PCT Management Committee Minutes – Monday 19th May 2025 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** Stewart Wallis (SW), Craig Smith (CS), N Backhouse (NB), A Constable (AC) present via WhatsApp, H Harrison (HH) (Meeting administrator), N Constable (NC), Si Young (SY), Brian Dallyn (BD) and S McMahon (SM).

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

3. **Apologies:** D Austin (DA) and J Holtom (JH)

4. **Approval of the minutes of the PCT MC 7th April 2025**

   Matters Arising:
   BD said he had sent his apologies to the last meeting and this had been omitted. SM will amend the minutes.

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

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

   Shop:
   - The minutes of the 12th May were noted.
   - BD as Shop Chair gave an update on finances and the Shop, now celebrating its 3rd brirthday. There had been a steady profit with a 28% lift in receipts in April. The Shop takings were split with 80% from the store and 20% from the café, but the mark-up on café sales was greater. Biggest expenses were wages (with recent increases) and electricity, although the move to Octopus could save us as much as £1.6K p.a. Card transactions were also costly, and a new notice by the till now encourages the use of cash if possible. The Shop and café managers work well

together and are contributing more to the overall Shop offer. The shed construction, for outdoor sales items is currently underway.

- CS asked what had driven up sales compared to last year. It was agreed good April sales could be related to better weather. BD said, that as a non-profit making enterprise the aim is to provide a community resource with breaking even as a minimum. Profit margins were discussed and BD added there are limits on what the Shop can achieve as it can't carry much stock due to space. CS also mentioned there is a misunderstanding in the village that profits from the Shop 'bail out' the village hall. A wider discussion then followed on the role of the PCT as the Shop and village hall sit within the PCT accounts. It was agreed there is scope to clarify with better messaging the role of the PCT as a community benefit society. CS said the Fox and Goose can provide a resource with storage space and all agreed this could be a future Shop Committee discussion.

At this point BD left the meeting.

Village Hall:

- NB and SW discussed the costs of groundwork for the car park improvements. The quote from Alan Dart was £3.5K + VAT. A&B Contractors had provided an estimate, without a breakdown of the work, and was between £2-2.5K, but was difficult to compare. SW proposed we went with Alan Dart as he had more confidence in the figure quoted. This was put to the vote and 4:2 voted in favour. It was suggested JH may be best placed to manage these improvements once the groundwork starts.
  Action: SW will contact Alan Dart with the Supplier On-boarding form (pending the go ahead from the Finance committee).
- NB said the temporary repair of the second half of the village hall roof was still urgent, to prevent further damage. It was likely to cost £1K. NB asked if the PCT could give the go ahead. All agreed.
  Action: NB to arrange for the roof repair.

Village Hall Development:

- Minutes of the 22nd April were noted. Another meeting of the Strategic Group took place earlier today and NB circulated notes by email (see detail below).
- NB said the Strategic Group discussed three options with costings:
  (i) Like for like repair/rebuild the rear external wall and the roof with no provision for the future opening up of the internal load bearing wall and future insertion of windows to the south. Paul Smyth has provided an estimate of £100-150K.
  (ii) Using sectional load bearing steels to support the roof when the wall is rebuilt/repaired, with allowance made for the window inserts at a later stage. Removal of existing internal load bearing wall, opening up the hall by building two new load bearing walls (at right angles) with blockwork. This work follows drawings provided by Thomas Ware and they have quoted £360K. It does not include the new extension, provision of ladies toilets and refit of the kitchen.

(iii) As (ii) but make more use of steels to form a load bearing framework with stud and panelling infill. This would reduce costs of materials and labour and panels can be easily removed when funds are available for future development. The Strategic Group estimated a cost closer to £250K but this would need to be investigated.

It MC agreed the investigate further options (i) and (iii). NB said he will ask PS for a quote for option (i). The Strategic Group now needs time to work up the plans for option (iii) with structural and architectural input from Andy McMahon, Keith Denby and Dave Billingham (who has access to .dwg software). Action: The Strategic Group will investigate options (i) and (iii) and update the PCT at the next meeting in July.

- Fundraising – SY said there had been no progress on Lottery funding. The PCT is awaiting an update from MH and DA of funding options available.

Affordable Housing:

NC said the lawyers now need to finalise the land sale documents and there is progress, albeit slow. It was added by HH and NC that the rented housing, once built will provide ground rent.

Treasurer/Finance

DA was absent from the meeting but had circulated a Management Accounts Report (May 2025) using accrual accounting from 'Zero'. The MC agreed the accounts looked healthy. SW asked if we had a fixed budget and HH explained we did not, as this was not how the accounts had initially been set up. HH asked if the MC was happy with the amount of detail included in this monthly report. SW suggested we should have similar quarterly reports, with only exception reports monthly.

6. **Review of the Strategic Objectives 2025-2026**

HH referred to last year's Strategic Objectives that needed updating as several had been achieved. Each objective was discussed and HH said he would re-write and circulate the new list of 5. In summary it was agreed (1) recruitment of volunteers should be our top objective, followed by (2) delivering affordable rental homes, (3) village hall development/fund raising, (4) Pavillion Stores sustainability/business plan and (5) communications - developing more local engagement with social media.

Action: HH to re-write the 5 new Strategic Objectives and circulate to the MC. AC to help with the wording of objective 5.

7. **Partner reports/updates** – none.

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

- The website development is due to be progressed this week now that DA and KD are back from their holidays.
- SY and AC said the Shop committee are looking into an event for Shop volunteers for Volunteer Week (2-8 June). AC suggested we should include in our comms some new volunteer stories (with photos, spotlight

testimonials). She added research had shown volunteers are often the best people to promote volunteering.

Action: AC will investigate volunteer stories from the 5 new volunteers.

SM will update the Running List of Actions and circulate with the minutes.

9. **Membership Secretary's Report** – no update available.

10. **Correspondence** – none.

11. **Communications Officer's Report**

- AC covered this item in the Volunteer week (Running List of Actions) and the Strategic Objective on Volunteering.
- It was agreed the home for the quarterly updates on the web page https://trust.parracombe.org.uk/category/pct-updates/ was much improved and easier to find.

12. **Date of next full PCT MC meeting – 7th July 2025**

Meeting closed at 9.25 PM.