Trawden Forest Community Pub Group Limited

Monthly Management Meeting (Meeting #22) – redacted minutes

Names, initials, financial figures, tenant trading information and matters concerning individual shareholders have been redacted. Dates are shown as recorded.

Date	17.11.25
Location	Trawden Community Pub
Present	[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]
Apologies	[REDACTED]
Closed	at 20:10pm

1. Welcome and Introductions

[REDACTED] welcomed everyone to the meeting, welcome [REDACTED].

Clarification of roles: [REDACTED] - Taking minutes

[REDACTED] - Looking after building picking up from [REDACTED]. [REDACTED] and [REDACTED] have discussed and introduced documents. [REDACTED] to send useful documents to [REDACTED].

[REDACTED] - Strategy and planning.

Minutes to [REDACTED] for check.

2. Actions from last meeting (all)

All actions from the previous meeting completed (AGM-related).

Actions from AGM

AGM matters discussed: leaflet drop as there are members of the village who don't use social media, new movers pack to also include other village groups, investment messaging needs to be made more clear as the pub has been secured, investment interest is less, shop notice, reinstating pub leaflets.

AGM minutes approved.

[REDACTED] can put rules on the website.

3. Relationship and Rent

No no numbers through to [REDACTED].

[REDACTED – item withheld]

4. Building update

[REDACTED] completed the initial building review—roof appears sound, no leaks or damp patches.

[REDACTED – item withheld]

Fire alarms in BNB rooms are not connected to the pub, upon next fire inspection (Jan 2026) ask opinion and costs to have these systems linked. [REDACTED] to arrange next fire inspection.

[REDACTED] has an emergency evacuation plan and domestic fire alarms, [REDACTED] didn't make note of fire extinguishers but this will be reviewed in January by a professional assessor.

[REDACTED] has been having the chimney regularly cleaned and has all documentation. [REDACTED] checks everything required for health and safety weekly, records wise [REDACTED] would like all records and documentation in one place (e.g. one drive).

[REDACTED] recently paid insurance and will send [REDACTED] the documents for him to look over the conditions.

5. Financials

Quiet on the financial front. Not spent much this financial year on the building.

Buildings insurance with [REDACTED] £[REDACTED]

Insurance quotes to be gathered 3 months before renewal, [REDACTED] will look at these.

[REDACTED – item withheld]

£[REDACTED] net cash, loans cleared.

[REDACTED] has decided to stay as treasurer.

6. Communications and Events

Communication to Shareholders - AGM Output at the next slot December

Promoting pub events - work in progress (agreed to use 6 of our 12 slots in the year)

7. Shareholders register and share certificates

Shareholder register changes - new shareholders/amends

15% off in Jan for shareholders, email sent to shareholders, [REDACTED] to police.

[REDACTED] to look at possible digital ID for shareholders.

Rules on website - everyone happy with document

No plans currently to update the website/technology.

[REDACTED – item withheld]

8. Strategy, Planning and Member Engagement

[REDACTED] will look into a new movers pack with [REDACTED].

One email a month is enough for people any more and they will ignore comms.

9. Policies

Financial Reserves Policy

[REDACTED – item withheld]

Unforeseen cost of legal fees regarding shares budgeted £[REDACTED]

Unforeseen Maintenance - £[REDACTED] is current budget for the roof, [REDACTED] to be authority on this, he currently believes this is excessive.

This policy is discretionary to some extent however the policy is to encourage transparency. Policy is agreed subject to the final numbers.

[REDACTED – item withheld]

10. AOB

Not currently looking at grants but if any grants are found [REDACTED] will assist.

[REDACTED] requesting comms, need to discuss if we include Christmas messaging.

[REDACTED] to look at energy grants.

LCC are looking into solar panels for schools, as this is a community building this could be looked into.

Summary of actions

Ref	Action	Progress

22.1	[REDACTED] to provide building docs and invoices to [REDACTED]	
22.2	Put AGM minutes on website	
22.3	Book January Fire Risk Assessment	
22.4	[REDACTED] to send insurance docs to [REDACTED]	
22.5	[REDACTED] to review insurance options ahead of next renewal (August 2026)	
22.6	AGM outputs to be communicated to shareholders	
22.7	Look at Digital ID for membership	
22.8	[REDACTED – item withheld]	
22.10	Develop leaflet/new movers pack content	
22.11	[REDACTED – item withheld]	
22.13	[REDACTED] to propose maintenance contingency figure	
22.14	[REDACTED] to explore energy related grant options	