

Meeting: To discuss the replacement of the Secretary for The Friends of The Elm Tee Inn Management Committee

Location: Two Stiles Date of Meeting: 13 October 2025 Time: 10:00 pm

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

Peter Hughes has resigned with immediate effect due to health issues.

Number	Agenda Item	Outcome	Action	By Whom	By Date
1	NC gave a resume of the conversations that he had had with Peter Hughes.	A letter of resignation had been submitted to the Chair.	To be filed by the new Secretary.	Not appointed	October 2025
		PH had supplied a letter from the FCA.	To be filed by the new Secretary.	Not appointed	October 2025
		PH had supplied a written summary of the tasks that he had been responsible for when he was the Secretary.	To be forwarded to the new Secretary.	NC	October 2025
		PH handed a copy of the completed AR30 form issued to the FCA, along with proof of posting to the Chair..	This was forwarded to the Treasurer.	NC	13 October 2025
		PH will continue to chase the FCA to upload the AR30 onto their website.	PH to liaise with the FCA.	PH	October 2025

2	The meeting reviewed the roles, responsibilities, and attributes of the Secretary	The discussion clarified that the roles, responsibilities and attributes could possibly be met within the existing Management Committee.	None needed	Management Committee	13 October 2025
3	The Committee discussed options for the election of a new Secretary.	It was determined that AC could undertake the role of the Secretary. AC had previously been appointed as the Vice-Chair of the Management Committee and could not fulfill both posts of responsibility.	The meeting appointed AC as the new Secretary. The meeting appointed SM as the new Vice-Chair of the Management Committee until June 2026 (the end of SM's current Term of Office).	Management Committee Management Committee	13 October 2025 13 October 2025

4	The Committee discussed the need to co-opt a person to join the Management Committee.	The Committee discussed the options available by the Model Rules.	After the discussion, the Committee Members decided that this was not the time to bring a new person onto the committee. NC to issue an email to all Shareholders advising them of the changes to Secretary and that the Management Committee will continue with only 6 members, indicating the role of each member.	Management Committee NC	13 October 2025 20 October 2025

Minutes prepared by: AC

Minutes circulated on: 14 October 2025

Minutes approved on: 15 October 2025