Trawden Forest Community Pub Group Limited

Monthly Management Meeting (Meeting #26) – redacted minutes

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

Date	18.05.26
Location	Trawden Community Pub
Present	[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]
Apologies	[REDACTED], [REDACTED], [REDACTED]
Closed	at 7:36pm

1. Welcome

The meeting opened at 7:05pm.

2. Actions from last meeting (all)

[REDACTED – item withheld]

Potential sign to be made for BnB facilitated by [REDACTED]. [REDACTED] to speak to [REDACTED]. To be carried forward.

3. Relationship and Rent

[REDACTED – item withheld]

[REDACTED] to look at finance reviews quarterly as opposed to annual as it was done previously with a look to move to monthly.

[REDACTED – item withheld]

4. Buildings Report

Two emergency lights failed. Price to replace is £[REDACTED]

The bill for the fire assessment report was received by [REDACTED], it was £[REDACTED]

[REDACTED] to send [REDACTED] the invoice.

[REDACTED] to inform [REDACTED] how long the person was working on the fire assessment.

5. Financials

£[REDACTED] in the bank.

[REDACTED – item withheld]

Reserves level is rising. If we continue with no major issue we are on track to pay 3% dividends at the end of the year.

6. Communications and Events

[REDACTED] sent [REDACTED] an email seeing if there is anything he would like advertised in outreach. [REDACTED] would like to add some information about the [REDACTED] who want to go through a similar process as the Trawden Arms has been through and looking for support. Link to be added to the email.

7. Shareholders

[REDACTED] to meet with till loyalty system producers to find a price regarding a potential till based loyalty app or credit based system to gather more information. E.g. is it possible to have a tiered loyalty system for members and non members.

A blanket shareholder discount has been mooted in favour of a loyalty based system as a discount system could be abused.

[REDACTED – item withheld]

8. Strategy, Planning and Member Engagement

Suggested putting something in the comms email about the movers pack to see if local people want anything added. The people she has spoken to are happy to be part of the pack.

Looking to launch the pack by Autumn with creative finalised by the end of June, and print finalised by the end of July.

[REDACTED] used AI to comb rightmove. The document with houses for sale will be uploaded to the drive so all committee members are able to upload to it. [REDACTED] will look if he can build an app to help.

10. AOB

If needed [REDACTED] has a contact who can write bids for grants.

[REDACTED] agreed to give [REDACTED] all his till data so he can properly investigate it.

[REDACTED – item withheld]

Decision needs to be made to determine whether the dividend is paid through a loyalty shareholder card or in cash/bank transfer or to reintegrate it back into the pub account. Need to give people options to avoid legal issues and people being unhappy.

[REDACTED – item withheld]

Summary of actions

Ref	Action	Progress
11.1	[REDACTED] to review insurance options ahead of next renewal (August 2026)	c/fwd
11.2	Follow up with till provider re Digital ID, loyalty scheme functionality and costs	c/fwd
11.3	[REDACTED – item withheld]	
11.4	Discuss signage options for bnb with [REDACTED]	c/fwd
11.5	Resolve gutter leaks	c/fwd
11.6	See if there was a disabled parking space previously.	c/fwd
11.7	Till data to be acquired and explored	c/fwd
11.8	New pub initiatives to be explored with [REDACTED]	c/fwd
11.9	[REDACTED – item withheld]	
11.10	[REDACTED] to send [REDACTED] the invoice for the fire assessment.	
11.11	[REDACTED] to write May mailer.	

11.12	Movers pack - finalisation and design	