

# CHURCHDOWN CLUB

## ANNUAL GENERAL MEETING

Meeting held on **Tuesday 7<sup>th</sup> September 2021** at **6:30pm** in the **Function Room**

Present (Top table)	Gina Jones Clare Dare Adam Doherty Ian Willcock Andy Grainger Paul Brooke Graham Wildin Charlotte Nourse	President Hon Secretary Hon Treasurer Committee Member Committee Member Committee Member Accountant / Auditor Manager
	Jon Evans	Tennis Representative
Apologies	James Hull James Maund Barbara Baker	Committee Member Committee Member Bowls Representative
Members Present	26	

<b>Item 1 – Opening Statement</b>	<b>Action</b>
<p>President opened the meeting at 18:35hrs. President confirmed that the attendance was sufficient to validate the AGM. Apologies for Absence. President explained that there was no 2020 AGM due to Covid-19 and Government Guidelines/Lockdown Rules and Social Distancing.</p>	
<b>Item 2 – Minutes from the last meeting</b>	
<p>Peter Brooke and Andy Grainger proposed and seconded that the minutes of the last meeting were a true and accurate representation of all that was discussed in the 2019 meeting (29<sup>th</sup> May 2019).</p>	
<b>Item 3 – Actions, and matters arising, from the minutes of the last meeting</b>	
<p>Dogs being admitted in the bar area – this creates a constitutional change. This has been actioned below.</p>	<b>CLOSED</b>
<b>Item 4 – President’s Annual Report.</b>	
<p>Mrs Gina Jones gave a prepared speech detailing a review of the Club’s year and how it had progressed: The President thanked Mr Ian Willcock for his service as Chairman prior to his resignation in August 2020. The President thanked Mrs Janis Sleep who stood down from her role as Hon Secretary in October 2020. The President informed the meeting that Mrs Clare Dare had taken the position of secretary. Mr Terry Mahon was also thanked for his time as Hon Treasurer, a position that he resigned in April 2020. The meeting was informed that Mr Adam Doherty had taken the position of Hon Treasurer. Meeting was informed that James Maund had joined the committee.</p>	
<p>The President thanked the Bowls Committee Rep (Barbara Baker although absent) and the Tennis Committee Rep (Jon Evans) for their continuing support to the club during the extremely challenging time of the pandemic.</p>	
<p>The President would like to say thank you to Churchdown Village Bowls Club for the compromise in giving up three metre strip of the bowls green to enable the main club to put thirteen bench tables outside so we could continue to trade during the challenges of the pandemic. The President would like to thank the team of members that donated their time and handwork to dig and install a new ditch/wall to</p>	

allow the bowls green to comply with regulations. Going forward, the outside space is proving to be a beneficial asset to the club.

The President informed the meeting that the club accounts were in the black and this was down to Adam Doherty saving the club money and obtaining grants and government funding during the pandemic. President proposes that Adam Doherty is recognised financially for all the hard work he has done. This was seconded by Paul Brooke.

Closed

The President thanked Charlotte Nourse for taking over as club manager in December 2020. Also, for her enduring work advertising on Facebook/Instagram and producing the Churchdown Club's newsletter which was sent to all members who have provided their email addresses. She has spent a lot of time and hard work building a team of staff. Thank you to all staff that diligently work for the club. She also introduced us to DeliPizza after trying to employ kitchen staff with no success.

The President thanked Mr James Hull regarding the bar renovation project. His donation of time and expertise has been invaluable. Thank you to all of the renovation sub-committee that were involved in the redecoration of the lounge and sports bar.

The President announced that there will be a full return of skittles and that the Club will be attending the Cricket Festival in 2022.

The President thanked the committee for their dedication to the Club during COVID-19. The President also thanked Clare Dare for all her hard work since accepting the role of Hon Secretary.

