



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 9thth January 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 Jo Parry | | Graham Dean |

Apologies:

| | | | | | |
|-----------------|---------------|----------------------|--|--|--|
| Ian Willcock | Ben Brooke | Richard Fernandes | | | |
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**Opening
welcome /
statement**

The Chair opened the meeting at 6:35pm confirming attendance and apologies.

**Minutes
from Last
meeting**

It was agreed that the minutes from the December 2022 meeting were a true and accurate representation of the discussion that took place.
Price increases were advertised prior to December 1st 2022

**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 both front and back - ONGOING
- Health and Safety Report - CLOSED see Secretary Report
- Kitchen maintenance - ONGOING
- Disabled access and accessibility - ONGOING
- Slabs near the Tennis Club house to be relayed and tidied up (by Spring) - CLOSED part of Health and Safety report
- Email Tennis Club regarding planning permission for new Club House - CLOSED see Tennis Rep report
- Letter to Joe Kaniecki declining Cricket Festival 2023 attendance - CLOSED
- Front fence additional quote required - CLOSED
- Function room heating and blinds - windows repaired and heating to be looked at - ONGOING

**Bowls Rep
report**

Demonstration/promotion day 9th March 2022 for the company that provided the lawnmower which was brought with a grant.
Short Mat event was successful.
Last weekend of January (27-29th January) Bowls membership to be renewed.

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|--------------------------|---|--------|---------------------|---------|--------------------|-----------|-------------------------|----------|-------------------------|--------|---------------------|----------|------------------|--|------------------------|--------|----------------------|
| Tennis Rep report | <p>No representative.</p> <p>A meeting was held between Mike S, Gina and Clare on Thursday 5th January 2023 to discuss the proposed Club House/shed to be replaced. Mike S had contacted Tewkesbury Council to advise whether planning permission was required. This was the case. Mike S has sent an application for a shed at the back of the courts (8ft high and 18ft long). Gina explained to Mike that the main Club need to be included in all applications as the land is owned by the Club.</p> <p>Saturday 7th, we met again to decide the placement of the shed. The main Club are happy with the replacement shed and advised Mike where it should be placed (6ft from the memorial garden) and where the drainage should go.</p> <p>Electricity maybe installed. Committee agreed that it will be one ceiling light and two double sockets maximum. If we see a spike in electricity then the lease will be reviewed to include this.</p> | | | | | | | | | | | | | | | | |
| Treasurer report | <p>Profit and loss for December and Year to date was shared.</p> <p>Thanks to all staff for their hard working.</p> <p>Atmosphere in the club is reflected in our sales.</p> <p>£12,000 current account £60,000 savings Cash £500 Petty cash £200</p> | | | | | | | | | | | | | | | | |
| Secretary report | <p>Workplace Inspection Checklist was undertaken by Clare. A bullet report of actions has been written. This was shared with the committee and actions were prioritised. Any members that can help with the actions would be gratefully received. Report will be on the noticeboard.</p> <p>Need to consider maintenance company to help if necessary - ACTION</p> <p>Data capture has begun with the membership renewals.</p> <p>Rota of committee to help with to renew memberships:</p> <table data-bbox="229 1301 922 1608"> <tr> <td>Monday</td> <td>1900 – 2030 - Clare</td> </tr> <tr> <td>Tuesday</td> <td>1900 – 2030 - Gina</td> </tr> <tr> <td>Wednesday</td> <td>1800 - 1930 - Charlotte</td> </tr> <tr> <td>Thursday</td> <td>1900 - 2030 - Charlotte</td> </tr> <tr> <td>Friday</td> <td>1900 – 2100 - Sonia</td> </tr> <tr> <td>Saturday</td> <td>1200 – 1330 - Jo</td> </tr> <tr> <td></td> <td>1900 – 2100 - Paul/Ben</td> </tr> <tr> <td>Sunday</td> <td>1200 – 1330 - Andy G</td> </tr> </table> | Monday | 1900 – 2030 - Clare | Tuesday | 1900 – 2030 - Gina | Wednesday | 1800 - 1930 - Charlotte | Thursday | 1900 - 2030 - Charlotte | Friday | 1900 – 2100 - Sonia | Saturday | 1200 – 1330 - Jo | | 1900 – 2100 - Paul/Ben | Sunday | 1200 – 1330 - Andy G |
| Monday | 1900 – 2030 - Clare | | | | | | | | | | | | | | | | |
| Tuesday | 1900 – 2030 - Gina | | | | | | | | | | | | | | | | |
| Wednesday | 1800 - 1930 - Charlotte | | | | | | | | | | | | | | | | |
| Thursday | 1900 - 2030 - Charlotte | | | | | | | | | | | | | | | | |
| Friday | 1900 – 2100 - Sonia | | | | | | | | | | | | | | | | |
| Saturday | 1200 – 1330 - Jo | | | | | | | | | | | | | | | | |
| | 1900 – 2100 - Paul/Ben | | | | | | | | | | | | | | | | |
| Sunday | 1200 – 1330 - Andy G | | | | | | | | | | | | | | | | |
| Mangers Report | <p>Christmas was extremely busy. Christmas Eve takings topping £4,200. NYE, there was excellent atmosphere thank you to all staff.</p> <p>2023 music schedule prepared. There will be one live music act per month.</p> <p>Monthly quiz</p> <p>Monthly Rock n Roll bingo (Thursday)</p> <p>Brush parties to continue.</p> <p>Live comedy act in March - must push ticket sales £8 for members and £10 non-members</p> | | | | | | | | | | | | | | | | |

