FRIENDS OF THE
ELM TREE INN

Meeting Number 1: The Management Committee

Location: Two Stiles Date of Meeting: 23 July 2025 Time: 4:00 pm

Attendees: Trevor Austreng (TA), Alun Cooper (AC), Nick Carroll (NC), Peter Hughes (PH), Anne Kerrins (AK), Shaun Moloney (SM), Martin Pearson (MP)

Apologies: None

Approval of the Minutes of the previous meeting: Not applicable

Approval of meeting agenda: The agenda was approved

Items arising from the agenda: Not applicable

The agenda.

Number	Agenda Item	Outcome	Action	By Whom	By Date
1	Code of Conduct	The Code of Conduct was read and discussed	The Code of Conduct was approved. The Code of Conduct was signed and adopted	Management Committee Each Member of the Management Committee	23/7/2025 23/7/2025
2	Appoint posts of respponsibility for the next 12 months	Chair Vice-Chair Secretary Treasurer	Nick Carroll - Proposed by SM Seconded by PH Alun Cooper - Proposed by SM Seconded by AK Peter Hughes Proposed by AK Seconded by MP Trevor Austreng Propsed byAK Seconded by AC	Approved by Management Committee Approved by Management Committee Approved by Management Committee Approved by Mangement Committee	23/7/2025 23/7/2025 23/7/2025 23/7/2025

3	Financial Update	The Treasurer stated that: There was £39,000 in the Bank, The VAT refund from HMRC is expected, The tenants have been invoiced for utility costs	£120,000 had been repaid to the Villager who had provided the VAT loan. None None	Treasurer None Treasurer	22/7/2025 22/7/2025
3		The Treasuer asked for a decision about FOTETI paying the Landlord Insurance. The Cooperative Bank has yet to approve the requested deposit account for the Tenant.	It was agreed that FOTETI would pay the Ladlord Insurance for the current year. Building Insurance will be billed to the tenant The Treasuer was given permission to request payment of the £15,000 deposit into the FOTETI current account until the requested depposit account was created.	The Management Committee Treasurer Management Committee	23/7/2025 30/7/2025 23/7/2025

4	Determine priorities for FOTETI	There was a desire for FOTETI to transition from an operational focus to a more strategic focus.	It was agreed that: FOTETI would meet to determine the strategic imperatives, goals and how goals would be medasured (KPIs) Subsequently a strategic plan would be produced and published. The Risk Assessment Register will need to be upadted. The Business Plan now needs to be updated/rewritten	 AC to coordinate Management Committee AK to republish the Register to allmembers of the Management Committee SM and AK will produce a first drfat of the revised Busiiness Plan. AC will ask Plunkett if they have a model Business Plan. Word copy to SM/AK	 End of August 2025 By the October 2025 meeting By 28 July 2025 By 31 August 2025 24 July 2025 24 July 2025

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5	Nominate the Team to Liaise with the Tenants	Peter Hughes, Anne Kerrins and Shaun Moloney were nominated.	It was considered that only two of the three nominees would attend the scheduled meetings with the tenants.	Management Committee	23 July 2025

6	Current works in The Elm Tree Inn	Several updates were brought to the attention of the meeting.	1. The chimney contractor will be on site at 6:00 pm on Friday and this will provide an opportunity for NC to discuss the project. 2. The smoke bomb test for the woodburner in the Snug will need to be confirmed. 3. The freezer in the Wash-Up area of the kitchen does not work. The two options are to repair for £640 plus VAT or replace for £2,500 plus VAT. 4. The wooden gates in the car park were damaged and will need to be replaced.	NC AK Management Committee NC to inform the tenants that FOTETI will deal with this. The LSC will obtain all the details at the next LSC meeting with the tenants.	25 July 2025 25 July 2025 23 July 2025 28 July 2025 8 August 2025

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7	Calendar of meetings	It was decided that the Management Committee and the Liaison Team's meetings with the Tenants would take place monthly.	A calendar of meetings would be created and published to members of the Management Committee together with the draft Minutes. All documents that would be needed in the Managemnt Committee meetings would need to be published to all members by the Monday prior to the scheduled meeting	AC AC to add to the draft calendar	26 July 2025 26 July 2025
8	Licence update	A brief update of the status of our applications for the two pub licences was provided	FOTETI has now paid the £23.00 for each licence. Progress of the approval of the applications will continue	AC AC	21 July 2025 Until we have the licences

9	Current status of our social media platforms	MP provided an update of our Facebook and Instagram platforms	MP was asked to continue to discuss with the co-owner of the Instagram platform for a complete separation so that FOTETI could control usage of followers. MP was also asked to disucss witht he owner of the Facebook platform for a complete separation so that FOTETI could control usage of the followers.	MP MP	By 31 August 2025 By 31 August 2025

Minutes prepared by: AC

Minutes circulated on: 26 July 2025

Minutes approved on: 13 August 2025