



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

Date: 15<sup>th</sup> January 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	Stu Allen
					Andy Grainger		
					Jason Tomkins		
					Ben Brooke		
					Ian Willcock		

Apologies:

Grant Burgess					
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<b>Opening welcome / statement</b>	The Chair opened the meeting at 6:33pm confirming attendance and apologies.
<b>Minutes from Last meeting</b>	It was agreed that the minutes from the December 2023 meeting were a true and accurate representation of the discussion that took place.
<b>Actions and matters arising from the minutes of last meeting</b>	<ul style="list-style-type: none"> <li>• Secondary account to be opened - ONGOING</li> <li>• Disabled access and accessibility - ONGOING</li> <li>• Unification of IT (Xero, passwords for accounts) - ONGOING</li> <li>• Savings secondary account to be opened - ONGOING</li> <li>• Debit card for Charlotte - ONGOING</li> <li>• TV in skittle alley - ONGOING</li> <li>• List of compliance for Bowls and Tennis Club - Clare to share - CLOSED</li> <li>• Contacting business regarding if they use SMART METERS - ONGOING</li> <li>• Energy comparisons - ONGOING</li> <li>• Membership renewal - all set up and started to commence - CLOSED</li> <li>• Electrical quote for installation of commercial dishwasher - CLOSED</li> <li>• Contact MJS catering for accurate costing of dishwasher - CLOSED</li> </ul>
<b>Bowls Rep report</b>	Thank you to the Committee for providing the food for the Glevum League (twelve games on a Thursday night). This will
<b>Tennis Rep report</b>	New Club House will be delivered on Thursday 18 <sup>th</sup> January 2023 with building to commence on the Saturday - weather dependant. Shed location has been marked out in agreement with the Club Committee.

<p><b>Treasurer report</b></p>	<p>£ profit after taxation for December: £2694.59 YTD profit: £17,811.27</p> <p>Current account: £13,315.00 Savings: £83,774 Cash: £500 Petty cash: £250</p> <p>Require a full breakdown on the difference between TouchNote and Xero - <b>ACTION</b></p>
<p><b>Secretary report</b></p>	<p>Membership renewal is going well with 13 new members so far. Will continue to advertise renewals.</p> <p>Correspondence form Tewkesbury Borough Council Planning Department - application should be determined by the 7<sup>th</sup> February 2024. Local residents have received a letter regarding the application.</p> <p>4Grants state that there are no grants available for bigger projects right now. There are other grants for general refurbishment projects such as internal work and toilets. These grants range from £5,000 to £50,000.</p> <p>4Grants has sent terms of business through which the Club need to complete and return so that 4Grants can start working for the Club. Are we still happy to continue regardless of the size of grant availability? - Committee have agreed to continue as there is work that needs to be done. National Lottery Community Grant to be applied for by Committee before the changes in April - <b>ACTION</b></p> <p>GDPR on the till - during member renewals, some members have not produced their card as they have lost it. One stated "I don't need one as you can locate me on the till."</p> <p>Locating customers on the till currently shows members details (email, phone number etc) which others can see, including staff. This breaches GDPR rules. Contact to be made to the company assisting with TouchNote till system - <b>PRIORITY ACTION</b></p>
<p><b>Mangers Report</b></p>	<p>Festive period overall sales higher than previous years, great effort from the team. Massive thanks to all staff over festive period, some exceptionally busy shifts and thank you in particular to staff for giving up time on Christmas Day to ensure we continued to open as we have done in the past.</p> <p>Events planned for the year including folk festival &amp; summer cider festival. Two dates to advise poker players that tables will be unavailable. There were comments over festive period from customers about the lack of understanding or flexibility of poker group during busy Saturdays.</p> <p>Online calendar updated with events/regular bookings.</p> <p>Six nations upcoming - promotion TBC</p> <p>Summer Family fun day to be planned - need bowls/tennis involved (bouncy castle, hog roast, punch &amp; Judy, afternoon music)</p> <p>Henry Woodward - barred individual has been trying to get drinks at the bar, Andy Guilding has today turned him away, thank you for this Andy.</p> <p>Gold Cup week - breakfast will run - date and time will be confirmed.</p>

AOB	<ul style="list-style-type: none"> <li>• Wine - updated required - - covered in December manager's report range to be revisited with Laithwaites in January, additionally I sourced samples Founders Stone from Cellar supplies, please take the time to sample these and feedback to Charlotte - ACTION</li> <li>• Deep clean of Club - contract companies to provide quote - ACTION</li> <li>• Food for Bowls - Glevum league, twelve Thursday's. Clare agreed to cook for forty and the main Club will contribute a proportion of the food. Committee agreed contributing half of the cost (£30) for the first match as a gesture of good will.</li> <li>• Minutes - getting them signed off</li> <li>• Upgrade of pipes and lines with a trial of new lager: Gina contacted Molson Coors regarding potential to add/change lagers provided by the Club and to have a clearer understanding of how it all works. There is not enough room in the cellar to put another line of lager in the cellar therefore it would need to be a direct swap to change lagers. After a lengthy discussion about ales/cider/ lager that the Club provided, it was voted that three lagers will still be available however a <b>trial</b> period would occur with a swap of Staropramen with Madri. Charlotte, would like it noted that she is not in support of changing an excellent selling premium brand to Madri.</li> <li>• Gathering on Friday 12<sup>th</sup> January 2024 in the bar area. It was very busy and members who are regulars on Friday were unable to have a seat and therefore had to leave. Members would like to know what the event was. It was a gathering that Charlotte was aware was happening which brought it £4000. There was live music which was provided to the Club by the member who asked for the gathering to happen there so that all could enjoy it. This was agreed due to January usually being quiet. The live music was advertised on social media for all to enjoy. The function room was open. Staffing was planned and ran very efficiently. Gina thanked Charlotte and her staff for how that busy night was and how they managed it. To add to future agenda - more seating Further communication regarding this matter, must come to Gina directly.</li> <li>• Cricket Festival - no communication from the festival as of yet.</li> </ul>
Date of next meeting	Monday 12 <sup>th</sup> February 2024

Clare Dare  
Hon Sec CCL

Ongoing actions and new ones from January 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
	TV in skittle alley	Committee
	Contacting business regarding if they use SMART METERS	Committee
	Energy comparisons	Committee
	Require a full breakdown on the difference between TouchNote and Xeron- Treasurer meeting with Adam D	Gina/Paul
	Complete terms of business with 4Grants	Clare
	Apply for National Lottery Community Grant	Clare/Rachel/Jo
	GDPR on the till - need to find a way to hide fields	Charlotte
	SNAG list for maintenance	Committee
	Organise a deep clean of the whole of the Club	Charlotte
	Laithwaites update on wine	Charlotte