

Management Group meeting minutes no. 2

30 June 2026 at 19:00

MEETING DETAILS

MEETING TYPE

Management Group meeting

PURPOSE

Prepare for the transition to Community Benefit Society operation and coordinate accounts, stock, volunteers and events.

LOCATION

The Gold Cup Inn

CHAIR

Not recorded in the original minutes

MINUTES TAKEN BY

Not recorded in the original minutes

ATTENDEES

Paul Telfer

Martin Dennis

Paul Smith (Barry)

Lynn Littlefair

Amanda Dyson

Julian Bouchier

Matt Cooke

Helen Guthe (first fifteen minutes)

APOLOGIES

John Dyson

Jane Atkinson

AGENDA AND RECORD

1. Welcome, transition and purpose

DISCUSSION

The meeting began with a welcome to the second meeting of the management group. Both parties will sign the lease tomorrow, so, by the afternoon of the first of July, we will be officially The Gold Cup Community Benefit Society Ltd. At some point, we will need to hold a public meeting for all shareholders to vote the members of the group in. Decide on a date for that. The purpose of today's meeting is to try to ensure that the transition runs as smoothly as possible. Helen Guthe joined us for ten minutes as part of this final process. Paul Telfer began by thanking Helen Guthe for over 7 months of hard work and for making sure that existing contracts were passed across to us as smoothly as possible. This has made the transition process run much more smoothly than it might have done otherwise.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

2. Accounts Complete and in Transition

DISCUSSION

We now have two crucial accounts in place: LWC Account- ready with Julian able to order stock directly to LWC EPOS system is activated and working It was agreed that the remaining contracts would be sorted by members of the group. Makro will be dealt with by Julian [By Wednesday morning, Matt Cooke has also sorted: Insurance - YorWaste TV License - 4 months remaining, invoice to be received from Kepwick Estates Music MPLC licence: new licence to CBS. Kepwick Estates will be invoicing the CBS for our share of the 2026 license PPL/PRS - contacted, paid for and new license issued The following renewals are ongoing - Made contact with Northern Energy and details exchanged. Energie - cannot complete until leases are signed. Pending. Council Tax - NYCC contacted and details exchanged Business Stream - contacted and details shared. They are to call me back to complete setup] The existing Wifi will expire on 27 of July. Julian Bouchier to oversee new wifi account set up probably on a Wednesday. It was suggested that the CBS Bank account details should be kept behind the bar in case of power/or wifi failure Before leaving the meeting, Helen talked us through her checklist to be completed by each bar volunteer. It was agreed that this checking and signing out procedure should be continued. The checklist is located in the black folder behind the bar. Helen suggested that on his return from holiday, Graham Atkinson would find it useful to audit Helen's Health and Safety check list - check what's missing from health and Safety - glass washer and other additions. It was agreed that the pool evening takings for Tuesday evening would be transferred to the Guthe account. Helen was thanked once again before she left the meeting.

3. Shareholder Capital

DISCUSSION

Paul Telfer stated that from Thursday we will be trading and taking our own money. Paul explained that we now have about GBP 9200 in the funds raised from shareholders and, with more dependable promises to come, we are secure to begin trading - any further investors are obviously welcome. There will be a number of imminent bills to be paid: - circa GBP 1500 solicitors fees and circa GBP 3000 insurance being the most significant of these

4. Opening Night

DISCUSSION

The meeting turned its attention to August 8 and the big coming out party. Before that, we should aim to make July run as smoothly as possible. Contact D&S - Paul to contact regarding the establishment of the CBS and a possible later article regarding the August 8 Grand Opening. Lynn Littlefair explained that she knows Peter Wright (Yorkshire Vet) and that we might be able to get him to attend on the 8th. Lynn also knew Kevin Holingrake (our MP) from her time in Easingwold and said that she might help contacting him to get him to attend - hopefully alongside Peter Wright. Julian has his original positive correspondence with Kevin Holigrake. Amanda Dyson suggested that Look North and/or Calendar might also be approached with the community pub being a news story.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

5. Stock and Ordering

DISCUSSION

It was announced that Julian Bouchier has kindly put himself forward as Stock Controller with help from Graham Atkinson when he returns from holiday and obviously liaising with Barry the licensee. Amanda suggested that a separate Ordering Stock WhatsApp Group could be established so that volunteers can inform Julian, Barry and Graham of anything that is low in stock. Julian will oversee weekly ordering, with Matt Cooke settling the accounts. Julian now has the LWC Account Code to order on behalf of the CBS.

