

BEVY MANAGEMENT COMMITTEE MEETING

Monday 28th January 2019, 6pm

Present: Bob Thust (BT), Candy Goswell (CG), Carly North (CN), Charlie Pym (CP), Chris Llewellyn (CL), Helen Jones (HJ), Ian Barnett (IB), Jenny Hawke (JH), Silvina De Vita (SDeV), Warren Carter (WC), Jenni Cresswell (Minutes)

1. Apologies

Iain Chambers (IC), Laurie McMillan (LMcM)

2. Minutes of previous meeting

- 2.1. Item 2 – Website. A refresh is planned with options being added for donating, buying membership and buying the Bevy Beast. CG has set up paypal account to be useable on the website. The work will take a few weeks to complete. BT is hopeful in using it to run crowd funding campaigns. **ACTION: If anyone has ideas for the website update, email to CL and BT.**
- 2.2. Item 3 – Digital Hub. All computers apart from one cannot be set up and will have to go back for recycling at a ‘Take Back’ event that IB will attend. David is willing to offer a tablet in the short term, plus he is also now willing to support John to come to The Bevy for Job Club. CL requested that photos / write up is sent to Sussex Community Foundation once its up and running as they gave the Bevy the funding. IB is happy to attend the club on Thursdays, but can’t afford to do 2 days voluntary work and is already driving the minibus on Fridays. **ACTION: IB to speak to Anke Thurm from Trust for Developing Communities about a vol that could do this.** HJ provided an Age UK contact also.
- 2.3. Noticeboard. **ACTION: JH and SdeV to get together and sort this out.** Taking photos of committee tonight.
- 2.4. [CN joined meeting]

3. Finance/budgets

- 3.1. BT reported that The Bevy is starting to loose money again. The 2 main reasons are: payroll for staffing and the kitchen only breaking even, rather than making the forecast small profit. This means that the Bevy will still need to rely on grants in the short term. Otherwise, wet sales are doing well and margins are decent enough.
- 3.2. BT been working with CG on financial analysis, and will introduce a budget and plan to address these issues. The Finance & Risk Group will also be meeting tomorrow to look at setting a budget. Managing ups and downs is difficult as there are no reserves to speak of. CG & BT will ensure the right people are on the bank account, and look into a loan.
- 3.3. CG has been very effective in her work and is a real bonus for the Bevy, however, she is likely to uncover some issues during her work.
- 3.4. BT and CG will meet weekly from next week (plus CP) to look at cash flow and budget.
- 3.5. It was noted that The Bevy took £4K this weekend despite the challenges posed by (dry) January
- 3.6. Item 5 – Marketing meetings. SDeV, Matt, and CP are getting on top of promotion. Matt and SDeV agree the scheduled the posts on Monday, make posters/ image, and then they go out automatically during the week

using Hootsuite. This is working well with Jim.

- 3.7. It was noted that there a lot of events planned and that bookings of the space has brought a good income for January. There were also 40 roasts on Sunday. It is hoped that this is a pattern that will continue with a suggested St. George's day beer festival with Holler, Churches Summer sing along and further partnering with other people/ groups.
- 3.8. WC is meeting with a senior manager for Albion in the Community and their Smoking Cessation group will be charged for room hire going forward. It was acknowledged that need to be transparent about CN's role at the Bevy / AIC.
- 3.9. BT is meeting with Dave Boyle at the end of month to look at crowdfunding options for the Bevy; this will need to be for a specific idea/project.
ACTION: all to think about this. E.g. cooking project, maintenance, building repairs.
- 3.10. IB meeting Kier Construction Friday and this will identify what remains to be paid for.
- 3.11. CL is meeting with crowdfunder (for his foundation) and looking for 5 community projects to give £5K and training to run their own campaign and site. **ACTION: ALL let CL know if there are any small community groups that would benefit from £5K funding and training.** Dementia café and other organisations running at the Bevy might be interested in the opportunity.

