

HOTV Management Committee meeting (Zoom) minutes

19 October 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 GG wants to keep the finances in the foreground since we are spending more than we are making at the moment. DC gives a brief run-down of cash-flow. We have about £133K in the bank but anticipate considerable expenditure over the next few months, with loan repayments and capital expenditure. All of this is accounted for except the cost of the electrical work, including the extensive fire alarm wiring, which is currently uncertain.

3.2 GG: although our current position is not unexpected, we need to generate more revenue as quickly as possible in order to balance the outgoings. JD we also need to find more grant funding. DC happy to apply for grant towards solar panels; currently waiting for a third quote for the work. **GG to look into our eligibility for a Prince's Trust grant, and to seek a volunteer fund-raiser to pursue this as an immediate priority.**

3.3 DC shares graphs prepared by Rachel House that show trends in shop sales. These are a useful aid to budgeting and planning that he aims to produce every quarter or six months. Thanks to Rachel for her work on this.

Work Groups

4.1 GG asks what issues may impact on the aim to transfer the shop during November. JD and NS: internal refurbishment should all be complete by end of next week. The wiring for the building-wide fire alarm is taking a long time and may not be finished in time for shop opening, but it should be possible to complete the security alarm. **NS to agree dates with Richard Council of John Marchant.**

4.2 JD would like to arrange for volunteers to start bringing in the shop fittings from Walker's Farm towards the end of the first week in November.

4.3 MB: Environmental Health at SW&T are being very supportive, and have said that provided we have submitted an application for a food safety inspection, we can start trading before the inspection takes place. **MB to complete application.** DC asks whether a waste disposal contract has to be in place, and it is agreed to renew a contract with Viridor. **DC to pursue this.**

4.4 A date for opening the shop in the Oak will be determined once everything has been set up and all wrinkles, including PayPoint, have been ironed out.

4.5 The shop managers have sourced new chillers and have opted to hire a barista coffee machine. JD has concerns that the time taken to prepare coffee this way may make for slow service in the combined shop and café.

4.6 GG raises the question of space for stock storage, and this leads onto the question of cleaning the kitchen to meet hygiene standards. NS suggests that this should be done

soon. DC suggests not carrying too much excess stock. The stock storage space needs to be secure, but there are several options and the general feeling is that this will not be a problem in the short term.

- 4.7 GG: the external work is progressing well. Thanks to Neil Morgan who has helped with the removal of rendering. The intention is to remove all the render by the second week in November when a conservation firm has been booked to clean the bricks. JD has kept the nearest local residents informed, and we will try to extend this to all those potentially affected by the noise.
- 4.8 GG asks when the replacement windows will be fitted. **NS to ask Normandy Windows.** [Subsequently learned that the shop window replacement is scheduled for 29 November, and the café side windows mid-November.]
- 4.9 GG reports that garden work is proceeding well with the help of Helen Gittins, John Attwood, Kathryn Astin and the other volunteers, which is very much appreciated.
- 4.10 The level of support from volunteers generally is very gratifying, but we now need to ramp up the appeal for volunteers to help when the shop opens. **GG to discuss with Marilyn Clarke.**

The pub

- 5.1 GG: the pub manager job has been advertised on caterer.com. There have been 186 views and 36 applications to date, five of which look worth pursuing. GG suggests a small interview panel to speak to the shortlisted candidates, initially via Zoom. He has asked Kelly de Silva and Simon Dauncey to be on it. NS volunteers to take part. **GG to arrange some Zoom calls with shortlist, and to thank rejected candidates.**
- 5.2 GG raises the issue of our obligations to TUPE employees. CR suggests that since they were on zero hours contracts, HOTV effectively has no contractual obligation, but there is a general feeling that we might nevertheless wish to maintain some work. The primary need at the moment is for a cleaner. **JD and NS to discuss whether a small amount of regular work could be arranged.**
- 5.3 GG has been approached by Lisa Daniels and asked whether HOTV might be interested in providing regular school meals. There is a very limited budget for this, but it is felt that we would like to do what we can once the kitchen is operational. **For further consideration.**

Marketing

- 6.1 GG: we are waiting for Bridgwater & Taunton College to come back with information about business management students who have been invited to take on our publicity.

Use of function room as a gym

- 7.1 **NS to contact Katy Ribton for further information.**

Meeting closes 8:40 pm (55m)

The next meeting will be a public HOTV meeting on Monday 2 November, at 7:30pm.