

The Swan Public House, Worlingworth – Committee Meeting No 3

Minutes of the Meeting held on 10th May, 2016 at Adrian Smith'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
Apologies:	Email Addresses	Phone Numbers
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

- Chris, as Chair, issued the agenda.

Update on Agreed Actions from 21st April:

- Lavinia to investigate whether Nick Westwood might know someone who could help with the survey. Discharged.
- Jan to make contact with Clarke and Simpson to find out whether we could get a price for doing the survey. Discharged
- Chris to make contact with Spicerhaart and find out when and how we can get into the property to undertake a survey. Who has a set of keys etc.? Discharged but see further minutes.
- Peter will contact Plunkett. They offer a free half hour advisory meeting. He will also contact them in relation to any funding they can provide for survey costs. Discharged
- Adrian will approach Camra to understand what is available. Discharged
- 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 – to be completed for the meeting on 18th May.
- Also need to ask attendees of the next public meeting to provide some voluntary funding – all committee members have already donated £20.00 each. Ongoing.
- Karen to ask the Parish Council for a dedicated page on the Parish Council website. Discharged
- Jan to monitor facebook and communicate to non-facebook members. Discharged but ongoing action.
- Jan to post any “SOS – Save Our Swan” activity on her facebook page and on the Worlingworth / Debenham buying and selling pages. Discharged but ongoing action.
- Adrian has offered to be our representative on the Community Centre Committee and will make contact with Rosemary Ingate to organise. Discharged.
- Karen to make contact with The Punch Bowl at Battsford to gain some insight into setting up a Community Pub. Ongoing – email and text communication sent to the Management Committee but no response received back. Further communication to be attempted.

General Update

We are currently awaiting access to The Swan in order to undertake a survey.

The majority of the work is focussed on where funding could be acquired from and what useful information we can gather from other sources.

Dan Poulter MP - Adrian has sent emails to Dan Poulter, about contacting Marcus Jones, the Pubs Minister. However, no response has been received to date, despite Adrian sending chaser emails. Original correspondence was sent on 6th April, with a chaser 2 weeks later and a further email one week after that.

Action:

- Karen will contact Matthew to see if we can get a response.

Adrian informed the group of an article in the Diss Express, confirming that the village of Pulham St Mary has lodged a bid to buy it's village pub which has been closed since 2007. Funding sources appear to be grants from the governments pub fund (Plunketts), cash reserves and the PWLB. South Norfolk District Council and the Parish were jointly responsible for the application to save the pub.

Actions:

- Adrian to send scanned copy of the newspaper article to everyone

Adrian has asked the Committee to agree to open a bank account for the Save Our Swan appeal.

The committee have agreed to this and an account will be opened at Barclays, Framlingham. Both Chris Goddard and Lavinia Wells will be signatories. Adrian will continue as Treasurer, ensuring segregation of duties.

Actions:

- Adrian and Chris to agree how the new bank account will be established.

Survey

Survey Quotes – Spicerhaart are keen for us to get the survey completed. However, we have to wait until the property is vacated at the end of May. We will ask Hollins to do the survey, as they have previous professional knowledge of The Swan. We will ask Peter to work closely with Hollins on this piece of work.

Actions:

- Chris to engage Hollins after the Parish Council has confirmed support for this.

Grant Applications

Awaiting an update from Peter towards the end of the month.

Business Case

Chris has offered to complete the Business Case.

Actions:

- Jan to make contact with Teresa to see if we could acquire further information that might help with the completion of the business case.
- Chris to start the business case with the information we have available, as discussed in the meeting.

Public Feedback

We have agreed that we need to gather public opinion on The Swan. If we can get the pub to operate again, we will need the local support to keep it going, especially during the winter months. We therefore need to understand what the local residents want from the pub.

Questions were discussed during the meeting and a questionnaire will be handed out on 26th May.

Actions:

- Adrian will draft the questionnaire and circulate for approval
- Contact email and postal addresses will be provided for those that want to complete the questionnaire after the meeting.
- Once approved, approximately 100 copies will be printed

Other Actions:

- Adrian to attend Community Centre Committee meeting on Wednesday 11th May. Adrian will ask the Community Centre to direct attention to the formal communications on both the website and the notice board for up to date and accurate information. In addition, encourage as many people as possible to attend the meeting on 26th May.

Planning for 26th May Meeting

- Adrian will put an advisory note in the Diss Express
- Karen to call contact at EADT to see if they want to report on the meeting
- Adrian to call Diss Express to see if they want to attend and report – as above
- Jan will pick up the keys prior to the meeting
- Committee will meet at 6:45pm in the car park
- Once the Zumba class is finished at 7:15pm, set out the chairs according to agreed layout
- Bar will be open on the night
- Use PA system for speakers from the floor
- Chris will provide a progress report
- Peter to provide update on Plunkett

Next Committee meeting to be hosted by Karen. Date to be advised – will probably be 2nd week of June. Dependant on vacancy of The Swan and required survey.