#### **Item 5 - Secretary's Annual Report.**

*Clare Dare gave a prepared speech:*

Good evening all,

My name is Clare Dare and I am the new secretary. I accepted being acting secretary in December 2020. I took on this role with enthusiasm and commitment. Over the last few months I have worked with Gina, Charlotte Adam and the committee to maintain the Club and enhance it further. At times, I have not got it right or followed the rules, and for this I apologise. I am learning as I go. I would like to thank all those that have supported me, the list is endless.

Currently the Club has 348 members.

In December, I asked Gina to close the kitchen. The reason behind this was the cleanliness of it. This is when we informed the manager at the time, that her probation period had elapsed and that we would not require her anymore. We then hired Charlotte Nourse as the new manager. This has been a very good decision and I would like to thank her for her dedication and hard work in the running of the Club. The Club advertised for kitchen staff. Unfortunately, the hours that we offered did not allow the Club to employ anyone. I therefore obtained my Level 2 Food hygiene and have since cleaned the kitchen and have cooked for the few functions we have had. The kitchen is cleaned weekly by Matt.

In my role, I have been busy looking at leases and found out that Spicy Aroma had gone into liquidation on the 26<sup>th</sup> July 2019. This means that the current lease is invalid. They continued to trade until 8<sup>th</sup> January 2020 when they registered as a new company and number. I have had a meeting with Rubal Meah (Robbie), who is the director of SA Glos Ltd and informed him that a new lease is to be drawn up. He disputed this because his signature is on the old lease. Rubal Meah resigned from the original company before it went into liquidation. I have raised an AOB regarding the lease term.

## **Item 6 – Auditors Report.**

Mr Graham Wildin reported:

This has been a year like no other, where comparisons of figures with earlier year is not really relevant.

To summarize the figures for the year:

1. Turnover of all sources has been decimated by the Corona Virus outbreak and the enforced close down periods. Bar takings are just one third of what they were the previous year.
2. The gross profit on Bar sales dropped from 49% to 47%, but this would be expected with the additional wastage and close downs.
3. Government Grants of £68,172 been received in total. These are £40,114 of lump sum Grants given to assist with closed period costs and £28,058 in Furlough Monies received in respect of employees wage payments during close down.
4. There was no cricket festival income this year as the event was cancelled. This normally provides in excess of £10,000 in profit to the club each year.
5. Staff costs include redundancy monies paid.
6. Food Income was considerably lower due to the closed periods.
7. Repairs were much higher this year and the main items of costs related to the refurbishment of the lounge area including new carpets, and the flat roof repairs.
8. Overall the company had a deficiency of £27,768 when comparing income and expenditure for the year, but much of this related to the repairs done during the year. Overall the club still has net reserves of £78,596. although the cash position has reduced from £53,873 in hand to £25,236.

The auditor also expressed that the Club need to be cautious going forward and that he advised that only essential repairs should be done at this stage.

## **Item 7 – Treasurers Report**

Mr Adam Doherty reported:

Firstly, for those who don't know me, my name is Adam Doherty and I'm your Treasurer. I joined the committee as Asst. Treasurer after the last AGM in 2019 and took over the role of Treasurer in late February 2020.

As we all know not long after this we went into Lockdown. This created a lot of issues both for myself and the Club, not only did I have to adapt to a change in working practice, I had to look after and manage the change in finances for the Club.

The first challenge was in regards to staff wages and learning how furlough worked. Before the Pandemic started the club was ticking over and had managed to post a profit of £1,148 for the financial year 2019 - 20. The savings were around the £50k mark and we were trading at full capacity, 7 days a week. Overnight this ceased and we were left with the prospect of having to use those savings in order to keep trading. Subsequently, we have learned that there was financial assistance available through Tewkesbury Council for all business rates payers and with the furlough system we were able to get 80% of our staff wages paid, this helped us to retain the staff we had at the time and gave them piece of mind that there was some level of income available to them. In the early days the furlough system was new to everyone and a lot had to be learned in order to make sure we were claiming all we were entitled to. This meant liaising with our payroll company to calculate the correct amount of pay owing and then using the Government portal to claim, but over time this has become part of the month to month wages process. The next thing we had to ensure is that we claimed all the grants that were available to us, Tewkesbury BC were very helpful and this was done in an orderly timeframe which gave us a fall back and a bit of security going forward.

