

Churchdown Club Committee Meeting Minutes

Date: 13 October 2025

Location: Churchdown Club

Chair: Gina Jones

1. Attendance

Present: Gina (Chair), Jo (Secretary), Charlotte (Manager), Grant (Committee Member), Richard (Tennis Representative), Andy (Committee Member), Hannah (Treasurer), Patrick (Deputy Chair).

Apologies: Anna (Committee Member), Leo (Committee Member), Paul (Committee Member), Bowls representative.

2. Approval of Previous Minutes

- Minutes from the meeting on 8 September 2025 were circulated in advance. The Chair noted they had been sent to the Manager; the minutes were approved with no amendments recorded.

3. Reports

Bowls Report

- Bowls club have used 180m of old roofing batten to replace markers around the green.
- Work underway to replace a collapsed side on the green.
- Permission granted to temporarily place ton bags of materials on the baton core near the work area.
- Bowls believe their annual rent has not been paid this year and wish to settle; last known rent level is £525.

Tennis Report

- Winter season has started; first home fixture resulted in a heavy loss following promotion to Division 1.
- Wood slats from the old roof were protruding through the fence; the roofer will remove remaining materials to ensure safety.
- On-court behaviour: club policy to be published on the website; pay-and-play communications to include a Code of Conduct.
- Tennis AGM scheduled for Tuesday the 18th (next month).
- Renewals: continue with the current system of collecting payment prior to granting access.
- Court access code is not changed regularly; suggestion to hold two padlocks and swap monthly, or implement a monthly code-change process.
- Court lighting options explored: traditional quotes £40k; lower-cost LED strip solution £20–25k under consideration. Planning permission to be explored (with lights off by 22:00 as typical condition).

Manager's Report

- Oktoberfest: 7 VIP seats remaining at time of meeting. Tables booked; food and drink mix agreed (including gluten-free option). Table plans finalised; additional steins ordered. Friday/Saturday designated for setup and decorations.
- Veltins to be added on tap to reduce pressure on the festival bar; four cask ales planned including Access for All (charity), Oktoberfest ale, Tewkesbury Town Band ale, plus Butty Bach. Bottled Oktoberfest lagers (incl. 0%) stocked; standard wine list retained.
- Cellar: annual chiller maintenance completed, noticeably improving temperature; new compressor installed, reducing gas bottle usage.
- Promotion: a “dummy” Alpacalypse pump installed on the main bar to aid visibility and sales.
- Food hygiene re-inspection scheduled for Friday 24 October; expectation to improve rating (target 4 given limited kitchen operation).
- Staffing: good flexibility and responsible ID checks; stock take scheduled for 1:30pm the following day.
- Certificates for staff food-hygiene training to be printed/laminated and displayed.

- Operational: printer toner required; Amazon login details to be shared with the Treasurer to access invoices and streamline approvals.

Secretary's Report

- Membership stands at 688 (up 23 since September); aspirational target to exceed 700 by year-end.
- Meeting arranged with Michael (Montal) to discuss support for resurfacing the car park and repairs to steps; query to raise about space-wasting "island" at the car park edge (potential highways constraint).
- Parish Council grant application for roof and solar panels is open; submission deadline 20 October.
- Letter confirming Lifetime Membership for Ian Wilcock drafted and to be issued; Ian informed and delighted.

Treasurer's Report

- Bookkeeping overhaul completed: balance sheet reconciled; detailed categorisation of costs and Booker invoices; budget loaded into Xero enabling actuals vs. budget reporting.
- Performance year-to-date: c. £36k profit vs. £8.7k budget (+£27k). "Exceptional" items noted separately (e.g., electrical works, fencing, locksmith, blinds, uniforms, Oktoberfest steins, cellar cooling repairs, etc.).
- Stock movement timing adjusted (August/September) to better reflect margins.
- Outlook: Oct–Dec expected to be break-even/slight loss amid external uncertainties. Kitchen rental could generate £5–7k p.a.
- EPOS: direct posting to Xero ceased on 2 Sept; manual categorised postings reinstated (spirits/beer/wine/softs, food lines, membership, pool, jukebox).
- Gross margins: drinks 58%; food 29%.
- Water bill spike due to an actual meter read after a gap in readings.
- Contracts/renewals: Electricity tied in until 25 June (next year); Gas until 22 April (year tbc). Insurance renewal due in December. PHS contract length unknown; Dojo recently added; Molson Coors up for review next year.
- Procurement: Continue comparing Booker prices with alternatives; consider Costco for select consumables (e.g., towels, cleaning) and downgrade copier paper quality where acceptable.

Ongoing Agenda Items & Other Updates

- Events pipeline: close down Oktoberfest, then pivot to Halloween (decorations, themed cocktails, entertainment, advertising).
- Roof & Solar: weather delays noted; site meeting planned between solar and roofing contractors to sequence works.
- Banking: Co-op application to be restarted; Barclays experience remains challenging.
- Website: difficulties contacting current developer (Huw). Contingency to source an alternative if no response within two weeks; in the meantime, printed minutes to be displayed on the bar. Target: modernise site and highlight membership growth (700+).
- Spicy tenancy: solicitors issued letter advising independent rent review via RICS; tenant paying current rent but arrears remain outstanding. Sub-meters for utilities confirmed; options for enforcement and invoicing to be progressed.

4. Action List

Action	Responsible	Due Date
Raise annual rent invoices to Bowls (0321) and Tennis (0320) at £525 each; also raise £50 invoice for Holiday Club.	Gina	ASAP
Locate Bowls & Tennis leases (cupboard/SharePoint) and confirm any rent-review clauses/dates.	Gina & Jo	Before next meeting
Speak to roofer to remove remaining wood slats and ensure fence area is safe.	Charlotte	ASAP
Publish on-court behaviour policy on website; attach Code of Conduct to pay-and-play comms.	Richard & Charlotte	Before next meeting
Evaluate monthly lock code changes / two-padlock swap approach for courts.	Tennis Committee	Proposal by next meeting
Explore and, if appropriate, submit planning application for court lighting; engage Parish Council.	Richard	Initial view by next meeting
Print/laminate and display staff food-hygiene certificates.	Charlotte	24 Oct 2025

Order printer toner; share Amazon login with Treasurer; notify purchases for approvals.	Charlotte & Hannah	ASAP
Complete stock take at 1:30pm and integrate with reports.	Charlotte & Hannah	14 Oct 2025
Meet Michael (Montal) re: car park resurfacing & steps; ask about car-park "island".	Jo & Patrick	14 Oct 2025
Submit Parish Council grant application (roof & solar).	Jo	20 Oct 2025
Issue Lifetime Membership letter to Ian Wilcock.	Jo	Issued (note for file)
Compile contract renewal dates (utilities, telecoms, insurance) into a single register.	Grant & Hannah	Before next meeting
Continue manual, categorised EPOS postings to Xero; maintain margin reporting.	Hannah	Ongoing
Escalate website contingency plan if no response from current developer within two weeks.	Jo & Charlotte	By end of Oct 2025
Hold fixed-asset review meeting; reconcile register to physical items.	Gina, Hannah & Patrick	Before next meeting
Review suppliers: Booker vs alternatives; assess PHS vs Costco for consumables; downgrade copier paper where acceptable.	Charlotte & Hannah	Before next meeting
Coordinate Oktoberfest setup and volunteer rota (Fri/Sat).	All	18–19 Oct 2025

5. Date of Next Meeting

Tuesday 11 November 2025 at 7.00pm