordable housing – a £1.5 million project – is also making good progress. NC thanked members for their support and those working hard behind the scenes. He thanked two people in particular – JoH (shop committee chairman) for the huge amount of work she had put in to make Pavilion Stores and Café a big success. Also DA, as PCT Treasurer for his outstanding effort detailing the accounts. He said the PCT will continue to be transparent and keep all informed and thanked AC for raising the digital profile of the PCT in the last year. NC added the PCT will strive to do things better, setting targets and working with partners, stakeholders and independent organisations.

   Pavilion Stores Café - JoH said that after its first year the Pavilion Stores had exceeded expectation. Key elements of success were difficult to quantify but included giving a sense of community, customer satisfaction and listening to customer requirements. Having 40 volunteers was a great achievement, supporting local suppliers and our two managers were also key to the shop's success. JoH added we always need more volunteers and suggestions of other services the shop could offer. (See full transcript in the PCT Director's report).

   Village Hall - SY provided an update of activity at the village hall over the past year, with a wealth of usage by different groups. Refurbishment of the hall will be an important task for the next year with final plan consultation and fund raising. SY added he will be stepping down as current chair after 2 years in the post. (See full transcript in the PCT Director's report).

   Affordable Housing - JH explained progress of the project. The planning permission process is underway, public consultation received overwhelming support and the

Walker family (landowners) have kindly donated more land to address the planning ecology/biodiversity requirement. Following disappointment when South Devon Rural backed away from the project, a new housing association – Hastoe, has come forward as a partner. SO asked if dates were available for the build phase and JH said Hastoe are planning early spring for occupation. JH suggested any potential tenants should ensure they complete the necessary paperwork to get on the 'housing list' with North Devon. LT asked where this information could be found and it was agreed a link to Devon Home Choice would be put on facebook and on the www.parracombe.org.uk There was discussion that North Devon were a selling social housing home in Martinhoe. BD said the tenant (deceased) had requested the tenancy be taken over by her daughter, but this was refused by North Devon housing department.

Financial report and accounts - In DA's absence as Treasurer, HH (PCT vice-chair) presented the Treasurers Report and accounts. HH referred to the Balance sheet page 9 of the Directors Report and Pavilion Stores and Café Profit/Loss. In summary with £100,000+ current Assets, the accounts were in good shape. The Shop working capital has increased and is cashflow positive, with a gross 27% profit margin. (See full transcript in the PCT Director's report).
Q&As: Under Housing Grant Spend, KD asked if the Freehold Transfer could be explained. HH said these are solicitor fees and in a protected account. SO asked if Accounts Payable could be explained under Creditors (amounts falling due within one year). HH said this amount (£8,406) mainly relates to the shop and refers to accounts to be paid. Managers and volunteers are working hard to sort this out.

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

5. **Audit exemption**. It is proposed by the Management Committee that in accordance with Article 26.2 of the Rules of the Trust, and subject to exemption confirmation by a chartered accountant, no audit of the accounts for the period ending 31st March 2023 is required. After discussion it was unanimously agreed (by a show of hands) that no audit would be conducted this year but would be a requirement next year, as turnover is over £90,000.

6. **Approval of alterations or additions to policies and standing orders** made since the last AGM.

   The review of the Data Protection Policy was presented by NC, which now includes a reference to the CCTV in the shop. NB said there was a notice about the CCTV on the shop door. It was agreed the new Data Protection Policy would be adopted (KF proposed, NB seconded).

7. **Resolutions proposed and seconded by members** at least 14 days before the AGM (none).

8. **Election of PCT 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:

Dave Austin (NC proposed, HH seconded)
Annie Constable (BY proposed, JoH seconded)
Simon Young (KF proposed, HH seconded).

9. **New directors nominated for election** (none).

10. **Open Q&A Session** Comments and questions summarised below:

    SO suggested whether, as Chair of the Shop Committee, JoH should be a PCT Director. JoH said she would prefer not to take up this suggestion for a number of personal reasons. NC added all Committees will be reconstituted after the AGM and are independent.

    LT proposed a vote of thanks for all the work of the Committees and the Management Committee. Members agreed.

    Finally NC reminded all those who volunteer at the Shop, there was a ‘shop social’ event on 7th July.

    AGM ends (approx.) 8.00 pm.