

COMMUNITY PUB COMMITTEE - MEETING AGENDA

Community Pub Committee - Meeting Agenda

MEETING DETAILS

DATE

Thursday, 3 September 2026

TIME

19:00

VENUE

The Gold Cup Inn

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.

CHAIR

Paul Telfer

AGENDA

1. Welcome, Attendance & Apologies

- Welcome and introductions.
- Record attendance and apologies.
- Confirm the purpose and intended outcomes of the meeting.

2.1. Formation of Sub-Groups

- Explain how and why the sub-groups have been formed.
- Confirm the purpose, roles and responsibilities of each sub-group.
- Decide whether each sub-group will have full autonomy within its agreed area.
- Clarify which decisions can be made independently and which require Management Committee approval.
- Agree reporting, accountability and communication arrangements between the sub-groups and the wider committee.

2.2. Management Committee Structure

Proposed resolution: That all current committee members are formally co-opted until the Annual General Meeting.

- Agree the proposed Management Committee structure and individual roles.
- Clarify the relationship between the Management Committee and the sub-groups.
- Agree decision-making authority and accountability.

2.3. Shareholders' Meeting

- Set a date for the shareholders' meeting at which the Management Committee will be voted upon.
- Confirm the nomination and voting arrangements.

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- Agree what information will be circulated to shareholders in advance.

2.4. Annual General Meeting (AGM)

- Set a date for the AGM.
- Consider the proposal to hold the AGM at the end of October 2026, following approximately three months of trading.
- Confirm notice requirements and the reports or information to be prepared.
- Clarify the Management Committee arrangements between this meeting and the AGM.

3.1. Open Day - General Arrangements

- Confirm the Open Day date and timings.
- Agree ticket pricing and what will be included in the ticket price.
- Confirm ticket sales and distribution arrangements.
- Agree volunteer and staffing requirements.
- Confirm entertainment, activities and health and safety arrangements.

3.2. Open Day - Ice Cream

- Review the alternative Makro ice-cream selection being brought to the meeting.
- Choose the products to be stocked and agree the selling price for each item.
- Agree quantities and freezer or storage arrangements.
- Note that Matt's contact is unable to deliver this far north, so an alternative supplier or product range is required.

3.3. Open Day - Bouncy Castle

Status: The bouncy castle has been booked and the deposit has been paid.

- Confirm any outstanding balance and the final payment date.
- Confirm delivery, collection, supervision and any remaining practical or safety arrangements.

3.4. Open Day - BBQ & Catering

- Confirm whether a suitable BBQ is available and agree who will be responsible for it.
- Agree food quantities and selling prices.
- Agree the quantity of bread buns required and who will purchase them.
- Agree which condiments are required, the quantities needed and who will purchase them.
- Agree who will purchase or prepare the remaining food and who will operate the BBQ.
- Confirm food hygiene and safety requirements.

4. Current DPS - Update

- Receive an update on the current Designated Premises Supervisor (DPS).
- Discuss the current position and any outstanding issues.
- Agree future arrangements and any actions required.

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5.1. Future Meetings - Frequency & Timetable

- Discuss whether full committee meetings are currently taking place frequently enough.
- Agree a regular monthly catch-up involving all committee members.
- Set a timetable or calendar for future meetings.
- Consider whether additional Management Committee or sub-group meetings are required between full committee meetings.

5.2. Committee Communication

- Discuss the current reliance on WhatsApp for committee business.
- Agree which matters should be discussed and decided at formal meetings rather than through messaging.
- Agree how decisions made between meetings will be formally recorded.
- Agree how sub-groups will report decisions and actions to the full committee.

6. This matter is confidential.

7. Any Other Business (AOB)

- Consider any additional business raised by committee members.

8. Decisions, Actions & Next Meeting

- Summarise the decisions reached during the meeting.
- Confirm actions, responsible persons and deadlines.
- Agree the date, time and venue of the next full committee meeting.