

MINUTES

TTA Management Committee Meeting Thursday 7th February 2019 7pm, Oliander House, Main Street, Hougham, NG32 2JD

Attendees:

Sandra Allen
Tim Found
Paul Mann
Rob Morley

Melanie Ellerington
Mel Gardner
Stephen Manuel
Ian Tyler

Apologies:

Jason Scott
Kevin O'Sullivan

Fran Stephens
Stuart Vickers

- 1) Minutes of meeting on 17th January 2019 were approved
- 2) Update on actions from the previous meeting:
 - a) Progress on start date for initial building works: **SA** reported that Mick Potts will start work on 18th February. We have a new quote and not removing the wall between the shop and bar has reduced costs by around £5,000. Plumber (RWM Plumbing) and electrician will be doing enabling work in wb 11 February.
 - b) Quotes from other builders: **SA** awaiting quotes from ABR construction and Classic Homes; **SM** John Hartwell not able to quote.
- 3) Updates from work stream leaders:
 - a) Fund raising: **SA**. Applications to ASDA (£25,861 for disabled toilets) and Heritage Intervention Fund (£4K for external paintwork) had been submitted. Work still ongoing on Power to Change Community Business Trade Up (up the £10K), Big Lottery Reaching Communities (up to £100K), Big Lottery Awards for All (up to £10K), and Princes Countryside Trust (up to £25K). Others for later include Greggs, WHSmith, Heritage Alive, Tudor Trust.
 - b) Building work. **SV/KO'S/PM**. As above work to start 18th February. Now that we are not to extend the shop need to develop plan to open the shop as soon as possible **Action: PM**.
Need to follow up with other builders and contact plasterers **Action: SA**.
Need a second quote for fitting out kitchen **Actions: MG** to arrange a like-for-like quote from his contact with lead-in time. **RM** to discuss addition of a char grill with HCS and also enquire about leasing terms and lead-in time.
 - c) Recruitment: **TF** reported that second advert was still live. There had been around 6 applications but in general these seemed to be from more experienced applicants. Closing date is 23rd of February and applicants will be short-listed soon afterwards. It was recognised that advertisement for shop manager likely to be needed sooner. **Action: TF** to prepare draft advertisement with recruitment team for approval.

- d) Marketing and image/branding. It is important to get MC approval for all aspects ASAP so that we can move forward with refurbishment, signage, marketing material etc. It was proposed to have an extended meeting on the 23rd February starting at the pub and moving to the Village Hall.
- e) Beer/drink supplier. Although recent quote from Carlsberg looked attractive need to look at other suppliers. **Actions:**
 - SM** agreed to approach other brewers and get information on terms and what they could provide us with
 - PM** to discuss with personal contact at Everards.
- 4) Project management. **PM** had agreed to be Project manager for SV and prepare GANT charts etc to share with Key Fund. First drafts were shared with the team. **All** to supply **PM** with updates to enable charts to be kept up-to-date.
- 5) Worlds Biggest Pub Quiz: **ME, FS and SA** to work with **JW** to take part with a social evening at the Village Hall.
- 6) The meeting finished at 9:20pm.

Dates for future meetings:

Saturday 23rd February at the Village Hall 2:30 – 6:30pm
Thursday 28th February (TBC)
Thursday 21st March (TBC)
Thursday 18th April (TBC)