Meeting Number: 2 The Friends of The Elm Tee Inn Management Committee

Location: Two Stiles Date of Meeting: 13 August 2025 Time: 4:00 pm

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

Apologies: None

Approval of the Minutes of the previous meeting: The Minutes were approved.

Items arising from the Minutes of the previous meeting:

Item 3: Has the villager signed the termination of the loan agreement? Yes, signed, and the copy handed to the Secretary for filing.
Itm 3: Has the Co-operative Bank opened a deposit account? No, there is a technical hitch, and this is being attended to.

Approval of meeting agenda: The meeting agenda was accepted.

The agenda.

Number	Agenda Item	Outcome	Action	By Whom	By Date
4	Report on Meetings with Tenants	Some key equipment has failed.	See Item 8	Liaison Sub-Committee	4 September 2025
5	Approval of Calendar	The draft Calendar had been circulated. AK had shared the draft Calendar witht he tenants and the tenants would drive the meeting time on the respective dates that best suited their work flow.	The Calendar was approved. Tenants to notify the LSC of the preferred meeting time.	Management Committee Tenants	13 August 2025 27 August 2025

6	Report on Financial Status of FOTETI	There is £68,417 in the Cooperative Bank accounts.	None	N/A	13 August 2025
		Shares to the value of £472,811 have been sold to date.	None	N/A	13 August 2025
		People are still buying shares via Crowdfunder.	None	N/A	13 August 2025
		The reconciliation of both shares and donations is being conducted.	Ongoing	TA and PH	10 September 2025
		Trading sense indicates a loss of £23,338.	None	N/A	13 August 2025
		3-year projections are up to date.	None	N/A	13 August 2025
		VAT is still being reclaimed monthly at this time.	Treasurer to issue	TA	Monthly
		Rent invoices will be sent to the tenant for payment as of 1 September 2025.	TA to issue	TA	20 August 2025

7	ToR of Liaison Sub-Committee	Discuss focused on risk assessment and its need for oversight by the Management Committee.	The LSC is not a decision-makiing body and so all reports will be brought back to the Management Team for discussion and decisions.	Management Committee	13 August 2025
8	Who pays for repairs?	It was noted that we had predominantly purchased second-hand equipment but we had repaired or replaced a significant amount. Discussion followed about what was fair for the tenants and also for the Society.	As from 1 September 2025 all fixtures and fittiings outside the kitchen (except for the drink chiller) would become the sole repsonsibility of the tenant to repair or replace if that was their choice. Specific equipment in the kitchen (eg chiller unit, LinKat Self-Cookiing oven) would be repaired or replaced by FOTETI until 31 December 2025 after which time responsibility would be assumed by the tenant.	Tenants Tenants	1 September 2025 1 January 2026
9	Issues with the Inn's Facebook account	Apparently, the Facebook page opened by Katharine Parsons is also showing pages from a time when the pub was owned by the Electric Pub Company.	MP was asked to meet with Katharine to determine how this was possible and to remove all out of date content from this Facebook page.	MP	21 August 2025

10	FOTETI Management Plan	Discussion ensued on the rationale for a Management Plan.	Existing Business Plan to be archived. A draft will be produced of the Management Plan for consultation (Mixture of strategic plan and financial forcasts). A review of the Model Rules will be necessary to inform on role of Management Committee and Members. Consult with Plunkett Foundation about Members approvals fo capital projects.	PH Management Committee AC AC	September 2025 September 2025 15 August 2025 15 August 2025
11	FOTETI Risk Assessmenty Register	Risk Assessment issued by AK	Management Committee to assume ownership of all actions. Risks identified as the Tenant's to be passed on to the tenants to develop their own Risk Assessment Plan.	Management Committee AK	Monthly 4 September 2025
12	FOTETI Inventory	Not discussed at this meeting	To be discussed at the September 2025 meeting.	Management Committee	10 September 2025
14	FOTETI as a CBS	To be discussed at the next Management Committee meeting	N/A	Management Committeee	10 September 2025

15	Share Certificates	The share certificates are up to date.	Continue to issue within two weeks of shares being purchased.	PH/NC	Ongoing
16	AOB	Damage to the car park gate. The tenants have passed the contact information on to FOTETI.	Make contact withtbhe customer and request that they notify their insurance company of the incident and the claim.	NC	30 August 2025

Minutes prepared by: AC and NC

Minutes circulated on: 15 August 2025

Minutes approved on: 10 September 2025