

## FINAL MINUTES

### TTA Management Committee Meeting Sunday 28th October 2018 4pm, Hougham and Marston Village Hall

**Attendees:**

Sandra Allen  
Melanie Ellerington  
Tim Found  
Mel Gardner  
Paul Mann  
Rob Morley  
Kevin O’Sullivan  
Jason Scott  
Fran Stephens  
Ian Tyler  
Stuart Vickers

**Apologies:**

Stephen Manuel

- 1) SA welcomed the newly elected members Mel Gardner, Paul Mann, Jason Scott and Fran Stephens.
- 2) The minutes of meeting on 27 September 2018 were approved.
- 3) Appointment of officers:

<b>Appointment</b>	
Chairman of TTA	Ian Tyler
Vice Chairman of TTA	Tim Found
Treasurer of TTA	Mel Gardner
Secretary of TTA	Sandra Allen
Chairman of Management Committee	Sandra Allen

- 4) All were reminded of Code of Conduct for members of the Management Committee and copies shared.
- 5) Update on any actions from previous meeting.
  - a) Builder had been booked to do initial renovations. Start date likely to be end of January but may be able to do some work earlier if weather inclement.
  - b) Full plans had been obtained and Pam MacAllister had agreed to handle the planning application (for free).
  - c) Working party to lift the floor – this will be Saturday 17<sup>th</sup> November. SV, KO’S, RM, PM and JS will be the working party. SV to co-ordinate.
  - d) Once floor is lifted SA will send out appeal for wall-paper stripping.
  - e) Job advert for management couple to be placed end November: **SA, TF, RM and FS** to finalise.
  - f) Discussions with Carlsberg: **IT** to follow up as we have not heard from them. Although we are unlikely to take another loan it may give us bargaining power with other suppliers.
- 6) Current plans and timetable for renovation and opening.
  - a) We are now aiming for a late May Bank Holiday week-end opening date.
  - b) We have quotes for the majority of the building work and are able to separate elements out which will assist with further fund raising (see table below):

## COSTINGS

	<i>Purchase (actual)</i>	<i>Minimum refurbishment using Plunkett grant and loan</i>	<i>Full refurbishment</i>	Total costs
Building purchase	£ 195,000.00			£ 195,000.00
Stamp duty	£ 900.00			£ 900.00
Solicitors fees	£ 4,182.82			£ 4,182.82
Insurance	£ 2,139.86			£ 2,139.86
Repairs and general maintenance	£ 5,000.00			£ 5,000.00
Test, repair and/or update plumbing and heating		£ 5,000.00		£ 5,000.00
Furnish the pub		£ 5,500.00		£ 5,500.00
Stock the shop, pub and kitchen for 3 months		£ 26,405.00		£ 26,405.00
Day-to-day working capital for 3 months		£ 30,000.00		£ 30,000.00
Internal decoration (assumes volunteers)		£ 1,000.00		£ 1,000.00
Modifications to bar and restaurant and extend shop internally		£ 32,190.00		£ 32,190.00
Changes to kitchen			£ 18,406.00	£ 18,406.00
Refit kitchen			£ 11,000.00	£ 11,000.00
Refurbish staff accommodation			£ 16,950.00	£ 16,950.00
Install disabled toilet (and move gents)			£ 28,861.00	£ 28,861.00
Exterior paint work, guttering repairs, 5 replacement windows, new front door			£ 25,000.00	£ 25,000.00
Refurbish B&B			£ 5,000.00	£ 5,000.00
Contingency for major building works			£ 20,000.00	£ 20,000.00
	£ 207,222.68	£ 100,095.00	£ 125,217.00	£ 432,534.68

We currently have £116,041.06 in the bank towards the refurbishment costs and so will need to raise another approximately £110,000 (including a (£20,000 contingency) to complete.

- c) Domain names: **JS** to check out and obtain relevant domain names for The Thorold.
  - d) Accounting and payroll software. **SA** to check with TTA accountant for recommended software and get quotes as appropriate.
  - e) Book-keeping: **MG** to have a discussion with his accountant to see if this is something he can do for us in the short-term.
- 7) Update on funding.
- a) **SA (and MA)** have made contact with Alison Berwick at **InvestSK** who will help to find relevant grants for us. Currently completing an application for a grant of up to £100,000 although monies will not be available until April 2019. There are a number of others that we will look at once this application is in.
  - b) **MA** has also contacted Big Lottery, Princes Countryside Fund and Lincolnshire CC who are are possible grantees and we are awaiting feed-back on submission dates and eligibility.
  - c) **IT** had met a professional fund-finder at Plunkett meeting in Peterborough. He will take a 10% cut of any grants and we may use him if unsuccessful with other routes.

- d) There was discussion as to whether it may be possible for the Parish Council to get a Works Loan to assist with the pub renovation. **IT** to investigate and if appropriate **RM** to raise with Marston Parish Council.
- 8) VAT registration. **SA** to complete VAT registration before end of year.
- 9) The meeting closed at 6pm.