

## BEVY MANAGEMENT COMMITTEE MEETING

Wednesday 24<sup>th</sup> April 2019, 6pm

*Present: Bob Thust (BT), Carly North (CN), Charlie Pym (CP), Chris Llewellyn (CL), Helen Jones (HJ), Jenny Hawke (JH), Laurie McMillan (LMcM), Warren Carter (WC), Jenni Cresswell (Minutes)*

### 1. Apologies and conflict of interests

#### 1.1. Apologies

- 1.1.1. Ian Barnett (IB), Silvina De Vita (SDeV), Joanne Salaita (staff)
- 1.1.2. Ashley Gosden (customer) was invited but didn't attend.

#### 1.2. Conflict of interests

- 1.2.1. CP is a paid member of staff.
- 1.2.2. HJ runs the lunch club.

### 2. Minutes of last meeting

- 2.1. L3 food hygiene. CN has more time to follow this up now. Gareth has done a deep clean rota and will send to CN. CN plans to produce a wipe-clean tick list to ensure clarity for staff and chefs.
- 2.2. Andrew is now being paid. CP contacted him today to inform him, and then Andrew was an hour late. CP has made it clear that this needs to change now he's paid. **ACTION: Bevy to draw up a clearly set out contract including an addendum front page simplifying Andrew's role, especially around hours.**
- 2.3. **ACTION: CP will then go through it with Will and Andrew.**
- 2.4. The Bevy's adoption of Brighton Living wage pay rise to £9/hour takes effect from 1<sup>st</sup> May 2019 and is also when staff will move from zero hours to contracted hours. There was a concern that it hadn't been made clear to staff when the pay rise would come into force. This was due more to a lack of clarity about what it entailed and when it would happen, rather than not telling staff the full picture.
- 2.5. CP noted that for more casual staff they might not want a fixed contract. CP is putting this to staff at meeting on Sunday – they can choose whether they sign a zero hours contract or not.
- 2.6. Daniel – Bridging the Gap. It was noted that the ethos of The Bevy is that there will be workers with learning disabilities on staff. It was agreed to leave this situation as it is for now with a view to a lead in via training, etc. **ACTION: HJ to reflect on this specific situation and come back to committee.**
- 2.7. Computer drop in. IB designed a new flyer and this has generated new and growing interest. IB has visited the leisure centre, health centre, Hillside GP surgery to advertise.

### 3. Finance

- 3.1. BT reported that there was loss on food in January and February, but in March there was a profit with a turnaround of nearly £2K. This has been down to the chefs. The pub as a whole: Sales for month £31K up from £28K last year (£23K in Feb).

- 3.2. Stock takes: There are still some issues.
- 3.3. Budgeted for break-even position at year-end; it looks likely there will be a loss of £4-5K which is not awful considering it has included changes in management and food operation changes.
- 3.4. It was agreed that there be a price rise of 10p across the board on drinks. This is fair and in line with price rises on purchasing. **ACTION: CP to amend prices from 1<sup>st</sup> May.**
- 3.5. **ACTION: A notice to be placed on the noticeboard to explain the price rises, being clear about why.** BT is always happy to talk through finance in detail about any questions raised with anyone.
- 3.6. In the budget there is a target for grant income of £15K over the year as contribution to core costs. There is currently an operating loss of £8,600 plus grant (£7K net cash in budget). A seasonal split across the budget has been recognised to help stick to budget.
- 3.7. These measures still leave The Bevy cash tight. The Bevy has an existing loan of £7,770 with South East Assist (SEA), which BT believes The Bevy should start to pay off. SEA are social lenders and would not put the business at risk, however, they could still call the loan in. BT proposed the following options:
1. Use the predicted surplus in the budget to pay off the whole loan at £500/ month. However, this leaves The Bevy vulnerable with no financial buffer.
  2. Take out a second loan of £25K (6.5% interest) with repayments at £609/month over 4 years at a cost of £4K interest. This would allow The Bevy to pay off the existing £7,770 loan and keeping £10K as a safety net. This £10K would then be used to invest in generating income.
  3. Start to pay back the existing loan at £500/ month and leave decision to refinance for another 2-3 months. There is a risk with no buffer and although The Bevy can approach the lender if a break from repayment is necessary, it could take 2 months or so for the organisation to respond to the request (in line with when their decision making meetings take place).
- 3.8. There was some discussion about the best option. If more money came in, early paying off is possible. It was noted that it is usual for businesses to have loans to ensure that there is cash flow and a buffer.
- 3.9. It was agreed that if The Bevy go for the refinance offer that the funds are ring fenced to drive the Bevy development forward. This includes having a clear budget that does not include any spend from the loan. Any spend from the loan must come to the committee to agree strategic investment.
- 3.10. It was agreed to take option 2 to refinance. **ACTION: BT to make the application for refinance.**

