

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

The Royal Oak, Tuesday 12 September 2023, 6 pm

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

### **Preliminaries**

- 1.1 The minutes of the 22 August meeting are agreed to be accurate.

### **Matters arising**

- 2.1 MB has sent out emails to Members inviting them to the AMM on the 25th, and also inviting people to submit nominations for the Management Committee. NS has also posted an announcement on the village website, together with a nomination form.
- 2.2 GG has been researching alternative accountants before we propose retaining AC Mole for another year. He is expecting sufficient information for a decision to be made at the AMM.
- 2.3 There is an issue with communication between the shop till and the wifi network after power cuts. This needs to be resolved, preferably by reverting the network name and password to their previous settings.
- 2.4 MB reports a recent question from a Member about the validity of HOTV paper certificates in the light of recent legislation. GG explains that our certificates are not official documents so this legislation does not affect us. The official record of HOTV shareholdings is the entry in the Register.

### **Health and Safety**

- 3.1 NS suggests that staff should be made aware that fire exits should be kept clear at all times, especially the garden door from the kitchen and the end of the skittle alley, which were recently found blocked.

### **Annual Members' Meeting**

- 4.1 NS says that two nominations for the MC have already been received. Once nominations close on the 20th and we know who is standing, details will be circulated and the appropriate election procedure will be announced. The election itself will take place at the AMM. Any Members who are unable to attend the AMM may appoint proxies to vote on their behalf.
- 4.2 GG is unable to attend the AMM due to family commitments, but will write a financial report to be read at the meeting. The annual accounts have already been published on the website, and GG will accept questions via email either before or after the meeting.

### **Financial**

- 5.1 GG: the good news is that last month's trading comfortably exceeded the forecast. The bad news is that casual labour in the pub has rocketed and now accounts for 10% of pub takings. Hiring of casual labour needs to be better attuned to the level of business.
- 5.2 GG: there was a breakdown of the shop chiller shortly after a service. It needs to be established what the terms of the service contract are.
- 5.3 GG: the most recent Gross Margin Trends graph for the pub contains an error due to misallocation of the expense of casual labour to pub food. GG will correct this with Sally for the future.

- 5.4 GG: as compared with recent weeks, last week's sales in both pub and shop were soft. On the bright side, the bank balance continues reasonably strong at £35K.

### **Volunteers**

- 6.1 A monthly prize draw is being organised to reward volunteers, with the first draw taking place at the end of October. JD is organising flyers about this as part of our campaign to attract more volunteers.
- 6.2 MB suggests that we concentrate on trying to find (and train) more volunteers willing to work behind the bar.
- 6.3 AW raise the question of a Christmas drinks party for volunteers. 11th or 12th December is provisionally proposed pending further discussions.

### **Pub**

- 7.1 AW has only just learned that Jenna is on holiday this weekend, from Friday to Sunday. It is agreed that kitchen closures should if possible be discussed with the MC and announced at least a month in advance.
- 7.2 Events: there will be a Quiz Night on 11 October. Open mic nights will be restarting in October, probably once a month, on days to be announced.
- 7.3 PF says that Christmas menus were touched on at the last staff meeting. The WI wants to hold their Christmas lunch at the pub and other organisations may well want to follow suit. GG suggests that Jenna is asked about offering Christmas lunches, possibly on Mondays and Tuesdays. **MK to discuss with Jenna and Phil.**
- 7.4 PF says that Robert and Sue have very generously offered to redecorate the toilets—provided they are not grey! All agreed that the offer should be gratefully accepted.
- 7.5 PF says that there have been renewed complaints from customers about the sound qualities of the upper bar. Sue and Cherry have proposed a solution using fabrics. Agreed that they should price this for approval.
- 7.6 PF asks whether we should be doing more to promote skittles competitions now that we have the new pitch-board.
- 7.7 PF has been having further conversations with musicians about holding gigs at the Oak. James Brown is amenable to the idea of a second magic show, though not in the near future.

### **Shop**

- 8.1 JD has spoken to Central Billing at Bookers in an attempt to unravel the pros and cons of a separate retail account. We have been receiving their "Shop Local" offers catalogue late, by which time it is usually too late to order. We should be able to get access to an electronic version in advance. Other suppliers should also be available cheaper via Bookers Central Billing. **JD to pursue these issues.**
- 8.2 AW: the Christmas Fair will be held on 4th December.
- 8.3 AW says that Roger and Paul have repaired the shop front door and provided new wooden shelves under the window. This is much appreciated.
- 8.4 AW says that Roger has proposed heat-bonded road markings to establish a disabled parking space outside the shop. NS suggests wall signs in addition and a permanent ramp to replace the existing wooden one.  
**PF and NS to meet Trevor Hooper and Roger to discuss the options.**

## **Communications**

- 9.1 NS has drafted a leaflet for holiday lets and similar places to publicise the pub and shop to short-term visitors. PF is preparing a list of suitable places to leave them.
- 9.2 The shop website has not been updated recently because Jo and Jeannie have been unable to log in to it.

**The correct admin details to be obtained from Simon and/or Carolyn.**

## **Other**

- 10.1 PF attended the last PC meeting and picked up a few relevant points:  
Single-use plastics have been banned since the beginning of October, so we need to stop using e.g. plastic cutlery in the café.
- 10.2 The PC is looking for a new site for their notice board: can we offer a suitable site? To be discussed.
- 10.3 There is still some CIL money to be allocated by the PC. NS has been looking into an application to fund the last elements in our accessibility programme, in particular access to the function room. **NS to research and pass to MB.**
- 10.4 GG asks MB and NS, as Chair and Sec, to sign the Annual Accounts. Done.

*Meeting closes at 8:08*

**The Annual Members' Meeting will be on 25th September at 7pm in the Royal Oak.  
The date of the following MC meeting will be determined by the new MC.**