

## **HOTV Management Committee meeting minutes**

The Village Hall, 1 March 2022, 7:00pm

Present: Graham Gleed (Chair), Mike Blair, Simon Dauncey, Paul Fielding, Nick Sloan, Ann Woods [Apologies from John Davison].

### **Preliminaries**

- 1.1 The minutes of the 1st February meeting were agreed to be accurate.

### **Accident reporting**

- 2.1 GG asks whether in the light of the recent dishwasher fire we maintain a book for recording accidents. It is believed that we do have such a book but we need to be sure that staff are aware of the need to maintain it. It is also suggested that contractors working in the building ought to log in and out. **GG to discuss with managers.**

### **Matters arising**

- 3.1 AW asks if the EPOS system in the pub is now working. SD reports that there have been problems with the handset, but this is being dealt with and in principle it is fine. It is very nearly loaded with all the data required for pub stock control. The EPOS system handles pub food sales, though café food sales are handled via the shop.
- 3.2 PF enquires about an unexplained shortfall in HOTV receivables last summer of about £2.9K. GG says that enquiries are continuing. We may never be able to explain the anomaly but we need to account for it as a loss.

### **Change to Rules**

- 4.1 We need formally to approve an amendment to the Rules of the Society, which is merely the change of official address from The Manse to the Royal Oak and the addition of signatures. **All agree.**

### **Financial**

- 5.1 GG announces that David Crabbe has resigned as Treasurer. We are grateful to him for his considerable contribution over the last two years. David has agreed to supply us with the information we need to achieve an orderly hand-over. The need to find a replacement treasurer, or several individuals to share the load, has become more urgent. GG has approached a couple of people with the appropriate skills.
- 5.2 GG: our bank balance sunk to £24.5K at the end of last month, but this month it will stand at about £27.5K. This includes exceptional capital payments of around £2K, without which our profit this month would have been about £5K. We have large upcoming payments to HMRC, and we need to be clearing £3–4K per month, but things are moving slowly in the right direction.
- 5.3 Several grant applications are still being explored by GG and Olivia Sanders. A potential grant from SCC to encourage tourism would require us to contribute one third of the money up front. AW suggests that we could raise seed money from shareholders. It is felt that this might be a practicable way of financing Phase 3.
- 5.4 GG: we have received a £1.5K grant from SALC as part of the SCC Covid recovery programme.

## Operations

- 6.1 GG: Shop trading has retreated from about £8K a week last year to £6.5K a week. This is explained by the change in circumstances as the pandemic eases and disposable income diminishes. It is suggested that we need to adapt by lowering prices of selected items, despite overall inflationary pressures. Some other ideas for increasing trade are in train.
- 6.2 The café is doing well now that hot food is on offer. SD says that the pub is picking up trade nicely, with some very well-attended sessions. Despite a few quibbles about the quality of vegetables, SD points out that a £9.95 Sunday roast is very good value, and in line with our policy. Music nights every Thursday are proving popular, likewise specials night on Friday. Monthly quiz nights may in future alternate between Wednesday and Saturday.
- 6.2 Jason is complimented on his fortitude in coping single-handed on busy evenings, but we may need to bring in paid casual help at weekends. It is agreed that we should be asking around for young people who might be interested.
- 6.3 Following previous discussion about the need for tighter stock control, GG circulated a flow diagram to illustrate the processes involved. We need to be clear about what we are trying to manage before we can put a system in place. Part of this is to be clear about the overall strategy of the shop: for instance do we need five different sorts of olives? MB says that the EPOS system we have can be adapted to provide fine-grained control, but we need to improve our recording of incoming stock in particular. **GG and MB are to meet managers on Thursday to discuss.**
- 6.4 GG asks what plans there are for the year-end stock-take. It is proposed to gather half a dozen volunteers to record stock on forms for collation into a spreadsheet. This to take place on Wednesday 30th March from 12 noon. **Jo to seek volunteers via 3Rings and MB to organise the paperwork.**
- 6.5 JD had circulated a proposal from Chris Keirle to install air conditioning units in the shop to cope with high summer temperatures. All are agreed that a solution needs to be found, but GG anticipates objections about the siting of large units on the chimney-breasts. MB wonders whether the chimneys themselves could be used to draw out hot air. There are also concerns about the price. Further discussion required.
- 6.5 GG reports that according to Jason, one or both kitchen windows need to be replaced. NS says that these have already been measured up by Normandy Windows, and he will nudge them for quotes. Normandy are also to replace the missing glazing bars outside the top bar window.
- 6.7 NS raises the question of ramps from the patio up to the upper terrace and lawn levels. Two alternative plans have been drawn up and will be priced by Trevor Hooper. The preferred option runs alongside the kitchen wall then left beside the skittle alley, emerging under the fire escape. Further discussions to take place.
- 6.8 NS is grateful for advice on access from James Woods, who had a number of other recommendations including disabled parking bays in three places, and better labelling to guide wheelchair users on arrival at the building. **NS to implement these.**
- 6.9 PF asks what is happening about new signage on the front of the building. NS has long-term plans for a special hand-made stone and/or wooden sign to be fixed high

on the front wall, but in the meantime he suggests two printed hexagonal signs as earlier proposed. It is agreed that the cost of these would be acceptable. **NS to order.**

### **Phase 3**

- 7.1 NS has had only two responses to the phase 3 proposal, both of which suggest that the plans need to be more widely publicised. SD suggests that a display should be made available for discussion in the pub, together with a suggestions book. All agreed, **NS to arrange.**
- 7.2 NS: it will be some time before funds are available to take phase 3 forwards, but at the suggestion of James Woods, one of the objectives could be temporarily satisfied by converting the two cubicles in the gents toilet into a single accessible one. This would not be fully compliant with building regs, but could be a practical temporary solution. **NS to draw up plans.**

### **Other**

- 8.1 GG: there are still concerns about the accessibility of the stock room when the car park door is left unlocked. Would it be worth installing CCTV? **NS to research.**
- 8.1 GG: we had a visit from Sam Shaw who administered the grant we received for the solar panels. She was impressed by HOTV and turned out to have experience of running beer festivals. GG wondered whether this might be an appropriate way of marking the Platinum Jubilee. SD had considered a pram race or similar. GG to put SD in touch with Sam, and discussions to continue.
- 8.2 SD has researched prices for a domain name and hosting costs for a new pub website. He asks if [royaloakssg.co.uk](http://royaloakssg.co.uk) or [theroyaloakssg.co.uk](http://theroyaloakssg.co.uk) is preferred. All agreed that [royaloakssg.co.uk](http://royaloakssg.co.uk) is better. **SD to buy domain name and set up the site.**
- 8.3 NS has experimented with changing the information about the Oak directly on Google Maps. Google have responded with an email inviting further information. **SD to encourage Phil to engage with them.**
- 8.4 PF asks about camper vans, and suggests that the village hall might be a better space for them. Generally agreed.
- 8.5 Jason is coming to the end of his probation period. It is agreed that he has delivered all that was asked of him and his contract should be confirmed.

*Meeting closes 8:32 pm*

**The next meeting is an open meeting, at 7pm on Tuesday 5th April at the Royal Oak**