

Minutes of MCBS committee meeting held at Lowermeade, Yarpole on 14th March 2023

Present: Julian **Stokes** JS Graham Whitlock **GW** Amanda Horden **AH** Tony Dawson **TD**
Tony Kinsey **TK** Jeff Woodfield **JW** Tom Rogers **TR** (for ref: Ian Dixon **ID**)

No	Matters discussed	Action
1	Apologies for absence Joanna Latimer	
2	Minutes of the last meeting 20/02/23 at 7 Croft Crescent discussed and approved.	
3	<p><u>Occupancy of flat over pub</u></p> <ul style="list-style-type: none">- Letter received by JS from ID confirming that he has moved out of the flat circulated. Confirmed that Nikki Pybus and Alicia are now occupying rent free. Question arises whether this will require a modification of contract.- AW suggested an assured shorthold tenancy might be appropriate and is relatively easy to obtain. <p>Resolved that JS should approach Zoe Bancroft, solicitor to clarify</p>	JS
4	<p><u>Drainage issue</u></p> <ul style="list-style-type: none">- Problem with drainage. Drainclear carried out an inspection and have confirmed that the drains at the entrance by the cider barn have collapsed about 2m from each manhole, leaving an unserviceable gap of at least five metres. Water is leaking across the tarmac and entering a road drain (within the boundary of the pub) which in turn discharges into a sewer in the road. The situation may be illegal. Various options discussed. <p>Resolved that JW should provide a quotation to replace drainage and tarmac as well as for the reinstatement of three manholes in state of disrepair on the premises.</p>	JW
5	<p><u>Issue re shares in lieu of works</u></p> <ul style="list-style-type: none">- Discussion about request from ID to receive shares in lieu of planned works to the pub. AH has contacted the Plunkett Foundation. The actual rules on this are far from clear as to whether shares can be granted in kind. Furthermore, should ID have shares potential conflict of interest in that he could vote at AGM or apply to join MCBS committee. Uncertain what would happen in event that tenant leaves.- TK suggested that part payment by MCBS might be an option.- Proposed works need to be established in order to ascertain whether planning permission would be required (within conservation area) and whether MCBS would support them. <p>Resolved to invite ID to an MCBS meeting, or separate meeting at the pub, to outline proposals.</p>	JS

6	<p><u>Financial matters</u></p> <ul style="list-style-type: none"> - TR confirmed loans have been paid this month as well as additional £5000 to the Morgans constituting half of their loan - TR now has access to The Bell's accounts which fulfils ID's obligations for recompense for gas supply issue, will now pay £1000 to The Bell at Yarpole account. - TD and TR to discuss the provided spreadsheets - TR to pay invoice for Drainclear for the inspection and to Grange Heating for resolving issue with expansion vessel - TR has arranged access to Xero accounting system for TD - Last year's accounts not yet on FCA website as one title on signatories incorrect. Amended copy sent. - TD has circulated updated financial planning documents. Until Street Loan is paid off in 2025, MCBS finances will remain stable as long as loans are being repaid. - About £17k of shares now have some form of call on them (requests for sales, deceased shareholders). Discussion about reserves held - should balance be decreased to pay off some of these liabilities? Border Oak is our largest creditor and therefore our greatest risk. TD suggested £1k per quarter to address this and it was agreed that this is appropriate as long as a lower threshold (£20k) for a reserve is established. <p>Resolved that, as a first step, GW should write to relatives of deceased shareholders to establish whether shares should be transferred, bequeathed to MCBS or repaid (which would legally require proof such as copy of will)</p>	<p>TR</p> <p>TR, TD TR</p> <p>GW</p>
7	<p><u>Secretarial matters</u></p> <ul style="list-style-type: none"> - GW - Two new shareholders have applied totalling £1k in total - A second licence to sell alcohol has been applied for. - Have heard nothing back about the issue of the pub licence being paid to Herefordshire Council twice (once by MCBS in November and then by ID in Feb) 	
8	<p><u>Regulatory matters</u></p> <ul style="list-style-type: none"> - AH has contacted Plunkett Foundation about production of a Risk Assessment. Will produce a draft and run past TD. - Do we need a GDPR policy? – JS confirmed that this exists and is on website. Only real GDPR issue is shareholder details which we do not circulate – held on memory stick which will be password protected. - TD has made a start on the regulatory calendar discussed in last meeting, now in progress 	
9	<p><u>Publicity</u></p> <ul style="list-style-type: none"> - JS working on flyers – QR codes for pub and committee now working 	
10	<p><u>Talks</u></p> <ul style="list-style-type: none"> - Initial talk at the pub with Mark Richards went well thanks to efforts of JL, though problem with late cancellations. GW has had similar problems with quizzes. May be best to charge for food in advance. 	

11	<u>AOB</u> <ul style="list-style-type: none">- A letter of complaint about dog waste at the pub, addressed to MCBS has been passed to ID- A black tie casino event will be held at the pub on 2nd September	
12	Date of next meeting 2 nd May at 6.30 pm initially at pub (if arranged) to discuss proposed alterations, moving onto Church Farm afterwards	