During the first Lockdown we had some extra-ordinary costs due to the leaking flat roof, as this was beyond 'patching up' we needed to have the entire roof mended. Obviously, this cost was unforeseen and unavoidable and therefore we took a big hit financially at probably the worse time. We did have some very generous members who contributed towards the repairs and to them I would like to officially thank. We also had committed to renovating the bar and lounge area pre-COVID and there were still some costs to be settled for those.

All Government Grants were used to cover the general running of the Club while we were closed with the majority going to pay for utilities bills, there was an option with our suppliers to differ our bills until we were fully open but as we had to supply the Spicy Aroma with all utilities this wasn't an option we could take up so we still had to cover our share of these costs. We had also offered Spicy Aroma a discount on their rent during the Lockdowns due to them not being eligible for any government grants due to them not paying business rates directly to Tewkesbury BC, this obviously impacted on our revenue. Towards the end of 2020 we had seriously depleted the coffers and we were down to our last couple of thousand pounds in the bank.

However, Lockdown provided me with a chance to have a serious look at the Club's expenditure and general finances. Firstly, I had a deep clean of our financial system in order to clear up any costs that weren't correctly allocated in order for me to see clearly if these costs could be reduced or simply got rid of. Before I took over as Treasurer we employed a 3<sup>rd</sup> party to do our book keeping, this equated to an annual cost of £1600, I took over this role so that was a saving I could implement quite easily. I also found that we were paying twice for telephone and broadband which was for £60-£70 pounds per month, over a year that is a £700-£800 saving. Due to us making small net profits of £500 and £1148, 2019 & 2020 respectively, you can agree this money was better in our account not others. I was also able to implement the use of our financial system to manage cashflow properly to ensure we were able to both pay the bills and to identify areas that need tightening up to reduce or risk. With the help of our Club Manager, Charlotte Nourse, I have streamlined the cashing up process and the turnaround of getting cash into the bank account. I've ceased the practise of taking money out of the till to pay for things like milk, window cleaning, supplies etc, to name but a few costs that were leaving the tills without any paper/audit trail. This not only gives full transparency to where all the money is being spend, it simplifies and makes more accurate my reporting of takings and expenditure to the committee each month.

I've also put into place a detailed petty cash and expenses policy which clearly outlines what sort of items can be purchased by using the newly installed petty cash tin and the purchases we can make through personal expenses that will be reimbursed by the Club. I can't tell you how much cash I found lying around the club in different envelopes etc that I had no idea what it was for, which is why, even though I know we will never be cash free, we are pushing as a club to do more transactions either by card or bank transfer. Charlotte painstakingly put together and implemented the new way in which members can re-new memberships each year and we always take payment for things like functions and room hire by transfer straight into our bank account. This gives us a tighter control of our cashflow and again more transparency for our membership.

We have as a Club been fortunate that we have been able to create revenue from other sources other than pure drinks sales. We have a number of groups and clubs that hire our facilities which contributes greatly towards our turnover and also brings in new users to the Club. We have a new pricing structure for all hires for both commercial use and parties etc and hopefully once we have the kitchen situation resolved we can offer catering packages to maximise the profitability of all our hires. Our hires include a lot of local clubs and groups which can only enhance our standing within the village. We are always looking at new revenue streams for the Club to subsidise the turnover when we are having slow months and welcome any ideas the membership may have.

