

Community Pub Committee - Meeting Minutes

3 September 2026 at 19:00

MEETING DETAILS

MEETING TYPE

Committee restructuring & Open Day

PURPOSE

To discuss committee restructuring and governance, preparations for the upcoming Open Day, the current DPS position, and arrangements for future committee meetings.

LOCATION

The Gold Cup Inn

CHAIR

Paul Telfer

MINUTES TAKEN BY

Jon Dyson

ATTENDEES

Paul Telfer

Jane Atkinson

Matt Cooke

Sandrine Cooke

Jon Dyson

Amanda Dyson

Anisha Lancaster

APOLOGIES

Martin Dennis

Lynn Littlefair

AGENDA AND RECORD

1. Welcome, Attendance & Apologies

DISCUSSION

Formal acknowledgement of the death of Paul 'Barry' Smith, who was the DPS and a founding member of the CBS. His name now must be removed from the CBS and committee.

Apologies from Martin Dennis.

Apologies from Lynn Littlefair.

DECISIONS

Barry's share certificate to be mounted in the pub as a memorial.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

ACTIONS AND DECISIONS

ACTION 1.1

Barry's share certificate to be mounted in the pub as a memorial.

RESPONSIBLE Matt Cooke

DEADLINE 25/10/2026

DONE No

ACTION 1.2

Paul to formally recognize Barry's passing at the AGM.

RESPONSIBLE Paul Telfer

DEADLINE 25/10/2026

DONE No

2.1. Formation of Sub-Groups

DISCUSSION

The groups have been formed to make the management of each area simpler and to ensure any meetings are specific to the area, hopefully reducing the length and complexity of said meetings.

Each sub group (operating committee) will have their own agreed budget and delegated autonomy to take the necessary actions required for the benefit of the society within the strategy, policies and controls approved by the Management Committee.

Each operating committee will provide an update to the Management Committee on a quarterly basis, including progress, key decisions, budget position, risks and matter requiring escalation or approval.

DECISIONS

Refer to the management structure document, which outlines the structure, suggested committee members and core accountabilities.

2.2. Management Committee Structure

DISCUSSION

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DECISIONS

The first management committee was formally appointed.

Please refer to the attached document, Resolution to Establish the First Management Committee

2.3. Shareholders' Meeting

DISCUSSION

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DECISIONS

AGM to be held on the 25/10/2026.

Refer to 2.4 for further details

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

2.4. Annual General Meeting (AGM)

DISCUSSION

AGM to be held on the 25/10/2026.

The current committee will resign and there will be a members vote to form a new committee, inline with the Community Pub rules.

DECISIONS

AGM to be held on the 25/10/2026.

The current committee will resign and there will be a members vote to form a new committee, inline with the Community Pub rules.

Exactly how this is to be carried out will be discussed at a committee meeting prior to the AGM

ACTIONS AND DECISIONS

ACTION 2.4.1

Share details of the Plunketts guidelines

RESPONSIBLE JA

DEADLINE Before next committee meeting

DONE No

3.1. Open Day - General Arrangements

DISCUSSION

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DECISIONS

It was decided, due to the lack of sales of food tickets, to not charge for the BBQ.

In order to try and get as many people in as possible it was also decided to have a 'happy hour' from 3pm until 4pm where drinks will be discounted by GBP 1.00.

The free BBQ will start at 4pm and continue until the food has run out.

AD will push the marketing of the open day, including new poster to be displayed in the pub, on notice boards and organise a leaflet drop to the surrounding villages.

JA mentioned that she will put small flower arrangements in the pub, for the open day.

ACTIONS AND DECISIONS

ACTION 3.1.1

Push the marketing of the open day. To include generating a new poster, organising a leaflet drop in the surrounding villages and placing the poster in surrounding villages notice boards.

RESPONSIBLE AD

DEADLINE 06/09/2026

DONE Yes

3.2. Open Day - Ice Cream

DISCUSSION

JA shared a list of options to purchase from Makro, this was reviewed and the following were chosen:

Magnum Classic case of 10 x 3, 100ml. Cost 99p each, sell GBP 1.50 each.

Rowntree's Fruit Pastilles case of 8 x 4, 65ml. Cost 42p each, sell 50p each.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

Franco's Ices Mr. Bubble Bubblegum Ice Lollies case of 10 x 6, 55ml. Cost 21.6p each, sell 40p each.

ACTIONS AND DECISIONS

ACTION 3.2.1

Source the selection of ice creams/ice lollies from Makro.

