

## **HOTV Management Committee meeting minutes**

15 March 2021, 7:00pm

Present: Graham Gleed (Chair), Mike Blair (Vice-Chair), David Crabbe (Treasurer), Nick Sloan (Secretary), John Davison, Chris Reah, (and from 7:30) Carolyn Dauncey, Jo Bown.

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

### **Members vote on waiving external audit**

- 3.1 NS reports that the current tally is 106 votes to 1 in favour of accepting the MC's recommendation to waive the requirement for a full external audit. (This is regularly done by the N Curry Coffee Shop as well.) Agreed to let the vote run its course until 31 March.

### **Further fundraising**

- 4.1 GG: we did not allow in the original budget for extra costs associated with refurbishment of the kitchen, and need to decide how to fund this. The cost could be between £5K and £15K.
- 4.2 GG: there are two proposals for additional funding (1) (suggested by Paul Fielding) is a shareholder bond (private loans at low rates of interest) which GG does not favour, and (2) a second share offer, which would require a new share prospectus. It would not be worth opening a share offer for less than £10K, and £50K would probably be the top limit. JD questions whether (1) is actually what had been proposed by Paul; he feels that inviting fresh investment without the promise of repayment but with immediate interest on the sum invested would be more attractive, and could help us pay off our more expensive loans.
- 4.3 GG: there is the immediate prospect of asking the PC for CIL funding—we could for instance make a good case for the community benefits of having £10K to refurbish and re-equip the kitchen. **NS to prepare a formal submission to the PC.** The other fundraising ideas would take time to plan, but we could consider them downstream. CR asks why we need to raise more money now particularly. DC replies that the primary reason is to reduce our finance costs. He suggests that this is a decision for a few months time.
- 4.4 JD feels that we should defer major expenditure on the kitchen and get the café up and running selling just cakes and sandwiches. NS says that even to prepare sandwiches the kitchen needs to pass a hygiene inspection. MB says that a basic refurbishment of the kitchen would cost about £4½K. NS thinks less. Agreed that this should proceed now, but that equipping the kitchen for the full range of cooking should be deferred until Phase 3.

### **Personnel**

- 5.1 GG: the DWP has received our application for two Kickstart job places but have not yet responded. Their stated response time expires tomorrow.

## Solar Panels

- 6.1 GG is congratulated on the successful application for a grant towards for panels. DC has contacted 3 firms, and will arrange for site visits in the coming weeks. CR asks if the grant could cover some battery capacity. GG says that it depends whether the terms allow this. DC suggests that output is only likely to balance daytime consumption, and that putting any extra into the grid would probably be more efficient.
- 6.2 JD says that in view of the uncertainty about our overall energy plan, we should defer the replacement of the gas boiler in the flat. Agreed.

*[JB and CD arrive]*

## Strategy for opening as lockdown restrictions relax

- 7.1 GG asks what we need to do to prepare for being allowed to offer outside food and drink from 29 March. Initially it is agreed that the kitchen needs to be refurbished to the point that is necessary to achieve a high hygiene rating, though there is some disagreement as to what we need to renew and how much we need to spend. GG suggests a potential cost of between £2½K and £4½K.
- 7.2 CD's biggest concern is that there are not enough volunteers. Everybody only wants to do 2 hour shifts. Ideally there should be a shop assistant and a café assistant at all times. It will be table-service only, so the café assistant would need to take and deliver orders as well as washing up and checking (and sanitising) the loos regularly. GG says that some volunteers are put off by the perceived difficulty of working with the till. CD says that DC has produced an excellent illustrated manual. A discussion ensues about how to extend the pool of volunteers, both to HOTV Members and non-Members. GG suggests an appeal in the next Member update, and JD offers to deliver leaflets. **CD and JB to propose text for leaflets, NS to design and print, JD to deliver. GG to appeal to Members via email and also to post a News item on the website.**
- 7.3 GG: essential work in the kitchen needs to be completed before café opening.  
CD: we don't have enough coffee cups for customers who are not taking drinks out, and there need to be facilities for washing up. **Dishwasher to be plumbed in.**  
CD: coffee machine training for volunteers will be available, maybe in April.
- 7.4 **Agreed that pub opening and café opening is proposed for 12th April. Date to be confirmed at the beginning of April.**
- 7.5 CD proposes the name StokeStGregoryVillageShop for the new website. Although this is a long name to type, it is argued that it needs to be easily findable in a search. CR and others suggest that searches can be catered for with keywords on the site. DC suggests stokestgregory.shop. NS asks if the website is to be independent of the village website. CD says yes, and that they will manage it. **DC/NS to register a selection of domain names, consult with CD and JB for a final decision, and set up the hosting contract (with Wix).**
- 7.6 CD suggests setting up a new Facebook page [for the shop or for HOTV?] because the present HOTV Facebook is not a business account. **CD to set up [?]**
- 7.7 JB and CD both need to do allergen training. CD needs to update her Hygiene for Catering qualification. **GG to order food hygiene pack and posters**
- 7.8 CD suggests that we should have a first aider. **GG to research online first aid courses.**

7.9 MB mentions that the PayPoint machine went down because the router in the bar had been disturbed. JB also mentions dust. JD promises to take care of both in the future.

### **Longer term view**

- 8.1 GG alludes to a plan circulated by NS, based on a proposal to move the skittle alleys upstairs and free up the downstairs space. CR has reacted with an alternative plan which involves moving the kitchen. NS: it only matters now because it may affect how radically we want to work on the kitchen if there is a possibility that we may move it. There are many interlocking considerations. CR asks how we arrive at a decision. NS proposes developing a detailed long-term proposal, coupled with a business plan, and putting it to the membership for comments and/or approval. This would not happen until at least the autumn, and we'd need an intermediate plan, operating one skittle alley downstairs for instance.
- 8.2 JD suggests that the RH alley could be good to go almost immediately. MB asks if we need to provide food for skittlers. JD suggests sausages and roast potatoes. JB says skittling mostly happens in the winter, starting from September. MB is taking advice from Andy Croker on basic cooking equipment to get the kitchen started.
- 8.3 JD confirms that CD and JB should be involved in food planning.
- 8.4 JB asks if there has been progress on the awning. NS says there is a provisional plan. It is hoped to have the awning ready soon after the scaffolding comes down, and ideally this would happen on 9th April in time for the (outside) reopening on the 12th. (Inside reopening, according to current advice, should be from 17th May.)  
**NS to circulate awning plan, and cost components.**
- 9.1 GG: AOB? CR: have we submitted a CIL grant application to the PC? NS: Not formally; a formal application will be submitted before the April PC meeting. GG asks when the bar would be ready to house the Post Office on Thursday mornings. JD: by the end of April. JB suggests that Post Office visits should be better publicised. NS suggests a permanent poster outside the bar.

*Meeting closes 8:17 pm (1h 17m)*

[The next scheduled meeting is the public HOTV meeting on Tuesday 13 April, at 7:00 pm.](#)