

HOTV Management Committee meeting minutes

The Village Hall, Tuesday 3 January 2023, 6:00pm

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

Preliminaries

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

Health & safety

- 2.1 NS reports that nearly all the upgrades recommended at the recent fire inspection have now been completed, thanks in large part to Roger Brown who has replaced a number of door locks, and to MK who has worked on the emergency lighting. There is one outstanding issue with a smoke sensor which needs to be cleaned out and reset.

Management Committee roles

- 3.1 MB suggests that we need to have a clearer idea of the demarcation of responsibilities among MC members. MK says that there is a separate issue about the division of responsibilities between shop managers. MB agrees that this is something that needs to be agreed with them, but that first of all there needs to be a clear line of communication between the shop and one person on the MC.
- 3.2 MB reports that our Christmas shop sales this year are about 12% down on last year due probably to the general squeeze on household spending. This trend is likely to continue. JD says that we need to adapt to circumstances by reducing both stock and paid hours. MB feels that establishing clear roles is the first step in implementing the necessary changes.
- 3.3 It is agreed that one MC member needs to be specifically responsible for liaising with shop managers, including seeing and approving timesheets and handling any grievances. Ann Woods, as a regular shop volunteer, is seen to be best placed to take on this role and agrees to do so.
- 3.4 JC argues that it is essential in bringing costs under control and enhancing the resilience of the business that we have to reduce paid hours. It is suggested that from 30th January, shop manager hours be capped to 25 per week each. **Agreed by all.**
MB and others to meet the managers to discuss the consequences of this decision.
- 3.5 A long discussion ensues on further measures necessary to optimise manager hours and improve margins. These include eliminating unpopular stock, eliminating unnecessary journeys to buy stock (or asking volunteers for help with this), laying out stock more efficiently (perhaps with advice from suppliers) and encouraging volunteers to take on all the shelf stacking and pursuing the possibility of regular (and preferably auto-ordered) deliveries from Bookers.
A meeting will be arranged with the managers, MB, JD, PF and AW to discuss stock management and related matters.
- 3.6 JC: Having more trained volunteers is going to be crucial in maintaining opening hours. AW says that we have some very good volunteers coming along, but it takes time to train them sufficiently to operate the shop. We still need to maximise all the volunteer help we can find.

- 3.7 AW: Only the shop managers have admin access to the HOTV 3Rings webpage. Since AW is the primary organiser of volunteer rotas she needs full access.
MB to see whether he has the necessary credentials and pass them on.
- 3.8 MB: another role that needs to be clarified is responsibility for liaising with the tenants in the flat. MK agrees to take this on.
JD to meet MK to hand over details of previous agreements etc.
- 3.9 JC asks if one person on the MC can take responsibility for overseeing pub food. Simon Dauncey is happy to accept this role.
- 3.10 JB: there are some anomalies with software logins and payment accounts that need to be tidied up. JC points out that addressing the three or four essentials needed to keep us in business is more important than being distracted by details that have little effect on the bottom line.

Finances

- 4.1 JC is encouraged that our bank account has stabilised. David Crabbe discovered that we have been paying too much VAT on energy for the last 18 months, so we should be able to claim a refund in our next VAT return.
- 4.2 JC has now agreed loan repayment holidays with all three lenders, the last being Triodos Bank, who require us to minute our acceptance of their variation of terms as follows: After careful consideration of the terms of the Letter of Variation and of the nature and scale of the liabilities undertaken by HOTV under the Agreement, it was resolved that for the purpose of carrying on its business, it would be of benefit to and in the best interests of HOTV to vary the Agreement in line with the terms of the said Letter of Variation. **Agreed by all.**

Operations

- 5.1 JD: Martin has done great work on the external pub lights.
MB: the shop door needs re-pointing.
MK: The bar door has swollen and needs planing and re-sealing. Also the gutter above needs clearing. **JD to ask a window-cleaner to go through all the gutters.**
- 5.2 MK: more thought needs to be given to marketing the potential of the function room.
JD to contact Jeannie Kenefick and arrange a meeting with Phil to discuss publicity for upcoming events.

Other

- 6.1 MK circulates a graph showing electricity consumption by month over the last year, including the contribution of the PV panels and the effect of culling fridges in July. JC reminds us that our electricity costs are likely to double in October 2024.

Meeting closes at 8:17 pm

The next MC meeting will be at 6pm on Tuesday 17 January in the Village Hall.