Heart of the Village Steering Team  
The Williams Hall  
Meeting May 21st, 2019, 7:30PM

Present: Chris Reah, Sam Smith, David House, Graham Gleed, Nick Sloan, Sara Sollis, Heather Venn, Mark Smith, John Davidson and Hannah Puddy.

Apologises: Mike Blair and Sophie Harris

1. Approval of previous minutes  
   • HV asked – did request for money go before the parish council, confirmed yes, will be on the next meetings agenda.  
   • GG – Advertising for roles of shop and pub manager – adding to this agenda.  
   • Minutes then approved.

2. The village website & HOTV  
   • NS – states no public access  
   • Once offers are open – need to look at accepting payments via the website.

3. Business Plan update  
   • See business plan for changes. Hannah to send through changes to CR, GG and NS for further changes to be completed by Sunday 26/05/2019  
   • Sam and Sara to be word smiths – to be achieved by end of next week (31/05/2019)  
   • Final version to be completed and agreed by the end of June.  
   • Need to give final version to a few members so that a FAQ can be made.

4. Share Prospectus  
   • Graham to review.- To send document along with spreadsheet to all. Hannah to send through the changes.

5. Timeline  
   • All going to plan  
   • All agreed next set of plans to be achieved by 10th June

6. Communication and Marketing Plan  
   • Sam-Sara to finish  
   • Agreed that a banner may be bought, stating ‘share offers now open’

7. Fund Raising and Funding Applications  
   • No fund raising at this time.  
   • GG doing funding applications. Looking into -Esmee Fairbairn and the Fairchild Foundation — Fair Child Foundation, also Share booster – a charity that matches monies raised.

8. Structural survey  
   • 10am 4th June 2019, Jeremy Gainsford 2nd cheapest of the 3 quotes £15,000 + VAT  
   • Chris to attend as GG is away  
   • GG to speak to Nicola before attendance.

9. Other Business  
   • HV would like a copy of the Figures/capital  
   • Treasurer – is needed, Sophie will help but cannot commit to the day to day  
   • GG asked about putting something into the Stoke news, agreed yes and that we will be looking for interest of anyone for the pub and shop manager.  
   • Chris to do Job descriptions for pub and shop  
   • Darren will be on hand with Somerset Radio when we go live for offers and any other assistance we require.
• Look at setting up a Microbrewery – GG to look at this
  
  Next meeting Tuesday 11th June 2019 7.30pm at the village hall.