

HOTV Management Committee meeting minutes | Draft

The Village Hall, Tuesday 14 March 2023, 6:00pm

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

Preliminaries

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

Matters arising

- 2.1 It was agreed that Carolyn, Phil and Jo would, by default, be invited to join future MC meetings.

MK has obtained an Energy Performance Certificate for the Royal Oak.

No further action is being taken regarding a children's Coronation tea since it is understood that one is being organised by the school.

MK has established that we can apply for a grant from the Thatchers Foundation. We have also been encouraged by the Somerset Community Foundation to consider a grant from them. **GG to follow up on this.**

Finances

- 3.1 GG had circulated provisional Operations Cash Flow and P&L tables before the meeting, showing figures from 2021 to 2022 and estimates for 2023 and 2024. There is some discussion about the basis of the forecasts which is a work in progress. PF offers to join GG and MK in collaborating on a fully populated P&L that can be agreed and used as a basis for monitoring performance and establishing levels for bonuses.

- 3.2 The pub has been performing better than anticipated on wet sales alone, though margins should be higher. Shop sales have been soft this week for no obvious reason. The bank balance is around £26K, which is the highest it has been since last April.

Treasurer

- 4.1 We are seeking a treasurer to replace Jon Cochrane, but given sufficient support, GG is content to assume the role until we find someone else. This is much appreciated.

Grants

- 5.1 NS: we have been invited to apply for a ≤£50K grant from Valencia before the middle of April, and on the strength of this Jason Keswick, Tom Hartley and NS have been working on schemes for Phase 3. The intention would be to prepare a limited number of options and hold an open day in the Oak to show them and invite comments. During a brief discussion of the merits of the current schemes, GG suggests making provision for an internal lift. MK outlines Jason & Tom's alternative plan and JD proposes a vote of thanks to them for their input.

- 5.2 MB has reservations as to whether now is the time to be taking on new developments when we are still working on turning around the business but NS says that this is a purely grant-funded capital project that should not impact operations. There is general agreement that there is insufficient time to explore the options, decide on a scheme and cost it in time for the April deadline, but NS feels that we need to keep the momentum up in order to be prepared for the next round of grants.

NS to meet MK, Jason and Tom to further develop the options.

Shop operations

- 6.1 JD and others thank AW for her massive contribution in managing volunteers and helping to keep the shop running during Carolyn's absence. AW says that the flyers have produced a few excellent new volunteers. We still have only four fully trained volunteers but training is ongoing. Scanning into EPOS is still being worked on, and more volunteers need to be trained in this. MB refers to a potential PayPoint feature that can automatically enter Bookers deliveries into stock. **PF to look into this.**
- 6.2 JD reminds us about Bookers retail and hospitality advisers whose services had previously been offered. **JD to follow this up.**
- 6.3 JD asks if we could do extra marketing to increase sales. GG says the dip in sales is due to reduced footfall as opposed to reduced sales per customer. Working alongside Jo recently, AW has been impressed by her hard-work and conscientiousness.

Pub operations

- 7.1 MB reports that last week SD met Jenna, our potential new chef, to discuss the details of her trial cooking evening on Saturday 25th. Twenty food customers are being invited by Phil and SD. MK suggests that Jenna seems to get on well well with Phil and there is a renewed commitment to make food work this time round.
- 7.2 AW says that Jo is adding James Devine to the list of people trained to sell alcohol, and that MK probably needs to be qualified too.

Raising capital to pay off loans

- 8.1 MB had circulated a document in anticipation of canvassing Members on what support there might be for raising funds to pay off some of our outstanding loans. GG suggest that we might just focus on the £51K owed to SCF, which would save us £1,300 a month. PF thinks we should keep things simple and give a brief account of the savings produced per sum raised. GG thinks that initially our approach should be exploratory: in the light of suggestions at the last public meeting, would Members be interested in contributing to a fund to help pay off loans? AW and JD suggest that we produce an up-beat message, promoting the scheme as an element in the resurgence of the fortunes of HOTV. JD thinks that Jeannie Kenefick might help with the publicity. NS suggests that there needs to be one-to-one engagement with potential subscribers.

MB to reword a message for Members and the wider public, and circulate to the MC.

Other

- 9.1 AW has been told that we have to display our Employer's Liability Insurance certificate. **MB to give a copy of the relevant certificate to Jo.**

Meeting closes at 8:10 pm

The next MC meeting will be on 11th April