

Avon Dassett Community Benefit Society Limited
(the ‘Society’)
Management Committee

Minutes of The Meeting held on Thursday 10 August 2017
at 7.30 pm at The Avon, Avon Dassett

Present: Darrell Muffitt (Chair); Sally Crompton; Graham Fewster; Ray Randerson; Mike Blakeman; Amanda Blythe-Smyth;

- 1) Apologies: Trevor Gill
- 2) There was no Agenda for this meeting as the purpose was to focus on progress being made with the tenancy. However, it was noted that a number of other areas had moved forward, namely:
 - Mike Blakeman had continued to make progress on the Building Manual
 - An application had been submitted to Transfer the Premises License
 - Quotations were being sought for an Electrical Safety Certificate
- 3) Fire Safety Inspection – after some discussion and debate it was agreed that we will commission an Inspection/ **Action:** Mike Blakeman to commission an Inspection
- 4) Progress on Tenancy
 - a) Ray reported that he had hosted six viewings and he gave a brief outline of each applicant he had met, although one had subsequently withdrawn. He also advised that there were two further applicant who had asked to view.
 - b) Following a discussion about the best way to proceed to interview stage and at what stage to ask for business plans, it was agreed that Ray would try to obtain business plans as soon as possible. **Action:** Ray to ask applicants to submit their business plans
 - c) It was agreed that when business plans are received we need to assess them on a common basis. It was agreed that Graham would prepare an Evaluation Matrix. **Action:** Graham to produce an Evaluation Matrix
 - d) There was a discussion about the process that we needed to follow and the steps in that process. Graham recorded the steps discussed and agreed to circulate a note. **Action:** Graham to circulate the process that we will take applicants through
- 5) The Next Meeting

The next meeting was not scheduled but would be called as necessary, following the receipt of business plans