**Minutes Winter 2024 Committee Meeting**

**Date: 15 February 2024 - Zoom**

**Chair: Simon Smith**

**Attending:**

* Ed Green (EG)
* Henry Herzberg (HH)
* Simon Smith (SS)
* Clare Oakley (CO)
* Jonathan Beard (JB)
* Michael Somers (MS)
* Endellion Sharpe (ES)

1. Apologies for absence

* Susie Hoddell (SH)

2. The minutes of Autumn 2023 Committee meeting were reviewed and approved as an accurate record.

3. Matters Arising

SS welcomed the incoming Chair of the CIC, Ed Green, to the Committee. He also thanked HH for his 12 years of valuable service to the Committee, especially all his hard work in setting up the CIC. HH will be retiring after the Easter AGM.

4. Beach Clean and Art Show

MS was slightly late joining the meeting and to avoid delay, it was agreed to bring forward this agenda item.

CO informed the Committee that the Easter beach clean will be on Easter Saturday (30 March) and that SH has kindly offered to help. CO will advertise it at the AGM and on social media (e.g. ‘We love Rock and Polzeath’ Facebook page). We have gloves and rubbish bags and six rubbish pickers. Simon also has some and will give them to us and we might buy some more. CO will also buy Easter eggs for rewards.

Action: SS to give his pickers to CO. CO to buy Easter eggs (and pickers?) and do advertising.

The preparations for the Easter art exhibition are going well. Nine artists are contributing with 20% of the proceeds (after expenses) going to the Cornwall Air Ambulance and 20% to the CIC. The Glasswells have some signs and JB will make some more. CO and JB have made posters and flyers for local shops and holiday accommodation businesses, and they will also notify the St Minver Community Hub and post on social media.

The plan is for a preview with drinks and nibbles on the evening of Sunday 31 March and then a three-day exhibition on Monday to Wednesday. JB has 9 bottles of red wine and 9 bottles of white wine left over from the Summer Party which should suffice, and CO will co-ordinate nibbles with Patricia Glasswell.

Action: CO and JB to do advertising, CO and PG to organise everything else in conjunction with the participating artists and other volunteers.

5. New Committee Members and Their Roles

Brian Morley, Julian Webb and Davis Stevens are all keen to become members of the Committee. SS has not yet heard from SH about Liz Heis and he has no information about Chris Allen.

It was agreed to invite the first three to the next Committee meeting and also ask them to attend the AGM as their names will be announced there. They will also be invited to help at the AGM because we are very short-staffed following the loss of Gus and Des.

SS felt it would be best to discuss their future roles with them in person at the next Committee meeting.

Action: MS to invite them as SS is going on holiday tomorrow.

6. AGM

ES has booked the Percival Institute at St Minver for the evening of Thursday 28 March (Maundy Thursday) as that day was well attended last year.

Actions:

JB to draft the agenda after discussion with SS.

MS will email out the notice of the meeting together with the agenda, accounts and updated constitution at least 21 days before the meeting (6 March at the latest).

SS will buy more wine and non-alcoholic options.

JB and CO will co-ordinate ‘who does what’ in terms of tables and chairs, glasses and nibbles etc. ALL Committee members PLEASE contact JB to volunteer their services please.

7. CIC update from HH

HH began with this statement: *I have thoroughly enjoyed my time on the Committee over the last 12 years; the first five years I spent most of my time on helping represent the TRA interests in the writing of the St Minver Neighbourhood Development Plan, then the next three years on setting up the CIC, and the last four years helping to manage the running of the CIC. None of this would have been possible without the full support of the Committee, and as regards the CIC, the very particular help from Michael Somers, Priscilla Baxter, and my son, Joe. As you know Katie and I are now in our eighties, and I need to reduce my ‘extra mural’ activities and want to ensure long-term succession by passing on my responsibilities to younger members. I am very pleased that Ed Green has agreed to take up my responsibilities, and I am in the process of handing over to Ed.*

Report on the CIC (from HH’s notes, received after the meeting)

1. Joe has reported recently on some drop off in cleaning standards in the toilets, and he is addressing this.
2. We have authorised Joe to spend money to replace the padlocks which control the coin entrance machines, which are worn out, due to use.
3. There is a small gutter repair needed which Joe is attending to.
4. The internal lights have recently been replaced as they were flickering and not working properly. There is a need to also replace the PIR sensors controlling these lights, and this work will need to be done soon.
5. The Propelair toilet in the disabled toilet is not working and needs replacing. We have decided to replace this Propelair unit with a traditional WC, as this will allow a stronger flush to discharge through the manhole in the floor of the Disabled toilet; this manhole is frequently blocking due to lack of water flushing through the drain. The disabled toilet will need to be closed for a few weeks while the new toilet is installed.
6. The problems of the Propelair units not working properly continues throughout, but particularly in the Ladies toilets, and some consideration may have to be given before long as to whether all the Propelair units will need to be taken out, and new conventional WCs installed throughout. Clearly, this would result in more fluid passing into the septic tank, and consequently more cost due to more frequent emptying.

As part of my handover to Ed Green, I have recently made contact with Cornwall Council, (CC), to inform them that I am retiring from my position as Chairman of the CIC Board. I am now in touch with Cara Davies from the Estates Delivery Team at Cornwall Council. I have put the following four matters to her and asked for her advice.

