



ANNUAL GENERAL MEETING of
COUNTRYMAN'S COMMUNITY PUB SOCIETY LIMITED
(FCA Registration Number 8682)

Date and Time:	Monday 31 July 2023, 19:00–20:00
Location:	Hunton & Arrathorne Village Hall (Live streamed via Microsoft Teams)
Present:	Management Committee: Matty Cockburn (Chair), Chris Heap (Vice Chair), Katie O'Connell (Treasurer), Tom Self (Secretary), Al Lowry, Jonathan Heap, Peter Latham, Vicky Jobling, Robert Wyatt and Steve Akred. Members: 48 members attended (full list of attendees available upon request).

Agenda:

1. Welcome & Housekeeping
2. Chair's Report
3. Secretary's Report
4. Treasurer's Report
5. AOB and Q&A
6. Closing Remarks

Minutes:

MEETING COMMENCED 19:00.

1. Welcome & Housekeeping:
 - a. Matty Cockburn (MC) welcomed all members to the meeting.
 - b. Apologies were given by Mark Newsam (MN) from the management committee.
 - c. Slides were shared during the meeting with members ([presentation link here](#)).
2. Chair's Report – Matty Cockburn:
 - a. MC provided members with a summary of the renovation works completed at the pub since the society's last AGM. This included the replacement of the kitchen, several windows and doors, second floor structural works, new beer lines and boiler repairs. MC spoke of other successes and updates, including the visit by Prime Minister Rishi Sunak MP and successful VAT registration by the society.
 - b. MC gave special thanks to the following individuals and businesses for their continued help and support regarding the renovation works:
 - i. Pete Latham (for supporting electrical improvements)
 - ii. Chris & Jonathan Heap (for project managing the renovations)
 - iii. Brian Wylie (for assistance with various projects including window painting)
 - iv. Steve Akred (for assistance in renovation works)
 - v. Mark Sanderson (for undertaking plastering works)

- vi. Richard Howard (for undertaking renovation works)
 - vii. Vince (for supporting ventilation works)
 - viii. Hudsworth Flooring (for undertaking kitchen flooring replacement)
 - ix. Robbie (for undertaking plumbing works)
 - x. Richard Tunstall (for undertaking renovation works)
 - xi. Lisa & Dan (for their patience and support during the building works)
 - c. MC spoke about the society's planned improvements at the pub, including the upcoming installation of a pizza oven, further radiator upgrades, further window replacements, and further second floor upgrades including a new office and shower space for tenants and further letting room.
 - d. MC spoke about the society's successful bid to Richmondshire District Council for further grant funding, which had allowed the planned works on the second floor to proceed.
 - e. MC discussed the management committee's aim to review the society's business plan once the new committee have been elected. MC advised this will focus on developing the pub as a community hub, such as through the development of the garth into a community garden/space, whilst ensuring the pub remains as a viable and sustainable business. Further information on this will be shared once the new committee are elected.
3. Secretary's Report (Tom Self):
- a. Tom Self (TS) provided an update on the current membership status:
 - i. TS advised the society currently has 159 members.
 - ii. TS reported one member had left the society as they had sadly passed away.
 - iii. TS reported one member had joined the society due to an existing member splitting their shares.
 - iv. TS advised the membership is currently at full capacity, however a wait list will be developed for any new members who wish to join the society or any existing members who wish to increase their shares.
 - b. TS discussed the management committee elections:
 - i. TS advised there are currently 11 members on the management committee.
 - ii. TS advised Mark Newsam will be standing down following this AGM.
 - iii. TS advised two new members, Jan Wylie and Paul Morris, will be standing for election.
 - iv. TS advised all other committee members are also standing for re-election.
 - v. TS provided an overview of the voting process and outlined the three points going to vote at the AGM (management committee elections, appointment of an accountant and appointment of an auditor).
4. Treasurer's Report (Katie O'Connell):
- a. Katie O'Connell (KOC) provided an overview of the society's annual accounts for the financial year 2022-2023 (see slides), and explained these have been prepared by the society's accountant, Ian Crisop.
 - b. KOC advised the 2022-2023 accounts have been prepared and will be submitted to the FCA within the next few days.

