

## Minutes of Save The Bell Meeting

Date: 02 February 2023

Venue: The Shelsley Walsh Hill Climb

|          |                 |                   |
|----------|-----------------|-------------------|
| Present: | Rob Gready      | RPG               |
|          | Toby Wise       | TW (Chairperson)  |
|          | Nick Comley     | (Community First) |
|          | Lisa Bailey     | LB                |
|          | Nick Crabbe     | NC                |
|          | Stephen Osborne | SO                |
|          | Andy Gillett    | AG                |

|            |   | Responsible Person   | Time Limit  | Outcome |
|------------|---|--|---|---------|
| <b>1.0</b> | <b>APOLOGIES</b>  |  |   |         |
| 1.1        | Steve Walton<br>Tim Lawson<br>Julian Turner<br>Julian Godwin  |  |   |         |
| <b>2.0</b> | <b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>  |  |   |         |
| 2.1        | The minutes of the meeting of 19 January 2023 were approved as a correct record.  |  |   |         |
| 2.2        | <p><b>Matters Arising from minutes of 28-12-22:</b><br/>All action points were reviewed and those outstanding are listed below.</p> <p><b>4.3</b><br/>There was also brief discussion of approaching one of the four local brewers to see if they might be interested to become the tenant.<br/>This subject will be considered in more detail at a future meeting.</p> <p><b>8.3</b><br/>The group discussed the need for a Treasurer to keep good financial records and to manage a bank account.<br/>It was agreed that TW would approach Tony Palmer (TP).</p> <p><b>9.2</b><br/>It was agreed that local MPs, District Councillors and County Councillors should be updated at a date to be decided.<br/>It was agreed that there would be a start date for this communication and press release.</p> <p><b>Matters Arising from minutes of 05/01/2023:</b></p> <p><b>5.3</b><br/>David Chambers is the area WCC County Councillor. He has a discretionary £10,000 "Divisional Grant".<br/>He should be approached.</p> <p><b>6.2</b><br/>TW to set agenda item to consider prospectus and rules.</p> <p><b>Matters Arising from Minutes of 12/01/2023:</b></p> <p><b>4.5</b><br/>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</p> | <p style="text-align: center;"><b>TW</b></p> <p style="text-align: center;"><b>TW</b></p> <p style="text-align: center;"><b>JG</b></p> <p style="text-align: center;"><b>TW</b></p> <p style="text-align: center;"><b>TL</b></p> | <p style="text-align: center;">TBC</p> <p style="text-align: center;">05/01 /2023</p> <p style="text-align: center;">TBC</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">TBC</p> |         |

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|            | <p>group on 24 January 2023 (which it is hoped will be held at The Brewers Arms).</p> <p><b>4.6</b><br/>The draft business plan will be benchmarked against:</p> <ol style="list-style-type: none"> <li>1 British Beer and Pub Association benchmark figures.</li> <li>2 Business plans available from Mark Haslam and Nick Comley.</li> <li>3 The Plunkett benchmarking tool.</li> </ol> <p><b>4.11</b><br/>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><b>4.12</b><br/>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><b>Matters Arising from Minutes of 19/01/2023:</b></p> <p><b>3.4</b><br/><u>Questionnaire:</u><br/>TW to send results in Excel to any of the working group who want to see it.</p> <p><b>4.1</b><br/>TW had drafted a Timeline of key action points which was discussed in detail.<br/>Negotiation to be added.</p> <p>TW to update Timeline and find people with key skills required from questionnaire.</p> | <p>NC</p> <p>TW</p> <p>NC</p> <p>TW</p> <p>TW</p> <p>TW</p> | <p>24/01/2023</p> <p>24/01/2023</p> <p>TBC</p> <p>ASAP</p> <p>Immediate</p> |  |
| <b>3.0</b> | <b>UPDATES</b>   |   |   |  |
| 3.1        | Short term funding of circa £1500 has so far been raised. It was agreed funding of a further £1000 was needed.   | ALL   | ASAP  |  |
| 3.2        | <u>PPC Funding:</u>  |   |   |  |
| 3.2.1      | RPG had circulated a note on potentially available funding routes via PPC.   |   |   |  |
| 3.2.2      | Question: Does the PPC have to have a first charge on the property if it buys shares?  | RPG   | ASAP  |  |
| 3.2.3      | <p>Three funding models were discussed, and the relative pros and cons of each route was highlighted by Nick Comley:</p> <ol style="list-style-type: none"> <li>1 Funding via the Public Work Loan Scheme:<br/>This would require the pub to be owned by PPC and to be leased back to a Community Benefit Society to run the pub as it so decided.</li> <li>2 Funding via a share offer:<br/>A Community Benefit Society would own and run the pub as it wished by either tenanted or managed arrangements.<br/>There is a DCLG 50% Grant Funding that opens again 01 June 2023, which would likely fund</li> </ol>  |   |   |  |

