

**PUB PROJECT MEETING**

This meeting was called by the Development Officer as a result of Action BDT.2023.007, 26 January 2023 (see below)

1	<p><b>Meeting validity confirmation - the meeting was quorate and opened at 7pm</b>  <b>Conflict of Interest</b> - The Chair recognised the BDT Interests register and confirmed no updates  <b>Minutes</b> There have been no previous minuted BDT meetings on this project, any have been informal</p> <p>Present: J Thomson (Chair, JT), S Vokes (SV), R Brown (RB), P McGibbon(PM), E Ottaway (EO)          Apologies: F Stryjak (FS), No apologies: H Gregg (HG)          In attendance: Sam Rimmer, BDT Development Officer (SR)</p>
2.	<p><b>Request from Barrhill Community Trading Hub Ltd T/A Crosswater</b>          This matter refers to the Community pub purchased by the BDT in 2019 which is currently undergoing a complete refurbishment. Following legal advice in 2022 as well as OSCR guidelines on SCIOs running pubs, a wholly owned trading arm was registered in January 2023, “Barrhill Community Trading Hub T/A Crosswater” SC755287. Its Directors are: J Thomson, E Ottaway, R Brown, this company is yet to hold a minuted meeting and it currently has no staff or admin support. There have been delays in opening a bank account for the Crosswater and it has been urged by the BDT Development Officer to ask the BDT for help in placing urgent adverts for Pub Management. The Crosswater submitted a request dated 9 March 2023 for BDT to incur and pay invoices for adverts, which will then be repaid by the Crosswater once its own bank account is opened. This request is detailed in a Memorandum of Understanding (MoU) and any agreement will cease when the Crosswater has its own bank account, with debts paid within 30 days. It was proposed to this meeting that the MoU be accepted. (See attached, 1) <b>Proposed:</b> RB, <b>Seconded</b> PM</p>
3.	<p><b>Sign MoU</b>          It was proposed that JT be the BDT representative to sign the MoU. <b>Proposed:</b> RB, <b>Seconded</b> PM          JT signed the MoU on behalf of the BDT</p>
4.	<p><b>Share capital for Crosswater</b>  <i>Following the decision that the BDT would start a trading arm for the Crosswater, the BDT Trustees made a decision by email on 09/12/22 that a single share would be issued for the company at a value equivalent to 18 months trading costs agreed to be £253,424. (See attached, 2). The Development Officer reiterated earlier requests for a grant application to be made to the BCIC, as the BDT does not have enough funds for this purchase. LO said she would check the bank accounts and make the payment. The Development Officer reminded the meeting that the BDT still has to make a grant request followed by a minuted and quorate meeting of the BCIC to consider the grant application, only if successful should BCIC carry out a transfer of funds.</i></p> <ul style="list-style-type: none"> <li>● <i>NEW ACTION 026 LO will check all bank accounts and report back at board on 15th</i></li> <li>● <i>Development Officer’s grant application form, presented previously will be presented again to the BDT Board on 15th March (see agenda 15Mar23 / 5.3)</i></li> <li>● <i>LO explained it will be necessary to go in to the bank to make any transfers and that she is willing to do this</i></li> </ul>
5.	<p><b>Kitchen</b>          The original contract with the builders, JJB, is for £178,000 and explicitly excluded the kitchen. The builder is now ready to work on the kitchen. On 26th January, action BDT.2023.007, the Board asked the SR to “investigate commercial kitchen fixtures and fittings”. Together with JJB, sketches and a</p>

	<p>budget were presented to this meeting (see attached, 3). Fitting cost to be confirmed if the list of items is agreed. The details were discussed and the following decisions made.</p> <ul style="list-style-type: none"> <li>● Once hired, a chef may wish to change some minor aspects of the kitchen</li> <li>● The BDT intends to include the cost of the kitchen in the Pub Project and add funds to the budget for the cost of the kitchen</li> <li>● Anything for the pub must be COMMERCIAL equipment to ensure the warranties and insurance is not invalidated. Items must be fit for purchase, these are prices for new items</li> <li>● NEW ACTION 027 SR to investigate commercial hot water tap for kitchen, to save space</li> <li>● NEW ACTION 028 SR to ask JJB if a hot station/heat lamp can be installed without significant loss of worksurface</li> <li>● NEW ACTION 029 SR to ask JJB where the pizza oven could be located. The Trustees have not tested this and can not confirm it is in working order so this is a second priority</li> <li>● Total costs are £15,000 - £20,000, depending on price fluctuations</li> </ul> <p>Unanimous to approve the kitchen, allowing for the questions above NEW ACTION 030 SR to ask JJB to confirm their quote for fitting</p>
6.	<p><b>Barn</b></p> <p>The original contract with the builders, JJB, is for £178,000 explicitly excluded the barn. The barn has a false floor, size not confirmed with rough stairs to a mezzanine and the possibility that a new beam might be required. Heating is yet to be decided.</p> <p>It is assumed that the barn will be used to accommodate storage &amp; laundry for the business and games room with separate access for customers. The meeting acknowledged that in the latest Community Action Plan (CAP) there was community desire for a darts team. Dimensions required for a 6ft pool table were shared as being 14'3" x 11'8"</p> <p>Next steps</p> <ol style="list-style-type: none"> <li>1. Confirm internal size</li> <li>2. Trustee visit to barn, some time Wednesday 15th March. SR to inform Scott</li> </ol>
7.	<p><b>Urgent AOB - Budget</b></p> <p>Contract was agreed in 2022 at 2019 prices and the meeting acknowledged that many prices have risen considerably since then, together with the lack of available specialist tradespeople, this has resulted in the cost rising. To complete the agreed work plus materials required, the anticipated total cost is expected to be around £50,000. (See attachment 4)</p> <p>Contract £178,000 excluding kitchen chimney, barn &amp; parts of roof Current expenditure: £182k but work is not finished</p> <p>NEW ACTION 031 SR to get a firm quote from JJB including finish date for buildings works, this will enable the Trust to set up the interior and make contracts to launch a pub</p>
8.	<p><b>Urgent AOB - Invoices for goods</b></p> <p>JJB has presented invoices for payment of goods purchased for refurbishment work, following a review, JT confirmed all invoices are as expected.</p>
	<p><b>Meeting ended at 8.30pm</b></p>

**These minutes were proposed and seconded during a quorate meeting on 15 March 2023 and are added to the record.**

**Signed** 

**John Thomson, Chair on 15/03/23**