

HOTV Management Committee meeting minutes | **Draft**

Sturt's Farm, Tuesday 15 November 2022, 7:00pm

Present: Mike Blair (chair), Jon Cochrane, Simon Dauncey, John Davison, Paul Fielding, Nick Sloan, Ann Woods [apologies from Martin Keswick]

Preliminaries

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

Health & safety

- 2.1 NS: We had a routine fire inspection this afternoon. The fire officer was very helpful, broadly appreciative of the measures we had taken to make the building safe, but gave us a long list of mostly minor matters to improve. **NS to ensure these are attended to before handing responsibility for fire safety over to Phil.**

Matters arising

- 3.1 MB asks whether we should be sending out emails to Members on behalf of other village organisations, (e.g. St Gregory Players). It is agreed that while we may be willing to make recommendations in our regular updates, we should not be sending out any non HOTV-related emails. **All agreed.**

Financial

- 4.1 JC: Nothing much has changed since the last meeting. The pub is not hitting its target except on special occasions, and the bank balance continues to drop. We have not turned the corner yet and need to concentrate our focus on cost reductions.
- 4.2 JC: Special events at the pub are very effective in raising revenue. The recent Remembrance Day Sunday lunch put on by Sue and Cherry, with help from Robert and Nigel, was very successful. MB emphasises that we are extremely grateful to them for all their hard work. **All in accord.**

Operations

- 5.1 JD has so far recruited 18 new or returning volunteers. There is more work to do. PF offers to help with leaflet drops and AW with organisation and rotas. JD plans to arrange a meeting of volunteers in the next couple of weeks. SD: two young lads are soon to start volunteering as part of their Duke of Edinburgh's award.
- 5.2 MB and JD are working on stock control. MB says that most of the stock items are now loaded into PayPoint, but stock *levels* are not available until we have had a new stock-take to use as a base-line. The intention is to enable shop managers and volunteers to enter data regularly via a phone app, and use it to inform the ordering process too. This could start immediately.
- 5.3 MB remarks that we still have too many suppliers and that ordering is still too haphazard. He also suggests that once there is clearer visibility of stock and sales via EPOS, the managers should monitor trends and regularly report to the MC.

Other

- 6.1 MB relays notes supplied by MK. He has been working on the lights in the function room, the car park and the signs at the front of the pub. He has also started some promotion on Facebook and Nextdoor.
- 6.2 MK has asked whether it would be good for the managers to give a report to the MC before meetings. **MB to discuss this with the managers.**

- 6.3 SD has discussed with MK the renting of the function room. The proposal is £10 for the first hour and £5 for subsequent hours, to be set against any purchases from the bar or shop. Private hire with bar would be negotiated on a case by case basis. If and when there is heating in the function room we may need to factor in further costs.
- 6.4 MB asks about the warm hub proposal. NS says that is still unclear where the warm hub initiative is going, though it seems to have morphed from the provision of a permanent warm place into a fortnightly social gathering. We have agreed to the next one on 21 November but we need to discuss any proposals after that. PF suggests that the 21 November meeting is designed to clarify intentions.
- 6.5 We have been asked if hot soup could be distributed from the café following Carols in the Square. All are agreed that this would be fine, and that we might also provide mulled wine from the pub. **MB to confirm to Jane White.**
- 6.6 AW asks about the HOTV Christmas tree, generously donated last year by Mike Hutchings. **PF to ask Mike.**
- 6.7 MB draws attention to several administrative tasks that still have to be taken over from David Crabbe and Graham Gleed, including credit card accreditation and validating the credit card machine to the new EPOS till. Xero has to be re-validated with HSBC every quarter and only GG is authorised to do this. We also have to find a better way of preventing obligations like VAT and council tax payments falling through the cracks. JC says that the accounts have still not been signed off, apparently because AC Mole have not yet received the supporting invoices. He says that all invoices should be sent direct to Sally who will deal with them promptly.
MB to work on clearing up these anomalies.
- 6.8 JC reports that at his request Somerset Community Fund have reduced our capital repayments by £1K/month for 2 months, hopefully extendable to 12 months. Co-operative & Community Finance have agreed to reduce our capital repayments from £500 to zero for 6 months. Our payments to Triodos are smaller, but the next job is to fill in a long form before they will consider a reduction.
- 6.9 MB: We have no specific process for handling staff (or tenant) grievances, and no-one with specific HR responsibility. PF says the annual reviews are also handled on a rather casual basis. We need to take advice and revisit this at future meetings.
- 6.10 JD relays a comment from Phil that staff have not received tips that were paid via credit card. SD says that Phil as “troncmaster” was supposed to be responsible for handling and distributing tip payments from whatever source. **JC to look into this.**
- 6.11 JD asks on behalf of Phil whether he can use a pub-side debit card. **Agreed.**

Grants

- 7.1 MB reports on a meeting with Sarah Dummer-Wade representing the Lottery funds. We would be fully eligible for one of their their smaller (max £10K) grants but she was not encouraging about our eligibility for a larger grant because they are not concerned with improvements to premises. GG has recently applied for a Resilient Communities grant and has since drawn our attention to an Aviva Community Fund grant. These are all being pursued with help from Olivia Sanders.