Trawden Forest Community Pub Group Limited

Monthly Management Meeting (Meeting #24) – redacted minutes

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

Date	16.02.26
Location	Trawden Community Pub
Present	[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]
Apologies	None recorded
Closed	at 7:53pm
Next meeting	16th March

1. Welcome

Meeting opened at 7:05pm

2. Actions from last meeting (all)

Movers pack design progressed - [REDACTED]

January mailing missed deadline; February mailing used instead. Aim to send at the start of each month going forward. - [REDACTED]

Policies circulated by [REDACTED]; illustrations to be shared - [REDACTED]

Building documentation provided to [REDACTED]; insurance done - [REDACTED] & [REDACTED]

Digital ID: [REDACTED] spoke to [REDACTED]. Till suppliers to introduce digital ID functions in coming months. [REDACTED] to follow up with the supplier. Shareholder email list required. Costs tbc - [REDACTED]

[REDACTED – item withheld]

Energy grants: No national relief grants; local project based grants possible.

3. Relationship and Rent

[REDACTED – item withheld]

4. Buildings Report

[REDACTED] to work with [REDACTED] to keep up with building records.

Fire Risk Assessment rescheduled to March 19th

New kitchen fan and control panel installed (unexpected cost)

Fire door to be installed upstairs: lowest quote £[REDACTED]; approved - [REDACTED] (joiner)

Plastering required post fire inspection

Leaks near B&B gutters be addressed by [REDACTED]

Drain updates pending from [REDACTED]

5. Financials

[REDACTED – item withheld]

VAT liability £[REDACTED] net; position remains positive

[REDACTED – item withheld]

Target receive of £[REDACTED] maintained

Works under £[REDACTED] can proceed; over £[REDACTED] require approval from [REDACTED] and [REDACTED]

6. Communications and Events -

Pub promo email to restart early March

Ideas requested for Easter, Mother's Day, St Patrick's events

Duck Race: Previously pub sponsored transport (to be discussed 23rd Feb at duck race meeting)

[REDACTED – item withheld]

7. Shareholders register and share certificates

Shareholder register updated

Digital ID/till integration remains route forward

Aim to analyse shareholder spending patterns for promotions

8. Strategy, Planning and Member Engagement

Movers pack proposal: 1– packs for ~£[REDACTED] ([REDACTED])

Sponsorship model proposed (prices tbc for ads)

Local business and beer festival contacts to be approached

Sub group formed: [REDACTED] and [REDACTED]

9. Policies

Financial Reserves Policy

Minimum reserve agreed at £[REDACTED]

Dividend pot target £[REDACTED] (3% of £[REDACTED])

Dividend offer may be returnable to pub (individual discretion)

Timeline discussed; now at 5 years since opening

Share Investment Levels:

Cap and collar discussed

Consideration of authorised share capital limits

[REDACTED – item withheld]

Ongoing discussion

10. AOB

[REDACTED] offered to support [REDACTED] with staff training.

The next meeting format will be face to face.

Summary of actions

Ref	Action	Progress
24.1	[REDACTED] to provide building docs and invoices to [REDACTED]	Done
24.2	[REDACTED] to send insurance docs to [REDACTED]	Done
24.3	[REDACTED] to review insurance options ahead of next renewal (August 2026)	c/fwd
24.4	Follow up with till provider re Digital ID functionality and costs	c/fwd

24.5	[REDACTED – item withheld]	
24.6	Share solar estimate link and indicative savings	c/fwd c/fwd
24.7	Develop leaflet/new movers pack content - get prices finalised for ads	c/fwd
24.8	[REDACTED – item withheld]	
24.10	Convene movers pack sub group meeting	c/fwd
24.11	[REDACTED – item withheld]	
24.13	Complete upstairs Fire Door Installation	c/fwd
24.14	Resolve gutter leaks	c/fwd
24.15	Chase update on drains with [REDACTED]	c/fwd
24.15	[REDACTED] To Explore Energy Related Grant Options locally	c/fwd
24.16	[REDACTED – item withheld]	
24.17	Consider mailing for March	c/fwd
24.18	[REDACTED – item withheld]	