

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

The Village Hall, Tuesday 11 April 2023, 6:00pm

Present: Mike Blair (chair), John Davison, Simon Dauncey, Paul Fielding, Martin Keswick, Nick Sloan. Apologies from Graham Gleed and Ann Woods.

### **Preliminaries**

- 1.1 The minutes of the 14 March meeting were agreed to be accurate.

### **Actions from previous meeting**

- 2.1 NS and MK had a meeting with Jason Keswick and Tom Hartley to discuss options for Phase 3 plans. Once these have been completed, two or three options will be published and shown for comments at an Oak open day.
- 2.2 PF has researched the wider use of EPOS and JD has chased up Bookers on the subject of advice from their retail adviser and is waiting for a response.
- 2.3 MB sent out a note to Members following suggestions at the public meeting about raising money to pay off loans. So far no response has been received. JD is happy to follow up with those Members who already expressed an interest, but feels that the autumn would be a better time to do this. To be discussed at the next meeting.
- 2.4 There appears to be an issue with some Members not receiving bulk emails. MK suggests using either MailChimp or a fresh HOTV website for distributing emails.  
**MK to set up a MailChimp account.**
- 2.5 JD: We need a separate email list to distribute info about upcoming events to anyone (not just Members). Customers would be encouraged to sign up for this in the shop and pub. We also need to ensure that posters and banners are used to inform customers who are not on the mailing list. Three sites have been agreed for banners.  
**NS and JD to arrange for banners to be produced.**
- 2.6 NS: There are a handful of Members who chose not to receive email Member updates, and who have recently not received any. **NS to write to these, explaining that postal updates are impractical and asking for confirmation that they still do not wish to receive emails.**
- 2.7 MB: despite an agreement at the previous meeting to invite managers to subsequent MC meetings, there are doubts as to whether this is practical due to time constraints etc. It is agreed that there should be better two-way discussion with the managers on a regular basis, but it is finally agreed that this should take place in the Oak, at a time convenient to the managers, preferably on a Wednesday, Thursday or Friday afternoon. **MK to set up a regular time to meet Carolyn, Jenna, Jo and Phil together with AW and MB (or PF), to discuss performance and any topical issues.**
- 2.8 MB has received an email from David Howells, General Secretary of the Sedgemoor Skittle League, expressing a wish that we make two skittle alleys available. While there are some doubts about the potential sales which it is claimed skittlers could bring in, there is a medium-term plan to offer a second alley as part of Phase 3. We will also be upgrading the existing alley to skittle league specifications.  
**MB to reply, explaining our intentions and constraints.**
- 2.9 MB has also received an email from a Member who has moved away from the area and is looking to surrender shares. It is agreed that we are not obligated to buy back

shares and are not currently in a good position to do so.

**NS to discuss with GG and circulate a draft reply.**

### **Finances**

- 3.1 MB: shop sales have improved recently, and the pub had a good week due to a special event on Sunday. The Co-op loan repayments will be kicking in again in mid-May, and the SCF ones in November. We still need to keep a close eye on trends and find ways of boosting trade, though resuming pub food should help.
- 3.2 MK has concerns that GG's graphs are showing gross profit but not realistic trading profit, taking into account expenses such as holiday cover and casual staff payments.  
**MK to discuss with GG how to better reflect the full picture.**
- 3.3 PL raises a question about how salaries are represented on GG's draft P&L.  
**PF to raise his queries directly with GG.**
- 3.4 MB: The Somerset Community Foundation has (via GG) pre-approved a combined £10/£10K grant and loan to cover the chef's salary, should we wish to apply for it. MB, SD and MK are opposed to taking up the offer on the grounds that we do not want to take on any further loans. JD, PF and NS are of the opinion that we could work it to our advantage. MB suggests that we go back to SCF and see whether they can offer a grant without a loan. **MB to discuss with GG.**
- 3.5 MB: There is an issue about cash payments for purchasing pub stock. It is agreed that Phil (and Jenna) should have access both to the Bookers credit account and to an HOTV debit card, and that these payments need to be differentiated from shop purchases. **JD to show Phil how to access our Bookers account. MB to arrange for a second debit card and to clarify with GG which bank account/s we are using.**

### **Treasurer**

- 4.1 MB: We have found no volunteers for the role of Treasurer. It appears that GG is happy enough to continue as Acting Treasurer for the time being. Do we still need to keep looking for a replacement? SD asks whether GG should be co-opted back onto the MC. **MB to discuss both questions with GG.**

### **Volunteers**

- 5.1 MB: in response to King Charles' initiative to encourage volunteering nationally, there is to be a "volunteer hub" at the coronation fête on the playing fields, where posters advertising volunteering opportunities are displayed. AW has drawn up a poster about shop volunteers. MB suggests that we should produce an additional poster about garden/refurbishment/pub volunteers etc. **NS to talk to AW and draft another poster.**
- 5.2 SD says that we are going to need more cleaning volunteers for the pub and kitchen once we restart food, since both will have to be kept spotless. New volunteers may express an interest either to AW or direct to Phil, who will be managing them

### **Grants**

- 5.1 NS says that we have 4 potential grant applications, of which Valencia is the biggest. We do not have time to make an application for Phase 3 before the next deadline but we could apply for kitchen equipment and defer the rest until we have completed plans and public consultation. We need to be ready to apply to Valencia in July. There are individual needs, such as accessibility improvements, that could be good candidates for smaller grants, but until we are clear about how things are going to

change with Phase 3 we would be better waiting on these.

SD to research buying cider direct from Thatchers, and any benefits this might bring.

### **Pub**

- 6.1 MB thanks everyone (primarily SD) who has helped bring Jenna on board. Her trial evening on 25 March was a great success. She will be meeting SD and Phil this weekend, starting work in the Oak kitchen on 10 May, and providing food from Friday 12 May. The kitchen has been thoroughly cleaned by volunteers in preparation.

### **Other**

- 7.1 MB asks if HOTV should be represented at the Envirofair. It is concluded that we do not have anything particular to contribute in this context.
- 8.1 MK has researched heating for the function room. We could install 2Kw panel heaters for about £100 each. About 4 of these would be sufficient. No decision at present.
- 8.2 JD asks if there would be any benefit in installing batteries for the solar system. MK suggests not since we are almost always consuming more than we are generating.

*Meeting closes at 7:58 pm*

The next MC meeting will be on 25th April