Meeting Number: 5 The Friends of The Elm Tee Inn Management Committee

Location: Two Stiles Date of Meeting: 12 November 2025 Time: 3:00 pm

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

Apologies: None

Approval of the Minutes of the previous meeting: The Minutes of the Meeting of 8/10/2025 were approved.

Items arising from the Minutes of the meeting of 8/10/2025:

We await an up-to-date response from Matt Ritter regarding the rejection of our application to amend the Title Deed.
We await drawings from the structural engineer, which will determine the process to rectify issues with some of the roof timbers.
We will proceed with insulating the attic space (except for the boiler area) in January 2026.
It was confirmed that the new gate to the car park has been installed.
It was confirmed that a roofing contractor had been contracted to repair areas of the roof that were leaking. Work will commence very soon.
The sketches for the accessible toilets and the bar have been drawn, but further work will commence when we have the Management Plan in place.
The New Year's Eve party has been agreed.
GH and PH have been successfully removed as signatories at the Cooperative Bank.
The FCA is still a work in progress in changing the address of our Society (to the Elm Tree Inn).

Approval of meeting agenda: The meeting agenda for 12/11/2025 was accepted.

Number	Agenda Item	Outcome	Action	By Whom	By Date
4	LSC report on Meetings with the Tenants	.It was noted that the electrician is still in the UK and that his invoice has been paid.	No action needed.	Management Committee	12/11/2025
		The tenants feel that additional support from the electrician may be needed.	It was noted that NM and JB work in tandem, providing excellent cover. However, if necessary, an emergency electrician could be sourced.	SM	28/11/2025
		A new sign for the B3157 was shown to the Management Committee.	The sign was approved for display.	Management Committee	12/11/2025
		The new sign will need to be mounted, and approval sought from Higher Farm.	The farm manager has approved the sign and suggests we wait until the field is dry before erecting it.	AC	When the weather is appropriate
		The list of invitees for the “Thank You” event in December 2025 was discussed.	Committee members were asked to check the list and to add other people if they were not listed.	MP	13/11/2025
		How do we thank shareholders?	We can explore how to do so in conjunction with the 2026 AMM.	Management Committee	June 2026

5	Financial report	The Treasurer emphasised key points of his report.	In the Bank, we had £71K (£63K on deposit) on 9/11/2025. Interest for the last six months amounted to approximately £1.1K. It will be necessary to confirm the monetary value of shares bought with the Treasurer's records. Rent is being paid as per the Lease.	TA TA AC and TA TA	12/11/2025 12/11/2025 30/11/2025 12/11/2025
6	Awards and Media Report	The Management Committee was briefed on various awards and media coverage that affect FOTETI or The Elm Tree Inn.	Our application for the National CAMARA Save The Pub Award was sent to the West Dorset Chair and he has submitted it for consideration. Our TikTok video is one of six finalists in this year's Video of the Year Award. The ceremony is to be held in London on 13 November. BBC Radio 4 is scheduled to include a report on our TikTok video at 8:55 am on 13 November 2025.	MP MP MP	12/11/2025 12/11/2025 12/11/2025

7	The Management Plan	The Management Committee discussed the next steps in the drafting of our Management Plan.	It was determined that two strands of work could occur simultaneously. A survey can be produced to garner opinions about what projects we should be pursuing as a CBS. The survey of 407 people will be ready for publishing in January 2026. The two draft Management Plans can be reviewed to finalise a working draft that will be further developed when the survey returns have been analysed.	SM, RM and AC Management Committee	14/01/2026. 14/01/2026
8	The Newsletter	The main objectives of publishing a newsletter were discussed.	It was agreed that: The newsletter would be edited by AC with contributions from all members of the committee. The newsletter would be digital. The newsletter would be published every six months in the first year and three times per annum thereafter. Examples of attractive digital newsletters were sent to members of the Management Committee.	AC and Management Committee Management Committee AC AC	January and June 2026 Ongoing Ongoing 12/11/2025

9	Risk Assessment	The Chair requested that we only discuss issues that are red rated.	The emergency car park area is muddy, and cars might well become stuck. This needs to be urgently rectified. The Management Plan needs to be functioning. Marketing and advertising need to be developed so that the business is not put at risk.	Management Committee Management Committee Tenants	30/11/2025 As soon as possible Ongoing

Minutes prepared by: AC

Minutes circulated on: 14 November 2025

Minutes approved on: 10 December 2025