



**SAVE OLD SCHOOL:
Group Meeting in the Rose & Crown, Ivinghoe,
19th September 2011 at 8.00pm**

PRESENT: Carol Tarrant
Anne Eastwood
Sylvia Simmonds
Jane Custance
Sue Nicholls
Bob Corn

APOLOGIES: Alex and Owen Wynne
Lukas McCormack
Martin McCormack
Les Laing
John Wallis
Jeannette Wallis
Tessa Smith
Sandie Emerson

Carol welcomed everyone to the meeting which had been called to further discuss proposals in connection with the Old School Building in the centre of Ivinghoe, and its possible future for the community.

1.0 Survey Questionnaires: Noted that collections had been made from Windmill Close, Church Road (Tessa still has some), Station Road, Ford End, Vicarage Lane, Ladysmith, Maud Janes Close (No collections yet from Wellcroft, High St., Groomsby Drive, Yew Tree Close, Town Farm). So far, response has been between 25% and 70% from respective roads – Carol is planning to meet Sandie on Thursday 22nd September 2011 to collate them.

2.0 Liaison with Bucks C.C. Property Department: Carol has liaised with Robert Ellis of the Property Department, and he will be offering information and detail as he finds it out re-Community Asset Transfer (CAT), Leasing Arrangements, Costings, Liabilities, and deadline for submission of the Business Plan. He has no plan drawings of the Building (although Bob has carried it out a brief measured survey externally – only guessing at internal layouts, since access has not been available). Sue will email Carol with details which she (Sue) needs for Ivinghomec's Business Plan; Carol has also emailed a detail list of items which she has so far identified which require clarification to Stephanie Moffat, Jackie Wesley, Avril Davies, Sarah Allwood and Karen Groom.

3.0 Sub-Committee Membership: Carol outlined the proposed Sub-Committee Membership – Business Plan, Funding, Actions – noting that the Village SOS BIG Lottery fund application has been put back to 20th October 2011.

4.0 Business Plan: Carol handed out a skeleton list of headings:

4.1 Full details of the identified need – to be assessed after examining the returned questionnaires, but might include single parent families, single older people, vulnerable folk. Sue gave a brief outline of local businesses

which Ivinghomec might wish to be involved with, and the sort of catchment area which she and Tessa would be looking at for the Cookery School offering; Jane read through the early parts of her initial draft of a Business Plan – mentioning the possible isolation felt by single men at home; Carol showed a document received from the Big Lottery Fund. Sue confirmed that she and Tessa would be putting forward a more detailed Business Plan for Ivinghomec at the next SOS meeting.

- 4.2 Clear evidence of the capacity and experience of the VCSE to develop and manage the asset** – everyone to put a paragraph together of their experience for this sort of business model.
- 4.3 Detailed evidence that the CAT is financially viable over the life of the Business without cost to the Council** e.g. a cash flow forecasts, projected utilisation, detail of any financial support from or pledged by funders or lenders (note that the Council are supposed to assist by making relevant information and details available!). Carol will write to local groups and societies to gauge support.
- 4.4 Details of the anticipated benefits that the CAT will produce, and how these will be measured.** Jane read an extract from a document to illustrate how this might be done – the detail of the questionnaire answers needs to be synthesised to formulate a response, and the Big Lottery Guide to Outcomes.
- 4.5 Details of the type of CAT, and lease terms sought.**
- 4.6 Evidence of support from Council Officers and Departments, Council Members, other VCSE's.**
- 4.7 Robust risk assessment of the CAT, and details of alternative arrangements if the CAT proves unrealistic or unsustainable** – Jane to create a draft document using a grid template.

5.0 BIG Lottery Fund Business Plan: Carol tabled a draft BIG Lottery Fund Business Plan, which needs to address the following items:

- 5.1 Executive Summary** – ‘Wow’ Factor, Moira’s Book, Food Festival, Food Fayre, Local Food Producers, Café.
- 5.2 Customers** – Need, Café, Etc.
- 5.3 Competition**
- 5.4 Work done to date** – e.g. questionnaires, public meeting, physical attributes of the building, etc.
- 5.5 Proposed Scheme** – as much detail as possible – type of Community Enterprise, Premises, Product Groups, Target Groups, Marketing, Opening Hours.
- 5.6 Staffing** – how will it operate, use of volunteers, steering group, businesses and their staff.
- 5.7 Profitability Objectives** – the steering group aim is ‘not for profit’, but the businesses within the Building should be profit making to allow for sustainability; loans, grants, etc., were discussed.
- 5.8 Financial Data** – Costs and details to be provided, and any assumptions clearly identified.
- 5.9 Independent Review** – When the Business Plan is prepared, submit it to an independent person for their review – e.g. Andrew Long of Community Impact Bucks.
- 5.10 Finally** – everything should be kept simple!

- 6.0 Funding Applications:** To be discussed at a future meeting when more folk are present, to enable workload to be shared around.
- 7.0 Type of Enterprise:** Folk present at the meeting worked through a Matrix designed to throw up a suggested Business Type – a legal structure which is either a ‘Company’ or an ‘Industrial or Provident Society’. The suggested Business Model displayed by the Matrix was either a ‘Voluntary Sector Body’ or a ‘Charity’, having Democratically Elected Management, and to be in Common Ownership.
- 8.0 Public Meeting, Questionnaires and Local Area Plan:** Some discussion took place around the form that a Public Meeting might take, also around the Questionnaire findings – and that Carol might have Local Area Plan information; Carol is planning to attend the Local Area Forum which is to be held in Stewkley on 20th September 2011 to see the relevance if any to the SOS proposals.
- 9.0 Next Meeting:** 19th September 2011 at 8.00pm, Rose & Crown, Ivinghoe – Jane Custance and Anne Eastwood gave their apologies in advance.

