

HOTV Management Committee meeting minutes

The Village Hall, Monday 19th February 2024, 6:00pm

Present: Paul Fielding (Chair), Martin Keswick, Trevor Daniels (TDa), Tom Duxbury (TDu), Mary Nash (Treasurer), Emma Simon (Secretary), Ann Woods, Mike Blair

1 Minutes from the last meeting (22nd January 2024)

1.1 All agreed to last minutes. Discussed actions.

2 Actions

2.1 Flat 2 windows - TDa said that his son has looked at the windows and assessed which need to be repaired or replaced (panes and seals). Awaiting a quote.

2.2 DBS checks - ES confirmed payment had been made, now registered to be able to complete DBS checks for staff and volunteers. ES to arrange DBS for 12 outstanding staff and volunteers (Kathy and Stuart have a renewable DBS).

2.3 Sandwich provider - happy with supplier at the current time, suggestion to promote it now.

2.4 CIL grant/works - Monies have been received and have go ahead to start work on the ramp from patio to garden. Stair lift and heating to be discussed later.

The plan is to incorporate the ramp works with Phase 3. MK explained that this will now be a simpler process as there is now no requirement to dig up the patio for drainage as a suitable new drain near the kitchen has been identified.

AW enquired about the parking bay, PF explained the matter is somewhat complicated by the potential need to involve Highways and the Parish Council further, as it is preferable for the Parish Council (John Hardy) to engage with the Highways/Council.

It was confirmed that the planned works involve removal of the wooden ramp to be replaced and marked yellow lines for the disabled bay. PF explained that there has to be a consideration for the amount of room required for the parking space and sufficient space for people to safely use, and this may involve removing some of the concrete. Agreed to take advice from John Hardy. AW indicated that Nick had drafted plans for the parking bay with detailed measurements. The MC were unaware of this and would like to be able to see a copy of the plans. AW will confirm with Nick.

PF explained about meeting with Keir about possible funding for an external lift to the function room. All agreed the best placement for the lift would be in the car park (CP1 on Nick's plans). MK will inform Nick of MC decision, to enable him to draft a proposal for Keir.

2.5 PF confirmed the rights issue has been parked for now and the focus will be on a regular share offer.

2.6 TDu has made enquiries for quotes for a new energy supplier, as the existing contract ends in October. A discussion took place about when to agree to a new supplier. TDu will make further enquiries in the last 3 months of the contract. PF asked MK to look at what the terms are for terminating the contract early.

3 Items for discussion

3.1 Roles and delegations for the MC

PF produced a document attempting to structure the roles and responsibilities for management committee members. A number of alterations and additions were suggested, discussed and agreed. MK to send Power Point version to ES for the business plan. PF will review the document after

discussion to incorporate the changes before presenting again. MB also explained and shared a document previously created by the MC regarding necessary roles.

3.2 **Financial Report**

MN reported that through January the pub and the shop performed well. Food margin impacted by kitchen closure for 3 weeks. Shop performed above margin in last quarter. MN has fed this back to Jo. MN had shared her month end report and asked if anyone had any questions. None, all agreed. A brief discussion took place about how to relay concise financial information to committee members. All agreed that information regarding the loans needed to be shared.

Following MN's review of all the loans, she identified some potential for savings and shortening of the a loan by 5 months with ICOF loan, paying £7k of capital from reserves to reduce interest payments by £174 per month, saving £3750 on the term. All agreed with her suggestions.

PF produced a financial delegation document for MC members, and all were in agreement with his proposals. It was agreed that this would be incorporated into the business plan as a terms of reference.

MN explained that she had resolved the licensing issue with the council and confirmed Jo is the named licensee.

PF, MK and MN explained that had met together to discuss financial planning and had a productive meeting. They focused on budget planning for 2024/25 and the principle of allocating overheads to against the various operational units. This is required for a clearer financial picture. They will present to the MC in due course.

MN explained the independent examiner (AC Moles) will be reviewing the accounts on 13th and 14th May.

MN also explained that the plan to change accounting systems will have to wait until next year due to the complexities and time required to change over.

3.3 **Staff**

PF reminded everyone that the staff reviews are due in the next month or two (Phil - March c/o MK, Jenna - May c/o Phil, Jo's to be undertaken by MN and to be arranged.

AW raised Jo's holiday entitlement and the need for her to take some. Holiday year is April to March. This is to be discussed in her review.

3.4 **Operations - Shop/Cafe**

AW explained that there is an outstanding issue with Bookers and collection of damaged goods - these are currently being stored in the kitchen. MK queried why this was being stored in the kitchen. AW stated that it was illegal to keep it in the stock room with existing stock, so it had to be kept separately. ES suggested it should not be kept in the kitchen. A brief discussion took place about where the appropriate place was to store returnable goods and about the existing delivery charge and how to resolve this. All agreed the retail delivery charge should be cancelled and one account be used if possible. MN to follow up with Jo.

AW suggested they would like to re-purpose the crockery and use it for cream teas during the summer months. AW explained there was a storage issue and proposed the function room kitchenette be cleared and cleaned for storage and expanded for other events and functions. All agreed.

AW explained that Jo would like the shelf space opposite the kitchen sinks for cafe storage. ES suggested Jenna should be consulted. MK suggested meeting with Jo, Phil and Jenna to discuss and agree.

3.5 **Operations - Pub**

MK explained that the ice machine is broken, replacement will cost £220. To be agreed.

Separate IPOS logins need to be sorted, as well as the installation of the new router by Phil.

MK explained that a chest freezer has been purchased and will be stored at the end of the skittle alley. Phil to sort Parson's cider promotion. Discussions have taken place about a music quiz, which Simon is keen to do - Phil and Simon to liaise. MK expressed a need for a shared calendar of events so planning ahead can be improved. MK explained the burglar alarm is not working and a maintenance call needs to be logged by Phil.

MK explained that Phil had suggested moving towards having permanent staff (on zero hour contracts) rather than casual staff. A brief discussion took place about this and what needs to happen. MK explained that he has begun meeting with the staff to discuss service expectations. MK confirmed the Mother's Day lunch event. A brief discussion took place about potential takeaway options during the week.

3.6 Business Plan

PF explained that ES had compiled a Power Point summary of the information gathered from MC members with regards to ideas for the development of the business plan. ES presented the PP to the room, and a discussion took place about this. ES will continue to collate the information and ideas shared by MC members, in conjunction with the existing plan, and develop a plan that can then be shared with the community for feedback and development. PF suggested trying to do this by the end of March. All agreed.

3.7 Fire House Pizza Rocket

The Fire House is proposing visiting the pub and has offered a selection of days. All agreed Monday was the best day. First will start on Monday 11th March.

3.8 Saturday opening times

MK explained there is a plan to trial opening on Saturday afternoons with volunteers. AW explained that Jo would like to do a Saturday morning market once a month for local produce and gifts. All agreed.

3.9 Acoustic Blues Evening

PF asked how everyone feels about the proposed event, all agreed and PF will arrange a date and ticketing etc.

3.10 AOB

AW explained that Sue Smyth had kindly offered to fund and make table clothes for use when there are events.

Date of next meeting: MC Meeting - Monday 11th March, 7.30pm

Meeting closed at 9.00pm