



**Avon Dassett Community Benefit Society  
Minutes of the Management Committee Meeting  
Held on Monday 30 November 2020 at 5.30pm**

- 1) **Present:** Darrell Muffitt; Mike Blakeman; Liz Hirst; Graham Fewster; Clive South; Trevor Gill; Jan Ferris; Siobhan Woolley
- 2) Apologies: None
- 3) **Minutes of the meeting held on 16 November 2020:** The minutes were accepted subject to a few typing mistakes which would be corrected in the final version.
- 4) Matters Arising:
  - a) Trevor advised the meeting that there are still a few utility accounts that he needs to arrange for reimbursement. **Action: Trevor to progress**
  - b) Trevor advised the meeting that BT have agreed to a 50% reduction but he is trying for a further reduction. The final account is still outstanding. **Action: Trevor to progress**
  - c) The year-end corporation tax review is still outstanding. **Action: Trevor and Darrell to progress**
  - d) Formalities have been agreed and the signed documents will be sent to Whitley Stimpson. All other formalities including the transfer of the Sage Account have been completed. **Action: Trevor to progress**
  - e) Darrell reported that he has been trying to obtain a response from Triodos Bank to progress our application for refinancing. He has put together a package that would allow us to repay shareholders and consolidate the Key Fund Loan. **Action: Darrell to progress**
- 5) Finance
  - a) Trevor reported that nothing has changed since the last meeting. The balance on the account is now about £9k.
  - b) A letter has been received a letter from HMRC asking for justification for our claim under the Eat Out To Help Out claim. There is a great deal of work to justify the claim. They need information including till receipts, till summaries, purchase invoices, photographs of the Yew Tree and the seating areas. Mike and Darrell offered help if required and Mike offered to help with the photographs. **Action: Trevor to progress**
  - c) Key Fund have been approached for a further holiday on repayments but interest payments will still be payable if this is agreed it will help our cash flow. The requested information has been supplied and we await a decision. **Action: Trevor to progress**
  - d) An email has been received from a member in respect of the request for repayment of their

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investment. This has been circulated to all Management Committee members. It was agreed that a further letter would be sent to the member stating that we are not in a position to make the repayment at the present time. A discussion took place covering the following:

- i) An agreement that we would treat every request as equal and look to make payments equally to all requestors and not treat any member in preference to another
  - ii) It was noted that we have received requests for repayment of their investment from 3 members
  - iii) The possibility of another share issue was discussed
  - iv) It was noted that a letter has been sent to a member in respect of their request for repayment of their investment
  - v) It was agreed that the priority would be to repay existing member loans
- e) Trevor has investigated the possibility of arranging for a bounce back loan from Lloyds Bank. The information available covers the possibility of raising up to £5k based upon our turnover of £20k. It was agreed that Trevor would make an application based upon our turnover. **Action: Trevor to progress**

**6) Tenant Liaison**

- a) Clive South updated the meeting:
- b) Jack has requested that we delay the rent catch up which was scheduled to start in December.
- c) Jack continues to be very positive and has purchased many Christmas items if they are not used this year, they will keep them for next year
- d) Topics discussed include the garden and the interior decoration.
- e) He has applied for a grant from Stratford on Avon District Council but this will barely cover the utility bills etc and will not give sufficient funds for rental payments.
- f) It was agreed that it is difficult to take any rental or royalty payments in the near future and that we will continue to monitor the situation. It was agreed that we would not collect any payments whilst the Yew Tree is closed. **Action: Clive to relay this to Jack**
- g) Takeaway: Jack has distributed a leaflet to residents advertising a takeaway service

**7) Vision Group**

Jan advised the meeting that the initial meeting has not yet taken place. A discussion place regarding members of the group. It was suggested that Richard Woolley, Anna Prosser, Tom Richardson and James Jackson be approached. Darrell remarked that there are possibly two sides to this work one being the vision for The Yew Tree and the other for the future of the Society.

**8) Any Other Business**

- a) Trevor confirmed that the accounting has been updated in respect the outcome from the recent court case.
- b) Thanks were expressed Sandra Sandiford for organising the Christmas cards

**9) Next Meeting**

- a) The next Committee meeting will be held once we have further details on the government restrictions

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

