

The Thorold Arms CBS - Minutes of Steering Group Meeting

Commenced 3pm on Sunday 10th April 2016, finished at 5.30pm

Kindly hosted in SR's home

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

Apologies for absence from: SV, RM

Draft minutes from last meeting were approved with the amendments discussed.

Thanks to / for:

SR Finishing the Q&A / Frequently Asked Questions

IT Working on business plan figures

Submitting suggestions for share prospectus and business plan

Liaising with Plunkett and more widely

MA/SA Liaising with artist

SA Drafting business plan

MA Drafting share prospectus

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

SV Chasing the condition survey from Hallams

TF Continuing to liaise with HMRC regarding EIS approval (for members including those on the steering group) (unlikely pre-approval can be obtained in time for share offer opening)

Contacting alternative banks

Action

ALL Speak to as many villagers as we can to maximise awareness of the project

ALL One-liner re: ourselves for the share prospectus

- ALL Distribute final FAQ when available (page 5 on current draft)
- TF Do the application form for the share prospectus (pdf and doc)
 - Update the Vision
 - Continue to liaise with HMRC regarding EIS approval (for members including those on the steering group)
 - Contact alternative banks
- SA/ MA Continue revising share prospectus and business plan
- MA Distribute FAQ to Hougham
- RM Coordinate distribution of FAQ to Marston
- SR Check VAT point with accountant
- SV Chase the condition survey from Hallams

To be Actioned at a later date

- Look into equipment for the launch meeting
- Continue to investigate all other funding options
- Investigate Sitr
- 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 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. Considering the Q&A / FAQ
2. Reviewed preliminary timetable
3. Reviewed interim condition survey from Hallams
4. Considering the draft share prospectus
5. Considering the draft business plan
6. Update on banking
7. Licensee (RM has kindly offered)

The Preliminary Timetable:

23 rd April 2016	Share offering opening and public meeting at the Village Hall
31 st May 2016	Receivers require an offer by this date
16 th December 2016	Shareholders and locals party (Friday)
17 th 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 17th April at 3pm

Provisional Meeting Dates for remainder of 2016:

15th May

19th June

17th July

21st August

18th September

16th October

20th November