1. As I signed the lease the CIC hold with Cornwall Council, I have asked if there are any implications caused by my retirement from the CIC and I have informed them that Ed Green is taking my position and that the CIC Board is likely to go through some other changes of membership soon.
2. As the cost of running the toilets is rising, I have explained that there is a risk the CIC may become financially unviable. I have asked CC to advise what action would have to be taken by the CIC if it had to terminate the lease.
3. I have explained that we have encountered many technical problems with the building, particularly the Propelair units installed by CC, and the many blockages in the drainage runs, which have caused us to pay out large sums of money to overcome. I have asked if the CIC could set out these problems with someone at CC and have been given the name, Martin Symonds, Environmental Services, Cornwall Council.
4. I have explained that the CIC would like to Change from a CIC to a CIO, a Charitable Incorporated Organisation, and asked if they will agree to allow us to make this change, and if so, whether the lease can be assigned to the CIO.

I am awaiting CC’s response to these questions.

8. Finance Update – MS (from MS’s email received before the meeting)

The ‘bottom line is that following last year’s leafleting campaign, membership is up and we are solvent. We have stopped our subscription to the CPRE.

A  We have to email to all members the annual accounts, once passed by the  
Comm, for the Members to approve or otherwise.  
A1  These accounts have to be certified by a competent person.   Anthony  
Blake, a very close neighbour, has sudden medical reasons for having to  
relocate on south coast.     
A2 I have been very fortunate to find Will Davies to step up.  Please see  
his CV and application dated 31st Jan 2024  
A3  Please see my acceptance 10th Feb 2024.  
B    Here are the TRA annual a/cs for the Committee's consideration.  
B1  There were no special projects in 2023.   There would not have been  
sufficient cash in the bank after having spent £5,972 on footpath signs,  
£2,828 on the defibrillator, £200 on the coastguard camera and £200 on  
Polzeath beach warden.   We need to build up steam for the future but keep  
the ideas coming.  
B3  These accounts provide for the usual £3,000 contribution to the Daymer  
Bay CIC for its year ended 31st March 2024.   This provision has to be  
approved by the members at the AGM.   It is part of the vital financial  
support that the CIC needs (see later).  
B4  The resultant Deficiency of £104 can be supported into 2024.  
C   With no special projects yet forecast, we are likely to end up with a  
bank balance of around £3,000 by the end of 2024.   There is scope for  
spending £2,000 on projects during the year 2024.

9. Updated Constitution - JB

JB reminded the Committee (partly for Ed Green’s benefit) that he was asked to update the Constitution after last year’s AGM and we are currently on the 16th version! Although it was passed by all members present at the Summer 2023 Committee meeting, MS objected to some of the content, mainly relating to the sections on equality, diversity and behaviour. JB therefore asked Ed Green to review it, at the suggestion of MS, and he thought it was OK. SS and JB subsequently drafted another version with softer language, which was circulated to all Committee members with the agenda for this meeting. It has subsequently been dated, at the suggestion of HH, and is attached to these minutes.

After discussion, MS dropped his objections, although it seems that he may not have seen the version that was sent round with the agenda. JB wanted him to confirm that he was happy with the word ‘Examiner’ rather than ‘Auditor’ and therefore promised to send it to him again. This was done and MS is happy with that wording.

Action: Updated Constitution dated 15 February 2024 to be circulated to all members of the TRA for approval at the Easter AGM.

10. Privacy Policy – JB and MS

JB volunteered to write a Privacy Policy for the TRA, after SS voiced concern about GDPR at the Autumn 2023 meeting of the Committee. JB subsequently spoke to the Information Commissioners Office (ICO), who confirmed that we needed to be registered with ICO and have a published Privacy Policy (on our Website).

JB used the template recommended by ICO and sent it to MS for his comments, particularly regarding data security and retention of data. This version with these comments was circulated to all members of the Committee with the agenda.

MS confirmed that the Excel spreadsheet containing all the members’ details, as listed (not their bank account details), together with the email circulation list, was backed up to a data stick, which he kept in a fireproof safe. It was agreed that Nick Somers would be able give us access to this data stick, if required. JB insisted that the sections on data retention and action to be taken in the event of a breach needed to remain because they were required by ICO.

Actions: JB to redraft the Privacy Policy considering the comments from MS and others and circulate it with the minutes. MS to confirm that we are already registered with ICO (as he thinks we are). If not, he will register us (payment required).

11. JB received an email from Julie Woolnough (Daymer Lane) asking what the TRA was going to do about the application for a seaweed farm in Port Quin Bay. The Committee agreed that we should have no view on this, especially as it does not directly affect TRA residents.

12. Dates of Future Meetings

Our next meeting will be the AGM at the Percival Institute on the evening of Thursday 28th March (Maundy Thursday). All Committee members are urged to attend this meeting if at all possible, and to help with the organisation.

The next meeting of the Committee will be Thursday 25th April 2024 – Zoom. At this meeting the newly invited members of the Committee will be welcomed and their roles discussed.

JB asked all Committee members to check their diaries for the proposed dates for July, October and December (listed on the agenda) and confirm their availability.

Meeting began at 18.30 and ended at 20.05