

HOTV Management Committee meeting minutes

The Village Hall, Tuesday 8 August 2023, 6:05pm

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

Preliminaries

- 1.1 The minutes of the 18 July meeting were agreed to be accurate.

Matters arising

- 2.1 MK has ensured that Phil completes a pub cash reconciliation every week.
- 2.2 PF has explored the extraction of sales data from the PayPoint EPOS system. The data is laborious to locate and more so to present clearly. It is not possible, for instance, to produce graphs of sales against time. Other EPOS systems are better in this regard but we are contractually tied to PayPoint and need it for features such as the provision of electricity keys. PF feels that while there may be some useful information to be mined, it would not be practicable to do this on a regular basis. GG suggests that a better approach to stock monitoring might be to allocate responsibility for specific product categories to individual volunteers (product managers) to keep tabs manually. It is agreed that this approach should be encouraged.
- 2.3 MK raises the issue of an invoice for a new pitch-plate for the skittle alley which was not pre-authorized. We appreciate the work that is being done to replace the pitch-plate, but significant capital items should be approved by the Treasurer before they are ordered. NS asks whether the positioning of the pitch-plate has taken into account the slight narrowing of the alley proposed in Phase 3.
- 2.4 MB has obtained a quote for our insurance renewal which he will circulate to MC members before accepting it.

Finances

- 3.1 GG: business is generally pretty good. In the year to date we have made £14,010 as against the forecast of £12,297. The shop performed very well last week, dry sales in the pub were down a little but still above target, wet sales remained below target, though a recent increase in beer prices should help with this. Overheads were less than anticipated, though interest rate rises mean that Triodos loans are costing us £910 a month as against £670 last year. The recovery of the bank balance to around £30K seems to be holding up well. The downside to this success is that we may find ourselves liable for Corporation Tax unless we counteract profits with more capital expenditure. MK suggests that installing a basic kitchen in the 2nd floor flat would be a good thing if funds were available. GG agrees, but says that we are not yet at the stage where we can safely embark on capital spending.
- 3.2 PF asks if the financial forecast should be adjusted to take into account the reduction in salaries since Carolyn left. GG says that a forecast is a forecast and should stand until any changes are taken into account for the next one. PF further comments that while a lot of time is spent talking about improving shop trading, it is pub wet sales that are under-performing. GG suggests that we watch pub figures for a couple more weeks before deciding whether any action needs to be taken.
- 3.3 GG says that AC Mole have said that our annual accounts will be ready by 28 August.

Volunteers

- 4.1 AW has provisionally changed the shift system to reduce the load on existing volunteers, with Jo working longer on Wednesday, Thursday and Friday. AW asks if this change could be approved. This is agreed, at least until such time as we may manage to attract more volunteers.
- 4.2 MK says that Phil has access to enough pot-washers but is in need of volunteers who could be trained to work behind the bar.

Feedback from staff meetings

- 5.1 MK reports some confusion around the service we receive from Bookers following the setting up of a separate retail account. The understanding was that we would have access to stock from their Exeter retail store, but it appears that in practice we are limited to Taunton, which is primarily hospitality. GG believes that Bookers have failed to deliver what they promised and should be challenged on this. AW also reports confusion about milk orders from Hunts. Hunts orders can also be billed via Bookers, but it is unclear what discounts apply. The Hunts rep is due to meet Jo soon to discuss the options. **MK and GG to pursue these questions.**
- 5.2 MK says that the dry food hoppers have been removed from the shop and are for sale online. There has since been an increase in packeted dry goods sales. The space where the hoppers were has been replaced by a cabinet for hot snacks.
- 5.3 MB mentions again the vulnerability of having single staff members responsible for most aspects of the operation. One mitigation would be to document procedures better to help anyone taking over. GG agrees that this would be desirable but involves a lot of work. NS has documented details of e.g. burglar alarm and fire alarm procedures, and offers to do the same for broadband/wi-fi. GG asks how such documentation would be made available. NS suggests that as well as being held on paper by those directly responsible, all documentation could be listed on a password-protected page on the website. MB suggests that those taking on individual responsibilities (e.g. shop product categories) should write up their own instructions for successors to follow.
Managers to be asked to start documenting procedures.

Other

- 7.1 PF asks whether we can bring the pool table into use, possibly running competitions. When it was previously available in the function room there was a problem with the behaviour of some young people since it was not under Phil's supervision. PF feels that if it was used for competition, the teams would be self-regulating. GG says that there is a lot of opposition to putting it back in the upper bar. **PF to research leagues. MK to discuss with Phil, mention the proposal in the newsletter and invite comments.**
- 7.2 Several members of the MC have received a letter from Ian Upshall on behalf of the Community Plan Delivery Team asking for comments. While HDTV endorses the sentiment behind the Community Plan, and feels that it's own efforts are very much aligned to many of the aspirations voiced in it, it is unclear what we could be doing differently or what value there might be in discussing how the plan affects us.
- 7.3 AW points out that there is still a lot of static stock in freezers and chillers in the stock room. It is agreed that these should be emptied to save electricity.

Grants

- 8.1 NS has had a meeting with Phil and Jenna to discuss purchasing the kitchen equipment funded by our grant from Valencia Community Fund. Upgrading the wiring has to be done before we can install the new 3-phase combi-oven and induction hob. It is hoped to complete this before the end of September.
- 8.2 NS: a 2nd application (for Phase 3), was submitted to Valencia Communities Fund in July. We will not know until early October whether we have been successful.
- 8.3 GG suggests applying to the PC for CIL money, possibly for accessibility improvements. **To be added to the next agenda.**

Meeting closes at 8:03

The next MC meeting will be on Tuesday 22nd August, at 6pm in the Royal Oak.
The Annual Members' Meeting is planned for 25th September at 7pm in the Royal Oak.