

## **HOTV Management Committee meeting minutes**

The Royal Oak, Monday 6th November 2023, 6:00pm

**Present:** Mike Blair (chair), Graham Gleed, Martin Keswick, Ann Woods, Paul Fielding (PF), Tom Duxbury (TDu), Emma Simon

**Apologies:** Trevor Daniels (TDa)

### **Minutes from the last meeting (2nd October 2023)**

- 1.1 MB asked if all members agree to the previous minutes. All agreed.

### **Health and Safety Reporting**

- 2.1 ES brought to the committee's attention a health and safety audit that can be introduced on a monthly basis to identify any issues relating to general H&S, food hygiene, fire safety etc. Actions feed into a consolidated action plan that can then be prioritised and accessed by all. All agreed it would be a useful tool. ES informed the committee that Nick Sloan had handed over all fire safety information and relinquished the role of fire officer; a role now assumed by Phil. ES will work with Phil to implement audit and ensure all fire checks are completed as required. **ES to implement audit and fire safety log book with Phil, Jenna and Jo.**

### **Actions from previous minutes/Matters arising**

- 3.1 **Car park wall:** The wall in the car park was discussed at the last meeting as it is cracked and appears to be worsening. GG had suggested measuring the incline and reviewing. **TDu will measure the damage and see if it worsens with time.**
- 3.2 **Disabled Parking:** MB confirmed that GG had circulated Nick's CIL proposal to the MC, and from this MB drafted a proposal that he submitted to Janice and the Parish Council, but is yet to receive acknowledgement or hear back.
- 3.3 **MC Contacts:** PF confirmed that the lists for WhatsApp have been created, but is still working on the distribution list. **PF to follow up by next meeting.**
- 3.4 **Shop website:** MB explained that he had contacted Simon and Carolyn for the details but is yet to hear back from them. AW explained that she believed the details had already been handed over to Jeanie Kennerfick. **MB to follow up and confirm at next meeting.**
- 3.5 **Newsletter and financial information:** MK confirmed that GG had sent the financial graph as requested and this was added to the newsletter. MK asked GG to continue to send these each week. **GG to send financial graph to MB for newsletter.**
- 3.6 **Phase 3 meeting:** MB confirmed that this is taking place at 14:30 on Wednesday 15<sup>th</sup> November at the Royal Oak. Phil and Jenna to attend with John and Nick.
- 3.7 **Staff inductions:** ES is working on these with Phil, will submit to MK for input then implement. **ES to implement with Phil by end of 2023.**
- 3.8 **Administration:** ES confirmed that Nick has handed all paperwork over to her, including the fire safety information.
- 3.9 **Code of Conduct:** MB confirmed the Code of Conduct had been sent to the MC and has been updated. ES confirmed that she is in receipt of all signed copies from the new members.

- 3.10 **Financial overview:** MK explained that the issue with the pub wet sales margins being down is related to draught beers and ciders in terms of yield from a barrel being lower than anticipated, taking into account at least 10% wastage. MK felt confident that it is not due to leakage in the lines. **MK to continue to monitor.**
- 3.11 **Volunteers:** MK asked for any pictures to be sent to him in time for the newsletter, as done previously.
- 3.12 **Community Forum:** The first forum meeting is taking place tonight and MB explained he has spoken with Marilyn and asked if she can explore with people any reasons people may be hesitant to volunteer. MB explained that the forum had requested to formally feedback to the MC. **TDu to continue to be conduit if required. MK to identify in the newsletter specific volunteer roles required.**
- 3.13 **Bookers:** MB confirmed that John Davison emailed Bookers to resolve the delivery issues.
- 3.14 **Jenna's Probation:** MK confirmed Jenna received her probationary letter.
- 3.15 **3 Rings:** A brief discussion took place about the 3 Rings for the pub. AW confirmed that this will be added to the existing one for the shop. AW needs the shifts from Phil/MK. **Phil/MK to provide shift details to AW.**
- 3.16 **Food marketing:** MK confirmed that Phil has been marketing on social media. Need to continue with Facebook and Instagram. There is a need for further marketing via the website. **Phil to ensure food marketing is updated on the website.**
- 3.17 **Christmas/New Year:** A discussion took place about the proposed Christmas and New Year menu/meals. Jenna has initially suggested an 8 course meal. It was discussed what might be the best price range to aim to meal at. AW suggested the Christmas menu needs to be advertised as soon as possible. **Jenna/MK to agree and ensure menu/marketing is done.**
- 3.18 **Bar tips:** GG explained that the cash tips have been resolved.
- 3.19 **Bar fridge:** MK explained that the bar fridge needs to be bought. GG will arrange for the requisite amount on the card. **GG to top up card to enable fridge to be bought by 08/11/23.**
- 3.20 **Flat 2 works:** The quote for the works to flat 2 have been received by Dave Dyer. All agreed the quote was reasonable. ES noted it did not include any note of the outstanding bathroom works and the flooring on the landing. A brief discussion took place about this and when the works are likely to start (after Christmas). A brief discussion took place about the heating in flat 2 and what is required. MK suggested asking TDa to review what is required. **TDa to review all works/equipment required.**

