

MINUTES

TTA Management Committee Meeting Wednesday 20th March 2019 7pm Oliander House, Main Street, Hougham, NG32 2JD

Attendees:

Sandra Allen
Tim Found
Stephen Manuel
Kevin O'Sullivan
Fran Stephens
Stuart Vickers

Melanie Ellerington
Paul Mann
Rob Morley
Jason Scott
Ian Tyler

- 1) Minutes from 6th March were approved
- 2) Mel Gardner has resigned from both the committee and treasurer positions for personal reasons. The Committee recorded its thanks to Mel for his service and will seek a replacement for the role.
- 3) Updates on actions from 6th March.
- 4) Updates from sub-committees:
 - a) **Building sub-committee (including heating, plumbing and electrics): SV/PM**

Constructive Actions had started work and was making good progress with the kitchen extension. However, there had been some difficulties and the work was a little behind schedule. However, kitchen extension would be complete early next week.

Final quotes from Radiant Heating had been obtained and were approved. Anglian Water had been contacted and contract agreed with them for changes to the water supply. Unfortunately, there could be a 3-month lead-in for final works as this would require 4-way traffic lights at the junction. However, this had no impact on other aspects of the work and would be final step.

An appropriately qualified electrician (Grantec Electrical) had visited the pub to evaluate the extent of the work. There has been so much work over the years it is not clear where there was redundant wiring etc. It was agreed that they would prepare a quote to conduct a full survey of the building. On the basis of the survey they would then be able to provide a further quote with what was required based on our needs.

As both electrics and plumbing needed to be complete prior to plastering and other finishing jobs it was agreed to delay further building work on the inside of the pub at this stage. Priority now was on making the building water-tight and Constructive Action to conduct inspection and provide quote for roof/chimney work.
 - b) **Kitchen refit: RM**

RM had received offer for lease option with both 36 and 60 month re-payment terms. It was agreed to take 60-month term as this helped with cash-flow but also

check if there was an option to pay the lease off early. **RM** to follow up and get paperwork for signature.

c) Beer/wet supplier: SM

SM had prepared and previously shared 3 further reports of his discussions and recommended that we should use Batemans as beer wholesaler, Empire for soft drink dispensing and Cellartech for cellar work. The proposal was approved.

SM to arrange site visit ASAP to evaluate python and understand if any further work would be needed.

d) Marketing and image/branding. JS

JS presented 2 final options on branding. There was a large majority decision and this will now be used for web-site and all marketing. **JS** to supply final design to SA for use in grant applications and all outward facing communications.

Final suggestions of colour scheme for both outside and inside paint-work provided by IS were approved.

A budget of £5K for internal refit for the pub plus £1K for decorating materials was agreed as per the Business Plan.

e) Garden: KO'S

Final plan from the gardening sub-committee was approved. Further costing for path and hard landscaping was needed and information can then be used for grant application – possibly Calor, Awards4All or Screwfix.

f) Recruitment: TF/FS/RM

Applications for management couple had been reviewed and short-list of 10 couple invited for interview week-end on 6/7 April.

g) Fund-raising/Finance: SA

Following resignation of MG SA was currently acting as Treasurer but cannot hold both positions of Treasurer and Secretary long-term. JW was currently acting as book-keeper and assisting SA with Xero in order that first VAT return can be made in April and yearend accounts prepared for shortly after 30th April. Need to send out appeal for a Treasurer.

h) Licensing: SA/PM

PM had decided not to undertake personal license training but RM had agreed to update his and to be DPS. Needs to be progressed ASAP.

i) Compliance: SA to share some policies shared by similar organisations on ALL to help prepare list of policies required prior to next meeting when work to be shared across the committee.

- 5) Any other Business. **IT** had prepared another document on PWL with real figures obtained from SKDC on cost, pay-back period and impact on precept for the 2 villagers. It was agreed that this should again be presented to the 2 Parish Councils for consideration.

The meeting closed at 9:30pm.

Dates for future meetings:

Thursday 4th April

Thursday 18th April

Thursday 2nd May