



**Railway Inn Steering Group**  
**Minutes of Meeting held on 19<sup>th</sup> May 2026, 7.00pm**  
New St, Norton Bridge

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

Apologies: Kris D

**Matters Discussed**

**Minutes – 5<sup>th</sup> May 2026**

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

**Review of Actions List**

1. Thomas Forrester – still TBA
2. Sue wrote to Greg Stott – he advised that she email the Business Plan & Shares document to be reviewed by Pam & Mary. David to email Mary & CC in Pam & David asking Mary to review our Business Plan
3. Unfortunately, the Parish magazine deadline was missed by one day
4. The Newsletters have gone out. They need to be added to the community noticeboards
5. Sue wrote to Leigh Ingham and received a reply from Nick – her assistant. She was invited to our Shares Launch & Pop up Pub - unfortunately she cannot attend those dates. She may be free week of 22<sup>nd</sup> June for a visit. Should we look into press availability for publicity?
6. David Herbert was invited to attend a Committee meeting. Ian has sent him lots of photos of the pub.

**Pop up Pub**

1. There seems to be a lot of people interested in attending the event. Holly will add the local bus timetable to a social media post.
2. Concerns about quantity of alcohol being ordered – will we run out? 400 alcoholic drinks are planned at the moment. Ian offered to cover the cost of another keg of beer. An increased amount of 3 beer & 2 lager are now being ordered.
3. Andy has applied for a Temporary Events Licence.
4. The Pub will be on from 2pm till 10pm on Saturday and will continue on Sunday from 2pm to 8pm if there is alcohol left.
5. We need 3 beer taps. Neil B has one and Neil F also has some.
6. Andy has ordered 150 pints & 50 tumblers. We need this increased to 300 pints, 200 half pints & 100 tumblers.
7. Toilet – is ordered and paid for.
8. The food van is booked and we have their certificates and licences.
9. We have 2 sponsors – AHS Engineering & Eccleshall Chippy. 8 pints will be given to each sponsor. They will be paying £120 each for a keg of beer/lager. They will have their logo on/near the keg & a poster in the marquee.
10. We have rubbish bags.



11. A 2 litre Powder Fire Extinguisher & a 1<sup>st</sup> Aid Kit is needed. Rachael to order these.
12. We have 37 chairs so far & the Committee are being asked to bring any that they are happy for the public to use. The public will also be asked to bring their garden chairs.
13. We need prizes for the Tombola – no food or alcohol please.
14. Kris will see if he can get a prize from Aston Marina.
15. We'll be doing the 'Bowling for a Pig' game – a prize is needed.
16. Fran will do a big pallet sign for the entrance to the village. Neil will check with Chris - who mows the grass exiting the village towards Shallowford - to see if he would mind a temporary pallet sign going up there too.
17. Rachael & Fran will do new; much larger road signs this week. The current ones are too small to be easily readable when driving past.
18. We will have custom beer mats for the event that people can take home with them. These will have LWC on them as our sponsor – they are offering discounted alcohol.
19. Ian is doing the lighting.
20. Rachael is ordering bunting.
21. Rachael to speak to Nui about electricity – can she bring a generator?
22. Ian will ask friends if they have a spare generator. Kris will be able to get 1 or more generators for the event.
23. We need to get a Sum Up card reader – Andy is ordering this.

### **Shares Launch**

Sue discussed the Shares Launch with Nick Comley.

1. We need to sort out a comprehensive Q & A document and copies of the Business Plan & Shares document for the meeting.
2. We ideally need the Model Rules at the meeting or at least on the website.
3. The Online Shares form needs to be set up on the website – Kris to do this. This needs to be trialled & on the website before the meeting. The form also needs to be downloadable in case people want to print it off.
4. We have the Model Share Certificate – Sue will share this with us. The Secretary needs to keep this.
5. Air Reg 2 is possibly a better option than Excel for our Shares data. Rachael to check that data is stored in the UK. We need to register if we are going to use this.
6. We discussed the shares launch with Nick Comley, including some concerns. Following this the Committee are happy to proceed following his advice.
7. The Committee discussed having visualisations on show at the launch. However, it was agreed that we would create Display Boards of appropriate, achievable images – showing before and after images of our plans. The contents of the AI images have been costed as achievable by Andy. It was felt to be an important activity for the Launch to help people to visualise our plans.
8. Rachael to do a weekly Facebook post about the Shares Launch with additional information each time.
9. A mail drop will be done shortly. It will have the Pop up Pub poster on one side and the Shares Launch meeting on the other side. Marg will need volunteers to help with the mail drop.



10. David will email the Go Fund Me donators with details of the Shares Launch.
11. Community Shares through Crowd funder has been agreed by the Committee. Sue will look into this. It will go live as soon as it is ready.

#### **Big Raffle**

1. Prizes discussed. We will start selling tickets ASAP.
2. We will start advertising the Shares Launch, Pop up Pub & Big Raffle on social media ASAP on a weekly basis.
3. We have the beautiful painting of the pub by Tony Pugh. We will get copies made which we can sell. Tony is happy to sign the prints.

#### **Any Other Business**

Louis Taylor – not heard from them

#### **Next Meeting**

Tuesday 9<sup>th</sup> June 2026 at Sue & Ian's house.



## Actions

| No. | Action                                                                           | By      |
|-----|----------------------------------------------------------------------------------|---------|
| 1   | Share the Minutes from the last meeting on the website                           | DW      |
| 2   | Email Mary & CC Pam & Greg at the council. Ask Mary to look at the Business Plan | DW      |
| 3   | Add the bus timetable to the Pop up Pub social media post                        | HD      |
| 4   | Order agreed increased amounts of alcohol and drinkware                          | AB      |
| 5   | Order a 2 litre powder fire extinguisher & a 1 <sup>st</sup> aid kit             | RD      |
| 6   | Prizes for Tombola                                                               | All     |
| 7   | Make 1 or 2 Pallet signs for Pop up Pub                                          | FD      |
| 8   | Check that Fran can put a 2 <sup>nd</sup> Pallet sign up in the village          | NB      |
| 9   | Set up larger road signs                                                         | RD & FD |
| 10  | Order bunting                                                                    | RD      |
| 11  | Try to get an additional generator                                               | IW      |
| 12  | See if Nui has a generator                                                       | RD      |
| 13  | Order a Sum Up card reader                                                       | AB      |
| 14  | Add Shares form to the website – make it writable & downloadable                 | KD      |
| 15  | Look into Air Reg 2                                                              | RD      |
| 16  | Do Facebook posts advertising The Shares Launch, Pop up Pub & The Big Raffle     | RD & HD |
| 17  | Organise mail drop & volunteers                                                  | MA-H    |
| 18  | Email Go Fund Me Donators & tell them about the Shares Launch                    | DW      |
| 19  | Look into the use of Crowd funder                                                | SW      |