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| | <p>Website updated with membership process, emails out and social media promotions for new members.</p> <p>Large speaker not to be used in lounge bar area for customers music - jukebox only.</p> <p>Charlotte and Clare have a meeting on the 14th January regarding a possible food option.</p> <p>Pitch fibre drain insurance claim registered - outcome unfortunately not covered, front foul waste drains need replacing as matter of urgency - ACTION</p> <p>Posters promoting zero alcohol options, sports events & music schedule on their way plus new simple cocktail menus for table stands.</p> |
| Access For All | <p>Last looked at by C.Wood in 2017 with a quote for supply and installation of an external wheelchair platform (£17000).</p> <p>Ramp option from the main road to entrance into the Club is not viable.</p> <p>Quotes to be obtained for:</p> <ul style="list-style-type: none"> • external lift (in the carpark) • portable ramps • refurbishment of current toilets to include an all access toilet with baby changing facilities. • refurbishment of current cleaning cupboard for toilets for all and baby changing facilities. <p>Once these are received, Tewkesbury Borough Council will be contacted to get planning permission.</p> <p>Clare/Jo will apply for the correct National Lottery Grant or alternative to pay for lift, ramps and assess for all toilets. Possible look at LTA, Bowls England/Sports England for grants.</p> <p>The Club's car park will be for:</p> <ul style="list-style-type: none"> • one space Spicy Aroma (part of their lease) • one space Club staff (lone worker space) • remaining spaces blue badge only <p>Unanimous decision by committee to begin process</p> |
| AOB | <ul style="list-style-type: none"> • Business Amazon Prime - ACTION • Members asking if we could serve shots behind the bar - unanimous decision that shots will not be served this is due to the past incidents that have occurred. • AGM - Monday 6th March 2023 7pm - ACTION for end of year accounts |
| Date of next meeting | Committee meeting Monday 13 th February 2023 at 6:30pm. |

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from January 2023 CMTE meeting:

| | Action | Assigned to |
|--|---|-----------------|
| | Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council. | Andy/Paul |
| | Fence ownership | Andy |
| | Kitchen maintenance | Charlotte |
| | Disabled access and accessibility | Clare/Gina/Paul |
| | Function room heating and blinds | Charlotte |
| | Update on new shed for tennis | Clare/Gina |
| | Amazon Prime Business | Gina |
| | Contact Wildin & Co to complete accounts and invite to AGM | Clare |
| | Fixing of pitch fibre drains | Charlotte/Clare |
| | Workplace inspection checklist - complete actions | Clare/Charlotte |