

## **HOTV Management Committee meeting minutes Draft**

The Village Hall, Tuesday 28<sup>th</sup> February 2023, 6:00pm

Present: Mike Blair (Chair), Martin Keswick, Simon Dauncey, John Davison, Ann Woods.

### **Preliminaries**

1.1 Apologies from Nick Sloan and Paul Fielding

### **Minutes**

2.1 The minutes of the last meeting were agreed to be accurate

### **Health and Safety Reporting**

3.1 No accidents or injuries reported

### **Matters Arising**

4.1 EPC certificates for pub and flats. **MK to investigate.**

The whole premises had a recent inspection by a Fire Officer and the points made by him have been addressed, there was no comment by him with reference to furniture.

4.2 Coronation Tea. Jane White and Sewing group have offered to organise a Coronation Tea in the pub garden for the children we all agreed that this should go ahead. AW has contacted Janice Pearce to suggested we get Coronation mugs or something for the children to commemorate the occasion. Tom and Hazel Stobie have offered to organise a fund-raising event for HOTV, details to follow, if that was okay with the committee. We all agreed it's a good idea and to go ahead.

**AW will follow up**

4.3 A vote of thanks was given to James Brown the Magician and Dave Owen for a very entertaining show and to Paul, Simon, Phil and everyone else involved in organising the Magic evening. It was a great success and raised about £1000 for HOTV

4.4 MB had a meeting on site with the SCF as they wanted to see the set up and how we we're getting on. They were very impressed and supportive and offered to give us more money either in the form of a grant or half loan half grant or take equity in return for a loan. They also suggested that we contact the Thatcher Foundation. MK to approach a friend of his who supplies equipment to Thatchers. MB said that SCF are planning a meeting with all the local Community Projects that they've funded. They suggested they could use our Function Room for this.

**MK to find out about possible Thatcher Foundation funds/support**

4.5 Function Room heating needs updating. Maybe new rads on existing system or change for individual electric heaters. MK said the electric heaters in the Village Hall are very efficient.

**MK to investigate options.**

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### **Financial**

5.1 MB spoke to GG to request a monthly P&L for the meetings. GG has said he will do this. MK said that the target GM of weekly reporting is only a break-even position, the target should be raised.

**MB to speak to GG**

## **Recruitment of new Treasurer**

6.1 GG has kindly stepped in as a temporary Treasurer until we find a replacement for JC. SD said does it necessarily need to be someone local. He knows a couple of people, not local, who may take it on he's going to approach them. MK asked if we could approach SCF and Plunknett for advice on this. We should also spread the word on Facebook and NextDoor

**MB to approach SCF and Plunknett and post on FB, Next-door etc. SD to contact leads**

## **Shop Stock Initiative Progress**

7.1 MB and PF have done a lot of work on Epos and have a much better understanding of the information we get from it and the processes. MB said pretty much all shop stock is now on Epos. Priority is to start booking and pricing all stock deliveries in and the stock level on Epos corrected. We need a dedicated team of volunteers to be responsible for booking all new stock in including special order items.

**MB to arrange year-end stock valuation.**

## **Volunteers**

8.1 AW said that there are more new volunteers and 3 Rings is working better and people are using it apart from a few exceptions who are people who don't use computers. JD said Flyer for new volunteers and part-time chef/cook is going out this week

## **Pub**

9.1 MK and SD are having a formal meeting with Phil this week to discuss a personal action plan for him to improve the performance of the pub to achieve financial target needed. We also need to change the basis of any incentivisation from turnover to a profitable basis

**MK and SD to meet with Phil**

9.2 SD and MK said that interview with Jenna for a chef went well and she seems keen to do the job. It's been suggested that we ask her to do a pop-up trial evening and that this should be open to all members apart from the MC so as to be impartial. It was agreed we would offer 2 courses ( mains and desserts) for £20 for 20 covers on the basis of advance ticket sales promoting these to members/customers who were regulars for food previously.

We agreed that SD will offer her the job subject the trial evening.

**SD will organise pop up evening with Jenna**

## **Members Communications**

10.1 MB said that some members weren't getting messages and other things. MK asked if we're using Mail Chimp which is free and he's used before. It's a way to building up and use a mail list. MB to talk to Nick about this. MK said if we send emails most people will get and read them. MB said how about putting a members page on the website. AW said if you're not on Facebook you can't get to the Village Group and she knows some people in the village that don't get this. SD said you have to join first. MB said he look into this with Nick. AW said there's already North Curry and Burrowbridge villages sites.

**MB will look into this with NS**

10.2 SD Suggested that we should have a dedicated HOTV Notice Board inside the building, probably best in the café, to post HOTV information and event. MK said that the New Inn at Halse has got a big notice board the door with info about the history of the project and info about forthcoming events. SD suggested we maybe could show off what we've achieved with some of Lyn Silcock's photos framed on the passage wall AW said Roger Brown would probably make the notice board and frame some photos for us.

**SD will follow up**

### **Polling Members for more investment**

11.1 The plan is to canvas existing members along with the rest of the village to raise more funds for HOTV by buying shares. There had been some concerns that we shouldn't be asking for investment to pay off loans. AW said there's been feedback from a number of people to say they'd be happy to invest to help reduce our borrowings. Following a discussion in some detail it was agreed that we should go ahead with this specifically to reduce some of the loans, MB said the original application form is not available on the website anymore we need to reopen it. AW said that Susan Crabbe and Liz Bennet had commented recently that they'd like a list of what is required of the volunteers. She'd sent this to them following the AMM

**MB to make share application form available.**

### **AOB**

SD suggested we have a new website specifically for HOTV. HOTVSSG.co.uk and HOTV.uk are both available but not HOTV.co.uk. MK thought HOTVSSG.co.uk is best.

JD said that Nick asked it to be noted that we need a meeting re Phase 3 asap to get our ducks lined up to comply with the requirements for the Valencia grant application.

**MB will organise meeting**

### **Next meeting**

Tuesday 14<sup>th</sup> March 6pm in Village Hall

Meeting Closed at 8.10pm