

**Councillors are hereby summoned to the**

**Extraordinary Parish Council Meeting**

**of Oakley Parish Council on**

**Thursday 23rd September 2021 at 7.00pm**

**To be held in Oakley Village Hall**

The meeting is open to all members of the public and the press. Residents are welcome to attend and can address the meeting during Public Session

**Please inform the Clerk if you are unable to attend.**

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| **MINUTE****NUMBER** | **SUBJECT** | **ACTION** |
| **EO 1** | **Present:** **Apologies:**  |  |
| **EO 2** | **Chairman’s Welcome and address** |  |
| **EO 3** | **Public Forum** |  |
| **EO.4** | **Pre-start-up****Finances*** JG: VAT registration complete – JG with Nicola / PP
* JS: VAT Registration – submit before exchange hopefully confirmed before completion.
* JG: Do the money transfers for exchange & complete days – Pat

**Legal side*** JG: Legal documents agreed with Punch & ready for exchange/complete – James/Alistair
* JS: Finalise and execute contract and transfer – pre-completion obviously.
* JG: Confirm exchange & complete dates
* JG: Do we have any constraints around the ability to transfer money from our bank accounts that would prevent exchange deposit being paid on 24th September (the money from the loan is coming in that day).

**Building insurance** * PK: Buildings Insurance in place before completion
* JG: Insurances in place

**Premises Licence** * PK: Are we OK regarding Premises Licence?

JS: I have the forms and am assured by the Council we can submit this online and that the transfer can be stated to have effect immediately. We will need though the consent form from Punch and copy of the original licence which they will provide on exchange. We are contractually obliged to try and get this confirmed prior to completion albeit it doesn't prevent completion but if we've not done it within 10 days of completion Punch can cancel their current licence. **PUNCH work*** JM: Removal of boarding up, alarms
* JM: Fixtures and fittings
* JM: Handover process
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| **EO.5** | **Parish Council - Stewart start-up*** PK: Agreement with Stuart for his 3-month tenure - rent, building insurance pro rata, any other insurance required - I am thinking specifically of 3rd party insurance?

JS: Believe Alistair is getting any final feedback from Stew this weekend on the tenancy at will. * ***PK: Realistic*** opening date post completion - given that we / Stuart won't have access until then to clean / re-stock etc
* JG: Agree fixtures and fitting price and buy them
	+ - don't need to do this until end of JG: Stewart's tenure.
* JG: Contract in place with Stewart for his tenancy
	+ AJ- Stewart ready to sign
* JG: Agree re-opening plan and timeline
	+ AJ: once we have completion date confirmed Stewart will place order for delivery that day and is able to open that evening for wet sales. Good will not start for a week.
* AJ: Everything Stewart needs to do...
	+ AJ: Pub license - Stewart is already covered and forms part of the transfer from Punch between exchange and completion
	+ AJ: Staffing - Stewart is on the case
	+ AJ: Stock purchases - Stewart is primed and ready to place order for delivery on day of completion
* JS: Business Rates – assume Stew continues to deal?
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| **EO.6** | **Parish Council - Set up CBS – remit*** PK: And everything to do with setting up the intermediary body which sits between PC and pub management

JS: The process for a CBS is basically that we need an organised group/subcommittee who can then set up the CBS. That would be the first step if we remain of the view that the CBS is the appropriate vehicle. It doesn't need to be elected at this stage, but I think should be separate to the PC (with PC representation) like the shop steering group. Members of that group can be the founder members of the CBS for the purposes of the forms. You also need a volunteer company secretary. Once it’s set up (takes about a month once you put the forms in – Plunkett do that for you) and you have a bank account you can do a share issue although I believe we could also provide a grant to the CBS out of the loan if it's for appropriate purposes. Once the CBS starts actively carrying on business then you need to hold an AGM with all the shareholders able to attend at which the management committee is elected (original members don't have to stand and obviously anyone can stand for election) and that process is then repeated annually or bi-annually depending on your Rules.* JG: Parish Council to set desired objectives for the running of the Chandos Arms by the CBS... what requirements are we setting
	+ E.g. at least 2 members from the Parish Council; CBS to hold at least 12 months rental repayments at all times in bank accounts
* JG: Hold open meeting to get people to come forward to form CBS committee
	+ Ensure this gets the skills we need AND that this representative of the whole village and not just a portion (age, gender, race etc)
* JG: CBS set up – James, what's involved??
	+ Legal Framework filed
	+ Bank accounts
	+ Officer roles?
	+ VAT registration of CBS
* JG: Agree what, if any, help we need from Plunkett and request it
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| **EO.7** | **Parish Council – Ongoing involvement / repercussions****Audit Status** * PK: I will also flag up now that with best part of £500k coming into and then out of our accounts this will change our audit status and we will be subject to a more thorough scrutiny for which I / we may need professional help in preparing accounts / answering questions

**Chandos fund*** JM: Set up Chandos sinking fund
* JM: Ensuring we can cover loss of rental income.
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| **EO.8** | **CBS - Recruitment – New licensee/landlord/landlady/manager*** JG: Scope what we're looking for and draft profile
* JG: Advertising
* JG: Interviews
* JG: Contracts/start dates in line with refurb work schedule
	+ Should we include the need to run a pub fundraiser every year in order to generate the on-going money for maintenance & upgrade works??
* JG: Licensing
* JM: Rename the pub? If we want to make it a clean break from Stewarts’s businesses trading under Chandos Arms flag, could we revert to calling it ‘The Three Horseshoes’?
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| **EO.9** | **Refurbishment / Re-development*** JS: Feasibility study for refurb options for pub (see quote from Mark previously sent) – not needed for deal or for initial re-opening but do we get this arranged now?
* I also think in Jan/Feb when we refurb there would be big enthusiasm for a sort of DIY SOS project where we could get much (other than the very specialist stuff which needs an expert, or we need it done so we have recourse if goes wrong) of the redecoration done by volunteers and for free.
* JG: Prioritise works list (0-2 year priorities plus get ready for new landlord work)
* JG: Identify what, if anything, needs listed building consent
* JG: Scope works to go out to tender/get quotes and/or do we want to do some as volunteer request?
* JG: Agree works schedule around closing & re-opening plan
* JG: Project manage the works being done
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| **EO.10** | **Closure and re-opening*** JM: First day of closure would be Monday 3rd January.
* JM: 2022 marks the 266th year since there was a record a licensee in the building now known as the Chandos Arms: (then the Three Horseshoes)
* JG: Village event around the re-opening
	+ Tuesday 1st March – Pancake Day
	+ Saturday 5th March
	+ Saturday 12th March
	+ Saturday 19th March
	+ Saturday 26th March
	+ Sunday, 27th March - Mother’s day
	+ 17th April – Easter Sunday
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| **EO 11** | **Voting**Do we need any further resolutions to authorise entry into the contract/transfer or is that covered by the previous set of resolutions?  |  |
| **EO 6** | **Any Other Business** |  |