Meeting Number: 7 The Friends of The Elm Tee Inn Management Committee

Location: Two Stiles Date of Meeting: 14 January 2026 Time: 3 pm to 5 pm

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

Apologies: Anne Kerins

Approval of the Minutes of the meeting of 10 December 2025: The Minutes were approved.

Items arising from the Minutes of the meeting of 10 December 2025:

Work on the management plan will start at the beginning of February 2026.
All materials for the pub loft's boarding and insulation have arrived. Work has started on insulating the loft.
The 200 Club will start in June 2026.
The remedial work in the pub car park is scheduled to start on 19 January 2026. The company is going to review the state of the grounds after the heavy rains, and work may be delayed.
The pub sign that will be erected on the side of the main road is ready. AC will discuss access and transportation with the farm manager.
Weedon Masonry is scheduling an inspection of the chimney on the pub roof that is causing damp in the building.
The draft social media policy will be returned for review at the Management Committee's February meeting.
The email from the structural engineer will need to be sent to NC.
D. Randles provided information on which trees in the pub are of concern along Shop Lane and suggested which trees to plant.

Approval of the agenda of the meeting of 14 January 2026: The agenda was approved after noting that Item 11 would not be dealt with at this meeting.

Number	Agenda Item	Outcome	Action	By Whom	By Date
4	LSC report on Meetings with the Tenants	There was no meeting of the LSC this month	Not applicable.	N/A	N/A
5A	Status of FOTETI Finances.	The Treasurer highlighted key areas of the February financial report.	It was confirmed that the FOTETI financial year would end in December.	TA	14 January 2026
			The depreciation of fixtures has been confirmed as 10% per annum, which amounts to £5K p.a.	TA	14 January 2026
			A discussion ensued about whether to depreciate the building at 1% per annum. This will be discussed with the accountants.	TA	February 2026 meeting
			The loss for the 2025 year is recorded as £31K, but cashflow is good.	TA	14 January 2026
			The balance sheet for 2025 is ready.	TA	14 January 2026
			The amount set aside for expenses in January 2026 was discussed.	TA	14 January 2026

5B	Request to share accounts	The Treasurer formally requested the Management for permission to share FOTETI accounts with the accountants who will conduct the first examination.	The Management Committee approved this request.	Management Committee	14 January 2026
6	CBS Survey	The survey is ready to be published. Discussions took place about the most suitable date and the introduction that was necessary.	It was decided that: The survey will be published at the end of January 2026. A shorter introduction will be added to the survey. A fuller explanation as to why this survey is being issued will be included in the first edition of the Newsletter.	Management Committee AC Management Committee	30 January 2026 14 January 2026 30 January 2026
7	FOTETI Share Register	The share register has been checked and successfully reconciled against the FOTETI bank account. The share register will now be reviewed for any spelling mistakes and/or typos.	The share register is now called the FOTETI Master Share Register. Review and amend any typos and spelling mistakes.	Management Committee AC	14 January 2026 30 January 2026

8	Paying interest to Members who live outside the United Kingdom.	The review of the Share Register highlighted concerns about how to pay interest to Members who live outside the United Kingdom.	What accountancy and administrative difficulties will FOTETI face in paying interest to Members who live outside the United Kingdom?	AC and TA	11 February 2026
9	Title Deed	AC has not had a response from Matt Rimmer at Pengilys solicitors. NC was asked to see if digital copies of the documents that were sent to the Land Registry Office were retained.	AC to confirm an appointment to discuss “next steps” with Matt Rimmer. NC confirmed that digital copies were retained and copies were shared with AC.	AC NC	30 January 2026 14 January 2026
10	Risk Assessment Register	The updated risk assessment register was reviewed.	It was noted that work now needed to commence on the construction of the portal. The social media policy is needed.	AC MP	14 February 2026 February 2026 meeting
11	Purchase Orders	Not dealt with in this meeting	It will be discussed in the February 2026 meeting	Management Committee	February 2026

12	FOTETI Newsletter	The newsletter is scheduled to be published by the end of January 2026.	Not all articles have been submitted, and a request to do so was acknowledged. A request for photographs was made. An explanation of what a CBS is would be included in the first edition of the FOTETI newsletter	Management Committee Management Committee AC	19 January 2026 19 January 2026 15 January 2026
13	Any Other Business	The FOTETI Facebook and Instagram accounts need to be linked to a mobile phone number. The social media expert is working in the pub on 15 January 2026.	It was decided that MP would purchase a second sim card to link with these two social media accounts. This is an opportunity to take photographs of people eating and drinking in the pub.	MP MP	30 January 2026 15 January 2026

Minutes prepared by: AC

Minutes circulated on: January 2026

Minutes approved on: 11 February 2026

Signed by the Chair: Nick Cavill