



**MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING**

Date: 19<sup>th</sup> February 2024

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	Jo Parry	Richard Fernandes	
					Andy Grainger		
					Jason Tomkins		
					Ian Willcock		
					Grant Burgess		

Member: Patrick McCaffrey

Apologies:

Ben Brooke	Graham Dene				
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**Opening welcome / statement**

The Chair opened the meeting at 6:33pm confirming attendance and apologies.

**Minutes from Last meeting**

It was agreed that the minutes from the January 2024 meeting were a true and accurate representation of the discussion that took place.

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

- Secondary account to be opened - ONGOING
- Debit card for Charlotte - ONGOING
- Disabled access and accessibility - Update in Secretary report - ONGOING
- Unification of IT - ONGOING
- TV in skittle alley - CLOSED as currently not deemed essential.
- Contacting business regarding if they use SMART METERS - ONGOING Paul to contact BG and check % for Spicy as only one meter.
- Energy comparisons - As above and merge as one action.
- Require a full breakdown on the difference between TouchNote and Xero- Treasurer meeting with Adam D - see Treasurer report - CLOSED
- Complete terms of business with 4Grants - complete - CLOSED
- Apply for National Lottery Community Grant - completed, 12 weeks to hear - CLOSED
- GDPR on the till - need to find a way to hide fields - only name shown now - CLOSED
- SNAG list for maintenance - ONGOING
- Organise a deep clean of the whole of the Club - completed - CLOSED
- Laithwaites update on wine - see Manager Report - CLOSED

**Bowls Rep report**

None

<p>Tennis Rep report</p>	<p>Shed base has been laid ready for the construction. Window of two weeks before shed is erected to ensure surrounding area is maintained and given a spruce up.</p> <p>Winter season is still carrying on. Full season starts in May. Neil will commence Junior coaching after the Easter holidays on Saturday mornings (9am-1pm). Before this starts, Neil would like to get older Junior section to become accredited for assistant coaches.</p>
<p>Treasurer report</p>	<p>£ profit after taxation for year-end 31st January 2024 - £23851.32 Comparison of previous years to be given to Grant. Ian requested for a breakdown of 'General Expenses' - Paul will produce this in preparation for the AGM.</p> <p>£ profit after taxation for month end 31st January 2024 - £12048.30</p> <p>Current account: £9955.00 Savings: £91774.00 Cash: £500 Petty cash: £250</p> <p>Meeting had with Adam. Clarification about takings over the till and how it is recorded on the P/L. This depends on when a weekend falls. Paul and Gina now fully understand how it works.</p> <p>Login and releasing Xero from Wildens needs to be changed to ensure that Club treasurer and Adam have full oversee of accounting and are able to run full reports. This is already underway.</p> <p>Juke box profit it very low. Committee agreed to reposition so that it is accessible.</p>
<p>Secretary report</p>	<p>Membership: 438 to date 153 members from last year still to renew</p> <p>Correspondence from members:</p> <ol style="list-style-type: none"> <li>1. <i>Emails regarding the change of Staropramen to Madri. Clare replied to each member giving clarification of the change.</i></li> <li>2. <i>Yesterday at lunchtime (Sunday 11<sup>th</sup> Feb) the Club was very busy. There were a number of people eating lunch plus a party in the function room. Just to say Alison and Riley dealt with things very well. Ann</i></li> <li>3. <i>Two correspondences regarding the playing of poker in the main bar area on a Saturday night and their objections to it happening.</i> Committee discussed this in length. The Club is getting busier and seating is a priority. Unfortunately, we cannot predict how busy the Club will be. We can only apologise for the member's manner at asking others to move from the reserved tables. Children are allowed in the Club as long as they are accompanied with an adult. It will be entirely up to the adult whether they want the children seeing card games being played</li> <li>4. <i>Correspondence regarding lighting outside - can we direct the lighting down - ACTION</i></li> </ol> <p>Access for all: Planning for the ramp and front extension is currently being reviewed by a senior planning officer for a decision. No one has commented on the planning proposal or objected.</p>

Since the Committee meeting, the application has been approved with a condition of implementing a programme of archaeological work in accordance with a written scheme of investigation - ACTION

Terms of Business sent to 4Grants so that they can start looking for smaller grants to help with improvements needed in the Club.

National Lottery Community Grant application has been completed (£250,000.00). It will take up to 12 weeks for any decision.

Health and Safety Policies need to be reviewed. Jo and I will start the process. This will identify maintenance that will need to be completed immediately (cannot wait until funding in)- steps/handrails etc

**Mangers Report**

Staffing stable, some busy periods have been well dealt with by all staff during Six Nations, private functions and food service. Staff reminded to ensure 'challenge 25' policy is applied and all functions receiving booking confirmation are advised of challenge 25 policy too.