4. Food Group

- 4.1. JH reported that as noted at the last meeting, there have been implications for the kitchen with Ben leaving. There is no budget for 2 full time chefs; Marco and Baz make up just under one full time post.
- 4.2. Breakfast has been re-branded and menus are being re-done with Sunday roasts prominent and links to family cooking. The food it becoming more consistent and this is essential. Most of food ingredients are coming from Real Junk Food project and this will help reduce costs on food. On days when St. John's volunteers undertake food prep, it would free up Baz for food theme nights, for example.
- 4.3. JH plan for food is from 11th February to re-launch community lunches and main bar menu, starting little and aiming for consistency, and re-introduce theme nights. Lunchtime plan: Mondays – Helen's group, Tuesdays – Real Junk Food, Wednesdays – Andrew with Will, so some leftovers/ ingredients, Thursdays – Real Junk Food, Fridays – Friday Friends, Saturdays – breakfasts and main bar menu, Sundays – Roasts.
- 4.4. It was noted that numbers for Sunday roasts is very variable and this has led to volunteers having very busy days (such as last Sunday with 40 roasts). It was agreed that it would be good to have a pool of volunteers to call on if Sunday bookings are high. It was also discussed that a Kitchen Porter could be paid for on Sundays once roasts become a settled demand.
- 4.5. Bar staff can cook all the evening meals and won't need a chef. There will be staff training for reheating and presentation, and most have food safety qualifications. Although it was noted that online food hygiene training was questionable. CN could run a course in house to ensure that the staff have the practical skills to back up online training.
- 4.6. It was agreed to launch the menu and see where the gaps are before committing to further employment of kitchen staff.

5. Marketing

- 5.1. It was agreed that to attract students, need to plug community lunches, not the menus. Real Junk Food is a great way to hook them in. **ACTION: Produce a separate flyer for community lunches just for students.**
- 5.2. It was agreed to hold off on approaching Chalk Cliff for further funding for now. Everyone was reminded to focus on ideas that bring in money for existing costs, rather than generating new costs.
- 5.3. It was agreed to pay for 2 hours work for flyering.

6. Managers Report

- 6.1. CP reported that It has been a challenging time in the pub. He was concerned about finances and spending too much in the kitchen, but happy that the plans show that it is likely that a break-even situation will happen. CP is also looking forward to working on a budget with CG & JH.
- 6.2. It was agreed that having a sign out on the pavement advertising the Roasts might be helpful. **ACTION: WC & CN to look at this.**
- 6.3. CP reported that The January stock take was the worst yet for various reasons which was upsetting for CP. But the one since was better, but could be improved. This issue will be closely managed by CP.
- 6.4. Someone has been using the Bevy Bookers account (but not charging the Bevy) so CP has informed Bookers of this and added a password on the account.

7. Minibus latest

- 7.1. IB explained that Brighton & Hove Community Transport have been saying there is no maintenance fee available for repair work on the Bevy minibus, unless the Bevy pay for the work.
- 7.2. BHCT's contract with the Bevy states that they apportion costs where 50% goes to maintenance and 50% in profit. IB investigated and was able to find out that: 1) BHCT had only been putting in 25% to maintenance account, 2) BHCT had signed a contract with the Bevy stating BHCT will pay for maintenance on the Bevy bus, 3) their accounts show that they have a comfortable contingency fund. IB attended a meeting with the Director and after pointing out these facts, BHCT have covered the cost of repairs to the Bevy minibus of £3K. IB was thanked for his detective work.
- 7.3. It was discussed that there is still no logo on the bus,. We need a secure location for storing the bus, CP has a contact that could provide a cheap vinyl wrap for advertising on the bus.

8. Conflict of Interest policy

- 8.1. More people are now being paid a salary by the Bevy, so it is essential that a policy be drawn up to address any conflicts of interest. CL has drawn up a policy for agreement. CL will also create a folder for committee conflicts with an online form to update on a yearly basis. It may also mean that some guidelines are necessary about when volunteers are paid for work and what work will qualify for payment. **ACTION: WC to add a standing agenda item to ask at each committee member for any conflicts of interest.**
- 8.2. On the whole committee members shouldn't be paid as this can lead to problems.

8.3. The Bevy Conflict of Interest Policy was AGREED

9. Equal Opportunities Policy

9.1. The Bevy Equal Opportunity Policy was AGREED

9.2. It was noted that the Bevy must ensure that policies adopted are being followed. The Finance & Risk Group will be looking at them tomorrow.

9.3. SdeV is taking photos of the committee for display on the noticeboard. It was suggested that people provide a list of what jobs they do (not just their role) so that pub users can understand the work done by all.