2020 was a hard year for Churchdown Club and we faced some extra-ordinary challenges both financial and personally, nobody wants the club to shut down and for it to potentially happen on your watch does take its toll, but, we are nearly through the other side. Looking at the last few months since we opened, we have opened at a reduced rate, firstly just Fridays and weekends and now Wednesdays and Thursdays too. We had to manage costs and expenditure in accordance with a reduced footfall and Charlotte and the staff have done a tremendous job in ensuring that waste is reduced and that we maximise profitability where possible. In the coming weeks we will be welcoming back our skittles teams which will bring with it much needed revenue and, first and foremost, people into the Club to use what we have put all this working into saving. We have our savings back to it's pre-COVID level and we are turning a profit every month since we opened in July.

Going forward, and we should always be looking forward, we will be looking into continuing the work we have done inside the club and extending it to renovate the external to give us better kerb appeal. We will be updating some of the equipment, TV's etc, in order to give our members the experience they deserve and generally moving the Club forward to compete in this marketplace. This obviously takes time and money, but with all the cost savings and our new financial structure we are well on our way to achieving all we can. We are working towards more transparency for our membership by publishing our committee minutes on the website which always have a Treasurers report so you can track the clubs accounts monthly. Ultimately the survival of the Club is down to it being used and to everybody working towards making it a success.

### **Item 8 – Bowls Section Report**

Mrs Barbara Baker sent Clare Dare a report as she was unable to attend. Clare Dare read the report out to those present at the AGM:

The first five months of 2021 saw serious work on the green by an intrepid band of volunteers: many bowlers, Churchdown club members and committee plus a couple of tennis players. Together we provided a new outdoor seating area to enable the club to open up during the pandemic and we still had ample room for 6 rinks in each direction. We dug a ditch and erected fencing; painted just about everything, the clubhouse inside and out, the perimeter fencing, gates, benches and white lines. We moved and refigured the concrete sheds to provide secure and accessible storage for our equipment. We planted a new garden alongside the club entrance to brighten up the outlook and got all the shrubs back into shape on the bank overlooking the green. We decided on smart, distinctive new kit with a matching flag and were ready to go.

Our first match was on 1<sup>st</sup> of May against Dowty. With Covid regulations the official opening of our new club had to wait until May 22<sup>nd</sup> with Lyndsay Collin from Gloucester Bowls Association coming to officiate and Dave Marsh raising our new Flag. By the end of season we will have played 16 matches against local teams. The internal club competitions were rather late starting due to the necessary concentration on finishing all the outstanding work. Many of these games have been contested and the finals will soon be completed.

We started the season with 21 members and have increased to 34. We are encouraging the local community to come and join us with taster sessions and open days and welcomed a local social club to an evening of bowls and pizza. The local cub pack is soon to be hosted for their activity badge, trying out a new sport with us. Our web site is close to completion, look out for it soon.

The committee are at the moment preparing to affiliate to Gloucester Bowls Association and Bowls England in October. We will then be eligible to enter fully into County and league fixtures next year, as appropriate. We will also seek to obtain funding to promote growth and development.

We have had an exciting and hardworking year. I would like to particularly thank the Bowls Club committee who have worked so hard to bring this new Club into being and all those others who have donated their time and money to help us get on our feet. We are pleased to have forged much stronger, beneficial links with the Churchdown club.

## Item 9 – Tennis Section Report

Mr Jon Evans reported:

Firstly he thanked everyone for their help in the last 18 months.

Given the incredibly difficult Covid 19 situation during the past 18 months, naturally, we were all very concerned about the future of the club and on behalf of the tennis section, I would like to thank all the CCL team and the new Bowls section, for all their efforts which allowed the club to survive. It is a great example of how we can all work together in the interests of all.

Tennis was one of the outdoor sports allowed under government restrictions from early on and we were able to keep going by adhering to government and LTA guidance throughout. This allowed limited numbers with social distancing and we adopted a new booking system for track and trace purposes. As restrictions have gradually lifted there has been an increase in participation especially among families. Membership has increased slightly this year to a total of 75, with, I am pleased to note, a significant increase in families, juniors and younger members.

