

Witham CBS - Minutes of Steering Group Meeting

Commenced 3pm on 28<sup>th</sup> February 2016, finished at 5.15pm

Kindly hosted in SA and MA's home (again!)

In Attendance: Ian Tyler, Sandra Allen, Mike Allen, Rob Morley, Stuart Vickers, Tim Found

Apologies for absence from: Steve Richards

Draft minutes from last meeting were approved.

*Thanks to / for:*

IT Resolving the 'architecture' issue

Obtaining costings from T-Square Design

Considering alternative layouts on the plans

Securing the Plunkett Foundation bursary when it became available again <sup>1</sup>

Investigating other funding and the SKDC community fund

MA/SA Filling in the forms for setting up the legal entity (CBS)

Making efforts to liaise with Hougham Parish Council

Compiling spreadsheet for expenditure and our hours, and giving training on how to use it today

RM Looking into a constitution for the Steering Group (voting / quorum, aims etc.)

*Action*

TF Email all steering group members (except IT) organisations to look into for funding

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<sup>1</sup> Plunkett bursary successful secured (notification from Plunkett on 18<sup>th</sup> February 2016 – £2,000 to help fund the feasibility and development costs of our community project. To be allocated as follows:

Plunkett Membership	£240
CBS setup	£310
Condition Survey of the property	£700
T-Square Design Fee to stage 1	Pro bono
T-Square Design Fee to stages 2/3	750

- To write-up the brief vision upon which much time was devoted in last month's meeting (3 paragraphs to a page)
- Recruit S if possible / willing as a special advisor and invite to attend meetings
- Draft a constitution / rules / code of conduct for the Steering Group (voting / quorum, aims etc.)
- IT Return to T-Square Design with the Steering Group's feedback (SV available to assist / consult as well). Instruct T-Square Design on Stage 2/3.
- Construct an information / update leaflet for all local homes. See if the distributors of the parish magazine will be kind enough to add it to their rounds if we actually print it (15<sup>th</sup> March to press)
- MA/SA Make final amendments to the application and rules to formally set up / register the CBS (submit via IT)
- Look into opening bank account in the name of "Thorold Arms CBS" (to open it if possible, or be ready to do so once our application to form a CBS is approved). Consider practicalities and fees.
- To make further efforts to liaise with Hougham Parish Council
- Design draft stationary / letterhead
- SR Liaise again with the estate agent and maintain a regular dialogue at appropriate intervals
- Liaise with HMRC to get EIS approval (for members including those on the steering group)
- Draft the business plan in time to be disseminated before March meeting
- RM To continue to liaise generally with Marston PC and with reference to potential funding for this community initiative
- ALL** Continue to investigate all other funding options (aside from raising capital from share offering – so grants for maintenance and repairs etc.) Each to research and report back at the March meeting. [IT to look into the organisations he and his wife have already found. All others to look into those circulated by TF (and any ideas of their own).]
- ALL** Provide mugshot for website (if not already done so)

*To be Actioned at a later date*

Draft the share prospectus (allocate on next occasion)

Accounting software (probably not necessary until trading)

*Today's Abbreviated Agenda / Discussions*

1. Review of previous action points
2. Considering floorplan / design options
  - Fire route (corridor from the upstairs)
  - Bar from front door
  - External access to shop
  - Re-work central area
3. Review decision from last meeting to call the CBS 'Witham'  
Following some feedback from the community, the steering group reflected on the decision to call the CBS 'Witham' as although it links the two villages which are central to the success of the Save the Thorold Arms initiative, it may be confusing as Witham is associated with another village in the county. After some discussion the name of the legal entity has been revised to **'Thorold Arms CBS'**.
4. Review immediate funding position
5. Consider longer-term funding options
6. Considered CBS Model Rules
  - 16 years old minimum age (members and shareholders to be subject to same age limit)
  - 3 – 12 members on the steering group (and subsequently Managing Board) [default from Plunkett]
  - £50 minimum share, minimum holding is one share (minimum should not be prohibitive)

*The Preliminary Timetable was revised to focus our efforts:*

23 <sup>rd</sup> April 2016	Share offering (previously the 25 <sup>th</sup> )
26 <sup>th</sup> June 2016	Share offering closes
26 <sup>th</sup> August 2016	Conveyancing complete
24 <sup>th</sup> December 2016	Opening!!

*Provisional Allocation of Roles within the Steering Group*

Chairman – IT

Vice-Chairman – TF

Treasurer - MA

Secretary – SA (appointed by unanimous agreement today)

*Next Meeting:*

3pm 20<sup>th</sup> March 2016 (venue tbc)

*Provisional Meeting Dates for remainder of 2016:*

17<sup>th</sup> April

15<sup>th</sup> May

19<sup>th</sup> June

17<sup>th</sup> July

21<sup>st</sup> August

18<sup>th</sup> September

16<sup>th</sup> October

20<sup>th</sup> November