



Railway Inn Steering Group
Minutes of Meeting held on 2nd June 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

Apologies: Kris D; Andy B; Sylvia B

Matters Discussed

Minutes – 19th May 2026

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

Review of Actions List

1. Email to Mary at the Council – we received a positive reply. She will look at our Business Plan and get back to us. She suggests we set up a Linked In profile to help with networking & visibility. David will set up a profile.
2. The social media bus timetable post for the Pop up Pub was great. We will re-send the information on the week of the Pop up Pub.
3. We will do a Shares; Pop up Pub & Raffle post each week. We will go heavier on the Pop up Pub in the week leading up to it. Rachael to do Shares & Big Raffle posts. Holly to do Pop up Pub posts.
4. The pallet signs for the Pop up Pub are good – Rachael & Fran will add the Pub logo to the pallets. They will also do larger print signs advertising our save the pub campaign.
5. Ian has got a generator & Kris will loan 1 or 2 generators.
6. We are loaning two Sum up machines from Amerton Railway.
7. Kris still needs to put the Shares form on the website. This needs to be in a writable & downloadable format.
8. Air Register 2 is fine for us to go ahead with and use. Rachael liaised with Kris who looked at it. The data is stored in the US, however, you can adjust settings so that the data is stored in the UK.
9. David has emailed the Go Fund Me donators to advise them of the date of the Shares launch.
10. Crowd Funder – Sue has registered, but needs to have a meeting with someone from Crowd Funder before we can proceed. This won't happen for a few weeks as the person is on annual leave.

Pop up Pub

The beer & lager is being delivered on Monday. The barrels will be stored in Rachael & Fran's garden temporarily. Neil will store the cider.

Going forward, the Committee have agreed that any sub groups will need to meet in person and not just via What's App.



Rota

The following Committee members will be working at the Pop up Pub:

- Landlord – Neil F
- Bar & Car Park duty – Holly, Kris, Rachael, Fran, Neil B & Ian
- Raffle, Tombola & Big Raffle - Sue & Marg
- Floater – Andy

Water & Hand Hygiene

Fran will run a hose pipe to the marquee for handwashing for bar staff. Marg will also provide disposable gloves, sanitiser, a sanitiser sign.

Equipment Purchase

Rachael to order blue paper towel, a first aid kit, eye wash, 3 x 175ml wine jiggers & a 2 litre powder fire extinguisher.

Ice

Any ice purchased can be stored in Holly & Kris's freezer.

Stillage

This is sorted

Washing up Bowl & Hot Water

For rinsing Jiggers will come from the staff caravan.

Risk Assessment

Holly will complete this. She will complete a risk assessment question list & send this to Sue & Rachael. David will do a document as part of the risk assessment on Martins Law – preventing terrorism.

Signs

1. Dogs

Dogs will be welcome at the Pub. Rachael will provide poo bags and will do 2 signs – 'pick up after your dog' and 'dogs must be kept on leads'.

2. Children Safety

Rachael will do signs saying 'Danger, no unaccompanied children beyond this point'

3. Car Park

Rachael will do disclaimer signs saying we accept no responsibility for vehicles or possessions left in the car park.

Car Park

1. Fran & Rachael will provide stock fencing to make an entrance to the field to keep children safer & guide people.
2. Neil will be bringing tape to tape the boundary between his land and the pub. He will also provide keep off / out signs regarding the stinging nettles.
3. Fran will help strim/weed on the car park.



Marquees

The marquees are going up on Friday. Stock fencing can also be erected then. Fran has some stakes. Holly may be able to loan some more.

Pop up Pub Posters

1. Holly will design, print & laminate 30 posters
2. Rachael, Fran, David & Marg will distribute the posters

Timeline

Rachael to message Andy to get a timeline on when items for the Pop up Pub will be arriving.

Shares Launch

Andy has sent his presentation to Sue & Sue has almost written her presentation. We need Andy to clarify figures on the current business plan. When all documentation is ready, Rachael & Ian will proof read them. We will need a flip chart, paper & pens.

We need documentation available at the event as follows:

1. Shares documents x 100
2. Business Plans x 100
3. FAQ's
4. Copy of Model Rules
5. Red Book valuation

Lee Ingham Coffee Morning

Sue & Ian will go to the coffee morning to represent the Committee.

Last Quiz & Raffle

This raised around £400.

Big Raffle

Over £195 has been raised so far. There will be a post on the website regarding the big raffle. There will also be regular posts on our Facebook group and the groups we share to. Tickets are currently being sold at our fundraising events, Thursday morning community drop in's and directly from committee members. Holly & Kris are working on a way for us to sell tickets online. Tickets are £5 each or 5 tickets for £20. In order to set up online ticket sales, Kris needs the full names, addresses & dates of birth of Sue, Rachael, Sylvia & David.

Any Other Business

We received an email from someone who wanted to know which ales we will have at the pop up pub. He also told us about a friend that is part of a group that has just successfully purchased a community pub in Gloucestershire.

Next Meeting

1. Friday 12th June 2026 at the Caravan to discuss the Pop up Pub event on 13th June.
2. Monday 15th June 2026 at Sue & Ian's house. This will be to discuss the Shares Launch Event on 17th June.



Actions

No.	Action	By
1	Add last meetings minutes to website	DW
2	Set up a Linked In profile for the Committee	DW
3	Re-post bus timetable on social media on the week of the pop up pub	HD
4	Do alternating social media posts re Shares Launch, Pop up Pub & Big Raffle	RD & HD
5	Loan further generators	KD
6	Test generators	KD & IW
7	Add pub logos to the pallet signs	RD & FD
8	Do larger print Road Signs	RD & FD
9	Set up the loaned Sum up machines with our pub price list	KD & HD
10	Add shares form to website in a writable & downloadable format	KD
11	Arrange meeting with Crowd Funder	SW
12	Order blue paper towel, a first aid kit, eye wash, 3 x 175ml wine jiggers & a 2 litre powder fire extinguisher.	RD
13	Run a hosepipe on day of Pop up Pub	FD
14	Provide sanitiser, disposable gloves & sanitiser signs	MA-H
15	Store beer, lager & cider	FD & NB
16	Buy ice & store in Hollys freezer	HD & AB
17	Washing up bowl & hot water for Pop up Pub – from staff caravan	IW
18	Provide hi vis for car park duty	FD, KD, NB
19	Complete risk assessment with Martins Law element	HD & DW
20	Complete 2 types of dog signs, 1 child safety sign & 1 car park liability sign & laminate	RD
21	Print signs	SW
22	Provide stock fencing for field entrance	FD
23	Provide stakes for stock fencing	FD & poss HD
24	Provide tape to make a pub/car park boundary & keep out/off sign	NB
25	Strim / weed car park	FD, NB & IW
26	Erect marquees	All that can
27	Design, print & laminate 30 pop up pub posters	HD
28	Distribute pop up pub posters	RD, FD, DW & MA-H
29	Message Andy – request a timeline for equipment/beer deliveries	RD
30	Finish Share Launch presentation	SW
31	Get clarity on business plan figures	SW
32	Proof read Shares Launch documents	IW & RD
33	Get Flip chart, paper & pens	????
34	Print all documents for Shares Launch	IW & SW
35	Provide a copy FAQ's, copy of Model Rules, Red Book valuation for Shares launch	SW
36	Attend Leigh Ingham's coffee morning to represent the Committee	SW & IW
37	Set up an online payment method for Big Raffle tickets	KD & HD
38	Provide full name, address & DOB to Kris for payment method set up	RD, SW, DW & SB
39	Sell Big Raffle raffle tickets	ALL