Trawden Forest Community Pub Group Limited

Monthly Management Meeting (Meeting #25) – redacted minutes

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

Date	20.04.26
Location	Trawden Community Pub
Present	[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]
Apologies	[REDACTED], [REDACTED]
Closed	at 7:36pm
Next meeting	18th May

1. Welcome

Meeting opened at 7:03pm

2. Actions from last meeting (all)

[REDACTED] to look at insurance prior to August renewal.

Digital ID been discussed with [REDACTED] working out how it would work for shareholders [REDACTED] to lead

[REDACTED – item withheld]

[REDACTED] explored how solar power is not feasible as the roof is not in satisfactory condition.

[REDACTED – item withheld]

No local energy related grants.

[REDACTED – item withheld]

3. Relationship and Rent

[REDACTED] to continue working with [REDACTED].

BnB marketing needs to improve. Signage suggested as a way to advertise the rooms.

[REDACTED] offered help with signage and suggested repeat customers needed tracking.

4. Buildings Report

Fire assessment to take place every 3 years, [REDACTED] to continue keeping up with his records individually.

Fire risk assessment completed. The main issue is fire alarms in BnB not linked to pub.

Emergency lighting being tested.

Quote of £[REDACTED] to ensure fire safety standards are met, [REDACTED] was told to move forward with this and should be completed by next meeting ensuring the pub is completely compliant.

The fire door upstairs is fixed and [REDACTED] will look at gutters before the next meeting.

[REDACTED] has been made aware he needs to clear the area surrounding the boiler.

A charity clothes container beneath the stairs was identified as a hazard, it has been removed.

[REDACTED] to check if there was a disabled car park space in the carpark.

5. Financials

Currently £[REDACTED] in bank and up to date with all VAT payment.

On track to close the financial year with close to £[REDACTED] in bank, need to start looking at dividends as reflected in the business plans.

Look into a way to digitally credit shareholders so the money goes back into the pub.

6. Communications and Events

Email allowance given to the pub in April, the committee will utilise the email allowance in May.

7. Shareholders

[REDACTED – item withheld]

8. Strategy, Planning and Member Engagement

The sub group had a meeting. Made a list of 23 local businesses to approach and split the outreach between the three of them. The next meeting is the deadline.

[REDACTED] is happy to design the pack on canva taking inspiration from previous prospectus and provide a couple of designs and present at the next meeting.

[REDACTED] compiled a list of properties which are for sale, this information will be put on the drive so everyone has access so if they come across a house for sale it can be updated centrally.

Committee cost of the initial packs will be covered by the A5 business leaflets in the pack.

10. AOB

[REDACTED – item withheld]

Summary of actions

Ref	Action	Progress
24.1	[REDACTED] to review insurance options ahead of next renewal (August 2026)	c/fwd
24.2	Follow up with till provider re Digital ID functionality and costs	c/fwd
24.3	[REDACTED – item withheld]	
24.4	Discuss signage options for bnb with [REDACTED]	c/fwd
24.5	Resolve gutter leaks	c/fwd
24.7	See if there was a disabled parking space previously.	c/fwd
24.11	Consider mailing for May	c/fwd
24.12	Design movers pack.	c/fwd
24.13	[REDACTED – item withheld]	