



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

Date and Time:	Wednesday 26 October 2022, 19:30-20:30
Location:	Microsoft Teams Live Event (also streamed at The Countryman's Inn)
Present:	Management Committee: Matty Cockburn (Chair), Chris Heap (Vice Chair), Katie O'Connell (Treasurer), Esme Terry (Secretary), Al Lowry, Cathy Guy, Jonathan Heap, Peter Latham, Tom Self and Vicky Jobling Members: 76 members attended (full list of attendees available upon request).

Agenda:

1. Welcome & Housekeeping
2. Chair's Report
3. Treasurer's Report
4. Secretary's Report
5. Update from Our Tenants
6. Vice Chair's Report (including Members' Questions)
7. AOB
8. Q&A
9. Closing Remarks

Minutes:

MEETING COMMENCED 19:30.

1. Welcome & Housekeeping:
 - a. Matty Cockburn (MC) welcomed all members to the meeting, and thanked them for their help and support over the last 18 months in securing The Countryman's Inn as a community owned asset.
 - b. MC explained the meeting cannot be recorded, but meeting minutes and a copy of the presentation will be shared with all members following the meeting ([presentation link here](#)).
2. Chair's Report - Matty Cockburn:
 - a. MC spoke about the society's progress from its formation in May 2021 to the successful purchase of The Countryman's Inn in September 2022.
 - b. MC updated members on the society's look ahead from November 2022 to April 2023, including the plans for building renovations.
 - c. MC explained the focus is on renovating the pub to the minimum required standard as quickly as possible, with renovation works split into three priorities:
 - i. Urgent and structural repairs

- ii. Kitchen works
 - iii. Electrical and plumbing works
 - d. MC explained Chris Heap (CH) is the nominated liaison between the society and the tenants and can be contacted if any members have any questions regarding renovations and the tenancy.
3. Treasurer's Report (Katie O'Connell):
- a. Katie O'Connell (KOC) provided an overview of the society's annual accounts for the financial year 2021-2022, and explained these have been submitted and accepted by the FCA.
 - b. KOC advised a full copy of the society's accounts is available to any member upon request.
 - c. KOC thanked members for their help and support, particularly regarding their fundraising efforts.
 - d. KOC explained £230,000 capital was raised through the share offer, which was matched funded by the Community Ownership Fund (COF).
 - e. KOC explained of the £230,000 COF funding, £178,000 was used for the purchase of the pub, with a further claim currently being considered.
 - f. KOC explained that all members are required to vote on the appointment of an accountant and an auditor.
 - g. KOC explained the management committee has appointed Ian Crisop from Richmond as the society's independent accountant for 2021-2022, and explained the management committee recommend members to vote for the re-appointment of Ian Crisop for the next financial year.
 - h. 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.
 - i. KOC explained that due to the costs involved, the management committee recommend members do not vote for the appointment of an auditor.
4. Secretary's Report (Esme Terry):
- a. Esme Terry (ET) discussed the management committee elections.
 - b. ET explained the management committee can comprise of a maximum of 12 members.
 - c. ET explained there are currently 10 committee members, but two members (Esme Terry and Cathy Guy) will not be standing for re-election.
 - d. ET explained nominations have been received from three new individuals.
 - e. ET explained all members are required to vote on the election of the management committee and can vote for a maximum of 12 candidates each year.
 - f. ET discussed voting procedures and explained how all members will receive a link to a secure Microsoft Form in which they can vote on:
 - i. Election of the management committee
 - ii. Appointment of an accountant
 - iii. Appointment of an auditor

- g. ET explained all members will be able to submit one vote, with the exception of people who are members as both an individual and as a company/business whereby two votes can be submitted.
 - h. ET explained voting will be open from the AGM until 10pm on Thursday 27th October 2022.
 - i. ET updated members on the recent communications issue involving the use of 'CC' instead of 'BCC'.
 - j. ET explained that although this did not constitute a formal data breach, the committee is in the process of exploring the possibility of utilising professional communications tools, such as Mailchimp.
5. Update from Our Tenants (Lisa Lowry):
- a. Lisa Lowry (LL) provided a short update on the day-to-day operation of the pub.
 - b. LL reported they had experienced an issue with Booking.com which prevented all accommodation bookings from being made for the first month.
 - c. LL advised environmental health officers have visited the pub and are satisfied with current arrangements for the serving of food.
 - d. LL advised breakfast will be served on Sunday mornings for both residents and non-residents, with two sessions now complete.
 - e. LL advised the pub website is being updated to include an events page, which does not require a Facebook account to access.
 - f. LL advised coffee mornings now include a savoury and gluten-free option.
 - g. LL advised the pub will be open on Christmas Day and Boxing Day, and along with the management committee, will be supporting the senior's Christmas lunch (further details to follow).
6. Vice Chair's Report (Chris Heap):
- a. CH answered a number of questions posed in advance by members, or asked in the chat function of the AGM.
 - b. *"Q1: My questions concern the land behind the pub. It had been suggested that some of the land at the back of the pub could be used as a community garden, as well as a kitchen garden for the pub restaurant. Is this still part of the plan? If so, is funding available or will it be sought? What is the timescale?"*
 - i. CH advised it remains part of the larger plan and funding sources are currently being looked into, with the aim of starting work next spring with help from volunteers.
 - c. *"Q2: Any news on disabled access?"*
 - i. CH advised there are currently disabled ramps available, and these are actively being reviewed with the potential of improving. CH advised disabled access improvements are being considered at all stages through any renovation work.
 - d. *"Q3: Are there any plans for a smoking shelter to enable smokers to smoke away from the front door? It drifts into the building and is not pleasant to walk through for visitors to the pub."*
 - i. CH advised this will be a point for the tenants to review.

