

## Minutes of the Initial Save The Bell Meeting

Date: 05 January 2023

Venue: Abberley Village Hall

Present:      **Andy Gillett**    AG  
                   **Nick Crabbe**    NC  
                   **Luke Grant**       LG  
                   **Rob Gready**     RPG  
                   **Toby Wise**        TW (Chairperson)  
                   **Steve Walton**    SW  
                   **Julian Godwin**  JG

		Responsible Person	Time Limit	Outcome
<b>1.0</b>	<b>APOLOGIES</b>			
1.1	Tim Lawson Tony Palmer Julian Turner			
<b>2.0</b>	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>			
2.1	The minutes of the meeting of 28 December 2022 were approved as a correct record.			
2.2	<p><b>Matters Arising from minutes of 28-01-23:</b>            All action points were reviewed and those outstanding are listed below.</p> <p><b>3.9</b>            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.</p> <p><b>4.3</b>            There was a brief discussion concerning the operating model to be used. It was agreed this would be of critical importance. The two main options were:</p> <ol style="list-style-type: none"> <li>1 Managed model.</li> <li>2 Tenanted model.</li> </ol> <p>It was noted the risk profile of the managed model would be considerably higher than the tenanted model. However, it was also noted that it is currently difficult to find good tenants.</p> <p>It is believed TL may have some ideas on individuals who might be suitable managers.</p> <p>There was also brief discussion of approaching one of the four local brewers to see if they might be interested to become the tenant.</p>	<b>TW</b>	<b>TBC</b>	

	<p>This subject will be considered in more detail at a future meeting.</p> <p><b>6.6</b> Each attendee of the meeting was asked to make a list of important individuals who might need to be contacted directly concerning the purchase and fund-raising, as not everyone uses Facebook.</p> <p><b>8.3</b> The group discussed the need for a Treasurer to keep good financial records and to manage a bank account.</p> <p>It was agreed that TW would approach Tony Palmer (TP).</p> <p><b>9.2</b> It was agreed that local MPs, District Councillors and County Councillors should be updated at a date to be decided.</p>	<p><b>TW</b></p> <p><b>All</b></p> <p><b>TW</b></p> <p><b>TW</b></p>	<p><b>TBC</b></p> <p><b>TBC</b></p> <p><b>05/01 /2023</b></p> <p><b>TBC</b></p>	
2.3	<p>It was agreed the meeting minutes of this group should be published once approved. The best place to do this might be the Pensax Parish Council (PPC) website.</p> <p>RPG to approach the PPC Chairman.</p>	<p><b>RPG</b></p>	<p><b>10/01 /2023</b></p>	09/01/23
<b>3.0</b>	<b>ASSET OF COMMUNITY VALUE</b>			
3.1	TW confirmed the 6-week initial moratorium period during which any community group had to notify MHDC of it's intention to bid ended on 26 January 2023.			
3.2	<p>The intention to bid can be completed in a few days via Community First, with the assistance of their adviser Nick Comley who TW has been liaising with. The following points had been highlighted:</p> <ol style="list-style-type: none"> <li>1 CAMRA have a "Public House Viability Test", found <a href="#">here</a> and a "Community Owned Pubs-CAMRA Guide" found <a href="#">here</a></li> <li>2 Nick Comley suggested a "Drive and Dine" business model might be the key to The Bell being financially viable.</li> <li>3 The Pheasant, Neenton, Shropshire, was given as an example of a community owned pub with an interesting combination of loan and grant funding.</li> </ol>			
3.3	NC and AG highlighted Enterprise Investment Scheme and the tax advantages but pointed out this scheme would only be available under "managed" operating model.			
<b>4.0</b>	<b>VALUATION</b>			
4.1	<p>AG confirmed 3 quotes had been obtained from specialist pub valuers to complete a valuation of The Bell from:</p> <p>Kevin Marsh - Savills Mike Hughes - MJD Hughes Ltd David Morgan - Morgan &amp; Clarke</p>			