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|            | <p>something like an extension, provided the area was used for wider community activities.</p> <p>3 Funding via share offer and use of Enterprise Investment Scheme for several wealthy individuals.</p> <p>The pub would be owned via a Community Interest Company, but the operating model would be managed rather than tenanted.</p>      |  |   |  |
| 3.3        | <p><u>Website:</u><br/>Dan, who is an experienced website designer, came to us via the survey and can build a website called “Save the Bell at Pensax”.</p> <p>People in group to email ideas to TW.</p> <p>It was agreed, if possible, to be able to do Microsoft Forms within the website.</p> <p>RPG to send Share Offer form to Dan.</p> | <p><b>ALL</b></p> <p><b>RPG/TW</b></p> | <p><b>08-02-23</b></p> <p><b>08-02-23</b></p> |  |
| 3.4        | Code of Conduct. All working group members to ensure they have read the code so as to ensure they understand their responsibilities under it.  | <b>ALL</b>                             | <b>immediate</b>                              |  |
| 3.5        | <p>Nick Comley advised we must register the Society and have rules as soon as possible – before the Public Meeting.</p> <ul style="list-style-type: none"> <li>• Read Rules</li> <li>• Read Code of Conduct</li> </ul>   | <p><b>ALL</b></p> <p><b>ALL</b></p>    | <b>08-02-23</b>                               |  |
| <b>4.0</b> | <b>BUSINESS PLAN</b>   |  |   |  |
| 4.1        | There has been no further feedback from TL. The plan must be benchmarked against the British Beer and Pub Association benchmark.   | <b>NC</b>                              | <b>08-02-23</b>                               |  |
| 4.2        | The community-wide access to the pub was discussed. This could be written in a Codicil of the Tenancy.   |  |   |  |
| 4.3        | Next version of the Budget for 08 February 2023 – required for approval at the next meeting.   | <b>NC</b>                              | <b>08-02-23</b>                               |  |
| <b>5.0</b> | <b>PENSAX PARISH COUNCIL</b>   |  |   |  |
| 5.1        | <p>LB has produced posters and flyers for the Public Meeting.</p> <p>LB to pay directly for 3000 copies.</p>   | <b>LB</b>                              |   |  |
| 5.2        | Volunteers from the survey to help distribute fliers– to be discussed at the next meeting.   | <b>TW</b>                              | <b>089-02-23</b>                              |  |
| 5.3        | <p>LB put flyer on “Next Door”.</p> <p>Check with MHDC to distribute.</p>  | <b>LB</b>                              | <b>08-02-23</b>                               |  |
| 5.4        | Radio slot – RPG to organise.  | <b>RPG</b>                             | <b>ASAP</b>                                   |  |
| 5.5        | <p>The pledge form must be distributed at:</p> <ul style="list-style-type: none"> <li>• Public Meeting</li> <li>• Form to be available on website and Facebook</li> </ul>  | <b>TW</b>                              | <b>asap</b>                                   |  |
| 5.6        | TW to come up with format and content of Public Meeting.   | <b>TW</b>                              | <b>08-02-23</b>                               |  |
| 5.7        | It was suggested that the public meeting would benefit from some active involvement of the attendees and that some of those that have volunteered their services via the survey could facilitate breakout groups on different community interest topics.   |  |   |  |

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| <b>6.0</b> | <b>MEETING WITH PPC</b>  |                         |                              |  |
| 6.1        | The importance of a good relationship with PPC was again discussed.<br>It was agreed a draft letter would be drafted by RPG setting out funding options and updating the Council. This would be sent by TW and a meeting would be organised for PPC to meet with TW. | <b>RPG</b><br><b>TW</b> | <b>06/02</b><br><b>/2023</b> |  |
| <b>7.0</b> | <b>NICK COMLEY Q &amp; A</b>   |                         |                              |  |
| 7.1        | NC explained that Membership of CBS is quite separate to being a shareholder.<br>All members, whether they have shares or not, have one vote each.   |                         |                              |  |
| 7.2        | Can have Class A with, for example, interest after 2 years for individuals, and Class B with interest immediately for PPC.   |                         |                              |  |
| 7.3        | 25K Levelling Up Fund Grant via MHDC might be available from June 2023.  |                         |                              |  |
| 7.4        | Plunkett funding for three days consultancy is available after the Public Meeting and membership of Plunkett has been arranged.  |                         |                              |  |
| 7.5        | Discussed the difference between the value of the: <ul style="list-style-type: none"> <li>• Goodwill value</li> <li>• Value of pub bricks and mortar</li> </ul> The Valuation may give further detail on this once completed   |                         |                              |  |
| <b>8.0</b> | <b>ANY OTHER BUSINESS</b>  |                         |                              |  |
| 8.1        | Nick Comley on holiday 11 – 20 March 2023.<br>Contact: <a href="mailto:nickc@comfirst.org.uk">nickc@comfirst.org.uk</a>  |                         |                              |  |
| 8.2        | Meeting with PPC, TW and RPG   | <b>TW/RPG</b>           | <b>asap</b>                  |  |
| 8.3        | Deadline for nominations for PPC election.   | <b>AG</b>               | <b>08-02-</b><br><b>23</b>   |  |
| <b>9.0</b> | <b>DATES OF NEXT MEETINGS</b>  |                         |                              |  |
| 9.1        | 08 February 2023, 16 Feb 2023 and 23 Feb 2023.   | <b>All</b>              |                              |  |