10. New committee members

10.1. [H] left the meeting]

10.2. Helen Jones is being proposed to join the Bevy specifically to help support community development work.

10.3. Committee members normally get voted on at an AGM, but they can be co-opted during the year, where there is a purpose for joining without a vote. If the committee agree to this, the request is sent to all shareholders to ask if anyone else feels they have the same skills they can interview for the post. Anyone standing for election has to have volunteered for 6 months.

10.4. It was agreed that Helen be proposed to support community development work.

10.5. [Helen re-joined the meeting]

11. Customer section

TO Several incidents were discussed. If customers wish to appeal they could do so through the contact@thebevy email, directly through Charlie or letter.

11.1.1.1. It was discussed that although the committee make decisions about operational issues, it is the staff that have to carry those decisions, handing out bans and dealing with complaints. Every incident is a 'new example' and therefore each event has to be dealt with without other cases to draw on. Although the Bevy does have a barring policy, incidents are never cut and dried and it is hard to implement a set policy.

11.1.1.2. Barrings should be done in a timely fashion if possible.

11.1.1.3. Any disclosure is taken seriously & CP must seek support from the committee, or his mentors and that he shouldn't have to make the choice about when or how to pursue an incident. It was acknowledged that training specifically around these issues is not standard in a pub and staff therefore have less skills at their disposal.

11.1.2. It was agreed that the Bevy needs to be less slow to react to incidents and to adhere to a 24 hours period, after which nothing else can be considered.

11.1.3. It was agreed that although CP can take on board committee member's ideas and feedback, ultimately it is his decision as General

Manager. It is CP's choice to implement whatever decision he deems necessary and refer any customers with a complaint to the committee.

- 11.1.4. If, when the barring meeting takes place the evidence points to a different decision to the one emailed to the committee, then it was agreed that is acceptable for CP to make a different decision from the previously agreed one.
- 11.1.5. It was noted that because it is a community pub, there is an added issue with being able to apply outright decisions.
- 11.1.6. The committee wanted to let CP that he is doing an amazing job since he's taken on the role, and it is clear that he has the respect of staff and customers.
- 11.1.7. CP acknowledged that staff changes can be difficult. It was suggested that CP doesn't work every Friday and Saturday night, especially since taking on the General Manger role. It was agreed that this is CP's decision.

12. Peoples Lottery/ Postcard

- 12.1. Iain and wife – buying a meal for the 2 of them.
- 12.2. Peter –Harvey's pint glass and some bottles of beer.
- 12.3. Jim – **ACTION: WC to ask Jim's wife what Jim might like.**

13. AOB

13.1. Historical barring

- 13.1.1. Following a very lengthy and emotional discussion at the last committee meeting, The incident under discussion was a very serious one
- 13.1.2. Some women had approached committee members to say that they didn't feel safe at the Bevy, and expressed extreme concern. Some committee members were not at the previous meeting.
- 13.1.3. A discussion took place in order to respond to this. A range of information played into the committee's decision. It was also noted that a life ban could provoke retaliation, which would have an implication on staff safety. Any decision is not made lightly. The nature of The Bevy being a 'community centre' adds a level of complexity to what might elsewhere be a straightforward business decision.
- 13.1.4. It is appreciated that we are able to raise difficult issues and talk about the decision, but we need to be careful we are not sending a very negative message to women in particular.

13.2. Iain Chambers

- 13.2.1. BT would like to talk to him about finances and that there currently aren't any funds to support him as per his duties. BT's meeting with Lottery wasn't as positive as hoped for.
- 13.2.2. It was noted that IC is having a lot of conversations with groups, but he needs to ensure that the Bevy is foremost in his thinking with discussion and that any ideas he puts forward is for activities that the Bevy can afford to support (financially or staffing).
- 13.2.3. It was agreed that IC need not attend meetings around more operational aspects of the Bevy, but concentrate on strategic / linking in work. **ACTION: BT to meet with IC and get an update on what his focus is.**

13.2.4. There was some concern that not everyone knows what conversations are going with other organisations/ funders when the focus appears to need to be about the daily work of the Bevy. **ACTION: WC to share Lottery bid with everyone.**

13.3. Next meeting date

13.3.1. It was noted that it is impossible to find regular dates that will suit everyone. WC will set up a schedule of meetings for the rest of year and accept that not everyone will make every date. **ACTION: WC to set up a doodlepoll of meeting dates for 2019.**