	<p>Christies and Sydney Phillips had also been approached but had not responded.</p> <p>MJD Hughes are recommended by the Plunkett Foundation and have offered a comprehensive service with a 50% discount, making the cost £1,500 + VAT. This makes their quote the cheapest.</p> <p>It was decided to appoint Mike Hughes as valuer.</p>			
4.2	It was agreed the valuation should proceed as quickly as possible once funding was available. RPG to complete the necessary paperwork.	<b>RPG</b>	<b>ASAP</b>	09-01-23
4.3	<p>Short term funding was discussed, and it was agreed each member of the working group would contribute £150-200 to the start-up costs, to be refunded once start-up funding is available. TW to canvas others not present to ask for a similar contribution.</p> <p>RPG to approach PPC (Chairman or Clerk) to see if it would be possible to use the PPC bank account in the short term. Failing the use of this bank account, RPG would bank the funds in a private account and pay the valuer directly.</p>	<b>TW</b>  <b>RPG</b>	<b>12-01-23</b>  <b>10/01/2023</b>	09-01-23
4.4	All income and expenditure will be captured by TW on a Google Docs form.	<b>TW</b>	<b>13/01/2023</b>	10-01-23
<b>5.0</b>	<b>MARKETING AND COMMUNITY ENGAGEMENT</b>			
5.1.1	<p>AG and TW had worked up an excellent questionnaire which was reviewed.</p> <p>It was agreed that it would be further amended before going out to:</p> <ul style="list-style-type: none"> <li>- add a drinks question</li> <li>- add a breakfast question</li> <li>- add the names of those on the working group who had given permission. All present at the meeting agreed for their names to be shared.</li> <li>- add the email address used on the Facebook campaign to enable the public to ask questions if they so wished.</li> <li>- Suggest respondents could email if they would like a phone call with a member of the working group to discuss the proposed community purchase of The Bell.</li> <li>- Remove the question detailing how much individuals might like to contribute to purchase shares.</li> </ul>	<b>TW</b>	<b>ASAP</b>	10-01-23
5.1.2	<p>The distribution of the questionnaire was discussed and agreed as:</p> <ol style="list-style-type: none"> <li>1 Via the Facebook group.</li> </ol>			

	<p>2 Via the Parish Council email lists. LG agreed to coordinate this as quickly as possible.</p> <p>3 Each working group member would personally email to as many relevant individuals as possible.</p>	<p><b>LG</b></p> <p><b>All</b></p>	<p><b>12-01-2023</b></p> <p><b>ASAP</b></p>	<p>09-01-23</p> <p>On-going</p>
5.1.3	TW would provide a narrative to go out on Facebook and with emails based on the draft provided by AG.	<b>TW</b>	<b>ASAP</b>	10-01-23
5.1.4	JG agreed to draft an article that could be offered to all local parish magazines to be published with the link to the questionnaire.	<b>JG</b>	<b>12-01-2023</b>	10-01-23
5.1.5	<p>LG agreed to identify and speak with editors of all relevant Parish magazines covering Pensax and surrounding areas of:</p> <ul style="list-style-type: none"> <li>- Pensax</li> <li>- Menith Wood</li> <li>- Great Witley</li> <li>- Stockton</li> <li>- Lindridge</li> <li>- Abberley</li> <li>- Rock</li> </ul>	<b>LG</b>	<b>12-02-2023</b>	10-01-23
5.2	<p>It was agreed that the public consultation meeting should go ahead, ideally on 15 February 2023, and that the venue should be the village hall either at Abberley, Rock or Great Witley.</p> <p>It was agreed that the agenda and format for public meeting require careful consideration and that we will devote time to this in a future meeting and have a specific individual assigned to plan the meeting logistics</p> <p>TW to book a venue.</p>	<b>TW</b>	<b>12-01-2023</b>	
5.3	<p>Update on:</p> <p><u>MHDC Communication:</u></p> <p>District Councillor Paul Cummings had been helpful in highlighting possible grant funding:</p> <ol style="list-style-type: none"> <li>1 “District Councillors Discretionary Award Grants”. Paul’s grant is all spent for the current year, but Douglas Godwin should be approached for funding from next year’s grant.</li> <li>2 “The MHDC Enterprise Grant 50/50 Funding for Start-ups” is available, up to £1,000.</li> <li>3 Applications should open for a “Rural England Prosperity Fund Grant” from April 2023, and this is likely to be administered by Worcester County Council (WCC).</li> <li>4 David Chambers is the area WCC County Councillor. He has a discretionary £10,000 “Divisional Grant”. He should be approached.</li> </ol>	<b>JG</b>	<b>12-01-2023</b>	09-01-23

