



MINUTES OF MCBS COMMITTEE MEETING

Monday, 7th July 2025

Present:

Julian Stokes (JS)
 Tony Dawson (TK)
 Tony Kinsey (TK)
 Amanda Hordern (AH)

David Bradford (DB)
 Lesley Bradford (LB)
 Phil Welch (PW)

No.		Action
1	APOLOGIES Tom Rogers, Graham Whitlock.	
2	MINUTES OF THE LAST MEETING: Tuesday 9th June 2025	
2.1	Emergency lighting not quite complete	
2.2	Extraction fan cleaning. Gaveny Catering came on 24 th June but did a gas certification rather than service the extraction fan. They no longer carry this out. Have been given an alternative contact.	AH
2.3	JS has been in touch with Carl Speed regarding gas certification. We have two certificates - one from Gaveny, one from CW Speed.	JS
2.4	New cutlery is fine. Plates needed – LB to investigate price	LB
	Minutes approved.	
3	PUB ISSUES.	
3.1	Graham resigned from immediate effect on 02-Jul-25. Need to confirm with Graham & Lynn if they are still employees. P45 required	AH TD
3.2	Louis has left. Need replacement cleaner. Give Daisy a month's trial	AH
3.3	Beer Cellar chillers are now timed to be on continuously.	JS
3.4	Social Media. Julie Archer has set up Instagram. JS to discuss Facebook with her.	JS
3.5	Margins. Have not met target sales this month. Jul-Dec forecast revised. Food margins have dropped to 62%, target 70% . Discuss with Mike. Debbie costs are now almost half of Mike's. Fiona must manage labour more tightly. Define what pot of labour is and let Fiona know.	LB/DB
3.6	Missing money for last weeks cash takings. Change safe combination. Only Fiona to know.	JS
3.7	Lunchtime Opening Times. Continue with Wed/Thur lunchtime for July, review August. Sunday Brunch is also proving problematic.	
3.8	Fiona has had handover from Graham on line cleaning and buying beer. Ludlow Brewery have agreed to reduce prices by 5%.	
4	REGULATORY.	
4.1	DPS – Julian has licence. Second person should have it as cover, Amanda volunteered. Organise a shift that can be covered for Fiona to do DPS.	AH
4.2	Some contracts state 2 shifts should be available – this applies to Fiona, Milly and Daisy. Try to change contracts.	AH
4.1	Gas boiler needs servicing and certifying by end August.	JS
4.3	Commence FCA report, only after accounts have been signed off	
6	FINANCIAL	

6.1	End of month balance £15,990 (Unity Trust) £ 4,663 (Coop). £8,285 VAT owing and £3,706 of payroll taxes. Outstanding Staff Holiday pay is to be paid by August.	AH
6.2	MCBS Loan repayments. Shop loan will increase by £100 per month from August, £5050 remaining. Border Oak - £15,500.04 remaining, will be paid off at current rate by Jan 2028.	LB
7	SECRETARIAL	
7.1	Nothing to report. Secretary email is now working.	
7.2	Need payroll end dates Louis, Graham and Lynn. (AH) Bibby has also finished.	AH/TD
8	MAINTENANCE	
8.1	Dutch Barn. JS will co-ordinate repairs with Jeff Woodfield	JS
9	AOB	
9.1	Phone divert – check with Graham how it works	JS
9.2	Switchboardfree - £98/year. Last payment made Feb-25, Review in Nov-25	AH
9.3	LPG required	JS
9.3	New committee members Julian meeting Julia Marshall on Wednesday. Should be invited to next committee meeting.	JS
9.4	Sports day & wedding. JS to discuss with Graham	JS
9.5	Direct debits are mostly transferred from Unity to Co-op Ruby Energy will not talk to LB re DD mandate. Graham has sent details to change. Need to push for change of electric meter.	LB
9.6	Agenda item for next time. How we exploit the land at the back.	TD
9.7	Morrison's delivery account is in use at pub.	
10	DATE OF NEXT MEETING	
10.1	Monday 11 th August, 6:30pm. Next Minute taker Julian Stokes	JS