

The Thorold Arms CBS - Minutes of Steering Group Meeting

Commenced 3pm on Sunday 15<sup>th</sup> May 2016, finished at 4pm

Kindly hosted in TF's home

In Attendance: Ian Tyler, Steve Richards, Sandra Allen, Mike Allen, Rob Morley, Tim Found

Apologies for absence from: Stuart Vickers

Draft minutes from last meeting were approved.

*Thanks to / for:*

- IT      Finalising business plan figures
  - Finalising the application form for the share prospectus (pdf and doc)
  - Dealing with printing of share prospectus and application forms
- RM      Coordinating multiple distributions of documents to Marston (also thanks to his daughters for the same)
  - Ensuring the old photographs (currently on the pub premises) are not lost (property of MPC)
- SA/ MA Organising equipment for the public share launch meeting
- SA      Finalising business plan
- MA      Coordinating multiple distributions of documents to Hougham
- SV      Obtaining the final condition survey from Hallams
  - Distributing documents to surrounding villages
- TF      Providing photography for the share prospectus
  - Continuing to liaise with HMRC regarding EIS approval (for members including those on the steering group)
- MA / IT / TF      Finalising share prospectus
- ALL      Huge efforts to have got everything ready for the share launch meeting
  - Speaking to as many villagers as we can to maximise awareness of the project

### *Action*

- IT Finalise next email / documentary update
- RM Coordinate distribution of letter-drop to Marston
- MA Coordinate distribution of letter-drop to Hougham
- SR Check VAT point with accountant
- ALL Attend Village Hall's meeting on Tuesday if available (likely to be RM, SA and TF)  
Speak to villagers to keep them informed / answer queries

### *To be Actioned at a later date*

Continue to investigate all other funding options

Investigate SITR

Consider registration requirements with HMRC (incl. vat if required)

Appoint an accountant

Accounting software (probably not necessary until trading)

Submit an annual return (AR30) and accounts every year. The first annual return will cover 11<sup>th</sup> March 2016 to 30<sup>th</sup> April 2017. (The annual return and accounts must be submitted within 7 months of the end of the society's financial year.)

### *Today's Abbreviated Agenda / Discussions*

1. Approving the minutes from the last meeting.
2. Update on share applications received  
(disappointing response so far at under £52k overall)
3. Consider enquiries / questions / emails received
4. Update on contacting local business
5. Update on banking
6. Update on EIS pre-approval
7. Latest update email / letter drop
8. Any other business

*The Preliminary Timetable:*

31<sup>st</sup> May 2016            Receivers require an offer by this date  
16<sup>th</sup> December 2016    Shareholders and locals party (Friday)  
17<sup>th</sup> December 2016    Open for business (Saturday)

*Provisional Allocation of Roles within the Steering Group*

Chairman – IT

Vice-Chairman – TF

Treasurer - MA

Secretary – SA

*Next Meeting:*

Sunday 22<sup>nd</sup> May (?) at 3pm

*Provisional Meeting Dates for remainder of 2016:*

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