

## **H O T V Management Committee meeting minutes**

Held at The Village Hall 10<sup>th</sup> May 2022. 7.00pm.

Present: Graham Glead (chair) Mike Blair, Simon Dauncey, Paul Fielding, John Davidson, Ann Woods.

**1. Apologies:** Nick Sloan, Jon Cochrane.

**2. Minutes of the previous meeting:** Were agreed.

**3. Health and Safety :** Nothing to report.

**4. Matters arising.**

4.1 Letters for grants sent to several organisations, so far two have responded, they will put to their committees and be in touch.

4.2 Biffa have been contacted regarding emptying the bins, The contract has been changed.

**5. Financial Matters**

We have a challenge; in April we only took 67% of what we need to break even in the long term!

We have paid 5K – HMRC

3.2K – VAT

We seem to be treading water. Sales trends in the shop and the Pub are a cause for concern.

We need 16K in gross profit per month to cover fixed costs.

**What do we do?**

**PUB**

PE & JW need to co-ordinate better on the food offering. There also is a need to work together on marketing and advertising. Promoting food and events is important, across all forms of Media.

There has been little information available on their trading figures.

There is a concern that food supplies to the Pub are expensive. In addition, we are holding high stock levels. Profitability on meals is low and needs particular attention. SD to address with PE and JW

### **Shop**

Shop Sales remain depressed. There is a need to address pricing and inventory. Again, there is a need for better information on trading performance of the shop in order support better decision taking

### **Actions**

Call a meeting of the operating staff to explain the current operating situation (GG+SD,MB)

- Share the Gross Profit tracking charts
- Define responsibilities for improvement
- Invite suggestions around actions to address the current challenges

## **6. Operations Update**

6.1 It was proposed that the Pub opens Saturday Lunch time inc. food.

Possibly also Bank Holidays. We will need to identify cover for Phil in the event of absence or sickness

6.2

Current Volunteers covering for Carolyn feel they have felt more involved and have enjoyed this.

6.3.

It was agreed that we need to do a considerably better job promoting both the shop and the pub. There needs to be a dedicated Marketing person who can raise our profile. We should explore co-opting a person on to the MC We have

2 black boards, one for the shop and one for the pub to promote offers and events. SD to sort.

N S working on the Flyers.

**7. Insurance:** Mike to check.

**8. Bereavement policy:** we agreed not necessary.

**9. Electricity:** the panels are working well we had a saving of £600 last month.

**10. Security:** Security Camara's not necessary yet.

**11. Date of the next meeting:** Tuesday 7<sup>th</sup> June. V H 7.00pm.

**Round the table:**

Ann mentioned "Brit Stops" - we are still in their brochure for camper vans.

Phil has had an enquiry for use of the function room. It was decided Paul will wake up the decorating team and they will have a tidy up and clean up, to include the Pool Table.