### **Committee Responsibilities**

- 4.1 MB suggested that there was a need to look at all suppliers used at HOTV. GG suggested someone on the committee have the responsibility for managing the suppliers as it is felt this too demanding for Jo to fully accommodate into her role. ES offered to incorporate this into her role. GG suggested a meeting with Jo to discuss. A lengthy discussion took place about committee and individual roles to cover all aspects of the business. MK suggested that all roles should be reviewed, responsibilities clarified and consideration given to who will respond to what issue e.g. general maintenance, emergencies etc. MK suggested marketing requires a focused role. GG suggested whether someone could be co-opted to coordinate. MK reflected that the need is very varied. TDu suggested compiling a list of tasks to enable roles to be clearly defined. PF offered to participate in marketing role. **GG, ES and Jo to meet and discuss suppliers ASAP. MB/MK to begin defining roles.**

### **Staff – meeting feedback/issues**

- 5.1 A brief discussion took place about MK discussing with Phil about his role in relation to the property management.

- 5.2 A brief discussion took place about the need to diversify the resource base for running the pub and kitchen, to support existing staff and to create more security for the business.
- 5.3 MB raised the issue of staff training and requirements. **ES to research and source.**
- 5.4 MK brought up the cushions. All agreed they should go ahead with making them.
- 5.5 A discussion took place about expanding the staff and volunteer base for the pub.

### **Financial Overview**

- 6.1 GG explained the VAT bill is due tomorrow, and that there is a rebate from Wessex Water as they had been wrongly billing VAT. GG explained capital will have to be spent on the grant before this is reimbursed by Valencia. All equipment has now been ordered. Discussion still being had regarding blast chiller/heated gantry. All margins are on target or ahead.
- 6.2 A brief discussion took place about the accountancy options. A competitive offer was made to challenge AC Mole. It was suggested an AMM single item meeting be held to agree a way forward.
- 6.3 A discussion took place about share capital withdrawals. **MC agreed to publish a response and guidance on annual caps and details - GG to draft.**

### **Volunteers**

- 7.1 AW informed everyone that 2 new volunteers have started, which is great news. Thanks to them and to AW.
- 7.2 A brief discussion took place about DBS requirements for staff and volunteers.
- 7.3 AW explained there are 50 volunteers on 3 Rings. There are 21 shifts per week to cover per week, but only 15 active assistants, including 5 fully trained staff with 8 shifts for them to cover. A brief discussion took place about how to cover shifts appropriately and increase number of trained volunteers. GG suggested community communication to inform people that without more volunteers, the shop opening hours may need to be reduced. A brief discussion took place about how best to build the volunteer base. **MB to draft a separate communication to members regarding volunteers.**

### **Shop initiative/progress**

### **Pub initiative/progress**

### **Communications – food promotions - all areas covered in points above**

### **Grants – fund-raising – Phase 3**

- 8.1 Separate meeting planned on 15/11/23.
- 9.1 MB explained that we need to develop the vision/business plan that was discussed at the AMM. A brief discussion took place about the state of the project financially and the pressures and aspirations for growth and its current limitations of capacity and resources and how these might be overcome. Agreed that a separate meeting is required to discuss the vision.

**Date of next meeting:** Phase 3 consultation - Wednesday 15<sup>th</sup> November, 2.00pm

MC Meeting - Monday 20<sup>th</sup> November, 6.00pm

Meeting closed at 8.05pm