

Location: Virtual Meeting

Attendees

Dave Crossman

Mark Millington

Luc Logan

Shawn Chadwick

Cressida Govier-Drake

Lorna Davis

Viv Price (Plunkett Foundation)

1. Apologies

Sarah Jane Helliker

2. Introductions

Viv Price, our dedicated advisor from the Plunkett Foundation, introduced herself, and shared her passion and vision as to how to make Community Buyouts a success.

3. Minutes of Last Meeting

There were no minutes from previous meeting to discuss

4. Matters Arising

Whilst no specific minutes were captured, it was noted that the following activity had been completed since meeting of 28th October 2020:

- Vision Statement drafted and commented upon by members of Steering Group and revised accordingly and subsequently adopted
- Fundraising activity commenced with view to raise sufficient funds initially to cover cost of the due diligence
- All members of the Steering Group had reviewed the supported documentation that had been made available, especially those that relate specifically to the Model Rules for a Community Benefit Society, Membership Strategy and Template Action Plans.

5. Progress

A number of key milestones have been achieved over the last few weeks:

- Application for Registration of Community Asset now submitted by Parish Council. Still awaiting decision, but we know its now lodged with the County Council for consideration
- The Vision Statement has been agreed and adopted, and promoted via various social media channels

- Fundraising activity has been a great success the initial target of £2500 was achieved in under 3 days. The figure now stands at £3100
- Front page of the local news that this fundraising has been achieved, as well as progress so far
- Interaction between the Steering Group nominated representative (DC) and the Green Dragon owners has improved, and appears to be at an amicable level

6. High Level Process

Viv outlined high level process of some of the initial steps around Community Asset, which allows time to prepare any offer of purchase. But in reality it takes longer than the expected 6 months. The key thing to note is the fact that when a Community Buyout is in progress this means that any Planning Department will not consider Change of Use Applications – this is typically done without consideration of the application itself.

7. Management Committee

The Steering Group will remain in place, even after registration as a CBS, until the first Annual Members Meeting, at which time a Management Committee will be elected, and the Steering Group disbanded. Need to consider when this is scheduled as part of our Action Plan.

To highlight, the Steering Group should have, and the Management Committee must have, a minimum of Chairman, Treasurer and Secretary. But consider Joint and/or Vice Chair.

8. Governance Structure

The possible options around Governance Structure had previously been presented via accompanying documentation, and Viv provided further insight. Plunkett Foundation already have framework documents in place that we can adopt, that provide legal and financial compliance, and this allows shared utilisation of such.

It was 100% agreement that the Community Benefit Society was the legal entity we should adopt, especially given the support that is then available from Plunkett Foundation.

NB It was also suggested by a community member that consideration be given to extending the society to incorporate the larger village community itself, so we have a CBS for the Village and not just the pub. But it was felt that this was a huge challenge at this time, and we could always add this at a later date.

9. Action Planning

Important that we understand who/what/when, an Action Plan will shape this. Lots can happen in parallel, but clear plans ensure we know who/what/when. Set a Target Date with achievable milestones.

Whilst the Steering Group cannot open a Bank Account until registered, the Parish Council can look after the monies raised on our behalf.

Consideration should be given to co-opting a Parish Councillor onto Steering Group, for increased presence and access to representatives of local government, etc.

Ensure that the Local Shop is on board with the intentions of the Steering Group, as a useful drop in for progress information, etc.

Discussion around ensuring that Social Media is not our only form of communicating with the community on what we are doing, need to find other ways.

Need to make use of the bi-monthly Cloverleaf magazine and community notice boards in the villages.

Consider producing a regular Newsletter that can be delivered to all homes within the community, and beyond if necessary.

Establish the preferred communication methods of the community. A register of those preferring email will reduce costs and speed up communication. Need to ensure that we are mindful of GDPR legislation, so that we store only email addresses and don't share them.

10. Due Diligence

Quotations received from 2 parties, M J Hughes and Morgan & Clarke, both trusted valuation experts in this area of community buyouts. After discussion, it was agreed that M J Hughes should be approached as preferred valuation company, especially given the reduction offered to those CBS that were members of the Plunkett Foundation.

Agreed that membership of the Plunkett Foundation should be progressed, given discount offered by M J Hughes, and the ongoing support that the Group would receive from the Plunkett Foundation.

11. Actions

See separate Actions Register

12. AOB

Need to start thinking about who wants to take up what positions within both the Steering Group and subsequently the Management Committee.

Consider when the Steering Group moves to the Management Committee.

13. Date and Time of Next Meeting

Wednesday 25th November 2020 via Virtual Meeting