



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 14th August 2023

In attendance:

Chair	Vice Chair Hon Treasure	Hon Secretary	Assistant Secretary	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Clare Dare	Rachel Tomkins	Charlotte Nourse	Andy Grainger	Richard Fernandes	
					Jo Parry		
					Jason Tomkins		
					Grant Burgess		

Apologies:

Ian Willcock	Graham Dean	Ben Brooke			
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Opening welcome / statement

The Chair opened the meeting at 6:31pm confirming attendance and apologies.

Minutes from Last meeting

It was agreed that the minutes from the July 2023 meeting were a true and accurate representation of the discussion that took place.

Actions and matters arising from the minutes of last meeting

- Contact TBC/Dee Griffin for copy of deeds - **ACTION** Clare to go to Dee and Griffin and collect documents
- Disabled access and accessibility - see Secretary report for update
- Secondary account to be opened - verification of two committee members required - ONGOING
- Rate review for Spicy Aroma - contact commercial rental company to get a market value from KBW - CLOSED letter to Mr Rubal that rent will remain. KBW state that the rent is about right unless business rates etc are included (which they are not) - **ACTION**
- Catch up with Adam (book keeping) - CLOSED - review in 3 months
- Communication with Tennis - CLOSED
- Insurance documentation from Tennis / Bowls / Main Club to ensure everything is covered - ONGOING received from Bowls
- Find a potential system that can get TouchOffice and Xero to 'talk to each other' - CLOSED see Manager's report
- Redesign of kitchen - CLOSED due to other projects this will be reviewed later
- Meeting with Trevor Thorn regarding ramp proposal - CLOSED see Secretary report
- Fire buckets to be ordered - ONGOING
- Contact Wotton Hall regarding Spice House rent - CLOSED
- Brewery quotes - see Manager's Report

Bowls Rep report	None Clare to catch up to ensure that a representative is present.
Tennis Rep report	<p>The new shed has been erected. There are ongoing communications with the company that built it. Throughout the build process a snag list was shared with the company. Unfortunately, the company have stated that they would take it down. Communication is ongoing at this stage with four options:</p> <ol style="list-style-type: none"> 1. Taken down 2. Look at snag list and see if it can be actioned 3. Company negotiate a price 4. Company will remove materials to the amount the Tennis Club owe - Tennis have already paid a deposit and still owe £2320. <p>Miscommunication within the Tennis Committee about the positioning of the shed as it is too far forward so access to the memorial garden is limited. Going forward, Main Club need to be informed of anything that is happening in advance - use of Whatsapp Tennis chat - ACTION</p> <p>Any news on improving the back of the tennis courts area? - still on maintenance worksheet.</p>
Treasurer report	<p>P&L shared £2789.93 profit in July Year to date Profit after taxation - £8222.29</p> <p>Current Account - £8210.00 Savings Account - £88248.00 Cash £500 Petty cash £200</p> <p>British Gas have sent out a bill stating the Club owe £6000 and will be taking it out. Paul to contact them - ACTION</p>
Secretary report	<p>Access for All:</p> <p>Clare stipulated that she would like to see progress with the lift as soon as possible rather than waiting to see the outcome of the ramp and doing it all together. Clare made Committee aware that there are members that need to access the Club now, which they cannot do.</p> <p>Meeting with Trevor Thorn, Gina, Paul and Jason regarding potential ramp on the verge. There are benefits to have an external lift and an outside ramp - all agree including the committee.</p> <p>The plans drawn up by Trevor means extending the Club by approximately five feet (entrance by the bus stop) so that an internal ramp can be built.</p> <p>Anything structural will have to go to a Special General Meeting. Before this, it has been suggested to contact a funding broker who will find grants for the Club (lift, external ramp, toilets and refurbishment of kitchen) and then take a percentage. As this is a huge project, the committee have agreed for contact to be made to a company called 4Grants to obtain pricing etc - ACTION</p>
Mangers Report	Cider festival - still need additional Committee members to volunteer on cider bar over weekend. basket meals and rolls will be available.

	<p>Vaping signage up - feedback good, sometimes when busy usage is hard to monitor .</p> <p>Welcome to new member of staff Danny, replacement for two members of staff.</p> <p>Following the success of the charity quiz for James Hopkins trust (team attended as their works night out) suggest asking members to suggest a quarterly local charity for quiz night, next one Autumn - Committee agreed.</p> <p>New members cards have been on order from Pickering Systems since end June, need them this week, also contacted PS about Touchoffice reporting/linking capabilities, not a particularly keen response other than exporting CSV reports.</p> <p>New cider festival banner at front, chalk boards updated, lots of positive comments Plan to introduce takeaway roast lunches in September and reintroduce bottomless afternoon tea/pizza.</p> <p>New contract Molson Coors, awaiting comparison from Carlsberg Marston's, held up due to my holiday and then sales managers holiday - concerns about product ranges/sky discount if move away from Molson Coors - committee to receive two proposed deals in advance of Sept - ACTION committee meeting as time is restricted, current deal runs out end Sept 23. Manager thoughts are that everything works extremely well with Molson Coors, and happy to continue a further three-year arrangement.</p>
<p>AOB</p>	<ul style="list-style-type: none"> • World Cup Rugby offers - there will be but to be confirmed nearer the time • Social Media negative posts - reply to member regarding the post. All complaints/suggestions need to be directed via email - ACTION • Alcohol free bottles are deemed too expensive to our members - proposed that these should be promoted at a lower price - to be looked at - ACTION • Speakers in the bar and position of the Juke Box - ACTION
<p>Date of next meeting</p>	<p>Committee meeting - Monday 11th September 2023 at 6:30pm</p>

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from August 2023 CMTE meeting:

	Action	Assigned to
	Collect documents from Dee and Griffin	Clare
	Disabled access and accessibility	Clare/Rachel/Gina/Paul
	Secondary account to be opened Debit card for Charlotte	Paul/Gina/Andy G/Charlotte
	Letter to Spicy Aroma regarding rent review	Clare
	British Gas taking £6000	Paul
	Insurance documentation from Tennis to ensure everything is covered.	Clare/Richard
	Fire buckets to be ordered	Charlotte/Clare
	Brewery quotes	Charlotte
	Jason and Richard added to Whatsapp group	Gina
	Contact 4Grants	Clare
	Brewery contract	Charlotte
	Review non-alcohol drinks prices	Charlotte
	Speakers in the bar	Charlotte
	Letter to member regarding social media posts	Clare