- c. KOC explained that all members are required to vote on the appointment of an accountant and an auditor.
 - d. KOC explained the management committee recommends for Ian Crisop to be re-appointed as the society's accountant.
 - e. KOC explained members can vote to appoint an auditor, which is in addition to an accountant and separate to the society's annual accounts return, and is estimated to cost £2,000-£3,000.
 - f. KOC explained that due to the costs involved, the management committee recommend members do not vote for the appointment of an auditor.
5. Q&A and AOB:
- a. MC led a Q&A session with members, where the following questions/topics were discussed:
 - b. *Why is there a limit of 159 members?*
 - i. KOC advised there is not a limit on the number of members, but rather a limit on the total investment by members of £230,000, which the society is currently at. In the event that a member withdraws their shares, or wishes to split their shares, the number of members may increase or decrease.
 - c. *Given the cost of utilities, has any thought gone into solar panels?*
 - i. MC advised there are several renovation projects ongoing simultaneously at the pub, and outlay of the initial panels is the main barrier at the moment. Grants could be an option to alleviate this, however grant arrangements between domestic and commercial properties are very different. This will be an area the management committee will continue to review.
 - d. *Is the insulation on the second floor in good condition?*
 - i. MC advised this is something which we will be able to assess once the refurbishment works on the second floor commence. MC also advised that as part of the initial second floor replacement, additional insulation was added for energy efficiency and soundproofing.
 - e. *On the accounts slide, it shows the society made a cash profit but a book loss. Is this correct?*
 - i. KOC advised the society has not made a loss, and the society remains in a good financial position with reserves available should this be required.
 - f. *If one was to look at income only, is the business growing?*
 - i. MC advised rental income has not been at a maximum as a result of the renovations. This, combined with delays in obtaining the funding from grants and delays in securing tradespeople, has compounded this problem. Rent revenue should increase when the renovation works have been completed.
 - g. *Are there any plans to improve the signage to the pub to encourage passersby to visit?*
 - i. MC advised the management committee will look into this, as a potential grant has been identified that could enable new signage to be installed.
 - h. *Does the society have enough funds for the renovations planned?*

- i. MC advised all renovations discussed during the AGM have been fully costed and accounted for.
 - ii. JH advised the VAT refund combined with the additional RDC grant has significantly helped and as a result no further major fundraising exercises are currently planned.
 - iii. KOC advised all renovations have been accounted for, and the next priority for the management committee will be to build up the society's reserves.
 - i. *A comment was made acknowledging the hard work of everyone involved in making this happen, including tradespeople, volunteers, members, the management committee and Dan & Lisa.*
 - j. *Regarding future lease arrangements, has there been any thoughts to working in partnership with the tenants and charging a flexible rent based on the profit and loss at the pub, rather than charging a fixed fee?*
 - i. This was discussed between members and the management committee, whereby the importance of ensuring the pub remains as a sustainable and viable business.
 - k. *What is the minimum cost needed by the society to keep the pub open?*
 - i. MC advised that our focus has been on getting through the first year.
 - ii. JH advised we have several subgroups within the management committee, including dedicated workstreams focusing on tenancy, building works and renovation works.
6. Closing Remarks:
- a. MC brought the meeting to a close and thanked the members on behalf of the management committee for their continued support.

ENDED 20:00.



APPENDIX 1: VOTING RESULTS

The results of the 2023 members' vote is as follows:

Valid votes were received from 45 members. There were no spoiled or defaced votes. One member attended the AGM but did not vote. Two members joined through the live stream, so were unable to vote.

VOTE 1 – Election of the Management Committee

The following members stood for election at the 2023 AGM:

- Matty Cockburn
- Chris Heap
- Katie O'Connell
- Tom Self
- Jonathan Heap
- Vicky Jobling
- Pete Latham
- Steve Akred
- Al Lowry
- Robert Wyatt
- Jan Wylie
- Paul Morris

VOTE RESULT: All the above 12 candidates received more than 50% of the vote and are therefore elected onto the management committee for the next 12 months.

VOTE 2 – Appointment of Accountant:

Members were asked if Ian Crisop should be re-appointed as the society's accountant.

VOTE RESULT: Members voted to re-appoint Ian as the society's accountant.

VOTE 3 – Appointment of an Auditor:

Members were asked if an auditor should also be appointed.

VOTE RESULT: Members voted against appointing an additional auditor.