

MINUTES

TTA Management Committee Meeting Thursday 13th June 2019 7pm, Oliander House, Main Street, Hougham

Attendees:

Sandra Allen
Tim Found
Kevin O'Sullivan
Jason Scott
Melanie Ellerington

Anne Barnabas
Rob Morley
Brent Richardson
Stuart Vickers

Apologies:

Fran Stephens
Ian Tyler

Brent Richardson

- 1) Minutes from the 14th May were approved.
- 2) Updates from Sub-Committees:

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

Previous builder failed to return the keys on vacating the site, ignored a number of requests to return the keys and then said that he would not do so until all invoices he had submitted had been paid. SV reported that the locks on the pub have now been changed in order to keep the property and contents secure.

Quotes have been received from 3 electrical companies with regards to the wiring works. All are a similar level to the original quote we had previously, so the Sub-Committee will instruct at their discretion.

We are awaiting quotes for the resurfacing of the car park and the frontage on Main Street. It was agreed that tarmac is probably the most cost effective and efficient option.

SV mentioned that the new extension is experiencing water leaks due it not being finished correctly. Photos have been taken.

A revised building works quote is due from Mr Potts, to also include the toilet works.

SV is meeting with both another local builder and also BR's contact to get quotes for refurbishment of the B&B rooms in accordance with the revised plans supplied by Pam.

KOS has contacted 5 companies with regards to works required on the log burners.

SV has chased up the joiner who is due to carry out works on the bar and he will be starting at the end of June.

A draft letter has been written to the school regarding use of the car park, as it will soon be turning into a building site once works commence. This should in theory only be during the school holidays, but if works start before term ends then we will arrange to contact parents via the school's email service.

TF reported on the situation with Mr Robb. He has already been paid £14.5k for the kitchen works, but the standard of works done appears insufficient and many aspects are unfinished. SV is to speak with John Hallam who can potentially quote for the remainder of the kitchen works. We will also need to instruct an independent review of the works that have already been carried out to ascertain the worth of the work that Mr Robb has done to date and also what any rectification costs might be. Mr Robb is still asking for additional monies to be paid and has not responded to our most recent letter.

b) Kitchen refit: RM

Fitting will commence the second week of September, although this is obviously dependent on the completion of other internal works. The fitters will require 2 weeks' notice to start, and have said they will require a week to complete. The walls have all been marked up for the various electrics.

c) Beer/wet supplier: SM

SM mentioned that it may be useful to have a garden tap to assist with cellar cleaning and for general garden purposes. RM agreed to install this.

SM is to install a section of deckboard in the cellar for the clamping pipe. He will also remove the scrap metal from underneath the stairs, clean the sump cover and gas cylinder chain and create a slide into the cellar for the kegs.

Batemans have confirmed that they will provide a 'pig' to us free of charge.

SM asked the Committee to comment on the proposed wine prices. It was generally agreed that these were in line with current offerings, but it would be helpful if some price lists could be procured from other pubs for detailed comparisons.

d) Marketing and image/branding: JS

Nothing to report.

e) Garden: KOS

Steve has been booked to commence works in the last week of September, with Pete following a week afterwards. Nothing else to report.

f) Recruitment: TF/FS/RM

Nothing to report.

g) Fund-raising/Finance: SA

Calor voting is due to close on the 17th June, so please ensure that you have registered and voted, as well as sending the link to family and friends.

SA confirmed that the Prince's Trust money was received on the 30th May.

The Committee needs to decide what we can potentially spend the Power To Change grant money on, as it needs to be specifically be used for training/staff purposes. This can be discussed further at a future meeting.

The LEADER grant has an application deadline of the 1st July. More letters of local support are needed to accompany our bid, so all members are urged to write letters or use the template that TF has prepared.

The Company Accountant has been instructed to complete our year end report. It was also noted that the AMM is required to be held within 7 months from the end of April, so we need to set a date for this.

Discussions were had over a possible summer fundraising event, similar to the hog roast get together we had last year. ME to brainstorm and report back.

h) Licensing: SA/RM

Nothing to report.

i) Compliance: AB

Anne reported that a lot of the required policies and procedures can be replicated from documents that she has procured from her workplace. They will required conversion to Word from PDF format and then can be amended and tailored as necessary. TF and SA to help with the initial formatting.

3) Any Other Business:

- i) The Empire Drinks's contract needs to be re-signed by SA on behalf of the company.
- ii) TF noted that as the previous builder was threatening legal action, all communications on the matter should be routed through TF. All discussions and communications held by the committee on the matter should be treated as strictly confidential.

The meeting closed at 8.45pm