

# Heart of the Village Steering Team

Meeting February 3rd, 2020, 7:30PM

The Williams Hall

Present: Graham Gleed, Sara Sollis, David House, John Davison, Heather Venn, Chris Reah, Marilyn Clarke, Hannah Puddy, Sam Smith, Mike Blair and Ian Upshall.

Public: 8

Meeting opened at 7:30pm

## 1. Apologies

Tim Slattery

## 2. Previous minutes

Graham apologised for not getting the minutes back to me as promised. Heather raised why did the minutes have to be returned within 5 days; Graham responded that once the minutes are out everything is clear.

## 3. Action points from last meeting

All action points have been actioned.

## 4. Financials

### 1. Update on current position

To date £160,085 with 204 contributors.

### 2. Funding Options

Graham restated that we have (under conditions) £100,000 from the Plunkett Foundation as a loan at 8% repayable over 5 years and a £100,000 from SSEF, this one is made up of £33,000 grant and £67,000 as a loan at 6% over 5 years, with the first year as repayment holiday.

Graham has approached Triodos bank. He explained that we can apply for a loan of a minimum of £100,000 up to £300,000 repayable over 20 years.

Graham advised that we need to think about what we do next? Do we just have 1 big loan with Triodos or have loans with all 3? If we have only

Triodos we will lose the £33,000 grant. Triodos will also only lend us 60% of the current market value of the pub.

If we do not raise the last £40,000 needed to make the £200,000 community input, then the project will fail.

The best outcome is to have monies from:

Plunkett, SSEF, Triodos, grants and raised monies.

A member of the public asked why we just didn't buy the shop only.

Graham explained why we didn't buy the shop, as it was more expensive for the size and usage. The point to the project is to keep the social heart of the community.

John talked about potential investors that he has been in talks with. He wants us to be reminded that we offer a package deal for businesses, this is available to all companies. John thanked all those who have already invested.

Graham has confirmed that although another pub is still operational, we will still the grant from SSEF.

John talked about various grants that Olivia has been working hard investigating, with up to £50,000 available, but these are only available once the pub has been purchased.

Tim is looking into a loan from SWTC, looking at them buying shares.

Sara asked what can we do/help to raise the final £40,000?

Have we had much off the back of the latest mailshot, Sam and Heather confirmed that they have not received the mailshot.

John confirm that he did Meare Green after a member of the public stated that they had not received any.

**Action point:** John to check with Tom if he delivered in the Woodhill area.

### 3. Change of year end

Sara has signed this form; Graham will send off 04/02/2020. Graham also confirmed to those that didn't know why we have changed the year end date that this was to be consistent with the start of trade.

## 5. Shop in a Box (SIAB)

### 1. Status

Ian gave an update of what has been happening with the SIAB. 8 weeks from tomorrow, Ian will be handing the SIAB to the community.

So far - 15 days has been spent training the volunteers, with 40 volunteers over 114 hours, week 3 has been started. Good progress all round. Ian is doing a training plan; this will mirror what happens in the shop on a daily basis and has introduced 2 hours sessions. Ian has said that all volunteers will need a minimum of 10-15 hours to keep the confidence up [once we are on our own](#).

Ian talked about the roles that are required, cashing up, reports for HRMC and the accounts etc.

Ian also talked about now SIAB will be required to get in touch with suppliers, such as Bookers, paypoint and smiths news etc.

Sara asked if Ian was starting to withdraw, therefore the volunteers will learn more and their confidence will stay. Ian confirmed that yes eventually, he is encouraged by what he sees so far, with the helping of each other and not asking Ian.

John asked about supplies and discounts etc. Ian confirm that deposits will be required especially with Smith news.

**Action point:** Graham asked that Mike, Marilyn, Ian and Heather Become a sub-committee and start working with suppliers etc.

Heather asked about stock control, and who will be responsible, as this is a big role to fill, Graham said it is HOTV's [decision](#).

Graham thanked Ian for all his hard work and help with the running of the SIAB. Marilyn commented that Ian's hard work is truly amazing.

**Action point:** Graham to send Heather a January update for proof reading.

## 2. Volunteering Update

Ian spoke about a meeting to be held for the volunteers on the 14<sup>th</sup> February. This helps bring the community together and allows the volunteers to share tips and ideas.

Marilyn confirmed all that Ian has said, also has more volunteers in the pipeline.

Marilyn commented that the newspapers are extremely heavy on Saturdays, this is needed to be noted and ideas brought to the table.

Marilyn is very keen to include the young in the volunteering, 14-18-year olds. A licence is required can we apply for one. May need to look at paying some of the younger ones.

Not many people are interested in volunteering on a Sunday.

**Action point:** Marilyn has a leaflet, please can Nick or John print some off for her

### 2. Three Rings Software

Marilyn confirmed that the software was all up and running, if there have been issues, then amazing support has been on hand.

Volunteers are using this to book their shifts in. Marilyn has supplied the shop with an old iPad so that people can book their shifts in whilst at the shop.

**Action point:** Graham to supply Marilyn with the Plunket foundation registration number for the software.

### 3. Planning Permission for Change of Use

This has been confirmed but are still awaiting the for the document to arrive.

### 4. HOTV Debit Card

SIAB is needed to be kept separate from HOTV until the purchase of the RO.

**Action point:** HOTV to look into having having an account with Triodos, HOTV is currently with HSBC. Sam to look into opening account along with the subcommittee. (This was proposed by Heather and seconded by Chris.)

**Action point:** Graham to give a complete breakdown of what is in the bank account as it stands.

## **6. Recruitment (Shop manager, part-time)**

**Action point:** Chris to complete the managers role and put this out to the committee for support. Subcommittee to help.

EPOS (Electronic Point of Sale) is happening for the shop, Ian has a contact in Bournemouth and is going to look into this.

## **7. Press and Communications**

Tim e-mailed Graham with what he had been doing. Listed Below:

Press Release distribution; sent out to 16 different "media" organisations. No news from ITV as to when our piece will be broadcasted, despite chasing. BBC Points West, Tim spoke with Clinton Rogers and sadly he has been signed off sick. Hopefully the newsroom will respond soon.

Tim will follow-up with a personal contact regarding a possible contribution as treasurer

Tim wrote to Taunton Council over a week ago, re the Public Works Loan Board (PWLB) with the view to assisting HOTV, sadly no response received, will chase up next week.

### ***About the PWLB***

*The Public Works Loan Board (PWLB) is a statutory body that issues loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury.*

*Councils have the opportunity to become social investors that can achieve significant value for local taxpayers, and impact for their communities. Forward thinking councils with an entrepreneurial mindset can work with and enable communities to become more self-sufficient, and self-fulfilled.*

## **8. Dates Next Meeting and AGM**

Date for AGM set for the 1<sup>st</sup> June 2020.

Next meeting 2<sup>nd</sup> March 2020 at 7:30pm

If we need to discuss things without the public, we will just have a confidential item on the agenda for the end of the meeting.

## **9. Work Stream – added by Graham at the end of the meeting.**

Plunket and SSEF have requested we have a solicitor and we are required to use someone local.

Veronica is on the radio Saturday morning at about 9:55 and asked [what we want her](#) to say, Graham just said keep going as you are and stress that we only have 8 weeks to get the rest of the monies together.

Paul fielding has asked if it is ok to set up a closed Facebook page for the volunteers, Graham confirmed that this is ok.

John asked If Marilyn was feeling fully supported, her reply, we need that manager in place.

**Action point:** John to look into seeing if Adrian Stables will be interested in the role of HOTV solicitor.

Meeting closed at 08:50