

# PCEC Monthly Meeting 21.11.22

## Meeting Minutes:

### 1. Office and Teaching Space

- Andy saw Melanie Close from Disability Equality Centre.
- We can now change PCEC address from Andy's to theirs.
- They've got private rooms, and a big classroom with the kitchen in the corner, enough for 5 tables of 4.
- It doesn't have a corporate feel, but we won't have much of that anyway.
- Melanie has been recently elected as councillor for Deepdale ward.
- She didn't want to talk about the money.
- We can contact them whenever we need to book a room.
- Julian suggests to pay them a percentage fee from the courses that we'll do over there.
- Andy will email Melanie to thank for the offer and accept it.
- Alina will change address on social media, website, etc. once it's all confirmed.

### 2. Recruitment for the job

- Andy spoke to an applicant called Amber. She wanted to do the job remotely (originally from Preston) from Durham, which unfortunately is not possible, as we are looking for someone local.
- John's CV looks very impressive. He is very keen to get on with co-op work. Originally from Bristol, but recently graduated from UCLan.
- Cilla worries that we have just one applicant. She thinks we need to attract more applicants. Maybe change the pitch slightly.
- Julian thinks we should interview John, since he applied before the deadline. We don't guarantee the job, if he doesn't fit the criteria. But it's not fair to let him wait until others apply.
- Agreed to carry on with the interview.
- Panel: Andy, Mick, Janet
- Andy will see if we can book the room at the Disability Equality centre for the interview - Monday afternoon (between 1-3pm).
- Alina will send out the CV and job specification to directors.
- Directors will meet to create a clear criteria from the job specification - Friday 2pm.

### 3. START Module

- 11 people registered, 8 have paid.
- We had to change the dates slightly because of UCU strike.
- The slides are almost ready. Once ready, Alina will send them to all directors.

- We will send out card certificates of attendance.

#### **4. Finances**

- Andy sent out a finance spreadsheet for last year's, this year's, and PCC grant to everyone.
- Accountant's fees and Co-ops UK are the only fees that are coming out soon.
- Andy will make a start on 'Principal activities' and 'Review of the year' directors' reports.
- Alina to send the examples to Andy and get back to Jacqui.

#### **5. PCEC App**

- Quick demo and handholding from Alina on how to join the sub-circles.

#### **6. South Ribble Council**

- Andy met with Aniela
- Paul Foster
- Aniela did a Masters in Community Wealth Building at UCLan.
- More information to be added to this section.

#### **7. Workshops**

- Cilla talked with union-coops.uk about doing a workshop on setting up a union coop and they agreed that it would be good to do it in partnership with PCEC.