

## Minutes of the Initial Save The Bell Meeting

Date: 28 December 2022

Invitees:	Kenny Elphick	Apologies	
	Tim Lawson	Apologies	
	Tony Palmer	Apologies	TP
	Adam Marriott	Apologies	
	Andy Gillett	Present	AG
	Nick Crabbe	Apologies	NC
	Luke Grant	Present	LG
	Rob Gready	Present	RPG
	Toby Wise	Present	TW
	Steve Walton	Apologies	
	Julian Turner	Present	JT
	Julian Godwin	Apologies	

		Responsible Person	Time Limit	Outcome
<b>1.0</b>	<b>INTRODUCTION</b>			
1.1	Toby Wise (TW) explained that the meeting had been called to discuss the way forward following the successful "Save The Bell" campaign run via Facebook, which had resulted in The Bell being listed as an "Asset of Community Value" by Malvern Hills District Council (MHDC).			
1.2	TW said that he would chair the meeting. Kenny Elphick (KE), who had spearheaded the application for the "Asset of Community Value", would be reducing his involvement during the next period due to other commitments.			
1.3	TW explained that this was an initial meeting and that once a Public Meeting was held to discuss the next steps, a formal steering group would be put in place as elected by members of the community. In the meantime, the group of invitees (see above) would be kept under review and others might attend future meetings as required.			
<b>2.0</b>	<b>KEY OBJECTIVE</b>			
2.1	It was agreed this should be "To save The Bell as a thriving, community owned pub which encourages community-wide users".			
<b>3.0</b>	<b>ASSET OF COMMUNITY VALUE AND SETTING UP A COMMUNITY INTEREST COMPANY</b>			
3.1	The Bell was successfully listed by Malvern Hills District Council (MHDC) as an "Asset of Community Value" on 08 December 2022. This was following a successful campaign communicated across the community via Facebook and spearheaded by KE.			
3.2	On 15 December 2022 MHDC was notified of the owners intention to sell The Bell. The effect of this notification is			

	to trigger an initial moratorium for a six-week period until 26 January 2023, during which the owners may not make a relevant disposal unless it falls within one of the exemptions or is disposed of to a community interest group.			
3.3	<p>If MHDC receive a written request from any community interest group asking to be treated as a potential bidder of The Bell, a full moratorium period of six months will be triggered, ending on 15 June 2023. The effect of this is to give the community up to 6 months to prepare a bid.</p> <p>If no notification is received, the owners will be free to sell the asset at the end of the six-week period – from 26 January 2023 onwards.</p>			
3.4	It was therefore decided that swift action was required to set up a Community Interest Group in order to progress to a full bid.			
3.5	<p>The meeting was informed of:</p> <ol style="list-style-type: none"> <li>1 Two successful Community purchases of local pubs; The Brewers Arms in West Malvern and The Beauchamp Arms in Dymock.</li> <li>2 The help and assistance offered by the Plunkett Foundation and Community First.</li> </ol>			
3.6	<p>The Plunkett Foundation offer a route map to successful purchase of a pub as a Community Asset, more information can be found <a href="#">here</a>.</p> <p>The Community interest in buying The Bell had been registered with Plunkett, who had now provided relevant materials. Membership would be required going forward at a cost of £200 per annum.</p> <p>The group recognised there were a number of routes available to purchasing The Bell as a Community Asset but considered the tried and tested route provided by Plunkett and used by many other groups, to be likely to be the best route.</p> <p>It was agreed that Andy Gillett (AG) would review the Plunkett documentation concerning the setting up of a Community Interest Company and come to the next meeting prepared to flag up areas requiring further discussion. The Brewers' Arms CIG doc can be found <a href="#">here</a> under 'Documents'</p> <p>Rob Gready (RPG) would update the Plunkett Foundation of the progress so far.</p>	<p><b>AG</b></p> <p><b>RPG</b></p>	<p><b>05/01/23</b></p> <p><b>05/01/23</b></p>	<p>05-01-23</p> <p>03-01-23</p>
3.7	Time is of the essence in notifying MHDC of the community's intention to bid. Such a notification can			

