



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 13th February 2023

In attendance:

Chair	Vice Chair Hon Treasure	Hon Secretary	Assistant Treasurer	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Clare Dare		Charlotte Nourse	Andy Grainger	Richard Fernandes	

Members: Rachel
Jason

Apologies:

Ian Willcock	Ben Brooke	Jo Parry	Graham Dean		
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**Opening
welcome /
statement**

The Chair opened the meeting at 6:30pm confirming attendance and apologies.

**Minutes
from Last
meeting**

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

**Actions and
matters
arising from
the minutes
of last
meeting**

- Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council - ONGOING
- Fence ownership - Back fence and to the left is owned by the Club - CLOSED
- Kitchen maintenance - RGD will complete when completing the heating refurbishment- ONGOING
- Disabled access and accessibility for all - ONGOING see secretary report
- Function room heating and blinds - heating is booked in. Blinds to be confirmed - ONGOING
- Update on new shed for tennis - awaiting decision from TBC - CLOSED
- Amazon Prime Business - costs £200 per fixture - private Amazon Prime is not allowed in the Club - CLOSED
- Contact Wildin & Co to complete accounts and invite to AGM - CLOSED
- Fixing of pitch fibre drains - CLOSED
- Workplace inspection checklist - complete actions - ONGOING

**Bowls Rep
report**

No report.

Clare attended the Bowls meeting on Wednesday 8th February 2023
Successful members renewal and a couple of new members.

Thursday March 9th 2023 is a Demo day of machinery (Bowling Green Maintenance Seminar). This will be for the whole day with a member of the Bowls opening the Club at 7:30am in order for the company to set up for their seminar. There will be lunch provided (invitation only) and then a demonstration on the Green.

	<p>Communication with Main Club and Bowls was discussed to ensure that Charlotte has a clearer understanding of usage going forward as she was put into an uncomfortable situation with the demo company.</p> <p>The company will be charged for using the facilities.</p> <p>Bowls insurance to be added on to main Clubs and they pay towards it - unanimous decision that this will not happen. The Bowls need to have their own insurance - email sent to Graham.</p>
<p>Tennis Rep report</p>	<p>The Clubhouse is still going through the planning decision. All drawings have been submitted accurately.</p> <p>Placement of the Clubhouse was discussed again. There will a space of 6ft from the memorial garden to the start of the Clubhouse. This is to allow maintenance of the garden and having space for the gardener to have his tools as well as having a space for reflection.</p> <p>Emergency General meeting to be held tonight. The Tennis Club are trying to get charitable status in order to claim tax back on any fundraising. This therefore means that the constitution needs to be changed to include this. The changes are minimal. The EGM is to be held in order for the members to approve the changes.</p> <p>Gina reminded that if the Club is open then please encourage purchasing drinks from the Club during match days.</p> <p>New Welfare Officer to be appointed due to previous one stepping down.</p>
<p>Treasurer report</p>	<p>P&L shared for January 2023 and Year End Well done to Charlotte and all the team.</p> <p>£13058.29 current account £70015.84 savings Cash £500 Petty cash £200</p>
<p>Secretary report</p>	<p>Number of current members is 370 of which 39 are new members.</p> <p><u>Access for all:</u></p> <p>Two companies came around to quote on lift and building work (not toilets). One company (TPG Disabled Aids) has come back with a quote for the external lift: Delivery and installation - £16500.00 exc VAT. The builders still have not provided a quote which I have chased for and have contacted TPG to chase them too. ACTION to ask Carter builders for a quote.</p> <p>TVMC Limited are the other company that the Club is waiting for a quote.</p> <p>Tewkesbury Borough Council was contacted to ask if planning permission is required - no reply as of yet. I will wait for another week and if there is no correspondence then I will apply anyway.</p> <p>Quote given for the carpark to be resurfaced and marked as designated disabled parking - £8000.</p>

Will need to draw up a plan to ensure bins are accessible. The resurfacing will need to happen before the lift is installed. Another company have said that they will be less than the other one!

The National Lottery Community Fund have been contacted: Reaching Communities England, regarding applying for a grant. The National Lottery Community Fund's Reaching Communities England awards grants of over £10,000 to charities, voluntary and community groups and social enterprises who want to take action on the issues that matter to people and communities. The main focus will be to bring people together and build strong relationships in and across communities. This can take up to 12 weeks for a decision.

I will start the process once planning has been approved (there is a back log).

Access for all toilets - the best option is to put the toilet in the cleaning cupboard. There is no waste pipe in there. The drains man has looked again. By installing a macerator toilet in that cupboard, there will be adequate room for wheelchair turning, grab rails and a baby changing facility. The toilet will only be accessible to those of need so will have a lock on which will kept behind the bar. This needs to be discussed with builders and the companies as whether it is the best option - ACTION

The current toilets will also need a face lift.

I have spoken to the Parish Council regarding the Club's plans and they will help where necessary with grants and form filling.

AGM:

President to be elected - Gina would like to continue

Any suggested amendments to the constitution need to be with the Secretary seven days prior to the AGM.

Written AOB needs to be with the Secretary seven days prior to the AGM.

Mangers Report

Staff advert for a new senior member. This is to cover staff holidays.

Staff have been very flexible as always but have been reminded, again, about no mobile phones on the bar apart from senior or lone working members of staff.

January was an excellent month with a number of big functions.

Food has returned. Racing brunches will be available on Thursday and Friday of race week.

Sunday lunches in the main are being served in the function room unless requested otherwise. This seems to be working well.

Basket meals on a Saturday.

Kitchen team are Jess and Sarah, initially employed by the Club but in the longer term they are interested in leasing the kitchen and running their own food business including Club catering and Sunday takeaways. Feedback so far is good.

Bowls Green Maintenance seminar day is on Thursday 9th March. Plans need finalising with the Bowls - communication needs to be improved in order for Charlotte to manage the Club efficiently.

Accounts for Year ending January 31st 2023 have been sent to Wildin in preparation for the AGM on Monday 6th March.

	<p>Essential expenses - roof, floor, drains, heating, start of the financial year will be a bit dismal but hope to recoup over the next 11 months.</p> <p>Minimum wage rising in April so may need to review prices going forward.</p>
AOB	<ul style="list-style-type: none"> Flat roof repaired. There were puddles of water on the roof. Hancocks did find a fault in their workmanship which was put right. It was mentioned that the roof was suggested to have a gradient during the initial work 3 years ago. This was turned down by the Manager at the time and had not gone through the Committee. Therefore, it was just felted with a 20-year guarantee. Thanks, given to Andy G for communication with the builders and getting it fixed. All suggestions on building work, fixtures and fittings need to go through the Committee to ensure a high standard is kept. New front fence erection has obstructed the vision of the road for neighbours coming out of their drives. Committee discussed what could be done. Suggestion of a mirror.
Date of next meeting	<p>AGM - Monday 6th March 2023 at 7:00pm</p> <p>Committee meeting - Monday 17th April 2023 at 6:30pm</p>

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from February 2023 CMTE meeting:

	Action	Assigned to
	Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council.	Andy/Paul
	Kitchen maintenance	Charlotte
	Disabled access and accessibility	Clare/Gina/Paul
	Function room heating and blinds	Charlotte
	Workplace inspection checklist - complete actions	Clare/Charlotte
	Contact Carters for building quote for access for all	Paul
	Access for all toilet position	Clare/Charlotte