Trawden Forest Community Pub Group Limited

Name of Meeting: Annual General Meeting (AGM)	**Date:** 13.09.22	
Present: Dave Webber Peter Catlow Molly Ralphson Nicola Ashworth Mick Horne Joe Lacey Glenn Dunleavy Steven Wilcox Helen Robinson **List of shareholders in attendance attached to these minutes** **Minutes taken by:** Helen Robinson	**Location:** Trawden Community Centre	
Apologies: Jack Holland	**Absent:**	

Agenda	**Information:**	**Action By:**
1.	**Welcome, Introductions and election of Chair and Committee Members.**	
1.1	HSN welcomed everyone to the first AGM of the TFCPG Ltd and confirmed that the meeting was quorate.	
1.2	The current Chair and committee members were introduced to the Shareholders. In accordance with the rules and regulations it was confirmed that the Chair and committee members would stand down for re-election to take place.	
1.3	**Appointment of Chair –** the Clerk asked if anyone would like to put themselves forward to act as Chair of the Committee. Only Dave Webber nominated himself and was seconded by Glenn Dunleavy. **APPOINTED – Dave Webber.**	
1.4	**Appointment of Committee Member positions** – the Clerk asked if any of the shareholders wished to join the committee. No one put themselves forward. The Clerk asked the outgoing committee members if they would be happy to be re-elected. All agreed. **APPOINTED – all outgoing committee members are re-elected.**	
2.	**Tenant prepared statement – Dave Webber**	
2.1	[Redacted - withheld from the public copy]	
3.	**Finance update – PCW**	
3.1	Copies of the accounts were provided to the shareholders prior to the meeting. We have £14k in the bank at the end of April and we did have a couple of unexpected expenses that needed to be pad for such as a new extraction system in the kitchen and fire doors.	
3.2	By year end we should have £21k and we are building up a contingency fund however the kitchen roof is leaking so that will need to be repaired.	
3.3	[Redacted - withheld from the public copy]	
4.	**Membership strategy - DWR**	
4.1	We do have a membership strategy, and this has been shared with the shareholders prior to this meeting. We have 445 shareholders and are using the Plunkett model Articles of Association. These give the committee discretion over who joins as a shareholder and who leaves. Shareholders are aware of the expenditure that was planned and needed to make the pub safe and as such we do not have enough at this time to pay out dividends to shareholders.	
4.2	[Redacted - withheld from the public copy]	
4.3	We are hopeful that by the next AGM we will have repaid the loan and be able to look at what we could do to invest in the building. We are continually looking for grants and loans.	
5.	**Survey results – MHE**.	
5.1	We did an initial survey when we purchased the pubs in February 2021 and there was a clear message about what the shareholders wanted which was a pub for the community that had good food.	

5.2	We have conducted a more recent survey and 154 shareholders completed it. The consensus was that shareholders are reasonably happy with the way the pub is being run. There were some comments around service time and training of staff, and these were all fed back to the tenants and service time and staff have improved tremendously.	
5.3	There were comments around the quality and variety of the food, but we now have a new chef and new menu.	
5.4	There were comments on the high prices of some of the drinks and these were passed on to the tenants.	
5.5	Comments on how loud the music was when eating was fed back to the tenants.	
5.6	The tenants scored highly on their contribution to the community.	
5.7	82% of those that completed the survey would recommend the pub to family and friends.	
5.7	On the whole the responses were good and we will run the survey annually and we can benchmark over time and use the results to input into to the new tenants.	
6.	**AOB**	
6.1	The committee invited any questions from the Shareholders and the following questions were raised:	
6.1.1	[Redacted - withheld from the public copy]	
6.1.2	[Redacted - withheld from the public copy]	
6.1.3	[Redacted - withheld from the public copy]	
6.1.4	*Q: Do we have a say over the setting of prices for food and drink?* *A: We are not here to run their business it is up to them. Many of the committee have run businesses and we do our best to influence them. As we know prices are going up everywhere and they need to find a balance.*	
6.1.5	[Redacted - withheld from the public copy]	
6.1.6	*Q: The pub withdrew breakfast at the B & B we think that everyone would like that to be changed?* *A: It is very difficult to balance what is financially viable during the week. There are only 4 rooms and that is a lot of wages to cover so we can understand why they made that decision. The Committee will share the shareholders thoughts on this with the Tenants.*	
6.1.7	[Redacted - withheld from the public copy]	
6.1.8	[Redacted - withheld from the public copy]	
6.1.9	*Q: Will the process for looking for the new tenants be the same; and is there anything that we have learnt from the process?* *A: The last process took several months but we do not have that time scale this time. We will be advertising in trade and hospitality magazines and will shortlist any applications. We will have an initial interview with them and get a feel for them as people and make a further shortlist down to 2/3 applicants. They will then have a much more formal interview where they will be asked to present their business plan, and this will be a more rigorous interview. We will then sit down as a committee and make a decision.*	
6.1.10	*Q: Do you think it will be difficult to get applicants?* *A: We think it will be a challenge, but we do want the right person for the job. We are confident that there will be some interest in it.*	

6.1.11	[Redacted - withheld from the public copy]	
6.1.12	[Redacted - withheld from the public copy]	
6.1.13	[Redacted - withheld from the public copy]	
6.1.14	[Redacted - withheld from the public copy]	
6.1.15	[Redacted - withheld from the public copy]	
6.1.16	[Redacted - withheld from the public copy]	
6.1.17	*Q: Do the pub use local products and thought this was something they should be reflecting this in the pub?* *A: Yes we agree that was what was asked for. They do rotate the beer and do use local suppliers but ultimately it is the decision of the tenant. SWC advised that they do use Inghams Butcher for meat and pies and also use Mrs Dowson's Ice cream which is local. Use of local suppliers need to be stressed to any new tenants.*	
6.1.18	*Q: Does the pub advertise, and have we exploited all the publicity we got form buying the pubs to the best of our ability?* *A: The pub doesn't pay for advertising they just use social media. The interest from the media lasted 7 months but there is only so much they can be interested in. We will contact the local press when we have new tenants in.*	
6.1.19	*Q: Can we make sure that our of the new tenants one of them can cook a breakfast?* *A: Yes, agreed we will make this one of our criteria.*	
6.1.20	*Q: We need a way of getting out what is happening at the pub out to the community as many don't use social media.* *A: We agree that this needs addressing. Advertising on a board at the side of the road or outside the pub would be a good idea.*	
6.1.21	[Redacted - withheld from the public copy]	
7.	Thanks were passed to the Chair and Committee for giving up their time and expertise	

The meeting closed at 9:45pm

Signed: _____ Date: _____