Saturday morning Junior coaching with Neal Cornish has been very popular with 2 courses running. Several parents showed an interest in playing themselves and consequently Neal has run a course for them aimed at adult beginners on Monday evenings. This was very successful resulting in several new memberships and he plans to run 2 more courses starting early in September.

To aid coaching and broaden the club appeal we have purchased a ball machine with a generous 50% grant from Tewkesbury Council. This will also allow individuals to practise alone and will be extremely useful if there are further restrictions due to Covid increasing in the Autumn. The machine proved a success at the Centenary weekend, provoking much interest and, as a result, two more juniors were recruited for coaching.

Social tennis generally is popular and we have run a one-day 'American' tournament and the main internal club tournament is currently underway. Gloucestershire League tennis was allowed in 2021 and we have run two men's teams and one ladies, all of which have managed to stay in their current leagues. We plan to enter the Stroud Winter league again this year.

On the financial side we increased our annual fees since the last AGM to boost our 'sinking fund' (required by the LTA) for planning future court resurfacing. We continue to contribute 15% of our income to CCL (over £500 this year). The courts are currently in need of cleaning and binder coat application and the fencing is in need of refurbishment. We have sought quotes for these tasks but as yet have not had acceptable responses and initial cost indications (each of several thousand pounds) would make a large dent in our fund. We are considering options and hope to progress further later in the year. Following a very useful meeting with the local LTA Participation Development Officer, we are exploring other revenue sources and also how we can increase participation with support from the LTA.

Finally I would like to thank the CCL team for its continued support to the tennis section and in particular Gina and Charlotte for all their hard work during what has undoubtedly been a very difficult year and in keeping me informed throughout via meetings, phone calls, texts and Whatsapps.

Mr Jon Evans announced the death of a long-term member Sue Cuerdan. In 2010, an anonymous personal donation was made to allow the refurbishments of the tennis courts. Mr Evans announced that this donation was made by Sue Cuerdan. Jon expressed his gratitude and that of the Tennis Club and Churchdown Club for this generous donation. Our thoughts are with the family.

## Item 10 – Constitution Changes

### *i.* Removal of Bye-Law 'Billiard Room' (*P Mulraney*)

On behalf on Mr Mulraney, the President presented the constitutional change. The President explained that there was no longer a Billiard Room.

**The change was proposed to delete this Bye-Law.**

Proposed Ian Willcock

Seconded Paul Brooke

*ii.* Removal of Bye-Law 'Games' (**P Mulraney**)

On behalf on Mr Mulraney, the President presented the constitutional change. Games have been played for a number of years.

The change was proposed:

**Delete Bye-Law 'Games':**

Proposed Ian Willcock

Seconded Paul Brooke

*iii.* Bye-Law Change Proposal – Dogs welcome outside and in sports bar area.

Charlotte Nourse proposed the change, explaining that at the AGM in 2019 a 3-month trial period of dogs allowed in the Sports Area had been agreed.

The change was proposed:

**Delete from Bye-Law 'Dogs':**

No dogs shall be allowed within the Club buildings with the exception of guide dogs for the blind.

**and replace with:**

Dogs are allowed in the Sports Area and outside with the exception of working Assistance Dogs.

The members present approved the change on a general aye.

*iv.* Bye-Law 'Children' change to allow children in all areas of the Club.

Charlotte Nourse proposed that the Bye-Law wording should be changed.

The change was proposed:

**Delete from Children:**

No persons under the age of 14 years shall be allowed in the Bar.

**And insert at the beginning:**

Children are welcome at the Club under adult supervision.

The members present approved the change on a general aye.

*v.* Bye-Law Change Proposal – Bookings

Charlotte Nourse proposed that the Manger should be contacted for bookings not the Secretary.

The change was proposed:

**Delete whole paragraph from Bookings and replace with:**

Members and non-members wishing to book Club facilities must contact the Club Manager.

