

## MINUTES

### TTA Management Committee Meeting Wednesday 15th May 2019 7pm Elmwood, Main Street, Marston, NG32 2HH

#### Attendees:

Sandra Allen  
Tim Found  
Kevin O'Sullivan  
Jason Scott

Anne Barnabas  
Rob Morley  
Brent Richardson  
Fran Stephens

#### Apologies:

Melanie Ellerington  
Ian Tyler

Stephen Manual  
Stuart Vickers

- 1) New members of the committee (AB and BR) welcomed.
- 2) Minutes from the 24<sup>th</sup> April were approved
- 3) Updates from Sub-Committees:

#### a) Building sub-committee (including heating, plumbing and electrics): KOS

KOS reported that despite being given an extension until 30<sup>th</sup> April on the notice to terminate, the builder does not appear to have finished any aspects of the work he had started. He left the site two days late, upon further prompting by KOS. He has so far failed to return our keys. We are considering having a professional to evaluate the work done to date in order to assist us in valuing what is needed to complete the work and decide how much the builder may be owed or whether he should be refunding sums to us.

Windows had been installed to a very good standard by a sub-contractor.

Key element moving forward was electrical work. We have had one quote and will look to get 2 further quotes. To assist in generating a specification for the work **RM** will ask HCS to visit and provide detailed information on electrical needs for the kitchen, **JS** (with **IS**) to provide detail for lighting/sockets, **SM** to advise re the cellar. Also need to consider the management accommodation and B&B rooms. **KOS** to coordinate all information. **AB and BR** to prepare specification.

We will also need to generate a specification for remaining building work in order to get 3 like-for-like quotes needed for grant applications. **SV and BR** to co-ordinate.

Trench for water supply was being dug this week.

#### b) Kitchen refit: RM

We were still awaiting formal documentation and press release from Prince's

Countryside Trust for the kitchen re-fit. **RM** to inform HCS that, thanks to the Prince's Countryside Trust grant, we will be able to make a cash purchase and see if any discount may be available.

**c) Beer/wet supplier: SM**

Cellartech solutions will be pulling the pythons on 31<sup>st</sup> May.

**d) Marketing and image/branding: JS**

Nothing to report.

**e) Garden: KOS**

KOS had provisionally booked a September start date for the garden work. SA had submitted grant application to Calor and voting was now taking place.

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

Nothing to report.

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

SA reported that OfficeScape had withdrawn their offer of funding for the management accommodation due to changed business circumstances.

ASDA had written to inform us that our grant application had been unsuccessful.

We had passed the first round review for The Big Lottery Fund and we have been invited to submit a full application for the £70k grant. In addition, our EOI for LEADER funding had been endorsed and we had been invited to submit a full application.

SA circulated an updated costs/cashflow spreadsheet. This will need to be revised in line with new work schedule.

**h) Licensing: SA/RM**

RM had obtained his personal licence and we had now transferred the premises licence to TTA and appointed RM as DPS. There was a payment of £23 for each of these actions and we would be invoiced for payment of premises licence fees (3 years arrears and this year's fees) in due course.

**i) Compliance:**

SA shared a list of policies from another Community Pub for information and enable the team to start to prepare a list of required policies.

#### **4) Any Other Business:**

The bar had been collected and was in the pub.

There was a discussion regarding parking by parents in the car park and contractors/others parking on zig-zag lines at school opening/closing time. **AB** agreed to write to the school and to School Governors.

The meeting closed at 8.27pm.

#### **Dates for future meetings:**

Wednesday 5<sup>th</sup> June

Thursday 27<sup>th</sup> June