	<p>only be made (we believe) by a Community Interest Company or similar.</p> <p>It had been established that Community First had such a company in place which could be used for the initial notification, which must be made by 26 January 2023.</p> <p>It was agreed that TW would approach Nick Comley of Community First directly to confirm this and establish the next steps required in this process.</p> <p>It was further agreed that TW would approach Amanda Molloy, MHDC Democratic Services Officer, to seek guidance on the exact requirements concerning the notification by 26 January 2023.</p>	TW	05/01/23	05-01-23
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3.8	TW would contact The Brewers Arms to check the process they had taken and learning points that would be relevant.	TW	05/01/23	05-01-23
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.	TW	TBC	
<b>4.0</b>	<b>DEVELOPING A BUSINESS PLAN</b>			
4.1	<p>It was agreed that a full business plan would be required to support the bid to purchase The Bell.</p> <p>It was hoped that Mike Hogg (MH) would consider taking a lead on development of the business plan with assistance of Tim Lawson (TL) and RPG.</p>	MH/TL/RPG	February 2023?	Carried forward to 05-01-23
4.2	TW to approach MH.	TW	05/01/23	05-01-23
4.3	<p>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> <p>This subject will be considered in more detail at a future meeting.</p>	TW	TBC	

<b>5.0</b>	<b>VALUATION</b>			
5.1	<p>It was agreed that obtaining a professionally produced “RICS Red Book Valuation” of The Bell, including premises and business would be essential.</p> <p>AG agreed to obtain two more quotations for such a valuation, so that there would be three quotations to choose from.</p> <p>The likely cost is expected to be in region of £2000 - £3500 inclusive of VAT.</p>	<b>AG</b>	<b>05/01/23</b>	05-01-23
<b>6.0</b>	<b>MARKETING AND COMMUNITY ENGAGEMENT</b>			
6.1	It was agreed that community engagement was of the utmost importance and that this could be achieved via a number of different routes.			
6.2	An “update” would be drafted by TW and RPG to be published on the Save The Bell Facebook page.	<b>TW/RPG</b>	<b>30/12/22</b>	c/f to 05-01-23
6.3	<p>A questionnaire would be produced to gauge and capture the level of community interest in the purchase.</p> <p>A draft would be produced by AG.</p> <p>This questionnaire could be used via Facebook and in hard copy.</p>	<b>AG</b>	<b>05/01/23</b>	05-01-23
6.4	<p>It was agreed that local Parish Councils at Pensax and Menith Wood, Great Witley, Stockton, Lindridge, Abberley and Rock would be approached to help with circulation of the update and questionnaire.</p> <p>Julian Turner (JT) agreed to produce a list of Parish Council contacts and Luke Grant (LG) agreed to make these approaches.</p>	<b>JT/LG</b>	<b>05/01/23</b>	05-01-23
6.5	It was agreed that a public meeting would be required as quickly as possible to ensure a Steering Group was put in place with wide community backing.	<b>TW</b>	<b>TBC</b>	c/f 05-10-23
6.6	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.	<b>All</b>	<b>TBC</b>	
<b>7.0</b>	<b>SHARE PROSPECTUS AND STRUCTURE</b>			
7.1	<p>The Share Prospectus for a Community Interest Company as drafted by The Plunkett Foundation is found here: <b>(insert link not found )</b></p> <p>The Share Prospectus as used at The Brewers Arms is found <a href="#">here</a>.</p> <p>Nick Crabbe (NC) has agreed in principle to review these documents and to come to the next meeting with his review of the key points.</p>	<b>NC</b>	<b>05/01/23</b>	05-01-23

	TW to brief NC.	<b>TW</b>	<b>30/12/22</b>	05-01-23
<b>8.0</b>	<b>FINANCES</b>			
8.1	Seed funding will be required to join The Plunkett Foundation and to have a valuation completed.  The valuation may cost up to £3500 and other costs may be in the region of £1000.			
8.2	It was agreed RPG would approach Pensax Parish Council and ask if they would be willing to make a loan of the necessary funding at the Council's risk of loss if the project were not to proceed for any reason.	<b>RPG</b>	<b>05/01/23</b>	30-12-23
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).	<b>TW</b>	<b>05/01/23</b>	
<b>9.0</b>	<b>ANY OTHER BUSINESS</b>			
9.1	It was agreed that LG would approach CAMRA to see if they could offer assistance in any way.	<b>LG</b>	<b>05/01/23</b>	05-01-23
9.2	It was agreed that local MPs, District Councillors and County Councillors should be updated at a date to be decided.	<b>TW</b>	<b>TBC</b>	
9.3	Attendees should consider whether there are other influential people who should be contacted.	<b>All</b>	<b>05/01/23</b>	05-01-23
<b>10.0</b>	<b>DATE OF NEXT MEETING</b>			
10.1	05/01/23 Venue to be confirmed.	<b>TW</b>	<b>30/12/22</b>	03-01-23