

Date		Time	Attendees
8th February 2018	AGM	7pm	Helen McHugh, Nigel Thirkhill, Mandy Thirkhill, Lesley Wright, Mike Wright, Sue Babington Ross Higham from 8.50pm after PC meeting
Minutes by Helen McHugh			

Timeline			Complete by 20th April Offer by 23rd March Extra-ordinary PC meeting 22nd Feb
Proposal		Sue  Nigel Helen & Nigel Mandy	Complete by Friday 9th Feb All to agree by 6pm Sat 10th Email PC & Sarah with Proposal survey - booked for 19th Feb or ASAP 3rd Quote from builder - Helen & Nigel to ask 2 other builders Prospective tenants - request their final business plan, copyrighted & overwritten with "confidential".
Structural survey		Nigel	Instruct survey - earliest 19th Feb
Plunkett Foundation		Lesley	Approach Charlotte to arrange next meeting with Plunkett to start the process of creating a CBS & pursuing shares options
Legal		Nigel Helen	Ask Fleurets for legal packs Work with Liz on legal pack
Extra-ordinary PC meeting		Sue	Proposal in to PC & Sarah. Ask for extra-ordinary PC meeting before 23rd Feb
Communication with the public		Sue	Posters & flyers

British Gypsum			Will consider donating materials if we supply a list of materials. Speak with Builder.
Constitution	Vote on members of the committee Chair - Nigel, nominated by Sue & 2nd by Mike Treasurer - Helen, nominated by Mandy, 2nd by Lesley Secretary - Sue, nominated by Lesley, 2nd by Nigel Vice Chair -Mike, nominated by Mandy, 2nd by Helen	Lesley	Draw up constitution.
Bank account		Helen	Mandate from HSBC
ACV		Lesley	Nick Love, chair of CAMRA York branch to ask how to extend the ACV.