#### EBT discussion about buying the building

- 3.11. A while back the building was valued at £300K. At that time EBT were not prepared to sell for less than £1M.
- 3.12. BT has gathered figures from Terry and Gill and worked out a budget for what this would look like. Rent is £26K on 2 flats if fully occupied. Taking into account allowance for voids where unlet, the mobile phone mast, insurance and maintenance cost, projected profit is £24K/ year.

- 3.13. Without a grant to put towards a purchase, mortgage payments based on £350K value would be £28K/ year. BT is confident that there would be capital funding available to help with the purchase and then to let the flats on a community land trust model.
- 3.14. The first step is to come to a loose agreement with EBT that they are willing to sell the property. BT proposed going to EBT with a suggested figure of £350K. It was agreed for BT to approach EBT with the offer.  
**ACTION: BT to discuss with EBT any potential for buying The Bevy property.**
- 3.15. WC also pointed out that IC has been instrumental in helping link in EBT with a community group to fund rental for Manor Hill. This could help set a precedent for EBT to develop their property letting.

#### 4. Food group update

- 4.1. There have been some issues with working with Real Junk Food's . To look at other suppliers such as FareShare.
- 4.2. It was noted that the relationship with RJF has produced a momentum with the food and with Baz independently. The food is currently the best it has been.
- 4.3. It was agreed to finalise Baz's hours and contract. It was confirmed he is working more than 20 hours, but these are flexible. Some of the specifics need to be discussed via the food group.
- 4.4. BT reminded the group that Peninsular are being paid monthly to manage contracts. **ACTION: Food group to draw up a contact and send to Peninsula to feedback on.**

#### 5. Barring policy/barring sub group

- 5.1. CL confirmed that the policy needs to be updated every year and it is due to be done now. Looking to tighten up the policy and ensure committee agree any changes. CL took the group through the policy, pointing out areas needing addressing.
- 5.2. It was agreed to change the response times to 48 hours for initial response with further 7 days if committee is to respond. It was further agreed not to have a time limit for appeals.
- 5.3. If CP is on leave when the incident occurs, the decision needs to be made on his return. The person in question will be on an interim barring until then.
- 5.4. It was agreed that customers be made aware that the decision lies with CP, and that committee can influence the decision. The latter aspect allows CP some leeway with negotiating through any situations. This also gives CP the authority to deal with situations without bringing them to the committee. It was noted that different situations might need different combinations of committee/ staff to have conversations with customers..
- 5.5. It was noted that staff need support for dealing with these situations. JH has sent a link around about conflict training. **ACTION: CP to follow up on support from Holler and ask Steve what training is recommended for staff.**
- 5.6. Customers 'expectation of behaviour' has been added to policy. This will go up on the noticeboard.
- 5.7. Incident book – **ACTION: CP to set one up.**

5.8. CL will make all the amends discussed. **ACTION: CL to send round updated version for committee to sign off.**

5.9. [CN left the meeting 19:25]

6. Iain Chambers update

6.1. Bridge the Gap. Efforts are being made to sustain the group for the next few months. IC will be available to support the group in becoming a CIC, thereby allowing them to apply for funding. HJ likely to join with SDeV's group to ensure a community approach.

6.2. WC reported that The Bevy's charity for last year – Chomp – has sent a thank you for funds raised (£388). Now need to find a new group to support this year. Suggestions of Gladrags and Plug the Gap were made. **ACTION: WC email TDC about finding a choice of 3 appropriate groups to nominate to be voted on.**

7. Marketing update

7.1. Matt has been really prolific at promoting the many events. Unfortunately, Matt is planning on leaving and looking for a location in London.

7.2. SDeV was thanked in her absence for her work on publicity.

8. AOB

8.1. Committee Members

8.1.1. HJ was formally voted on to board.

8.2. Website

8.2.1. Slowly being updated and improving content. **ACTION: All to provide content to BT.**

8.3. Noticeboard

8.3.1. It was noted that it is not clear from the 'who's who' flyer about who is on the committee. **ACTION: BT to ask SDeV to amend the who's who to be clearer about who is a committee member.**

9. Date of next meeting

9.1. Thursday 6th June 6.30pm.