

## MINUTES

### TTA Management Committee Meeting Thursday 3rd October 2019 7pm Oliander House, Main Street, Hougham

#### Attendees:

Sandra Allen	Tim Found
Stephen Manuel	Rob Morley
Brent Richardson	Jason Scott
Fran Stephens	Ian Tyler
Stuart Vickers	Amanda Foster

#### Apologies:

Anne Barnabas	Melanie Ellerington
Kevin O'Sullivan	

- 1) Minutes from 4th September were approved.
- 2) Updates from sub-committees:

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

Report and cashflow previously circulated. In September we received a £750 micro grant from Power to Change to pay for "financial systems" and will be used for EPOS/card -readers for shop and pub. Donations of £670 (remainder of Hog Roast income) went into the bank along with £163 from Lottery SK and £1150 in share purchases. This gave us a total income of £2733. We heard that we had been awarded a South Kesteven Community Fund grant of £9641.59 to pay for front door, log-burners and electrical gods for bar and shop. We received the first payment of £7231.19 (75%) on Tuesday and will get remainder when the grant Panel is satisfied that we have completed the project.

SA will complete an application to Pub is the Hub (PITH) for up to £3000 to pay for "finishing items" e.g. crockery, cutlery this week. Hopefully we will get this in time to make the purchase. Big Lottery grants on hold at the moment until we know what is left to request -Project contact has been updated.

No other grants outstanding and will need to ask villagers and shareholders for more funds if/when we know what shortfall required to open is.

SA had prepared and sent report for Princes Countryside Fund and hope to get remaining funding in October. Prepared and sent report to Power to Change Trade-Up grant. Need to do Key Fund report as soon as bank statement for September is available.

SA had submitted annual report to FCA and this had been acknowledged.

Cashflow had been shared previously. In October payments would need to be made for cooling for the cellar, kitchen, flooring to the bar (materials and labour), completion of electrical and fire safety fittings, completion of heating and water, repairs to guttering and exterior paintwork and these are included in the projected

expenditure. Expenditure for front door etc and furniture are included for November but likely to be brought forward.

Items currently not included in the forecast: kitchen small wares (i.e. cooking utensils, pans etc etc), cutlery and crockery, EPOS systems, flooring for managers flat, bathroom for managers flat. These are likely to eat up the remaining budget and leave no contingency. We had always planned to have £30,000. We do have an offer of a £15,000 interest free loan for a period of 1 year and feel we should make plans to take this up.

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

Electric first and second fix complete, ceiling and wall lights in place with lamps installed

Still some work to do with the fire alarm system

Power and light to cellar complete

Anti-slip floor covering and insulated boarding to cellar walls complete.

Ladies and Gents toilets painted as well as the corridor all lighting complete.

Shop is still a work in progress

Ground floor slabbing was progressing well - from the dining room to the left-hand side fire place complete. In front of the bar and up to the kitchen should be complete by the end of this week. Restaurant will be done next week

Upstairs plasterboard and skim coat plaster complete to hall, stairs, landing, managers flat consisting of three rooms complete also.

B&B rooms nil progress

Looking ahead

Monday 7th October replace gutters

16th October sweep chimneys

21st October commence fitting two log burners

We are in the process of getting a quote to replace the flat roof in the corridor as so much water is penetrating

Anglian Water are due to carry out an inspection to second fix plumbing and heating on the 10th of October if passed then they will fit the new meter.

New kitchen door to be ordered for fitting after kitchen refit **SV** to contact AVANTI.

c) **Kitchen refit: RM**

Kitchen installation to be completed by 14<sup>th</sup> October. We have been offered 2 pieces of nearly new refurbished items which will provide a saving of ~£1,700 offsetting cost of additional shelving. It was not clear how much of plumbing HCS would do as services were simply to the kitchen not to exact equipment placings. **RM** to discuss with HCS to see if they could do all of this within original costing.

**Rm** had priced up kitchen equipment list and would do same for cutlery and crockery – the latter would be the subject of the PITH grant application above.

GMS Catering are also collating a price for all kitchen hygiene, signage, cleaning and food due diligence products as well as food storage solutions.

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

Report had been received previously. Work to be completed before opening was in hand and included:

- New cellar air conditioning to be supplied and fitted by Cellartechsolutions on Monday 21st October.
- Three pythons to be "topped and tailed". This involves work from: Bateman's, Heineken, Guinness, Molton Coors (Carling) and Empire Drinks (Post-mix).
- Agree the position of the beer engines and fonts and post-mix.
- Agree the three real ales with Bateman's.
- Agree the spirits and bottled soft drinks.
- Order all the keg, cask and bottled beer, wines, spirits, syrups, bottled soft drinks.
- Order the cellar and kitchen gas.
- Agree all the selling prices and enter them in the system and display them at the bar.
- Get glasses of all types.

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

The Template for the policy documents has been completed and the external sign design finalised in preparation for production which is in hand.

Furniture and internal fixtures selection was close to complete and remains within the 5.5k budget.

Once the floor has gone down, been sealed and given the time to dry need to start collating and bringing the furniture in so they can be finished (paint legs, clean tops etc).

JS shared design ideas for a wall of gratitude which was approved.

**f) Garden: KO'S**

John Gardner and a bricklayer have removed all the loose bricks to the top of the wall and cleaned them and relaid as brick on edge

The topsoil to the main garden left of the path has been levelled ready for turf the other side still needs to be done

Edgings to separate the garden and the car park will be laid and a fence installed with a gate where the footpath is.

It is hoped to get turf at a special price.

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

There had been 14 applications for the Management Couple advert and 2 couples were to be invited for interview and a third to asked for more information.

Interviews (by SKYPE) to take place within next 2 weeks.

Job advertisement for Shop manager to be finalised and placed by the end of the week.

**h) Licensing: SA/RM**

SKDC had confirmed that no formal change to the premises licence was needed. Just need to submit final plan of the premises once all renovation complete.

**i) Compliance: AB/SA**

AB and SA to meet on 4<sup>th</sup> October and bring list to next meeting.

3) Any other Business

AMM planning – The Thorold would be open for 2 hours prior to the AMM to allow members to see progress to the ground floor. MC members would remain after the meeting to answer questions prior to MC meeting to be held 4-6pm.

**Dates for future meetings:**

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

Thursday 31<sup>st</sup> October

Thursday 14<sup>th</sup> November