



Railway Inn Steering Group **Minutes of Meeting held on 2nd December 2025, 7.00pm**

Present: Sue W; David W; Ian W; Rachael D; Fran D; Neil B; Marg A-H

Apologies: Kris D; Holly D; Andy B; Sylvia B;

Matters Discussed

Minutes – 18th November 2025

Minutes agreed by Committee and can now be shared on website.

Matters Arising

Progress with actions from last meeting discussed.

The Building Surveyor completing the Dilapidation & Condition Survey, will hopefully be completing this in the next few weeks – pending Louis Taylor estate agent's availability.

Model Rules

1. The Community Benefit registration form has been sent off and Alison at Plunkett has confirmed we are 'nearly there' in terms of progress. She will need the signed Model Rules and a few other small amendments completing shortly. The signatures will be from several Officers of the Committee.
2. Alison suggested that we choose either calendar or financial year for the end of the Society's financial year.
3. Following our request for an explanation of the term 'Asset Lock' - we need to confirm in writing to Alison, that we now understand the definition.
4. The Secretary agreed for her address to be used on official documentation for correspondence purpose only.
5. Following the Committee's discussion around Model Rules - Sue W will update the documentation accordingly.
6. Plunkett's alternative model rules suggestions were discussed and rejected. We will work with their standard guidelines.
7. Future Management Committee meetings will take place with a minimum of 3 or a maximum of 12 people.
8. The Committee agreed that if we are successful in our venture, any person aged 18 years or older will be able to buy shares in the Railway Inn.
9. The Secretary duties will be decided by the Committee. As the Secretary is already a Committee member – she will also contribute to this job description.
10. Sue W will amend the Plunkett documentation and gather signatures.
11. The payment for the Plunkett and Community Benefit Society memberships, will come from funds that have already been donated and from Committee members - who have agreed to temporarily top up the shortfall, in lieu of shares or until we have accrued some funds on the Go Fund Me page. The Parish Council will raise the order for the membership costs in order to claim back VAT. David W will pay the Parish Council using the funds we have in the loaned Friends of Norton Bridge bank account. These memberships will be set up asap.



Go Fund Me

1. The Go Fund Me page is set up
2. David W will see if it is possible to reduce the minimum donation to £1, on the Go Fund Me page. He will also link the bank account to the page.
3. Kris & Holly to set up a QR code to the Go Fund Me page.
4. Rachael to write the wording for the advert to accompany the Go Fund Me page.

Fundraising

Marg suggested taking leaflets regarding the Fundraiser to the Christmas Afternoon Tea. Ian W will also get a pop up banner made for the event.

Red Book Survey

1. The Committee discussed the pros and cons of the companies on Red Book Valuation Surveyors list. Based on experience & best availability, the Committee have decided to use Sidney Phillips as recommended by Plunkett.
2. Rachael to speak to Dean at Sidney Phillips, to request a price reduction in support of the project. Their current quote for the Red Book Survey is £1667 plus VAT.

Responses from Nick & Alison at Plunkett

Alison & Nick clarified the questions the Committee asked on Asset Lock and the tax relief situation.

Pledge Form

1. To comply with GDPR rules, bank details will be removed from the sample pledge form from Plunkett.
2. Share pledges will be £1 each with a minimum share purchase of £250.
3. Sue & Ian to amend the pledge form and Q&A based on the Muker Community Benefit Society.

Publicity

Publicity avenues discussed and agreed:

1. Facebook
2. Website
3. Newsletter
4. Press release – Sue will put this together
5. Staffordshire Newsletter
6. Stone & Eccleshall Gazette
7. Parish magazine
8. Photo opportunities with MP & Councillors

Any Other Business

1. Ian W to organise Newsletters for the Christmas Afternoon Tea.
2. David W to contact 'Volunteer it Yourself' to see if they would like to added to the Railway Inn email distribution list.
3. If we are successful with our venture – we should consider approaching Wickes, who offer free paint to community projects.



Next Meeting

16th December 2025 at Sue & Ian's house

Actions:

No.	Action	By
1	Minutes	RD
2	Arrange building survey	SW
3	Update Plunkett Model Rules & Plunkett documents to register a Community Benefit Society	SW
4	Get Signatures for membership forms	SW
5	Transfer funds to Parish Council bank account for membership costs	DW
6	Try to change minimum donation amount to £1 on Go Fund Me page	DW
7	Write wording for Go Fund Me advert	RD
8	Set up a QR code for the Go Fund Me page	HD/KD
9	Create a pop up banner	IW
10	Speak to Sidney Phillips re cost of Red Book Valuation	RD
11	Amend Pledge form and do Q & A	IW/SW
12	Write press release	SW
13	Print newsletter for Christmas Afternoon Tea	IW
14	Contact Volunteer it Yourself to see if they want to go onto Railway email distribution list	DW