

## MINUTES

### TTA Management Committee Meeting Wednesday 4th September 2019 7pm Oliander House, Main Street, Hougham

#### Attendees:

Sandra Allen

Melanie Ellerington

Stephen Manuel

Kevin O'Sullivan

Jason Scott

Ian Tyler

Tim Found

Rob Morley

Brent Richardson

Fran Stephens

Stuart Vickers

#### Apologies:

Anne Barnabas

1) Minutes from 25th July and 15th August were approved.

2) Updates from sub-committees:

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

i) **Accounts 2018-2019** were approved and signed.

ii) **AMM – candidates standing down and those standing for re-election.**

ME is standing down and not seeking re-election. AB and BR will need to seek re-election. SA, IT and SV will stand down and seek re-election.

AMM is scheduled for 13 October. **SA** to send out notifications and agenda. We will plan to have a opening day at the pub in order to show progress immediately prior to the AMM (to be confirmed).

iii) **Fund-raising**

Still working on National Lottery grants – need to firm up on what we are to request and get appropriate quotes. The Hog Roast raised £1710 and we got £163 from LotterySK for August. We have 1 new share holder £1000. We are Lincolnshire Coop Community Champions for the period Sunday 8th September to Friday 29th November. Power to Change microgrant of £750 for EPOS to be paid in September. Need to install kitchen to get second half of Princes Countryside Fund grant.

iv) **Finances**

Cash-flow had been circulated earlier. We spent £12,872.91 in August on refurbishment (Interim payment for electrical works and for fitting the bar). In September we expect to pay out £45,542.13: £11,697 for kitchen, £14402 for electrical works, £8,825 for fire alarms, £1,750 for cellar cooling, £3,923.13 for floor to bar area,

£4,545 for heating and plumbing. The cashflow includes payments for stocking out the pub and shop, electrical equipment and £5,500 for furnishing the pub. B&B rooms won't be available for some time and so income removed. There is no budget for the management accommodation, new front door, ongoing work in the downstairs area, external paintwork, kitchen small goods. It is estimated that there is a shortfall of around £30K to get the pub open

The committee agreed to work to an opening date of 30<sup>th</sup> November. **SA** to investigate all options for a loan of up to £30,000 from Co-op Bank, Key Fund or shareholders. If loan is for £30K this would ideally be paid back over 5 years.

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

Report of sub-committee had been shared previously. Huge progress was being made.

Joinery works has continued with a new lobby area inside the front door having to be formed after our discussions with the fire officer.

The electricians are back on site this week to continue their work and concentrating on the kitchen area first.

Plasterers are due back later in the week to start on the managers area and kitchen area and new protected stair to the accommodation.

Any leaks to the roof now seem to have been resolved and there is only the L/H chimney still to flash and some additional lead work at the rear to do

James the plumber is also back this week and continuing his second fix and hopes to be a position to fill and test out the installation next week.

The main pub floor is scheduled to be laid at the end of September

Areas of the new floor have been dug up and the drain correctly positioned as well as the wastes from behind the bar being taken to a proper outfall. The external foul drain has now been re-laid to the existing manhole and just requires the concrete being made good above.

Still awaiting contact from the EHO.

Meeting with the fire officer has resulted in additional expenditure for the new lobby and improved fire alarm, and fire protection to the cellar and cellar stairs, she was very helpful and only saw the positives in what we were trying to achieve. We now need to have a fire risk assessment carried out by a professional fire risk assessor.

No works have taken place yet to the managers area which will soon have to be our next focus of attention.

The decoration has been going ahead at full steam and its really starting to look like a pub again

Due to possible planning problems the external colour of the pub when painted will be very similar to what it is now.

The pub carpark has been cordoned off which is primarily to prevent parking by anyone other than the builders for health and safety reasons, the school has been notified and parents informed of the reason behind this.

**c) Kitchen refit: RM**

This is booked for first week in October but can be started at 2 weeks' notice.

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

Work to the cellar to be started this week. Once the fire-boarding to the ceiling and stairwell, and lining the walls, are complete the cellar cooling can be installed.

**e) Interior design, marketing and image/branding. JS**

The budget for interior refit for the bar was confirmed as £5,500 for lighting in the bar, tables, chairs, and other seating, decorative items, wallpaper. It was nominally split at £1000 for lighting and £4,500 for remainder of items. Any savings from this will go to other budgets. Cutlery and crockery to be considered as part of kitchen small items and equipment – currently no budget for this.

**f) Garden: KO'S**

All tree stumps and rubble removed, earth rotavated and grass to be laid in about 2 weeks. Many thanks to John Gardner and Richard Pearson.

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

**TF** had previously shared draft job advert for Management Couple. To be finalised and posted by 6<sup>th</sup> September. **SA** to send job description for shop manager to **FS**. **FS** to prepare advert for posting ASAP

**h) Licensing: SA/RM**

Need to update premises licence to correspond with new layout. **SA**

**i) Compliance: AB/SA**

Awaiting template from JS. Need to develop full list of procedures and to create timetable for preparation. **SA/AB**

**3) Any other Business**

Telephone/Broadband. **BR** to discuss with AC from Belvoir telecom.

Share certificate – **IT/JS** to prepare template to be ready for AMM.

The meeting closed at 9pm

**Dates for future meetings:**

To be confirmed. Provisionally:

Sunday 29<sup>th</sup> September

Sunday 13<sup>th</sup> October immediately after AMM