

# Heart of the Village Steering Team

Meeting January 23rd, 2020, 7:30PM

The Williams Hall

Closed Meeting

Present: Graham Glead, Nick Sloan, Sara Sollis, David House, John Davies, Heather Venn, Chris Reah, Sophie, Marilyn Clarke, Hannah Puddy and Tim Slatery.

Meeting open at 7:30pm

**1. Apologies.**

Sam Smith, Mike Blair and Ian

**2. Previous minutes.**

All agreed.

**3. Action points from last meeting.**

All but one has been achieved. This is Graham's to still follow up to contact Gavin Sadler.

**4. Financials.**

**1. Update on current position.**

£155.500 over 193 investors  
15-20 people have reinvested.

**2. Grant/Funding Status Update.**

Plunkett foundation. Tim Coomber wishes to visit HOTV the week of 24<sup>th</sup> February with as part of "due diligence".

Fairfield Foundation, still awaiting decision, HOTV should find out in February what funding is available.

Sara asked if the Plunkett conditions include any contribution, such as donations and loans, Graham confirmed that yes this is the case.

Sara raised concerns about meeting all the conditions set out by the Plunkett foundation. What are we doing about this? This this to be put on the agenda for the next meeting.

John is still in discussions with businesses around the village and beyond as potential investors.

Olivia and Graham did a presentation of our project to Somerset Community Foundation ([Somerset Social Enterprise Fund](#)). Graham said the presentation lasted 10 minutes with 30-40 minutes of questions. No outcome as yet as not all of their committee members were available. Further questions have been asked, but a positive feedback was received. We await the outcome.

A [Triodos](#) Bank application form has been submitted by Graham. Loans of between £100,00 and £500,000 are potentially available

Tim asked if we had submitted a form to gain a loan from Somerset County Council (SCC), Graham said yes and explained that we are not eligible. Tim was surprised by this and explained the different loans we will be eligible for.

Action, Graham to meet with Tim to discuss SCC loans.

Actions going forward: To polish the community plan for the [Plunkett Foundation](#),

A formal offer will need to be made on the pub when sufficient funds are available

### **3. Change of year end.**

Sophie looked this up and you can only change the date once in 5 years, so if we change this, we must all agree to it. The idea is to move it to the 31<sup>st</sup> March then this runs in line with taking over the shop and hopefully the pub completely. Sara proposed this and Chris seconded it. An AGM needs to be achieved within the first 6 months of the change of date.

Action: Graham and Sophie to complete the changes required for the end of year date change.

#### **4. VAT submissions.**

Graham and Sophie worked on the VAT bill, and this was a zero return. Graham thanked Sophie for all her hard work.

An audit is required from the shop for the past year, are we able to get this?

Action: Graham to look into audit from shop.

#### **5. Shop in a Box.**

When the committee last met, it was the day the shop opened. Graham thanked Marilyn and Ian for all their hard work.

Graham spoke about the email received from Ian.

##### **1. Status.**

Graham confirmed that the business is holding up well.

Full licence for alcohol is now achieved.

##### **2. Planning.**

Graham has discovered that the Shop in a box does need planning permission. Form has been submitted at a cost of £133.00. [The Parish Council has been asked to cover this cost](#)

##### **3. Volunteer Update.**

37 volunteers have had a 1-hour training session, next week will see the start of 2 hour shifts.

Marilyn confirmed that we have 41 signed volunteers.

Sara asked if the shop manager will be responsible for the volunteers, Graham confirmed yes.

Marilyn has a meeting booked with all volunteers, this is to [help to develop the community effort](#) and share ideas going forward with the shop.

Sara suggested that the church room is free to use and will this also help with bringing further people on board.

#### **4. Three Rings Software.**

This is being implemented by Marilyn and Mike.

Marilyn is the main administrator; she has also shared this with Ian.

John explained how the Three Rings software works and the benefits it will bring to the running of the shop with the volunteers. This is also available as an APP to download therefore you can submit your availability from your mobile device.

#### **6. Planning Permission for Change of Use.**

Graham has looked into this and the cost is £400.00. Once the pub has been purchased this will then be actioned.

#### **7. Work Streams.**

##### **1. Press Officer.**

Graham introduced Tim to the committee. Tim has volunteered to take on the role of dealing with the TV and press, 'the conventional media. This will serve to offset some limited negative comments that have been made

Social media needs to be dealt with differently to TV and press. Both are needed to hit all audiences, as not all are on social media

Tim explained how he has been involved with the filming of HOTV receiving a cheque from South West housing. [We will be notified when this will be broadcast.](#)

Marilyn asked if she can still put information on the Facebook page. All agreed yes and thanked her for the input and updates.

Action: Tim and Sara to communicate so all information put 'out there' is consistent.

## 2. Personnel.

- Heather raised what is happening to all the money from investors and what will happen once we take over the shop. Graham advised that the investor's money needs to be ring fenced. Heather suggested different bank accounts for each need. This will need investigating.
- It was highlighted that a manager for the shop will only be required part time. The manager will be required to oversee all that is going on in the shop.
- HOTV need to start a recruitment drive for a shop manager. Need to work out the hours that will be required and wages etc.... Chris did find from looking online it is £10,000 before we need to pay into any pension, this needs further investigation.
- Chris raised the financials for the shop manager, how many employed staff are actually required, this goes for the pub too. Graham has confirmed that an error was made on the original financials, with Sophie's help this has been corrected.

Heather advised that the Shop manager needs to be in situ and trained by the 31<sup>st</sup> March when we will lose Ian and Karen. Ian has offered to be on hand to help as and when required.

What account will the wages be paid out of and weekly or monthly, this is to be discussed further at the next meeting.

- Graham went through a list of roles that we all do. He said as we are a limited company, we need to present like one. We need to be a well-managed team.

Sara said that we can only have a maximum of 12 on the committee with roles. This will need looking into and confirming.

Sara confirmed that she will be stepping down from her roles but will be around until all roles are elected.

Heather asked three times why she was not on the list as it was agreed that she proofread all forms etc, this is yet to happen.

It was also noted that Sam and Chris were not listed. It was agreed that Chris would take on the role of recruitment.

- Marilyn raised concerns about what will happen with the money taken each day in the shop, as at the present Ian take this home with him. This needs to be discussed at the next meeting.
- A plan needs to be put in place if the pub is not purchased. John is very insistent that the project will go ahead. However, Heather voiced her concerns.
- It has been confirmed that the Village Hall will review the situation in 12 months re the shop in a box, but Graham confirmed that it can stay for as long as is required.
- David raised that we need a strict agenda when we have the first members meeting. This will be when the first AGM is held, and members elected. HOTV current committee need to fix a date to achieve the AGM.

Action: Chris to write a mandate for the recruitment drive with Sara's help. Need to speak with Ian and Marilyn about what is entailed, to email team for feedback.

Action: Graham to look at involving Peter House as he knows the ins and outs of wages/salary and pension etc.

Action: Graham to look at how many committee members are [we are allowed](#) at any one time.

Action: Graham to look at the bank account and advise what monies are there and what it belongs to, for example, donations or investments, also to have different account for wages/shop/pub etc.

Meeting closed at 8:45pm

No date given for next meeting but assume it is Monday 3<sup>rd</sup> February 2020.