

Avon Dassett Community Benefit Society Limited Business Development Group Terms of Reference



Update Schedule

<u>Version</u>	<u>Approval Date</u>	<u>Description / Reason for Revision</u>
Version 1	31st May 2022	Approved by the Management Committee
Version 1	5 th July 2022	Approved by Members at the Annual General Meeting
Version 1	10 July 2023	Approved by Members at the Annual General Meeting

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1) Introduction

The Management Committee of Avon Dassett Community Benefit Society Limited (‘the Society’) has approved the establishment of three Sub-Committees to consider the short, medium, and long-term future of the Society and it’s financial structure as it relates to:

- a. our principal asset, the Yew Tree, Avon Dassett
- b. any other asset purchase or business proposal that the Business Development Sub-Committee recommends prior to submission to the Management Committee or for Membership approval at a General Meeting.

2) Name

This Sub-Committee will be referred to as the Business Development Group, (“BDG”).

3) Members

The BDG will comprise of not more than 7 members chosen for their interests and skills. A quorum of 4 must be drawn from members of the Society, but the group will have the ability to co-opt from outside the membership where specific skills or abilities are not available from the membership. It will nominate a Chair and a Secretary. It will have a formal agenda and minutes for its meetings and will report progress to the Management Committee at each of its regular meetings.

4) Goals

- a) To receive fully documented proposals from a member, a local society or organisation for further developments within Avon Dassett for the benefit of Avon Dassett and local communities
 - i. These proposals must complement the overall aims of the Society.
 - ii. To identify and agree any formal documentation required to support the proposal. These should include, where appropriate:
 - i. a fully developed business case
 - ii. a fully developed cost benefit analysis (this can be included in the business case)
 - iii. a detailed cash flow showing all income expenditure and providing an analysis of the assumptions made. Details of any formal estimates obtained to support the cash flow.

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- iv. if new share capital is needed a share prospectus, pledge form and application form
 - v. a detailed risk analysis
 - vi. details of any post implementation support including costs and the identification of where this support is available.
 - vii. individual project plans to support the business case
- b) To liaise with the Finance Committee where necessary in respect of any proposals received

5) Deliverables

Deliverables should include:

- a) Sub-Committee approved Terms of Reference and membership
- b) Approved agendas and minutes
- c) Progress reports aligned to Management Committee meetings
- d) Recommendations to the Management Committee in respect of any proposal received.

6) Scope / Jurisdiction

The bounds of responsibility and authority of the Group are broad and allow the members to appoint individual representatives to undertake approved investigations in respect of any proposals received.

- a) Alignment with the Society's aims and objectives, specifically those of the Finance Committee

7) Guidance from the Management Committee

To guide the direction of the Group an initial briefing will be provided on behalf of the Management Committee including suggestions on areas for investigations, data sources and key issues to be resolved.

8) Resources and Budget

Any requests for expenditure to support the activities of the group must be first approved by the Management Committee.

9) Governance

The Management Committee must endorse or modify all decisions before they can be classed as "approved." However, within the Group decision making will be on the basis of a simple

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majority with the nominated Chair having the casting vote in the event of a hung decision. All members of the Sub-Committee who are also members of the Society, will have one vote.

10) Additional Notes

- a) Communications outside of meetings will be conducted by email and on-line meetings
- b) Any information and data produced will be maintained by a nominated secretary, in accordance with a process agreed with the Society's Secretary.
- c) The Group will conduct all its activities within the law and the Rules of the Society
- d) All discussions, documentation and relevant information must be treated as confidential and only released to the membership after formal approval by the Management Committee
- e) Non-Management Committee members will be required to adhere to the Code of Conduct adopted on 2 August 2021.

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