*Proposed Ian Willcock*

*Seconded Paul Brooke*

vi. Bye-Law Change Proposal – ‘Guests’

Charlotte Nourse explained that there had not been signing in of visitors for many years. T Mahon reiterated that the members card behind the till should only be used for members of teams invited to partake in sporting activities by any section of the Club.  
The change was proposed:

**Delete Bye-Law ‘Guest’**

Proposed Ian Willcock  
Seconded Paul Brooke

vii. Discussion of Rule 4 (*C Dare*)

Members and Ian Willcock explained the rule to Clare Dare. No changes needed.

viii. Constitution Change Proposal – Rule 5: Membership

Charlotte Nourse referred to Rule 5 ‘Proposer & seconder process and posted for 48 hours in Club before considering by committee’ at being antiquated and would suggest removal.  
The change was proposed:

**To simplify the wording of the Membership Rule:**

The Committee will simplify the wording and process and present to members at the next Committee meeting

**ACTION**

The members present approved the change on a general aye.

ix. Removal of Constitutional change Rule 5, made 26<sup>th</sup> March 1992

Charlotte Nourse proposed that this be removed as visitors have not signed in for a number of years. Graham Dean posed the question if this would affect the Club’s insurance based on fire safety regulations.

This Rule will remain in place until the information is sourced. If this does not affect fire and safety regulations and insurance, then the paragraph will be deleted from the constitution.

**ACTION**

x. Constitution Change Proposal Rule 6 – annual subscription rates.

Charlotte Nourse presented the changes of the rates to the members. T Mahon mentioned that the annual subscriptions have not been altered in at least five years.

The change was proposed:

**Delete from Rule 6 – Subscriptions:**

Every ordinary member shall pay an annual subscription the amount of which shall be determined at the Annual General Meeting but shall not exceed £10 per annum.

**and replace with:**

Every ordinary member shall pay an annual subscription the amount of which shall be determined at the Annual General Meeting.

Charlotte proposed that the annual subscription rate for January 2022 shall be :  
£15 senior, £20 adult, £35 family (2 adults, 2 children) £5 for new/replacement cards. No fines for late payment with effect from January 2022.

Members vote:

For – 23

Against - 3



xi. Constitution Change Proposal Rule 18

Charlotte Nourse explained the licensing Act had been updated:

The change was proposed:

**Delete from Rule 18 – Hours of Opening**

Licensing Act 1964

**and replace with:**

Licensing Act 2003

**Item 11 – Election of Office Bearers**

- i. President - Gina Jones  
Proposed Ian Willcock  
Seconded Paul Mulraney
- ii. Secretary - Clare Dare
- iii. Treasurer - Adam Doherty
- iv. Committee members:  
Paul Brooke  
Andy Grainger  
James Maund  
Ian Willcock  
James Hull

**Item 12 – AOCB**

- i. Spicy Aroma Lease term  
Clare Dare presented her findings and suggested a new lease to be written with immediate effect. Members were in agreement that the Committee could decide on the lease term and include rental reviews annually. Paul Footitt suggested that break clauses need to be in the agreement. ACTION
- ii. Delipizza  
Delipizza will be given a two-year lease agreement with the initially rent of £500 a month. The members would like rent to be reviewed annually. ACTION
- iii. Lease agreements with Bowls and Tennis section  
As the Bowls Club need to have a lease agreement, Clare Dare suggested that it was only fair that the Tennis Club do too. These will be shared with both sections and a rental agreement agreed before the end of October. ACTION
- iv. Constitution Review  
The President asked the members present if they agreed with the Committee continuing to look at the constitution and draft a new version in line with the changes agreed tonight as well as any other changes not suggested in tonight's meeting.

The members present approved this on a general aye.

**Item 13– Closure**

The President closed the meeting at 19:43pm by thanking the committee and everyone for coming.

Gina Jones  
CCL President