

## MINUTES

### TTA Management Committee Meeting Thursday 15th August 2019 7pm Oliander House, Main Street, Hougham

#### Attendees:

Sandra Allen  
Tim Found  
Rob Morley  
Jason Scott

Anne Barnabas  
Stephen Manuel  
Kevin O'Sullivan  
Stuart Vickers

#### Apologies:

Melanie Ellerington  
Fran Stephens

Brent Richardson  
Ian Tyler

- 1) Minutes from 22nd July were not available.
- 2) Updates from sub-committees:

#### a) **Fund-raising/Finance: SA**

First £2K from Power to Change Trade Up grant had been received. Awaiting £750 for financial systems. Application for Community Linc grant (for £9641.59) submitted and should hear mid to end September. National Lottery Reaching Communities grant application to be submitted for items as agreed with local coordinator (i.e. not management accommodation or B&B as there is a risk the whole grant would be refused if these items included). National Lottery Awards for All also to be submitted for the garden.

Hog Roast now for 120 and virtually sold out. Drinks prices were agreed.

TTA accounts for 2018-2019 had been circulated previously. There were no comments or questions and accountants will be asked to make final for signature.

Cash-flow had been circulated previously and showed that there remains a shortage to complete the refurbishment. Work is ongoing to try and complete the ground floor and open before Christmas. Unless there is significantly more investment we may need to consider a short-term loan to enable this to happen.

#### b) **Building sub-committee (including heating, plumbing and electrics): SV, KO'S/BR**

We have only received 2 quotes for renewal of fire alarm system despite numerous requests and need to evaluate but cost likely to be ~£7K plus VAT.

Have now received draft report from John Hallam.

Work constructing the bar is on schedule and plastering of the ground floor bar and dining room is complete. Flashing has been completed to the chimneys but there remain some issues around the joins of the flat roof to the main building and has

resulted in some leaks. External drains have been re-laid to existing man-hole. There still remain a lot of remedial work to the wash-up area.

There is a meeting with Lincoln Fire and rescue on 16th August for guidance on the letting rooms and means of escape.

**TF** Formerly recorded how impressed he was with the work currently being done and the speed of progress over recent weeks.

**c) Kitchen refit: RM**

Currently planned for mid-September but may need to be delayed until early October – decision to be made at next meeting. **RM** to keep HCS informed.

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

There were discussions about the cellar. There may need to be a submersible pump put into the sump as may not be able to stop water ingress. Any lining to the walls for holding equipment needs to allow the walls to breathe.

**e) Marketing and image/branding. JS**

A meeting was planned for Saturday 17<sup>th</sup> to finalise interior colour scheme with Blank Canvas design. **JS** to provide **AB** with a template for policies and procedures and **SA** with a design for the outside sign.

**f) Garden: KO'S**

Work on the garden to be delayed until early next year due to lack of funds. S Costell will still be used for laying the new floor w/b 23<sup>rd</sup> September.

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

Need to review at next meeting as process to get management Couple could take up to 3 months. Hope to recruit shop manager locally.

**h) Licensing: SA/RM**

Will need to update floor plan once final design has been agreed with Fire Officer.

**i) Compliance: AB/SA**

Three policies have been issued and are on the web-site. Others to be drafted once template received.

**3) Any other Business**

AMM booked for 13<sup>th</sup> October. Notice to be sent out in due course. There will need to be an election and call for candidates will be sent out. Both BR and AB will need to stand down as co-opted during the year and 3 of SA, TF, RM, IT and SV will need to step down.

However, everyone is eligible for re-election. ME has already indicated that she is stepping down and not seeking re-election.

**Dates for future meetings:**

Thursday 5<sup>th</sup> September

Thursday 26<sup>th</sup> September