

The Thorold Arms CBS - Minutes of Steering Group Meeting

Commenced 3pm on Sunday 17th April 2016, finished at 5.30pm

Kindly hosted in SV's home

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

Apologies for absence from: Mike Allen

Draft minutes from last meeting were approved.

Thanks to / for:

- IT Submitting suggestions for share prospectus and business plan
 Liaising with Plunkett and more widely
- RM Coordinating distribution of FAQ 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 Liaising with artist
- SA Working on business plan
- MA Working on share prospectus
- MA Distribution FAQ to Hougham
- SV Obtaining the interim 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)
- ALL Speaking to as many villagers as we can to maximise awareness of the project

Action

- IT Finalise business plan figures
 Finalise the application form for the share prospectus (pdf and doc)

- Deal with printing of share prospectus and application forms
- SA Finalise business plan
- SA/ MA Organise equipment for the public share launch meeting
- RM Coordinate multiple distributions of documents to Marston
- SR Check VAT point with accountant
- SV Obtain the final condition survey from Hallams
- Distribute documents to surrounding villages
- MA / IT / TF Finalise share prospectus
- TF Provide photography for the share prospectus
- Continue to liaise with HMRC regarding EIS approval (for members including those on the steering group)

To be Actioned at a later date

Continue to investigate all other funding options

Investigate SISR

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 15th May at 3pm

Provisional Meeting Dates for remainder of 2016:

19th June

17th July

21st August

18th September

16th October

20th November