



**Avon Dassett Community Benefit Society
Minutes of the Management Committee Meeting
Held on Monday 16 November 2020 at 5.30pm**

1) Present: Darrell Muffitt, Mike Blakeman, Jan Ferris, Liz Hirst, Graham Fewster, Clive South, Siobhan Woolley, Trevor Gill

2) Apologies

Apologies received -None

3) Election of Officers

The meeting elected the following officers:

Chair: Darrell Muffitt - Proposed: Mike Blakeman; Seconded: Clive South

Vice-Chair: Mike Blakeman – Proposed: Jan Ferris; Seconded: Liz Hirst

Trevor said that if he accepted the nomination it would be on the basis that within 6 months the committee would take steps to find either someone to take on at least one of the roles or someone who is prepared to be assistant secretary and assistant treasurer. It is likely that, whoever agrees to take on these roles, they will need extensive training, which Trevor is prepared to provide.

In response to a question regarding the time commitment, Trevor responded that if we are running the Yew Tree ourselves then this is a full time commitment. However, under normal circumstances, there is a total of about 9 hours work required each week.

The options available are:

- a committee member agrees to help
- we approach an existing member, outside the Management Committee, who has the necessary skills and time available
- we employ someone to undertake the work

Secretary / Treasurer: Trevor Gill – Proposed: Mike Blakeman; Seconded: Clive South

There was a general discussion concerning succession planning and the need to plan for the future, particularly as the Officers have now been in post for 3 years

Particular Roles:

Registered with The Financial Conduct Authority under the Co-operative and Communities Benefit Societies Act 2014 as a Benefit Society
Registration Number:7489
VAT Registration Number: 272 5990 71

Communications: Jan Ferris agreed to continue in this role. The handover of The Yew Tree website is ongoing.

Social Impact – Following the departure of Sally Crompton this role is vacant. Darrell Muffitt outlined the details of the role. It was agreed that this would be carried forward to a future meeting.

Tenant Liaison – Clive South agreed to continue in this role.

There are 2 vacancies for Committee members and if anyone is aware of anyone who is interested please encourage them to contact any of the Committee members bearing in mind the skills needed.

4) Finance

Finances are not looking too healthy as we have had to pay all outstanding amounts to HMRC. There are a few accounts that Trevor needs to address with Jack as these relate to utility bills which are relevant to the period in which Jack has been the tenant. **Action: Trevor to address with Jack**

Trevor advised that the grant which had been submitted would now not be forthcoming as the terms and conditions do not permit reimbursement of invoices already paid.

There is an outstanding issue with the BT Contract which was cancelled when Jack took over responsibility for the telephone and broadband at The Yew Tree. The contract was for 24 months and BT are claiming the amount due for the unused portion of the contract. **Action: Trevor to progress**

In response to a question re the royalties, Trevor confirmed that these are being received in accordance with the terms of the lease. The royalties are for total sales less the VAT on sales.

Darrell reminded the committee that we need to start to plan for the year end to ensure that we avoid paying corporation tax. We need to be considering what repairs need to be done and whether these can be costed and included before the year end. Trevor / Darrell approach the accountants to consider whether we can provide for interest payments to members. **Action: Trevor / Darrell to progress**

Trevor referred to the transfer of accountants to Whitley Stimpson and the Committee agreed to accept the terms and conditions. Trevor to clarify whether the Sage licence is included within the costs or whether it is an additional cost. Proposed: Clive South; Seconded: Liz Hirst. **Action: Trevor to complete the formalities**

5) Tenant Liaison

Clive South updated the meeting

- Rent: Jack has requested that the November rent, which is a rent deferral, is written off and that he catches up 2 months when rent payments start. A very detailed discussion took place covering the grants that are applicable and the various options available. It was agreed that the Committee is very sympathetic but would like some more details about the grant available before making a final decision. **Action: Clive to discuss with Jack and report back at the next meeting**
- The Garden: Jack would like to re-turf the lawn and asked whether the Committee would be willing to make a contribution. At this stage we will bear the request in mind when considering other spending options.
- Publicity: this is going very well and the plan is to produce a newsletter. Jack asked to give consideration to starting an email database as an additional way of advertising. **Action: Clive to confirm with Jack which villages are to be included in the circulation for the newsletter**
- Redecoration: When we undertook the re-decoration, we agreed a design theme and this was

accepted by Jack at the time. A general discussion took place about the motoring theme and where is the responsibility for any changes to the theme lies. The Committee agreed that their strong preference is to retain this and to build on the existing pictures etc. **Clive to discuss with Jack and report back at the next meeting**

6) Refinancing



Darrell advised the meeting that he has started the process to apply to Triodos Bank with a view to refinancing the existing Key Fund loan and possibly to enable us to repay some of the amounts requested to be returned by Shareholders

7) Any Other Business

Vision for The Future: There was a question raised at the Annual General Meeting about the long term vision for both the pub and the Society. Following a short discussion, it was agreed that Jan Ferris will lead a small group with help from Mike Blakeman and Liz Hirst to take this forward. Jan will enlist help from Society members who are not Committee members.

Pop in Pubs Limited: There was short update following the recent court hearing and it was agreed that the costs would be deducted from Wayne Marsh's shareholding.

8) Next Meeting

The next Committee meeting will be held on 30 November 2020 at 5.30pm and will be held using Teams.