	<p>5 Amanda Smith at MHDC will contact the working group.</p> <p>It was agreed that NC would maintain a register of all grants to which the group is signposted and coordinate any required applications. NC had also highlighted the “Community Ownership Fund” details of which are found <a href="#">here</a>.</p> <p><u>Community First:</u></p> <p>TW is continuing a dialogue with Nick Comley concerning the Initial Notification of our intention to bid.</p> <p><u>Plunkett Foundation:</u></p> <p>RPG has spoken with the Plunkett advisor Lucia Jesus and the key points discussed were:</p> <ol style="list-style-type: none"> <li>1. The ACV will stay in place at The Bell until its expiry date (5 years) regardless of what happens to the ownership of the Pub.</li> <li>2. It turns out Nick Comley at Community First who TW is speaking with is also a Plunkett advisor and if we wish we can ask for him to be our Plunkett advisor when we put in our “Request for Support” form.</li> <li>3. The Plunkett funding only comes once we have put in the Request for Funding form. The key steps are: <ol style="list-style-type: none"> <li>a. Public meeting must happen before Request goes in</li> <li>b. Funding for 1 day advise on Early Stages- but as we are already well on with this so may not need.</li> <li>c. Funding 1 day for Business Planning – with Nick Comley if we so choose.</li> <li>d. Funding 2 days on Share Offer- again with Nick Comley if we wish.</li> <li>e. Funding for another advisor with direct recent experience of submitting the application for a Community Ownership fund with FCA etc.</li> </ol> </li> <li>4. We are advised to have the Public Meeting very quickly now together with the Community Questionnaire. Plunkett will then want feedback alongside our Request for Support.</li> <li>5. On short term funding they suggest we look to fund this at or around the public meeting with lots of small donations. As previously discussed, we will need circa £3-4,500.</li> </ol>	<b>NC</b>	<b>On-going</b>	Out-standing
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	<p>6. Plunkett will send name of the pub valuation person they recommend, Mike Hughes.</p> <p>7. Plunkett recommended we speak with Paul Ainsworth at CAMRA and this was actioned by RPG and reported on at the meeting.</p>			
<b>6.0</b>	<b>FUNDRAISING, DRAFTING A PROSPECTUS AND STRUCTURE</b>			
6.1	<p>NC and AG had reviewed the Share Prospectus and other documents used by the Brewers Arms, West Malvern.</p> <p>This Community Share Prospectus can be found <a href="#">here</a> and the model Rules that accompany it can be downloaded in pdf format <a href="#">here</a>. Both based on Plunkett Foundation documentation.</p> <p>It was agreed that these two documents should be used, and that relatively little amendment would be required.</p> <p>AG tabled a document entitled “Information for Registration” which highlighted some of the key information required.</p> <p>It was agreed that TW would approach the Brewers Arms Chairperson to ask if it would be possible to have both documents in MS Word format.</p>	<b>TW</b>	<b>12-01-2023</b>	
6.2	<p>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 the suggested amendments.</p>	<b>NC</b>  <b>TW</b>	<b>ASAP</b>  <b>TBC</b>	
6.3	<p>There was discussion about how much work should be completed on the Prospectus, Rules and business plan prior to a public meeting. The key point being that the working group would need to be able to respond to questions from the public at the meeting, on the other hand the group did not want to take early decisions without input from the community for example around Tenanted / Managed model given tax implications etc</p> <p>TW will ask for advice from Nick Comley on this point.</p>	<b>TW</b>	<b>ASAP</b>	
<b>7.0</b>	<b>DEVELOPING A BUSINESS PLAN</b>			
7.1	<p>It was noted that a business plan needs to be developed and that the working group will need to be able to demonstrate that The Bell can be financially viable in community ownership.</p> <p>It was agreed that TW would approach Tim Lawson (TL) to see if he would be willing to draft a business plan.</p>	<b>TW</b>	<b>12-01-2023</b>	10-01-23

<b>8.0</b>	<b>AOB</b>			
8.1	<p>TW, AG and RPG had been invited to meet Gareth Clowes (the owner of The Bell) at The Bell on 29-12-2022. The key points arising were:</p> <ol style="list-style-type: none"> <li>1 It had been a good meeting.</li> <li>2 Gareth confirmed he would be marketing a Lease on the pub.</li> <li>3 The premises were in good repair by and large with a substantial sum having been invested on capital projects by the current owners.</li> <li>4 Gareth made financial records and a budget available for TW, AG and RPG. These records are not for further distribution except with the permission of Gareth Clowes.</li> </ol>			
8.2	<p>LG asked about whether an EPC had been undertaken.</p> <p>This is not known but it was noted that this would be required at the expense of the owner before any purchase could be completed.</p>			
8.3	TW confirmed that he would complete a draft timeline for all of the key actions required for consideration at the next meeting.	<b>TW</b>	<b>12-01-2023</b>	
<b>9.0</b>	<b>DATE OF NEXT MEETING</b>			
9.1	12-01-2023 at 7.00 pm. Venue RPG's home.			