6. Volunteers

DISCUSSION

It was agreed that, now that we are in control as a CBS, there should be a drive on recruiting volunteers and getting those already on the list to stand up more regularly. Paul Telfer said that he will email/contact/talk to most people on the list individually. The possibility of having some kind of party night for volunteers could help develop enthusiasm.

7. Volunteering by Alex and Helen

DISCUSSION

The group agreed that to emphasise the movement to the CBS, Alex and Helen, whilst welcome as guests, should no longer volunteer behind the bar. Amanda requested that management group correspondence should be BCC'd, prompting Julian to remind us that we need to register with the Information Commission Office.

8. Reducing Sandrine Cooke's Workload

DISCUSSION

Lynn Littlefair and Amanda Dyson agreed to take over the food vans. They will also get an Entertainment Team together and oversee a calendar of events. It was noted that the next Fish and Chips van (order first) is on Saturday 25th, the same day as Borrowby Show. It was noted that there did not appear to be a post-show bash this year, so the show may not unduly affect fish and chip sales. Martin Dennis suggested that we should push for a later start and finishing time.

9. Food for pool and cricket [and dominoes?]

DISCUSSION

At the moment, this is supervised by Crystal. Lynn Littlefair volunteered to arrange food for the pool team and then also agreed to prepare food for the cricket team. According to the fixtures list there are 3 home cricket games on the 9th, 16 and 23 July. Lynn said that Margaret Tunstall has offered to help with cricket suppers. Lynn will approach Margaret. [Margaret might help when dominoes begins again]. Football Cards should be used to recoup some of the money for the food. There are some somewhere behind the bar.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

10. Kathryn Appleby

DISCUSSION

It was agreed that Kathryn Appleby should be approached to supply food for one-off events. [Lynn has received a price for the 8 August of GBP 8 per person. PT: perhaps that should be the price of the ticket - or ten pounds if we want to make a little?]

11. New WhatsApp Groups

DISCUSSION

It was discussed that new WhatsApp groups should be set up with CBS members in charge of admin. New ones should be set up and gradually supersede the old ones. It was noted that Lynn had already set up a cleaning group WhatsApp group. Martin and Paul suggested that the present Gold Cup WhatsApp group could be renamed as the Parish/Local News Group or some such, as it is very useful when it comes to local news and info, such as fallen trees.

12. Facebook and Website Publicity

DISCUSSION

Matt Cooke suggested that Facebook and the Website should be coordinated when it comes to publicity. Lynn said that she thought her daughter, Sophie Clark would be happy to take both of those jobs on. Matt said that he would show Sophie the ropes as far as the website is concerned.

13. Wine Tasting Evening

DISCUSSION

The Management Group agreed that LWC should be approached to produce a wine tasting evening rather than Majestic in the first instance. Going forward it would be much easier to use one supplier. If we don't like LWC wines, then we can arrange for a Majestic evening at a later date. Tahira Bouchier is organising this via Simon at LWC. It was suggested that Tahira should liaise with Lynn and Amanda to help with this event. After discussion, it was thought that a Friday evening would probably be the best time to host this event. It was thought that tickets could be bought for GBP 5 - though this charge can be decided by the organising group. Wine glasses could be supplied for the event by LWC.

14. InServe Visit

DISCUSSION

Tom from InServe visited to discuss the cellar/pipe cleaning with Barry. Suggested that a powder can be bought to reinvigorate our ageing glasses and also said that there was nothing wrong with the pub cellar. Suggested Barry uses a new pipe cleaner: when the cleaner comes out pink the pipes are clean. Barry is happy with a team of four to help with the cellar. That team is: Barry, Alan Dennis, Graham Atkinson and John Walker. Barrel declared empty when still half full by some bar staff. Needs addressing. Barry repeated his belief that, in the longer term, a live-in bar manager would make everyone's life easier.

COMMUNITY PUB COMMITTEE - AGENDA & ACTION RECORD

15. Guest beer

DISCUSSION

Discussed. Will be investigated further for one off events: ie two beers Wainwrights plus another for events.

16. Post-mix

DISCUSSION

Julian will arrange for a post-mix server to be supplied by Coca-Cola

17. Post box for pub

DISCUSSION

Paul Telfer pointed out that as the pub is going to be the business address for the CBS we will need a post box fitting.

18. Any other business

DISCUSSION

Amanda asked that the price of a bottle of wine be added to the till as this is quite a common request. Stock Take Tomorrow 1pm Julian and Matt - stock list on Helen's excel sheet -

19. Keys

DISCUSSION

Paul Telfer now has a flat key copied: GBP 10 Timpson's. We will need a spare pub door key, another flat key and the till key copied. Des's birthday 15 August? Lynn to set up arrangements