Six Nations, interest is building. Thanks to Cellar Supplies for one complimentary Guinness keg and complimentary Clavell & Hind bottle, to enable prizes for the raffle plus Guinness discount. I understand some feedback has been received via a member of staff from a Committee member that the offers should be for members only - no objections from present Committee members. Staff recommended to pre-pour Guinness before next England game.

Enquiry from a new Thursday winter skittles team (local team leaving the community centre) we can accommodate next season as long as they play the alternative Thurs to Grinders and will become members if not already.

We have winter skittles every other Monday, every Tuesday, every other Wednesday, every Thursday, every other Friday. I am hoping we will also have summer skittles again.

Concern that Club cannot accommodate brush party, skittles, large GCHQ lunches (4 times a year) and Thursday bowls without additional flexible, moveable tables. Have to hire tables and chairs for this Thursday at a cost of £100 - decision in AOB.

Wine now provided by Laithwaites. Hope you all enjoy the new selection of large bottles and by the glass serves. Spicy menu updated accordingly and Club price increases have been applied from 1st February.

Deep clean completed, including ovens cleaned, skittle alley floor.

Washing machine moved to accommodate dishwasher and hot cabinet installed in the kitchen.

There was an issue with electrics on dishwasher on Sunday 18/2. An engineer attended this morning and advised element in oven is faulty. Thank you to James Hull for looking at kitchen electrics on Sunday and Clare for helping with dishes.

Staffing will be reviewed on a Sunday.

No response from bowls or tennis re family fun day, proposed date 17th August bowls have verbally said they have a game, there isn't a game on the online fixtures list? - ACTION

Attempt to move till support over to LBS Epos has been stalled by continuous choice of Ian Pickering (Pickering systems) to ignore notice to transfer till system over (notice email sent 22/01) LBS require a transfer document completed. Pickering systems direct debit of £36 will be cancelled on 22/2 (monthly access to touch office web three tills) - there is no notice period associated with this set up - agreed DD to be cancelled.

	LBS have changed till set up so that we can only see member names (no longer breaching GDPR) Committee happy that with Manager's discretion staff may look members up on the till to confirm membership. LBS unable to offer any further till support until paperwork received from Pickering systems.
<b>AOB</b>	<ul style="list-style-type: none"> <li>• 24<sup>th</sup> February function - table service (Ian). This will be provided in order for the type of function to run smoothly. This private function may run more often if it runs smoothly.</li> <li>• Furniture review - two quotes provided to order stackable chairs for the skittle alley (20) and function room (52 banquet chairs) and tables (12 x Bolero folding tables) that are easy to store in the function room on trolleys. Committee agreed to go ahead with lower quote of £4995.57 inc VAT - ACTION.</li> <li>• Madri review and cellar - Madri selling well. Committee agreed to keep Madri and replace a lower selling cider (Thatchers Haze) with Staropramen. There will still be Thatchers Gold, Stowford and bottled cider available.</li> <li>• Appearance of outside of the Club - PRIORITY ACTION</li> <li>• Fire report - APM Fire completed a service visit and sent through a list of remedials. These are essential for insurance purposes and the Committee agreed for this to be actioned. The Committee also requested a full survey of the building to ensure that the Club adhere to fire regulations. APM Fire will do this and have offered it at half price.</li> <li>• Events - to ensure that the National Days are organised on the days - World Gin Day, National Prosecco Day etc - ACTION</li> <li>• Mobile phone for Club use - Committee agreed that Charlotte will have a dual-SIM provided by the Club to ensure that Club calls are separated from personal - ACTION</li> </ul>
<b>Date of next meeting</b>	Monday 11 <sup>th</sup> March 2024

Clare Dare  
Hon Sec CCL

Ongoing actions and new ones from February 2024 CMTE meeting:

	<b>Action</b>	<b>Assigned to</b>
	Secondary account to be opened	Paul
	Disabled access and accessibility	Committee
	Unification of IT	Jason/Paul/Gina
	Savings secondary account to be opened	Paul
	Debit card for Charlotte	Paul
	Contacting business regarding if they use SMART METERS	Paul to contact British Gas and check % Spicy pay as Club only has one meter.
	Energy comparisons	Committee
	SNAG list for maintenance	Committee
	Location of Juke Box	Committee/Charlotte
	Archaeological work	Clare
	Juke box relocation	Charlotte
	Preparation for P/L ready for AGM	Paul
	Lighting outside (brightness)	Grant
	Order furniture for skittle alley and function room	Charlotte/Clare
	Dual-SIM for Charlotte	Grant/Jason/Charlotte
	Appearance of outside of the Club	Committee
	Events linked to National Days	Charlotte/Jo