- e. *“Q4: Bearing in mind that the kitchen will become operational, are there plans to move the monthly quiz away from the Saturday night slot? It books up the pub on a peak weekend night and limits non-quiz participants.”*
 - i. CH advised this will be a point for the tenants to review.
 - f. *“Q5: What is Chris Heap’s email address for any tenancy/renovation queries?”*
 - i. countrymans.community@gmail.com
 - g. *“Q6: Will additional insulation be installed as part of the renovations?”*
 - i. Jonathan Heap (JH) advised this is being completed as part of the current renovations, such as through the addition of insulation on the second floor to reduce heat loss and noise.
7. AOB:
- a. KOC advised a share nomination form is now available, which allows members to record their preferences as to what happens to their shares in the event of their death.
 - b. KOC advised a copy of the form will be sent to all members shortly, and is optional.
 - c. KOC confirmed members can change or revoke their preference at any stage.
8. Q&A:
- a. MC led a Q&A session with members, where the following questions/topics were discussed:
 - b. *Are volunteers/offers of help needed?*
 - i. JH advised there has been a limited opportunity for volunteering due to the current works being undertaken, however this is due to expand in due course. JH advised anyone wishing to volunteer or offer help to contact the management committee.
 - c. *Can one of the members look over the annual accounts in place of an auditor?*
 - i. KOC advised any member is welcome to review the society’s annual accounts.
 - d. *Can all family members vote, even if the share certificate is only in one name?*
 - i. ET advised only one vote is allowed per share certificate, so only the named individual can vote.
 - e. *Are there any plans to install a disabled toilet?*
 - i. JH advised the pub is limited in size which impacts on the potential improvements, but advised the improving and/or replacing of current arrangements is being reviewed as part of the renovations.
 - f. *Is additional fundraising being sought to continue to build up the society’s reserves?*
 - i. ET advised the management committee is looking at additional funding and grants available.
 - g. *Can pub events be advertised elsewhere for those not on social media?*
 - i. ET advised the tenants have recently introduced a new events page on The Countryman’s Inn website.
 - h. *What is the extent of the work package? Is it still a full refurbishment?*
 - i. MC advised the main focus of the renovations currently is making the pub structurally sound, with the remainder of the grant to be utilised for kitchen

improvements and other urgent works. MC advised costs are being kept to a minimum at all times and additional sources of grants (e.g. Richmondshire District Council) are being looked into.

- ii. JH advised local companies have supported the renovations, such as the replacement of the bar lines which is being funded by local breweries. JH advised other aspects of the pub (e.g. letting rooms) are largely in good condition and only require minor improvements, such as painting and regrouting. JH advised doors and windows, with the exception of the bay window, are also due to be replaced to improve security and weatherproofing.

9. Closing Remarks:

- a. MC brought the meeting to a close and thanked the members on behalf of the management committee for their continued support.
- b. MC thanked outgoing management committee members, Esme & Cathy, for their help and support.
- c. MC asked members to continue to support the pub to ensure its continued success.

ENDED 20:30.



APPENDIX 1:
VOTING RESULTS

The results of the 2021/2022 members' vote is as follows:

Valid votes were received from 67 members.

RESOLUTION 1: Should the management committee appoint Ian Crisop as the society's accountant for the next financial year?

VOTE RESULT: Members voted to appoint Ian Crisop.

RESOLUTION 2: Should the management committee appoint an auditor?

VOTE RESULT: Members voted against appointing an auditor.

RESOLUTION 3: Should the existing members of the management committee (Matty Cockburn, Chris Heap, Katie O'Connell, Al Lowry, Jonathan Heap, Peter Latham, Tom Self and Vicky Jobling) be re-elected?

VOTE RESULT: Members voted to re-elect all existing committee members.

RESOLUTION 4: Should Robert Wyatt be appointed to the management committee?

VOTE RESULT: Members voted to appoint Robert Wyatt.

RESOLUTION 5: Should Stephen Akred be appointed to the management committee?

VOTE RESULT: Members voted to appoint Stephen Akred.

RESOLUTION 6: Should Mark Newsam be appointed to the management committee?

VOTE RESULT: Members voted to appoint Mark Newsam.