

Minutes of Save The Bell Meeting

Date: 19 January 2023

Venue: Robert Gready's Home

Present: Rob Gready RPG
 Toby Wise TW (Chairperson)
 Lisa Bailey LB
 Nick Crabbe NC

		Responsible Person	Time Limit	Outcome
1.0	APOLOGIES			
1.1	Steve Walton Andy Gillett Luke Grant Tim Lawson			
2.0	MINUTES OF LAST MEETING AND MATTERS ARISING			
2.1	The minutes of the meeting of 12 January 2023 were approved as a correct record.			
2.2	<p>Matters Arising from minutes of 28-12-22: All action points were reviewed and those outstanding are listed below.</p> <p>3.9 It is noted that there are many examples of community purchases of Pubs on the Plunkett website and that it would be useful to visit a few examples to assist with educating on the best approach. Brewers Arm visited so far.</p> <p>4.3 There was also brief discussion of approaching one of the four local brewers to see if they might be interested to become the tenant. This subject will be considered in more detail at a future meeting.</p> <p>8.3 The group discussed the need for a Treasurer to keep good financial records and to manage a bank account. It was agreed that TW would approach Tony Palmer (TP).</p> <p>9.2 It was agreed that local MPs, District Councillors and County Councillors should be updated at a date to be decided. It was agreed that there would be a start date for this communication and press release.</p> <p>Matters Arising from minutes of 05/01/2023:</p> <p>5.2 Booked Abberley Village Hall 01 March 2023 for Public Meeting.</p> <p>5.3</p>	<p>TW</p> <p>TW</p> <p>TW</p> <p>TW</p>	<p>TBC</p> <p>TBC</p> <p>05/01/2023</p> <p>TBC</p>	<p>Completed</p>

	<p>David Chambers is the area WCC County Councillor. He has a discretionary £10,000 "Divisional Grant". He should be approached.</p> <p>6.1 RPG to forward handbook for shares to NC.</p> <p>6.2 MS Word versions of the Prospectus and Rules documents would be provided to NC for suggested amendments to be made for consideration at a further meeting. It was agreed the amendments should be kept to the bare minimum.</p> <p>TW to set agenda item to consider prospectus and rules.</p> <p>6.3 TW to ask Nick Comley about the extent to which a business plan and other documents will be needed for the Public Meeting.</p> <p>Matters Arising from Minutes of 12/01/2023:</p> <p>4.5 Tim Lawson offered to complete further work on the business plan with Nick Crabbe and have a further draft available for consideration at the meeting of the working group on 24 January 2023 (which it is hoped will be held at The Brewers Arms).</p> <p>4.6 The draft business plan will be benchmarked against:</p> <ol style="list-style-type: none"> 1 British Beer and Pub Association benchmark figures. 2 Business plans available from Mark Haslam and Nick Comley. 3 The Plunkett benchmarking tool. <p>4.11 It was agreed that a strategic development plan would be required for The Bell which might include developing more dining space. This to be considered at a future meeting.</p> <p>4.12 It was agreed a core business plan would be needed to be agreed as the basis of discussion at the proposed public meeting and to demonstrate viability.</p> <p>A more detailed business plan would be needed to support the share prospectus and to assist in attracting a tenant and/or manager.</p> <p>6.4 LB to produce a list of which councils have send out the questionnaire and which magazines have accepted an article..</p> <p>Articles to go in early February.</p>	<p>JG</p> <p>RPG</p> <p>TW</p> <p>TW</p> <p>TW</p> <p>TW</p> <p>NC</p> <p>TW</p> <p>NC</p> <p>NC</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p> <p>TBC</p> <p>TBC</p> <p>24/01 /2023</p> <p>24/01 /2023</p> <p>24/01 /2023</p> <p>TBC</p> <p>02/02 /2023</p> <p>TBC</p> <p>24/01 /2023</p>	<p>20-01-23</p> <p>02-02-23</p>
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3.0	UPDATES			
3.1	Notification of intention to bid has been confirmed by MHDC.			
3.2	Comms Message including details of Public Meeting to be re-drafted by TW. Distribution plan to be developed by LB. Magazine to receive LG article which is amended to include details of Public Meeting.	TW LB LB	24/01/2023 24/01/2023 24.01/2023	02-02-23 02-02-23 02-02-23
3.3	<u>Short term funding:</u> Request for short term funding to be sent to a named list of 8 people locally by:	TW RPG RPG TW TW LB RPG NC	ASAP ASAP ASAP ASAP ASAP ASAP ASAP ASAP	All Complete
3.4	<u>Questionnaire:</u> There are now over 300 responses. TW will upgrade the plan which will allow more features. TW to send results in Excel to any of the working group who want to see it.	TW	ASAP	
3.5	<u>Business Plan:</u> Purpose: 1 To demonstrate Viability 2 To support the share offer A narrative is needed to explain what we are going to do to deliver a financially viable Pub in the long term. This will be aided by the narrative from The Bell business plan and input from Mark Haslam, Nick Comley and Plunkett. A decision on the way forward with the business plan will be taken after the meeting of 24/01/2023.	ALL	TBC	
4.0	TIMELINE			
4.1	TW had drafted a Timeline of key action points which was discussed in detail. Negotiation to be added.	TW	immediate	

	TW to update and find key skills required from questionnaire.			
5.0	PENSAX PARISH COUNCIL			
5.1	Public Works Loan could be a route to some of the required funding. It requires an application via Pensax Parish Council.			
5.2	CALC will go to the National Association to clarify definitively whether a Parish Council can buy shares in a community owned pub. This process will take around 14 days.	RPG	27-01-23	23-01-23
5.3	The importance of developing an excellent working relationship with the Parish Council was emphasised. As part of this the Pensax Parish Council Chairman will be invited to next meeting.	TW	Immediate	
6.0	CODE OF CONDUCT			
6.1	It was agreed that everyone on the working group would be asked to comply with the circulated Code Of Conduct and sign a register signifying this. Once the Community Company is formed it will be adopted by the Board.	RPG	27-01-23	
7.0	AOB			
7.1	<u>Funding:</u> There was a general discussion on the various options for funding, including grants, loans and share offer. The meeting on 24/01/2023 at The Brewers Arms should provide further information on possible routes.			
7.2	The Public Works Loan Scheme has (according to CAMRA) been used in almost all recent purchases of pubs by the community. RPG to approach Plunkett for more information on this loan. NC to approach WCC for information on this loan.	RPG NC	ASAP ASAP	23-01-23
8.0	DATE OF NEXT MEETING			
8.1	24-01-2023 at 7.30 pm. Venue: The Brewers Arms, WR14 4BQ following a Public Meeting concerning the Brewers Arms which we are also invited to at: Elim Conference Centre, De Walden Road, Great Malvern WR14 4DF at 8.30 pm			