

## MINUTES

### TTA Management Committee Meeting Wednesday 6th March 2019 7pm Oliander House, Main Street, Hougham, NG32 2JD

#### Attendees:

Sandra Allen  
Mel Gardner  
Stephen Manuel  
Jason Scott  
Stuart Vickers

Melanie Ellerington  
Paul Mann  
Rob Morley  
Ian Tyler

#### Apologies:

Tim Found  
Fran Stephens

Kevin O'Sullivan

- 1) Minutes of the meeting from 23<sup>rd</sup> February were approved.
- 2) Updates from the previous meeting:  
**PM** had contacted EHO at SKDC for approval of kitchen and bar designs.
- 3) Updates from sub-committees:
  - a) **Building sub-committee: SV/PM.**  
Quotes had been obtained from a 3<sup>rd</sup> contractor who could complete the work by end April. Pricing was similar to others but TTA will need to sub-contract some aspects i.e. heating and plumbing and electrical work. It was agreed to appoint Constructive Actions as builder and Radiant Heating for plumbing and heating. There had been an offer to refurbish the old log burner. **SV** to contact and discuss options.  
**SA** to contact Anglian Water re water supply and possible changes to size of mains supply pipe.
  - b) **Kitchen refit: RM**  
Still awaiting formal offer for lease purchase.
  - c) **Beer/wet supplier: SM**  
It had been confirmed that the cooling system for the cellar was broken. We had quotes for replacement and decision will be made in due course.  
Main contenders for beer wholesalers were Carlsberg, Small beer Ltd and Batemans.  
**SM** will follow up to get details on best offers and prices for decisions at next meeting.
  - d) **Marketing and image/branding. JS**  
Options for agreement to be prepared for next meeting.
  - e) **Garden: KO'S**  
Designs and costing being finalised for approval at next meeting.

**f) Recruitment: TF/FS/RM**

Sub-committee to meet on 10<sup>th</sup> to create final short-list.

**g) Fund-raising/Finance: SA /MG**

Had received rejection from Bernard Sunley Foundation but short-listed for Community Business Trade Up Programme and we have been invited for interview. **ME** had purchased Xero software but was struggling to get it to work.

**h) Licensing: SA**

**SA** had contacted SKDC licensing and **KR** who had agreed to transfer of the license. **PM** agreed to get personal license training and take on role of DPS.

**i) Compliance:** Need volunteers to create a sub-committee to prepare policies and procedures for the business. To be agreed at next meeting.

4) The meeting closed at 9:10pm

**Dates for future meetings:**

Thursday 21st March

Thursday 4th April

Thursday 18<sup>th</sup> April

Thursday 2<sup>nd</sup> May