

HOTV Management Committee meeting (Zoom) minutes

28 September 2020, 7:30pm

Present: Graham Gleed (Chair), Mike Blair (Vice-Chair), David Crabbe (Treasurer), Nick Sloan (Secretary), John Davison, Chris Reah.

- 2.1 The minutes of the last meeting were unanimously agreed to be accurate.

Financial Update

- 3.1 DC had circulated an Analysis of HOTV Shop Sales showing trading figures from April until now. This shows a fairly consistent footfall averaging 598 customer visits per week, and an average spend per visit of £8.12. There has however been a slight tailing off in September of both of visits and average spend. Several factors may account for this. The figures are still higher than the equivalent from the Village Stores a year earlier, but we need to find ways of growing footfall and spend.

CR suggests that the loosening of lockdown may be encouraging people to shop elsewhere and MB reminds us that since school has restarted parents are not having to feed kids during the day. DC says that while takings are healthy, our cost base is currently much higher than we had planned. GG anticipates that the die will be recast when the shop moves into the Oak and that we should not be unduly concerned, but that the community should be encouraged to make more use of the shop.

Utilities and Rates

- 3.2 DC has been renegotiating the electricity contract with EDF in order to reduce the cost. **DC to continue discussion and to arrange the best deal available.**
- 3.3 **DC to research LPG prices, to clarify what contract we have with BT and with the water supplier and waste disposal company.**
NS to check the earth wire to the LPG tank.
- 3.4 DC: there are two rates bills to consider: business rates, for which we should get relief, and domestic rates [Council Tax?] which are payable on the accommodation. We should have a three month relief in any case, and may, as a CBS, be able to argue for further reduction or allowances. **DC to research.**

Operations Decisions

- 4.1 GG: in order to achieve a shop transfer by the end of October, we need to prioritise those jobs that have to be finished first. Is everyone agreed that we should scaffold the building and proceed with removal of the render? NS: we are assuming that we will need to scaffold in any case, in order to clean and restore the brickwork. We have also been told that the shop window can be replaced before the end of October. **All agreed that the removal of the render should proceed with all speed, the pricing to be detailed and put before the full MC for approval.**
- 4.2 Prices for replacing the front windows and some of the side windows have been circulated. NS: priority should be given to the shop window and the café side windows. **Agreed that we should confirm the order to replace the front windows, NS to circulate a proposal and prices for the other priority windows.**
- 4.3 There is a proposal to remove the LH porch while restoring the front of the building. NS: the reason for proposing removal is that once the render is off, the porch will be

seen to cover the central feature of the original brick façade. It could be removed later. DC feels that it would be premature to remove the porch, and that we may still want to use the front entrance. JD points out that removing the porch will not affect the use of the door. GG suggests that we defer until the render has been removed and see the state of the wall. [All agreed.](#)

- 4.4 CR says that it is a legal requirement to have a fire safety assessment, and recommends that in the first instance we have this done professionally. [All agree, and NS to ask Chris Pitman for advice on who to approach.](#)

Shop Plans and Costing

- 4.5 A "Prices and observations" document from Carolyn and Jo had been circulated shortly before the meeting, containing a wish-list of items they would like purchased before the shop moves into the Oak. CR and DC are both sympathetic to the requests but concerned about the costs. DC suggests that because our capital is limited we need a clear protocol on how to evaluate and choose between competing investments. NS: not convinced that it is essential to have everything perfect from day one; having a series of incremental improvements may make for a more engaging narrative. MB feels that it is important that the shop in the Oak should start as a radical improvement.

The individual items as shown in Graham's distillation of the list are discussed in detail, and the general feeling is that some items are more significant than others, some items are essential, others may be deferred, and there is potential for lowering several of the prices. There were concerns that custom shelving might delay the transfer.

- 4.6 MB: we might have to make a decision on whether we have to move the shop first and open the café later, since the café will require the kitchen to be upgraded. It needs a thorough clean to pass a hygiene inspection. GG: do we need the kitchen if we are only selling coffee and cake? JD the front part of the kitchen could be temporarily blocked off and used for washing and food preparation.

- 4.7 GG: summarises response to document from CD and JB: we accept the requests in principle but challenge some of the costings, we may have to defer the use of the kitchen and the installation of custom shelving initially if we are to meet the October deadline. Another meeting with CD and JB to discuss the details is proposed. [\[This later changed to an agreement to allocate £10K to the managers, and let them determine priorities and the best value for money in fulfilling their requirements.\]](#)

Membership liaison and volunteers

- 4.8 Apparently a completely unsubstantiated rumour has been circulating that we have plans to knock down the wall beside the car park. No such plan ever existed.
- 4.9 We are in need of volunteers both for decorating the pub and, more particularly, for helping with the shop, especially when it moves. There is a particular need at weekends and for nightly shop cleaning. GG to mention this in his monthly update.

The pub

- 5.1 GG: the premises license has been transferred to HOTV, the variation to permit off-sales has been submitted and the name of the designated supervisor is in the process of being changed.

- 5.2 GG: are we at a point where we should be appointing a landlord? NS: we should be actively looking for one. JD also feels that we should be searching for a suitable candidate as soon as possible, that a couple would be preferable, and that we should allocate the first floor flat to them. He would like to be involved with recruitment. GG to circulate the existing modified job description for comments, and GG and JD to discuss how to proceed.

Use of Function Room as Gym

- 6.1 NS: nothing has changed since the last meeting. Katy revisited the space to measure up, and is preparing a plan. GG is moving in favour, since he thinks a gym might combine well with a space for young people. DC asks if the floor is strong enough. NS thinks it probably is, especially if the wall between the skittle alleys remains, as it is likely to, for the foreseeable future.

Other Items

- 7.1 Confidential item.
- 7.2 MB asks whether we need a data protection officer, since we are responsible for personal data from volunteers and café visitors (track & trace). Further thought required.

Meeting closes 9:15 pm (105m)

The next meeting will be a public HOTV meeting on Monday 5 October, at 7:30pm.