

# Avon Dassett Community Benefit Society Limited Yew Tree Development Group Terms of Reference



## Update Schedule

<u>Version</u>	<u>Approval Date</u>	<u>Description / Reason for Revision</u>
Version 1	August 2021	Approval by the Management Committee
Version 2	31 May 2022	Approved by the Management Committee
Version 2	5 July 2022	Approved by Members at the Annual General Meeting.
Version 2	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 Yew Tree Development Group, (“YTDG”).

## 3) Members

The YTDG will comprise of not more than 5 members chosen for their interests and skills. A quorum of 3 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.

The tenant appointed by the Society will also be a member of this Group.

## 4) Goals:

- a) Create a vision for development of The Yew Tree.
- b) Develop a development plan for the Yew Tree, including the premises, land and outbuildings covering the short medium and long term. The plan must recognise that there may be alternative strategic options and that there is a tenant in place with a Lease that allows them to operate their business free from the controls that frequently are placed on tenants of a pubco. In support of the development plan, identify target timings and outline costs for each stage of development
- c) A separate Finance Committee has been formed to develop a plan and policies that secures the long term financial future of the Society. It will be necessary to align the plans from this Group with the plans from the Finance Committee to ensure a consistent, single plan for the long-term benefit of the community.

## 5) Deliverables

Deliverables should include:

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- a) Approved Terms of Reference
- b) Approved agendas and minutes
- c) Progress reports aligned to Management Committee meetings
- d) Proposals for the development for the Yew Tree
- e) Financial proposals for consideration by the Finance Committee together with full estimates, proposed sources of funding and delivery schedules
- f) Recommendations as to whether or not the Group should continue after the plans are approved and, if the Group is to be dissolved, a mechanism for monitoring progress to implementation

## 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 on behalf of the Society. Specifically, points to address include:

- a) Use and development of premises, land and buildings.
- b) Alignment with the Tenant's plans and objectives
- c) Alignment with the Society's aims and objectives, specifically those of the Finance Committee
- d) Architecture and Planning requirements (bearing in mind that The Yew Tree sits within a conservation area)
- e) Costs and sources of funding
- f) Liaison with the tenant, members and residents as appropriate

The day-to-day operation of the pub business is outside the immediate remit of the Group. All development plans will need ratification by the Management Committee and possibly Members before being implemented.

## 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 reviewed by the Finance Committee prior to submission to the Management Committee. It is recognised that expenditure may include equipment, materials, room hire, professional advice, data surveys etc.

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## 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 majority with the nominated Chair having the casting vote in the event of a hung decision. All members of the Group 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.

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