

Heart of the Village Steering Team

Meeting March 2nd, 2020, 7:30PM

The Williams Hall

Present: Graham Glead, Sara Sollis, David House, John Davison, Chris Reah, Marilyn Clarke, Hannah Puddy, Nick Sloan and Sophie Harris.

Public: 8

Meeting opened at 7:30pm

1. Apologies

Sam Smith has emailed to say she will no longer be a part of HDTV, Graham thanked Sam for all her hard work.

Action: Graham to email Sam.

Mike Blair and Tim Slattery.

2. Previous minutes

All agreed.

3. Financials

1. Update on current position

WE DID IT. We have reached our minimum goal. Now standing at £200,600.

Although we have reached our minimum, we still need to get people involved and buying shares, the more shares holders we have, the less we will have to borrow.

John thanked all the public who have been involved and invested.

2. Status of Funding

The approved conditional loans from The Plunkett Foundation (TPF) and Somerset Social Enterprise Fund (SSEF) have now been met.

Fairfield have awarded us £20,000 against similar conditions

Action: Olivia to contact Fairfield.

Possibly Loan from the Triodos Bank of £100,00 repayable at BOE rate +4.5%.

As a break down we potentially have:

Shareholders = £200,600

TPF = £100,000

SSEF = £100,000

Triodos = £100,000

Fairfield = £20,000

Total so far = £520,600

It was suggested that we accept all the monies available in the first instance as we may find some surprises along the way, once we have purchased the Royal Oak.

Are there any penalties if we pay back the SSEF loan early?

Action: Graham to find out if there are any penalties, if the loan is paid back early.

3. Formal offer for RO

Formal offer to be made of £345,000, Graham First, Chris Seconded.
Graham says that once we have a written acceptance, completion could be by 30th June 2020.

4. Banking and Payment Control

HSBC will have our business bank account in place by the end of the month.

Graham would like to put in place payment control:

Officers Nick, Chris, Graham and Sara.

0-£100 can be approved by self.

£100 - £1000 2 signatures required.

£1000+ 3 signatures required.

Public asked if we would be doing another value survey on the Royal Oak,

Graham explained why this will not be happening.

Action: Hannah to look through minutes and find where the share holders monies state it is 'ring fenced'.

5. Year-end Update

Graham and Sophie made the application to move the date, this has been refused, therefore our year end date ended on the 31st January 2020. We can have a 15 month for the next financial year to bring us back in line therefore ending 31st March 2021.

6. Accounting and Audit Support

Sophie has spoken to Sarah Twist who works AC Mole and shared our project, she has agreed to come aboard to do our accounts.

Adrian Stables has volunteered to be our solicitor. If things go to plan then he is happy to help us pro bono to us, however he will evaluate the situation as and when difficulties/changes arise.

£6,500 is put aside within the business plan for a solicitor.

4. Shop in a Box

1. Status

4 weeks and the community will own the Shop In A Box (SIAB)

Going forward

Buy the stock and fittings

Pay the good will £15,000

£30,000 to purchase everything for the shop.

Stock take to be taken on day of handover 31/03/2020.

Contact Ian with regards to purchasing shop fixture and fitting as per the business plan, Graham first, Chris seconded.

Action: John to look at a mobile phone and dongle deal for the shop as a business account. Possibly a laptop as well.

2. Volunteering Update

Marilyn talked us through the proposal that was emailed out to all.

Going forward to run the shop as it is now with the opening hours, we will need 80 volunteers doing 1 shift per week.

Opening hours proposal is

8-17:30 – Monday, Tuesday, Thursday and Friday.

Wednesday and Saturday - 8-13:30

Sunday 9-11:30

This will then only require 58 volunteers.

Hannah suggested that the shop open in the morning and close in the early afternoon to then open again say 16:00 – 19:00. This way people that work full time in the day will be back in time to use the shop.

Over time we will have to work out the opening times as we go along and understand the times of the footfall. This will be the managers job once one is in position.

Chris proposed to follow Marilyn's idea going forward.

Marilyn confirmed that some volunteers are prepared to work longer hours.

Action: Marilyn to send an email to all volunteers with regards to the hours they can do. Graham thanked Marilyn for all her hard work.

3. Part time manager

Ian has offered to run temporarily as the part time manager until one has been appointed.

Ian will be available until the EPOS system is implemented and active.

i. Role

Chris went through a list of what Ian does within the role of a manager.

There are lots of tasks to be achieved by the volunteers and/or HOTV.

Need to look at doing a Bookers visit without Ian.

Marilyn suggest working on people's strengths, noting who and when and what they can achieve.

ii. Division of duties (manager/volunteers)

Marilyn says the Three Rings works well for the volunteers and, is easier to manage.

Someone from the committee to look at the finances for the shop, and the cashing up at the end of every day. 2

Action: Graham to liaise with Ian about what we are not yet skilled at.

Marilyn to keep looking after and managing the volunteers.

Action: Chris to take a list to Ian and ask where he thinks the 25 hours will be best utilised.

We may need to look at increasing the managers hours.

Manager will require holiday and cover if sick, need to look at how we are going to cover this.

Action: Chris to talk to Ian about what he has done in the past.

We need to keep the ethos of the business by keeping things local where possible.

Need to keep things as there are until we are settled, then we can look at possible changes, we need ensure that we flexible at all times. We need to keep people engaged.

4. Recruitment

An ad will appear in the Stoke News today, stating that we are looking for a manager.

Chris advise that we will be advertising at the Job Centre, Indeed, Social Media.

Sara suggested using LinkedIn. Hannah stated that the job centre does not advertise anymore, there is the site SW1 to advertise for jobs.

Action: Chris to look at how and where we are to advertise for the manager's position.

5. Planning Permission for Change of Use RO

David asked about change of use, Graham confirmed we are following the business plan. This has been accepted. Nick did plans and is awaiting the outcome for the Royal Oak.

6. Press and Communications

7. Dates Next Meeting and AGM

Next meeting 6th April 2020

1. AGM and Elections

Nick has experience with this from the Parish Council. Need to consider if we have a postal vote.

Meeting closed to the public at 8:45pm