Meeting Number: 6 The Friends of The Elm Tee Inn Management Committee

Location: Two Stiles Date of Meeting: 10 December 2025 Time: 3 pm to 5 pm

Attendees: Nick Carroll (NC), Alun Cooper (AC), Shaun Moloney (SM), Martin Pearson (MP)

Apologies: Trevor Austreng and Anne Kerrins

Approval of the Minutes of the meeting of 12 November 2025: The Minutes were approved.

Items arising from the Minutes of the meeting of 12 November 2025:

The FCA has approved our change of address (To The Elm Tree Inn).
The work on developing the Management Plan will commence in the second week of January 2026.
The event in The Elm Tree Inn on Tuesday, 2 December, was a success, although fewer unvitees attended than had been expected.
The digital newsletter project will now be initiated, and the first publication will be at the end of January 2026.

Approval of the agenda of the meeting of 10 December 2025: The agenda was approved.

The agenda.

Number	Agenda Item	Outcome	Action	By Whom	By Date
4	LSC report on Meetings with the Tenants	A third electrician has been identified to assist in the event of an emergency.	No action is required.		10 December 2025
		The boarding and insulation of the pub's loft will commence on 18 January 2026.	A team of volunteers will be assembled to install the insulation.	NC	11 January 2026
		The Lottery license needs to be renewed (£20).	This needs to be renewed asap	AK	30 December 2025
		3 quotes have been received for the remedial works in the pub car park.	Fraser Construction was deemed to be the best option.		
			An on-site meeting will be scheduled and discussions about Work to commence in January.	NC	15 December 2026

		The original roadside sign has been located and is undergoing some remedial work.	The sign will be reinstalled alongside the main road.	NC	30 January 2025
		LSC meetings with the tenants will be quarterly as of January 2026.	Adopted by the Management Committee.	Management Committee	10 December 2025
		The chimney in the pub appears to be leaking again.	There needs to be an urgent review by Craig Haskins and a remedial plan put in place.	NC	15 December 2025
		The timber in the pub loft requires attention.	The structural engineer needs to provide a detailed remedial plan so that the roof lasts at least another 10 years.	NC	15 December 2025
		The Village Hall Committee has approved the pub use of the accessible toilet.	The key is retained by the Tenant.	Tenant	10 December 2025
5	Status of FOTETI Finances.	The report was accepted by the meeting.	No action is necessary.	Management Committee	10 December 2025
6	Social Media Policy	The Meeting endorsed the idea of a need for a comprehensive social media policy.	The policy in its current draft stage requires editing.	MP	12 January 2026

7	Donated and Memorial Policy	The Meeting endorsed the need for a Donated and Memorial Policy.	The policy was approved and adopted.	Management Committee	10 December 2025
8	Draft CBS Survey	The Meeting reviewed the draft survey.	The Meeting decided the following. Thee a maximum of 20 projects for the Members to choose from. Each Member can elect a maximum of 5 projects. The survey will be published in January 2026	 Management Committee Management Committee Management Committee	 10 December 2025 10 December 2025 14 January 2026
9	Update on the Share Register	The design of the Master Share Register has now been agreed.	The data for the Master Share Register is to be finalised in the next few days.	AC	15 December 2025
10	Title Deed - next steps	The reply from the Land Registry is unclear.	A meeting with Matt Rimmer (Solicitor) is urgently needed so as to determine what our next steps ought to be.	AC	17 December 2025
11	Quotations for works in the carpark	This was dealt with above in The Report form the LSC	See above	Management Committee	10 December 2025

12	New trees in the grounds of the Elm Tree Inn	There was a proposal about the best trees to plant from Sue Randles. Some of the trees in the car park are in poor health.	Review the suggested trees to plant. Check the health of the existing trees and replace the ones that are in poor health (if allowed).	NC Management Committee	17 December 2025 30 December 2025

Minutes prepared by: AC

Minutes circulated on: 12 December 2025

Minutes approved on: 14 January 2026