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No

3.3. Open Day - Bouncy Castle

DISCUSSION

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DECISIONS

Final payment to be made on the day

3.4. Open Day - BBQ & Catering

DISCUSSION

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DECISIONS

JD to provide 2 BBQ's, one large for the cooking of meat and one small one for cooking vegetarian options.

JA to source vegetarian and gluten free options, as well as bread buns (max 100), cheese slices and onions for the day .

JD and Des Clarke will cook on the day.

AD holds a food hygiene certificate and the current food safety rating allows us to prepare and cook a BBQ

ACTIONS AND DECISIONS

ACTION 3.4.1

Purchase gluten free and vegetarian options for the BBQ

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No

ACTION 3.4.2

Purchase bread buns (100), cheese slices and onions

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No

4. Current DPS - Update

DISCUSSION

It was noted that certain customers and society members had aired their views about the current DPS and were not happy about the current arrangement.

DECISIONS

Current DPS (AL) happy to stay in current role, committee grateful for them stepping in at short notice to take on the role after the unfortunate passing of Paul Smith who was

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

the previous DPS.

Both Jon Dyson and Juilan Bouchier have successfully passed the BIIAB Level 2 accreditation and both are imminently submitting all the relevant paperwork to NYC licensing to apply for a personal license. This should protect the pub from any sudden loss or resignation of the standing DPS.

5.1. Future Meetings - Frequency & Timetable

DISCUSSION

Wednesday's were decided as the best day for management committee meetings as the pub is currently closed on a Wednesday, thus ensuring the meeting can be held confidentially.

DECISIONS

Management committee meetings have been scheduled for:

16/09/2026

30/09/2026

14/10/2026

All at 7pm in the Gold Cup.

A meeting for all committee members is scheduled for 21/10/2026, prior to the AGM

Committee sub groups are to schedule their own meetings as they see fit.

5.2. Committee Communication

DISCUSSION

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DECISIONS

Each sub group will be kept small, to allow the group to operate effectively.

7. Any Other Business (AOB)

DISCUSSION

The Parish Council wish to continue holding their meetings at the pub.

DECISIONS

It was agreed that the Parish Council can continue to hold their meetings at the pub, for a small cost, as agreed previously.

The cost will be GBP 30.00 per meeting

8. Decisions, Actions & Next Meeting

DISCUSSION

Discussions were had around the standard model rules from Plunketts that were used to form the CBS, regarding the cost of membership. The adopted rules can be found in the pub rule book, where it states in section 8.2:

'The Society shall issue only one Membership Share to each person or corporation on admission to membership. Each Membership Share shall have the nominal value of GBP 1 which shall carry no right to dividend, bonus or interest. The Membership Shares shall be fully paid prior to issue and shall be non-withdrawable, and only transferable in accordance with these Rules.'

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

This differs from what is advertised on the website and what was generally offered, the initial share offer states that the minimum shareholding is GBP 100.

DECISIONS

The committee need to offer member shares at GBP 1.00 each to anyone who may not already have a member share. Only one share per person. It was suggested that this could be offered on the night of the AGM, rather than publicly advertising it, as this could lead to a decline in people purchasing the combined member share and community share offer starting at GBP 100.

NEXT MEETING

DATE AND TIME

16 September 2026 at 19:00

LOCATION

The Gold Cup Inn

MEETING CLOSED AT

20:45

ACTION AND DECISION SUMMARY

ACTION 1.1

Barry's share certificate to be mounted in the pub as a memorial.

RESPONSIBLE	Matt Cooke
DEADLINE	25/10/2026
DONE	No

ACTION 1.2

Paul to formally recognize Barry's passing at the AGM.

RESPONSIBLE	Paul Telfer
DEADLINE	25/10/2026
DONE	No

ACTION 2.4.1

Share details of the Plunketts guidelines

RESPONSIBLE	JA
DEADLINE	Before next committee meeting
DONE	No

ACTION 3.1.1

Push the marketing of the open day. To include generating a new poster, organising a leaflet drop in the surrounding villages and placing the poster in surrounding villages notice boards.

RESPONSIBLE	AD
DEADLINE	06/09/2026
DONE	Yes

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

ACTION 3.2.1

Source the selection of ice creams/ice lollies from Makro.

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No

ACTION 3.4.1

Purchase gluten free and vegetarian options for the BBQ

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No

ACTION 3.4.2

Purchase bread buns (100), cheese slices and onions

RESPONSIBLE	JA
DEADLINE	12/09/2026
DONE	No