

Heart of the Village Steering Team
The Williams Hall
Meeting June 12th, 2019, 7:30PM

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

Apologises: Mike Blair John Davison and Mark Smith.

Public: Peter House

1. Approval of Previous Minutes
 - Minutes of last meeting approved by all.
2. Business Plan Update: Approval of Final Draft
 - Version 5 on HOTV test page
 - Overall superb job and an amazing lay out, well done to NS, and thank you.
 - NS asked to what extent do we need to have a printed version? It was agreed that if requested a printed version will be available.
 - Do we do door knocking? Sara - Is there the time and resources?
 - The business plan has been signed off, excellent work Nick.
3. Share Prospectus: Approval of Final Draft
 - NS to make changes:
 - Colour of working and a different picture
 - 2.4 1st paragraph to read 'application will be made for this funding' instead of more than a pub.
 - 2.8 1st paragraph not to specify a date, instead to read 'if failed minimum target then an extension period will be made to the share offer, or something similar.
 - Next sentence, 'should this ultimately fail'.
 - 2.6 Sentence to be changed to, 'we will apply' individuals to find out how it affects themselves.
 - 4.2 An annual meeting will need to happen by a year to date of start which is the 5th March.
 - 4.2 Management committee paragraph – leave as is.
 - Q&A to read nominate a successor or be 18+ to purchase a share.
 - 4.2 3rd paragraph from the bottom insurance – director – liability insurance.
 - Figures have had some adjustments – figures are good – thank you Sophie.
 - NS asked - have we sold the project enough within the prospectus? All agreed that it has.
 - If the project has not gained the revenue required therefore has failed, then we will go back to the drawing board and look at other possibilities.
 - Typographical error, other people to read it, make sure it makes sense and reads correctly. Once NS has implemented the changes, GG to send a link to Roger Brown, Roger Hand, Peter House, Sophie Harris and Cecil, along with the questions how does it read, any typo's and any questions or suggestions. This needs to be achieved within 10 days.
 - Sara would like a share certificate for shares purchased, agreed that this should happen.
 - NS to look at ways to print the Share Prospectus, what best for time and money.

- 2.6 when do we know about the tax deduction application? Sophie advised to apply now, the wording on the HMRC site is not friendly. Sophie found out on a forum that will take 4-6 weeks for a response.
- NS asked do you need a list of all the committee members? As the main 4 are listed this is not required.
- NS asked about keeping the details in a safe, where will this be and who will be looking after it. The safe is required to be fireproof. GG suggested that a cheap laptop is purchased for enterprise - register of members details, as DPA needs to be considered. Sara said her company are reviewing all laptops within the business maybe one will be available, Hannah has a spare laptop if required.
- Agreed by all that the electronic is the master copy.
- NS – will everyone understand the brackets on the profit and loss sheet, was agreed by all that the brackets are to remain, however a key be put in the foot notes, to explain what they mean.
- Sara asked can the form be filled out online, as the form needs signing it will need printing, NS is going to rejig PDF form so that it can be completed online (though a physical signature will still be required).
- PayPal options – CR said that this should be available however PayPal will take a percentage – possible to use a friends PayPal as no charges. NS and CR to look into this.
- A thank you to Sophie and Nick.
- GG – we have a Business Plan and Share Prospectus. Thank you.

4. Building Structural Survey

- The survey is extremely comprehensive. Structure of building is ok.
- CR and GG to make a list of priority of what needs doing from the survey. Look at the high and low risks and assess this. This needs to include possible quotes for works to be carried out.
- Sara – Chris Pitman – contact at Coomers fire and safety, she will speak with him.
- Need to apply for change of use for the pub.
- Heather has asked that we look at negotiation of the price of the pub, due to the amount of work to be carried out from the survey. GG to speak with Nicola from the pub re more surveys to be carried out and discuss the survey.
- £1200 left in pot from the Parish Council, however we need to state why and what the money will be spent on and await approval from the Parish Council.
- £1000 left in the bank account for HOTV – this is money that GG has put in from the beginning and is a loan but is available to spend. Sam has asked that a balance of money be made at each meeting.

5. Communication and Marketing Plan

- Sara - How do we maximise the coverage in the village? Are we going to door knock?
Sam – Stockland did door knocking and found this very productive.
- It is agreed that we are not going to be door knocking.
- Look at a leaflet drop, on a sunny afternoon where people may be in their garden – therefore maybe question and discussions could be made.
- NS to design the leaflet, to be the same as the banner, state the start date 1st July 2019 and a simple line about the HOTV
- Banner design is approved, however remove “ask at the oak”.
- GG gave permission for NS to order 3 banners.
- The banners will be placed around the village and moved to various different points each week.

- Sara needs the password for the HOTV email, to set up the twitter account, everyone on twitter to follow, get friends to follow too.
 - Totalizer to be erected – NS suggested making it a yard of ale – possibly next to the shop or pub.
 - Stand to be at the village fete, Hannah to flip burgers for Sara, so she can be on the stand.
 - Local press, not been good so far, however we are getting publicity, GG to go back to radio to gain more coverage.
6. Fund Raising and Funding Applications
- Separate meeting for fundraising
 - NS suggested look at doing fundraising in August – September when we potentially have a lull.
7. GG asked Peter for any comments
- Peter said he was optimistic in the beginning but after hearing about the build survey has doubts. NS mentioned that he has put in the share prospectus comments about the survey, it was agreed that it is a fair way of putting what happened with the survey.
 - How do we get to all the people in the village as he knows people that know nothing about HOTV?
 - Difficult to follow when the meetings are, therefore no public will turn up, we need to stick to first Monday of the month.
 - GG thanked Peter for his comments.

Next Meeting Monday 1st July at the Village Hall