



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 11th December 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		Jo Parry	Richard Fernandes	Graham Dean
					Andy Grainger		
					Jason Tomkins		

Apologies:

Grant Burgess	Charlotte Nourse	Ben Brooke	Ian Willcock		
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Opening welcome / statement

The Chair opened the meeting at 6:32pm confirming attendance and apologies.

Minutes from Last meeting

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

Actions and matters arising from the minutes of last meeting

- Disabled access and accessibility - ONGOING
- Secondary account to be opened - ONGOING - opening a standard savings account
- Debit card for Charlotte - ONGOING
- Produce graphs for P&L - CLOSED as format has been produced and graphs can be exported and formatted for viewing.
- TV in skittle alley - ONGOING discuss in January meeting once all Committee Present
- List of compliance for Bowls Club - ONGOING - January focus for Tennis and Bowls
- Contacting business regarding if they use SMART METERS - ONGOING
- Energy comparisons - ONGOING
- Contact Grants broker if it is feasible to have two separate applications - reply stating need to fill in health form - CLOSED
- Accurate billing (water/gas/electricity) - CLOSED
- License extension for NYE - Application sent, waiting for a response - CLOSED
- Letter to M Baker regarding request to release funds - sent - CLOSED
- Checking of the roof - CLOSED
- Independent license for CCTV - CLOSED - require a CCTV review, which will be incorporated into the sub-committee of reviewing the IT facilities within the Club.

Bowls Rep report	<p>Graham thanked the Club for restoring the electricity in the Pavilion. The roof has been repaired. Preparing for next season, there is nearly a full fixture list. Once finalised this will be shared with Charlotte. Now are trying to organise food for home games - contact Clare regarding use of the kitchen (soup, basket meals etc.)</p>
Tennis Rep report	<p>AGM held. All went well. Organising order of the shed and being delivered - hopefully in the Christmas break. If not half-term in February. The size will be 18ft x 6ft. Winter league has started.</p>
Treasurer report	<p>£ profit after taxation: £3531.57 Current account: £11245 Savings: £83774 Cash: £1300 Petty cash: £200</p> <p>Wilden have been the Club's auditor for many years however the news coverage recently should the Club have an association with the firm? This was discussed in the Committee meeting. A comparable quote will be acquired from other firms. The Club's Xero accounts package is owned by Wilden with all the administrator rights.</p> <p>Sub-committee for a unification of IT, CCTV, accounts package, computers, email domains to be set up.</p>
Secretary report	<p>Sub-committee meeting held regarding Access for All. Thorn Homes are proceeding with planning permission for the external ramp and building extension. 4Grant Health form completed - reply stating they could not help as we are profit making company. Constitution sent to 4Grants to clarify what the Club actually does and that it is not a true profit-making company. Trevor Thorn is contacting 4Grants on the Club's behalf.</p> <p>Renewal of membership - ACTION If renew is in the month of January it will be the advertised membership rate. A late renewal administration fee of £5 will be added from 1st February. Reminder of membership renewal will be sent out weekly in January.</p>
Mangers Report	<p>Christmas and New Year event schedule published, waiting on application for extended hours application (submitted 06/12) before publishing opening hours.</p> <p>Christmas and New year rotas sent out to all staff. Busy diary fixtures with private parties and organised events. Free hire of facilities for members and sections will be asked for a refundable deposit on bookings going forwards. This is due to a free hire booking not being attended by the hirer. Extra expense for the Club (heating of room, extra staff). There was also potential loss of income from other hirers.</p> <p>Two main incidents: 1. Letter issued to a non-member following an incident on the Saturday 2 December. This non-member has an ongoing ban from the Club. 2. Attempted break in on the 17th November. CCTV caught good images and a local resident alerted police to suspicious activity. One of the two men have been caught. The police were very</p>

	<p>complimentary of our the Club's CCTV coverage, security of the building, internal and external security as well as the support from Security1 (security alarm company). There was damaged to a camera which has been replaced.</p> <p>Request that one additional person needs to be a user on the CCTV system as protection for manager.</p> <p>Parish Council approved funding of replacement AID defibrillator, thank you to the Parish Council.</p> <p>Wine selection - have agreed with Laithwaites to revisit single serve selection in the new year due to our selection being limited because of Laithwaites advent calendars.</p> <p>Sound system installed and booster installed on Sky and jukebox feed.</p> <p>Electrical works completed in the bowls hut, external security lighting and external club lighting.</p> <p>External wall repaired - thanks to Martin Feighery.</p> <p>Need to revisit requirement for commercial dishwasher. Unanimous decision that dishwasher can be ordered dependent on electrical quote as the dishwasher is a 30amp unit - ACTION</p> <p>Staff and Committee drinks and Chinese food Sunday 14th January from 7pm</p>
AOB	<p>17th December 2023 Christmas Sunday lunch - if numbers are high then sitting will be in function room, otherwise it will be in the bar and lounge area. There is always consideration of regular members and where they prefer to seat.</p> <p>Clarify the cost of dishwasher from MJS catering supplies - ACTION</p>
Date of next meeting	Monday 15 th January 2024

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from December 2023 CMTE meeting:

	Action	Assigned to
	Secondary account to be opened	Paul
	Disabled access and accessibility	
	Unification of IT	Jason/Paul/Gina
	Savings secondary account to be opened	Paul
	Debit card for Charlotte	Paul
	TV in skittle alley	Committee
	List of compliance for Bowls and Tennis Club	Clare/Gina
	Contacting business regarding if they use SMART METERS	Committee
	Energy comparisons	Committee
	Membership renewal	Clare
	Electrical quote for installation of commercial dishwasher	Charlotte
	Contact MJS catering for accurate costing of dishwasher	Clare