

The Swan Public House, Worlingworth – Committee Meeting No 4

Minutes of the Meeting held on 10th June, 2016 at Karen Osborn's house

Attendees:	Email Addresses	Phone Numbers
Jan Hammond	nunnthericher@msn.com	01728 627735/07733 244400
Chris Goddard	cw.goddard@btinternet.com	01728 628215
Lavinia Wells	laviniawells@btconnect.com	01728 628762/07767 870989
Adrian Smith	superflyer69@icloud.com	01728 628177
Karen Osborn	karenosborn@btinternet.com	01728 628485/07903 571622
Peter Allen	peterallen@btconnect.com	01728 627730

Informed:

Matthew Hicks	matthew.hicks@suffolk.gov.uk	01728 628661
Maxine Southwell	fib@live.co.uk	

Key Points from the Meeting related to the Committee structure and governance

- Chris, as Chair, issued the agenda. It was agreed that, in future meetings, the agenda would be available a few days before the meeting.
- We have a further volunteer, who has expressed an interest in helping with this campaign. It was agreed that we will contact that person after the next meeting with our mentor (see minutes further on).

Update on Agreed Actions from 10th May Committee Meeting:

- Karen to complete a funding application for the Parish Council to understand whether they will underwrite the costs of the feasibility work involved, especially as the Parish Council listed The Swan as an Asset of Community Value. Outstanding as at 10th May – to be completed for the Parish Council meeting on 18th May. Discharged and agreement secured to underwrite the cost of the building survey should other funding options not be available.
- Peter to engage Hollins after the Parish Council has confirmed support for this. Discharged.
- Karen will contact Matthew to see if we can get a response from the Pubs Minister. Discharged and response received by Adrian.
- Adrian to send scanned copy of the Diss Express article on the pub at Pulham St. Mary to everyone. Discharged.
- The committee have agreed to open a bank account and this will be held at Barclays. Chris Goddard and Lavinia Wells will be signatories. Adrian will continue as Treasurer, ensuring segregation of duties. Adrian and Chris to agree how the new bank account will be established. Discharged. See further minutes below.
- Business Case: Jan to make contact with Teresa to see if we could acquire further information that might help with the completion of the business case. Discharged.
- Chris to start the business case with the information we have available, as discussed in the meeting. Ongoing.
- Adrian will draft the questionnaire for the Public Meeting and circulate for approval. Discharged.
- Contact email and postal addresses will be provided for those that want to complete the questionnaire after the meeting. Discharged.
- Once approved, approximately 100 copies will be printed. Discharged.

- All other actions relating to the Public Meeting on 26th May were discharged.

General Update

Tenant is still in the property.

Chris has written a draft letter to the Commercial First team. This was circulated to the committee and comments fed back.

Action:

- Chris will send this letter on 11th June.

No building survey can be completed until we have access.

Feedback from the Public Meeting.

The overall feeling was that the meeting was good and everyone is still in agreement that the pub should be re-opened.

There was a good range of questions and some interesting feedback from the questionnaire. Adrian is keen that this should be minuted and made public.

A popular idea was to incorporate a shop and post office. People wanted the pub as it was, with music and good food. There were 37 responses in all, with 9 interested in investing.

Action:

- Adrian to compile the feedback in a format that can be easily communicated. Already discharged.

Bank Account

The account has been established as the Worlingworth Swan Action Committee. Adrian will maintain control as the treasurer. Chris will have access to the account but everything will be paid by cheque, not online.

The overall float is currently £176.17 following additional monies received from the Public Meeting.

There is a further £25.00 due to be donated from other interested parties but this has not yet been received.

Peter's Research

Peter had a very interesting and informative discussion with Alan Collard, who is acting as our mentor. Peter visited the Green Man at Toppesfield, to see what was achieved.

Alan is happy to come and discuss his thoughts with us all. He will be able to advise on structures. Toppesfield raised funding from the village half of which was raised by a share issue and half from a commercial mortgage. The village is smaller in size than Worlingworth. They have undertaken this with the village pub, shop and a micro-brewery, all as separate funding exercises. Alan will also be able to advise on the business case.

Peter is favouring a Community Benefit Society at present. Alan will advise on the tax breaks associated with this etc. There do not appear to be any disadvantages of this approach but we would want to consider this very carefully before we commit to anything.

The Toppesfield Green Man group also established some loan stock.

As an example of the community getting very involved, the shop in Toppesfield is run on a community basis and there is a ready supply of volunteers to help with the running of this, none of whom get paid.

Chris is concerned that we could get all the same benefits by setting up a simpler structure/legal entity, for a lot less money, although the structure would have to be carefully considered and documented.

It would be up to us to decide the best / optimum structure. The committee would become directors of that company and the community would be asked for funding according to whichever structure we had chosen.

Any costs that we incur through our use of the Plunkett association could be covered by a bursary, up to a maximum of £2,500 and this could be applied for as soon as the corporate structure is in place.

There is also a deadline of 13th June for the "Hive" funding application. Everyone agreed it is too early to be applying for this now and Peter will respond back confirming this.

Actions:

- Peter to liaise with Alan Collard to organise a meeting before 24th June. The next meeting will be dedicated to his advice and consultation. Discharged.
- Chris will discuss corporate structures with his contact on Monday 13th June
- Peter will contact Natasha George to confirm we will not be applying for the funding at this point.

Building Plans

Peter has acquired a set of outline plans of the ground floor of the pub and circulated these for discussion.

Next Public Meeting

Everyone agreed that this will probably be in 3 to 4 months time.

Next Committee meeting.

This will be hosted by Adrian.

Date to be advised – will probably be in the next 2 weeks, dependant on Alan Collard.