

## **HOTV Management Committee meeting minutes**

The Royal Oak, 16 August 2021, 7:00pm

Present: Graham Gleed (Chair), Mike Blair (Vice-Chair), David Crabbe (Treasurer), Nick Sloan (Secretary), John Davison, Jo Bown, Carolyn Dauncey, Phil Evans, and about 10 others. Apologies from Mike Blair and Chris Reah.

### **Minutes of the last meeting**

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

### **Preparation for Annual Members' Meeting**

- 2.1 GG: this is the last meeting before the AMM. Three things need to happen at that meeting: election of committee, approve the financial report and approve the Chairman's annual report. The financial report is the most challenging.

### **Financial report**

- 2.2 DC and Sally Taylor will be finalising the accounts over the next five to six weeks, making sure that everything balances and is correctly categorised. AC Mole have already been provided with information to start preparing their audit. The rest of the information they need will be supplied over the coming weeks. Early drafts of the financial report should be circulated to the MC at the beginning of September, with the final report being published around the 20th/21st, ready for approval on the 27th.
- 2.3 DC: approval will also need to be sought to reappoint AC Mole as our accountants, and to waive the requirement for a full external audit. This is probably the toughest year from an accounting point of view because we have changed the year end, bought two businesses and done a massive refurb.
- GG expresses gratitude to DC on behalf of HOTV for the considerable work he has put into managing the finances. All concur.

### **Election of Management Committee**

- 2.4 GG: we are officially a committee of seven. We dropped down to five following two resignations, then co-opted CR bringing us back up to six. It is probable, though not certain, that all current members of the MC will remain in place, though as a co-opted member CR would have to be re-elected. NS interprets the Rules to mean that MB would also have to be re-elected. We do not know how many people will stand so we cannot tell for sure if we will need an election, but three people have so far expressed an interest so it is likely. Nomination forms are available and should be completed by anyone who would like to join the MC.
- 2.5 Tom Stobie thinks that we should have a lady on the MC, and it is agreed that this would be desirable. Ian Upshall asks what the lower age limit is, and suggests that a younger point of view would be good. This is similarly agreed. It is suggested that we could co-opt a younger member when we open discussions over young people's facilities in the Oak.
- GG to circulate an invitation for applicants in his next email, and NS to publish details and nomination form on the website.**
- 2.6 Information on those standing, including the personal statements of nominees, will be circulated to all Members in September, and there will be a "paper" ballot.

## Financial headlines

- 3.1 DC: cash in bank £63K, but this includes £10K to be spent on solar installation and about £12K for other upcoming capital expenditure. Capital expenditure this financial year so far is £25K, which with £57K last year makes a total of around £83K. We are within what we had forecast in terms of cash flow, primarily because of the success of the shop. JD points out that the massive contribution of the refurbishment volunteers has also saved us a huge amount of money, for which we are very appreciative. Paul Fielding asks whether we have a financial forecast going forward. GG says that remarkably, we are very close to the budget we put together last August, and which projects over 5 years. We see no reason to change this so far. DC points out that there have been some unanticipated increases in cost, notably electricity, though this should be mitigated by the solar contribution. Total running costs, including loan repayments, are about £12.5K to £13K per month.
- 3.2 Ian asks whether we have explored energy brokers as well as direct suppliers for electricity. DC has tried both, and continues to pursue the best prices and the best fixed price period. We are likely to stick to a two year contract until we are clearer about the solar contribution.
- 3.3 DC: the shop continues to trade well, and the pub too is trading at a reasonable profit, especially with pizza night. PE adds that the success of pizza night demonstrates the importance of food in generating trade.

## Operations

- 4.1 GG: normally at this point there has been a shop and pub report, but this is probably no longer necessary unless there is anything exceptional to report. Neither CD nor PE have anything particular to add.
- 4.2 **Security.** GG: here have been a number of instances of people wandering in to private areas, and MB has drawn up a list of proposals to improve security in the building. These include better marking of private areas, better management of keys, and the locking of doors where possible. NS points out that some doors cannot be locked if they are on emergency exit routes, but there is scope for improvement here. It is agreed that the car park door should be kept locked except when the pub is open. Ian suggests a bell and maybe a small CCTV camera. NS agrees that both doors should have bells for customers who need assistance. All measures to be reviewed, and the cost of installing CCTV cameras in strategic places to be investigated.
- 4.3 **Kitchen.** GG: third party pop-up catering has been suggested as a temporary expedient until we have both a kitchen and a chef, but this is uneconomic except where, as with PE's parents, the caterers give their time for free—for which again we are very grateful. NS suggests that there is not much to finish in the kitchen, and that the search for a chef is a much bigger issue. CD points out that the lack of a workable kitchen has been very frustrating for the shop, and that no chef would be interested in the job unless the kitchen is ready to go. It is agreed that the kitchen should be completed and cleaned by the end of August. This will also be necessary for skittles.
- NS and JD to arrange for electrical and gas connections. JD and Paul Fielding to survey remaining work. CD and JB to assess equipment once it can be moved into kitchen.

- 4.4 **Skittle alley.** GG has talked to Trevor Boon, who says that at least two teams might want to use the Oak as their home base. The skittle season starts in the second half of September. Once the kitchen is operational and the alley has been emptied, we can do any work necessary to make it useable for then.

### **Kick Start**

- 5.1 GG: we applied for two Kick Start grants and were awarded one. Candidates will be named within two weeks, and assessed by JB and CD.

### **Young people**

- 6.1 GG: the plan is still to invite teenagers in the village to an evening meeting with pizzas, possibly in early September. Various options are being pursued to provide pizzas or an alternative draw.

### **Other**

- 7.1 GG: Ali Vowles is coming on Tuesday morning to film the shop, café and pub for BBC Points West. Everyone is invited to come and join in.
- 7.2 GG has had no response to advertisements for a chef, but is keeping up the search by various means.
- 7.3 Paul Fielding asks about the progress of plans for the future use of the building, and had been hoping that this might be discussed at the AMM. NS says that proposals might still be ready, in which case they would be made available beforehand. Paul suggests that a wider public meeting might be a more appropriate forum for discussion. Any developments will in any case be made public.
- 7.4 Ian asks how the Oak's solar panel installation compares with that at the Village Hall. GG says that the financial arrangements are much more favourable at the VH because of when it was installed, but DC says the capacity is much greater at the Oak. It includes a lot of panels on the NE roof, which surprisingly generate about 60% of what a SW-facing panel would be expected to produce.

*Meeting closes 8:08 pm*

[The next scheduled meeting is the Annual Members' Meeting on September 27, at 7pm in the Village Hall.](#)