

The Thorold Arms CBS - Minutes of Steering Group Meeting

Commenced 3pm on 20th March 2016, finished at 5.15pm

Kindly hosted in TF's home

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

Apologies for absence from: Steve Richards, Rob Morley

Draft minutes from last meeting were approved.

Thanks to / for:

TF Distributing funding options

Drafting first version of 'the Vision'

Recruiting Sybil Howard as special advisor [MA also contacted SH]

Drafting a constitution / rules / code of conduct for the Steering Group

IT Publicity

Organising the design – stage 2/3 complete and 3D imaging obtained

MA/SA Registering the 'The Thorold Arms CBS Limited' ¹

Organising opening bank account

Making further efforts to liaise with Hougham Parish Council

RM Liaising generally with Marston PC

Action

TF Liaise with HMRC to get EIS approval (for members including those on the steering group)

IT Book Village Hall 23rd April

¹ pursuant to the Co-Operative and Community Benefit Societies Act 2014 under the Financial Conduct Authority. The society's register number is 7295. Registration date was 11th March 2016.

Draft updating leaflet (We're now a CBS, the contents of the latest email, business plan and prospectus to come, public meeting to come)

Obtain costings for the planned alterations from T-Square Design

Figures for business plan

MA Design draft prospectus and business plan (figures from IT)

MA/SA Submit bank account application

Liaise with artist

RM Ensure the old photographs (currently on the pub premises) are not lost (property of MPC)

SV Enquire after old photographs

Obtain the condition survey from Hallams

To be Actioned at a later date

Continue to investigate all other funding options

Provide mugshot for website (if not already done so)

Accounting software (probably not necessary until trading)

Submit an annual return (AR30) and accounts every year. The first annual return will cover 11th March 2016 to 30th 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. Review of previous action points
2. Commit to 23rd April as share offering opening date and public meeting (assuming availability of venue). Format of public meeting: 4 - 7 pm Initial presentation at 4pm, repeat at 6pm. Discussion and Q&A for rest of the period.
3. The Committee resolved to open banking facilities with the Co-operative Bank. Account name to be 'Thorold Arms CBS'.
4. Draft the share prospectus
5. Draft the business plan

The Preliminary Timetable:

23rd April 2016 Share offering (previously the 25th)
31st May 2016 Receivers require an offer by this date (notified to us after the meeting)
24th December 2016 Opening!!

Provisional Allocation of Roles within the Steering Group

Chairman – IT
Vice-Chairman – TF
Treasurer - MA
Secretary – SA

Next Meeting:

Sunday 3rd April at 3pm

Provisional Meeting Dates for remainder of 2016:

17th April
15th May
19th June
17th July
21st August
18th September
16th October
20th November