PCT Management Committee Minutes – Monday 3rd August 2026 – 7.30pm at the Pavilion Stores

Part 1

1. **Present:** H Harrison (HH) (Meeting administrator), N Constable (NC), Diana Billingham (DB), D Austin (DA), Felicity Cross (FC), S McMahon (SM), S Wallis (SW) and J Holtom (JH),

2. **Apologies:** Received from N Backhouse (NB) and Brian Dallyn (BD).

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

4. **Approval of the minutes of the PCT MC 13th April 2026 and Special meetings of 27th Aril and 8th June 2026**

   Matters Arising from the minutes dated 13th April:

   PCT summary leaflet – HH asked what has happened to the distribution of leaflets. DB asked if this was available on our website and it was agreed we need online and colour leaflets (to be included in the 'Parracombe What's On'). Action: DA will action the printing by the end of the week and liaise with Kevin Marshall.

   Parracombe website – DA said it was better to have all PCT information on www.parracombe.org web pages in the same format. Action: DA will liaise with Keith Denby (KD).

   Volunteer recruitment – There have been at least 2 new PCT members and more volunteers at the Shop. Action: NC will include an appeal for volunteers in the next Quarterly newsletter.

   Matters Arising from the minutes dated 8th June (Special confidential meeting with Craig Smith (CPS), Fox and Goose):

   Action points need to be drawn out of the minutes and CPS kept informed. It was agreed a joint publicity leaflet could be made available at the Shop (pub opening

hours, menu etc) as Shop customers often ask about the pub. SW said we could also cover B&B availability in the village. HH mentioned signage but ENPA only allows temporary signs. JH is due to present a paper on parking in the village at the next PPC. The Council's Active Travel initiatives, our connection to the railway, and parking will all improve visitor footfall. Action: FC will list the action points and circulate.

The 3 sets of minutes were approved (JH proposed, DB seconded).
Action: SM will update the website with the approved minutes (Part 1) for 13th April.

5. Committee updates/reports/minutes

Shop:

- The minutes of the 23rd April and 11th June 2026 were noted.
- Accessible toilet at the Shop – James Maben (on behalf of ENPA) has been in touch and said a grant is available (for up to £5K) to upgrade our current larger lefthand toilet so it is 'accessible' for all disabled people. This would involve widening the door, adding a ramp, more handrails, disabled sign etc. All agreed this was a good idea for the Shop and village if costs are no more than the grant. It will be passed on to the Shop Committee. Action: DA (as a Shop Committee representative) will raise at the next Shop meeting.
- Shop finances – DA said Shop finances are neutral and it's paying its way despite rising costs. There has been a 5-10% increase in turnover and stock is expanding. There followed a discussion on the Shop being a 'not for profit' enterprise. Its purpose is to benefit the community rather than to drive up profits. DA added all PCT accounts are joined and any profits are reinvested in PCT projects. DB asked if this was explained on our web pages. SM said it had been minuted on several occasions and minutes are available on the website.

Village Hall (VH):

- The minutes of the 23rd July 2026 were noted.
- Further agenda items were also noted for the next meeting and that the VH had undergone electrical testing. Action: NB to report back with the Electrical Services Report.
- Philip J Milton & Co 40th Anniversary Legacy Awards – We have received a gift of £1,000 and it's earmarked for the VH bar/kitchen. There is also a request to publicise receipt of the gift and NC will proceed cautiously, through appropriate channels. Action: NC's acknowledgement of the gift. NB and VH Committee to decide on how the gift is spent.

Village Hall Development:

- There had been no recent minutes.
- NC, DA and SW provided an update on funding. £500K is sought and is unlikely to be received from any one funder. National Lottery Reaching Communities Fund (NLRC) is likely to be the main funder and we should focus on their new priority aims as the funding criteria are the best fit for

the VH. A successful bid could be in the region of £100K or more. We now need to supply an 'expression of interest'. DA said different funders often want information (business plan +) in their own format. If the NLRC funding is successful we would then be more appealing to other funders. SW said Martin Hallam (MH) had approached Bernard Sunley and Garfield Weston. He added any hope of National Lottery Heritage Fund or Arts Council Funding would involve expanding what we offer at the VH. FC asked what was our fallback position is if the NLRC bid is unsuccessful. NC and SW said repairing the roof is the priority and raising funds of up to £100K from other funders, a community loan or community funding pledge, were all possible.

Action: DA, SW, MH and NC need to meet and provide an expression of interest with the NLRC, with timing that allows feedback before our AGM.

- HH said there was a vacuum on where we were on the VH development. DB asked what was planned for the VH development and NC said the phases of development and funding strategy were available on our website.
- SW and NC said a lot of work was done for the public meeting in June (new drawings with reduced costs and phases of development) but this meeting was cancelled. JH said there had been progress on replacing the roof with a lighter weight material. Discussions with the Historic Buildings Officer indicated materials such as Corten steel is acceptable.
- JH said at the AGM we should continue to raise the profile of VH as a great community asset that we need to keep up and running, despite any negativity in the village about the delay and cost of development.

Affordable housing

JH said there is still slow progress, but our lawyer and the landowner are communicating, and will hopefully lead to a more rapid transfer of the land. This will enable Hastoe, who are also on the case, to progress the build whilst building costs still match the grant available from Homes England. There was concern the recent political changes in central government might affect funding. Action: JH to chase progress.

Treasurer/Finance

- DA circulated (by email) the balance sheet to 31 July, that gives a snapshot of our assets and liabilities and cash position, including FY to 31 March 2026 for comparison. We have available cash of £60K in reserve. DA added he still needs to bank cash from recent activities.
- DA is currently working with our accountants on the year end accounts and these should by signed off by end September.
- A **projected AGM date is 29th October.**

Action: DA will continue to work on the statutory accounts ready for sign off and presentation at the AGM

6. Partner reports/updates

- *Play Area development* – Following a substantive complaint about the state of the play area, JH said he arranged for it to be dismantled. In view

of funding problems, its redevelopment will become a community project led by local volunteers. Esther Bray (EB) is happy to lead this project and Si Young (SY) is happy to project manage if the design can be clarified. John Minns (JM) will help with the build. Parracombe Village Charity has £8.5K for play equipment and the design will be limited version of the play equipment proposed on the original development plan.
Action: JH will add EB, JM and SY to the Play Area Delivery Group and chase progress.

- *Parracombe Parish Plan and parking issues* – JH is due to present a paper to the PPC on improving parking in the village for residents and visitors. He welcomes ideas from Directors on any potential/new areas for parking. Plan A could improve parking available at the Shop but it needs managing. Plan B could be an area of the Affordable Housing site.
  Action: Directors to think of possible parking solutions in the village and report back to JH.

7. Correspondence

SM said an email had been received from Mark Newell with a request for a short article on the PCT for the Exmoor Society Review. Mark suggested 800 words on our impact on the community, challenges and successes and include interviews with community members, quotes and photos. NC is happy to lead on this and Brian D and Shop managers were suggested as possible candidates to interview.
Action: NC to draft an article by the end of August for the Exmoor Society Review.

8. AOB

JH wished to thank HH for his hard work as Meeting Administrator/Acting Chair of the MC meetings to date. All the MC were in agreement.

9. Date of the next PCT MC meetings:

Proposed Quarterly PCT MC meetings: **12th October 2026, 11th January 2027.**

Meeting closed at 9.07 PM.