

HOTV Management Committee meeting minutes

The Royal Oak, Monday 18th December 2023, 6:00pm

Present: Mike Blair (chair), Martin Keswick, Ann Woods, Trevor Daniels (TDa), Tom Duxbury (TDu), Mary Nash, Emma Simon

Apologies: Paul Fielding

1.1 Business Plan

A discussion was led by MB regarding the need for a business plan and what that would look like. There was a suggestion for a separate meeting to discuss this matter specifically.

Minutes from the last meeting (20th November 2023)

- 2.1 MB asked if all members agree to the previous minutes. All agreed.
- 2.2 **Disabled Parking:** The CIL application was accepted and HOTV have been granted circa £7000 for accessibility works including the disabled bay and ramp and a stairlift. Safety concerns about a stair lift and the benefits of an external lift were discussed, though this would not be possible through the current grant.
- 2.3 **Shop website:** MB explained he had spoken to Jeanie Kennefick but a further decision was required moving forwards as to who is responsible for maintenance of the websites.
- 2.4 **Newsletter and financial information:** MK confirmed that GG had sent the financial graph as requested and this was added to the newsletter. This information will be handed over to MN. GG will be handing over to MN at the end of December.
- 2.5 **Staff inductions:** MK created a document to communicate to staff expectations of service. ES showed the MC the induction record she is planning to use with PE to document staff's induction.
MK to discuss document he created with PE.
- 2.6 **Financial overview:** MK explained he is still monitoring wastage. MK and MN led a brief discussion about pricing and recording. A discussion was had about stock control and monitoring.
- 2.7 **3 Rings:** A brief discussion took place about the 3 Rings for the pub. AW said Julie Munroe is happy to help out with booking shifts but requires the staff details. confirmed she needs the shift information from PE/MK. A brief discussion took place about the staffing of the pub with paid staff vs.volunteers. ES suggested PE could review the booked covers vs. walk-ins . **PE to provide staff details to Julie.**
- 2.8 **Food marketing:** MB confirmed Graham Lofting got the details.
- 2.9 **Christmas/New Year:** MB confirmed New Year's banquet has been marketed online.
- 2.10 **Bar fridge:** Bar fridge has been installed. Thanks to Trevor and PF for this.
- 2.11 **Flat 2 works:** TDa explained we are just waiting for Dave Dyer to be available to start work on flat 2 kitchen. TDa explained he had spoken to John Davison about the windows in the flat, who had said that they had all been replaced. ES said the windows have not been replaced and are in the same state as reported at last meeting (broken handles, blown double-glazing, blown seals, draughts and damp.) TDa suggested he will go to the flat to have a look.

Committee Responsibilities

- 3.1 A brief discussion took place about the need to confirm roles and line management between staff and MC, and a discussion whether a general manager role may eventually be required. ES felt the requirements upon us to be compliant with H&S and our other responsibilities creates a significant

amount of work that might best assigned in the majority to a paid and qualified individual. A brief discussion took place about the project's legal compliance. An agreement was reached to focus on the kitchen in the first instance.

Staff – meeting feedback/issues

- 4.1 MN gave a brief update on the EPOS issues and the way things need to work moving forward, including resolving access issues. A brief discussion led by MB took place about general access issues and the need to resolve these.
- 4.2 DBS requirements for staff. All agreed that fully trained volunteers and Jo, Phil and Jenna would be required to complete a DBS check. **ES will arrange DBS checks for staff.**

Matters Arising

- 5.1 New Chair - MB noted that he is resigning from the post of Committee Chair. All thanked MB for his contributions. A new Chair will need to be appointed, and consideration for a vice Chair.

Financial Overview

- 6.1 MN gave a brief financial update. MN explained she has renewed the TV licence which was outstanding from August and the premise licence was in arrears and the details needed changing. MN has resolved both issues. MN explained that she has had a meeting with Sally, and that she wants all invoices sent to Sally so everything is monitored and managed. MN suggested changing book-keeping systems from Zero to Sage and will look to implement this with Sally as a more efficient system. MN gave a brief update on the loans and explained that following the loan repayment break, there is now an amount that needs to be paid to clear the interest. All agreed to pay this now. Access to systems and banking was discussed and all agreed to resolve access issues.

A brief discussion was had about Danny and Helen's offer to staff the kitchen whilst Jenna is on leave.

Phase 3

- 7.1 A brief discussion took place about Phase 3, the open day and the ideas from the community in addition to the offer from the Environment Group to landscape the car park area.

Date of next meeting: MC Meeting - Business Plan meeting - Tuesday 16th January, 6.00pm

Meeting closed at 9.00pm