LSCBS meeting minutes 18 November 2025 held at Hop Pole Inn

Attending : Simon Coombe (Chair) Lucy Poloniecka, Tim Tuckey, Sally Humpston and Will Nicholl

1. Apologies - None

2. **Approval of minutes & action items** Minutes approved for previous meeting on 5th August

   Action items

   - Insurance for volunteers, checked and in place under Employers Liability Section
   - George has dealt with panelling in kitchen, shower in flat now ok and Lighting quote received of about £3,000

3. **Chairman's report (Simon)**
   Welcome to new Board member, Will Nicholl

   RESOLUTION Proposed by Chair and passed by the Board to extend our share offer from end date of 31 Dec 2025 to 31 December 2028 with new messaging to be formulated around inclusiveness to village and the wishlist for improvements for community use of Hop Pole

   ACTION – Amend website to reflect the extension of the share offer. Will offered to look at this

   - The sale of shares will now be promoted on the basis of a wishlist for improvements to be discussed at next meeting, eg solar panels ,
   - Will agreed to review our own website generally and offer ideas to amend and improve it and also to offer help to Hop Pole if they need help with theirs.
   - New Board members to be found from the community over the next year or 2 to replace the 4 original members over time to a maximum of 7 or 8. Necessary skills include Finance, legal and communications skills and age/youth diversity profile.
   - Great feedback was received from AGM and only issue raised was to have more means to access info from Hop Pole re whats on, which is in progress with upcoming newsletter.
   - COF audit was very successfully passed with feedback from them on their findings re the impact on the wellbeing of the community being considerable and having a financial value as against the cost of the grants awarded.

4. **Finance update (Lucy)**

   Bank balance is £11,377 with rent due for November and December. New rent level of £25,000 (£2,083.33 plus vat pcm) to start on 15 January. The rent deposit account shows £55 interest added.

   ACTION Sally to remove James as signatory on the bank account and add Simon on. Then it will be Nick, Lucy, Sally and Simon on the account.

   - Outgoing monthly payments to National Broadband continue till August although it is not being used.
   - This quarter we had to make the first Vat payment of £584. Previously, they owed us each quarter
   - With Biggs payment of £13,000 plus vat due in January, there will be a shortfall on the account to be covered by an informal repayable directors loan due back in full within 2 months from future rental income,
   - Future known costs are car park lighting, audit and AGM costs plus D and O insurance (now less than £100).

- Considered cutting Mailchimp monthly cost by pausing after next newsletter and reactivating it for following one. At £21 a month, the saving is not sufficient to outweigh the risk of losing the facility
- We will start to build up a cash reserve of £50,000 over the next 5 years for future share withdrawals and interest payments. We should be able to start deposits to this reserve by mid next year assuming the cash flow is in surplus and assuming we prioritise loan repayments.

5. Building update (Tim)

One year ago we had no kitchen equipment and a bar to finish off plus tons of other work to finish ready for opening. Initially thought open by mid December, pushed back to after Xmas to get legal work finished and to take pressure off work volunteers as Biggs were due to finish officially. Charlie and Hannah were then just starting to get engaged in the finishing off work and had only just given their notice in on their jobs.

Now, the work to do is to add carpark lighting. Trench dug by Simon and Tim and meter supply to be fitted on 25 November. Current quote to connect 5 sets of lights and 3 pin socket for food vans is £3,000 but Tim seeking a second quote to improve on that.
Charlie and Hannah are paying to install EV charging point

Issues recently addressed are

- Shower leak upstairs now fixed
- Leak around extractor fan sorted
- Noted the coping on the front wall is cracking and workmen to come back in Spring to resolve
- Railings work on hold but the wall along the garden path is not holding up and needs looking at even if this access is not used.

6. Shareholder update (Sally)

- New shares purchased since last meeting total £220
- Analysis of Mailchimp to tag all shareholders as separate email addresses now 50% complete. Noted that about 80 shareholders did not subscribe to receive emails, but now added and tagged so that necessary admin emails can be sent.
- **Sally ACTION** Contacting grouped shareholders to gain contact email for all adult shareholders within the group
- Shareholder **Board** has 3 missing names to be added with 3 new shareholders when reprint is due in Spring time
- **Website** needs to be adjusted eg re shares open indefinitely take off any date. Will is reviewing over the next few weeks.
  ACTION Will to review website updates needed over the next few weeks
- **Insurance** – Premium £1958 plus costs £2,090 for rebuilding insurance agreed for payment to broker, Momentum and recharge to Savour Inns Ltd
  NB £1,000 excess on flat roofs and need maintenance and inspection of guttering monthly.

7. Shareholder feedback (All)

- No-one has heard anything but huge praise for the running of the Hop Pole and the food offered, although, someone commented that the pub was too busy on a Friday night with locals .
- The odd comment is still made about the lack of a newsletter and a phone number to contact them. These to be discussed with Hannah and Charlie and newsletter is imminent in any event.

8. AOB

AGREED that we would join in the first year celebration on 23 Jan and supply a cake. Simon to ask Cake Architect in B-on-A for pricing

ACTION To get a set of keys to be held by a Board member from Charlie and Hannah0

9 Date of next meeting

24th February 2026 at Hop Pole 9.30 am