



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 10th October 2022

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 Ben Brooke	Richard Fernandes	Roger Stollery

Apologies:

Ian Willcock	Jo Parry			
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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 September 2022 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 - ONGOING
- Grants for energy - CLOSED as nothing advertised
- Source dart boards and score boards, table tennis bats and balls - ordered - CLOSED
- Health and Safety Report - ONGOING
- Grant for skittle alley - approved and will be in the bank account shortly - CLOSED
- Contact Adam Doherty regarding continuation of book keeping - Continue with continuation - CLOSED
- Kitchen maintenance - ONGOING
- Disabled access and accessibility - ONGOING
- Performance Related Pay - Charlotte - ONGOING

**Bowls Rep
report**

Green closed on the 1st October 2022
 Won the last two games.
 Overall won 30-40% of all games.
 Season is over - still working over the weeks. Working on the vegetation behind the function room - Club committee would like to thank the Bowl's section for starting this.
 Thanks to Charlotte and the bar staff for the Mason's game.
 Still undecided about the short mat.
 AGM 11th November 2022 - 7:30pm

	<p>Presentation night Friday 14th October 2022. Roger has announced that he will be stepping down from the Bowl's Committee. Gina Jones thanked Roger for his contribution and hard work he has put in to the Bowls on behalf of the Churchdown Club.</p>
Tennis Rep report	<p>Issues with Lawn Tennis Association registration process at the moment as they require more information regarding safeguarding and coaching. Actively looking at replacing the shed. Looking it to be slightly longer but aesthetically the same. Andy G mentioned that planning permission might be required. Mike Speke has been raising money towards this by completing a mammoth cycle ride. Churchdown Club have pledged £100 to the sponsorship. Tennis Club has a charity token collection at Tesco Brockworth. Finding quotes for an outside electric cable to be possibly installed. Main Club need to be consulted before anything can go ahead. AGM Tuesday 8th November 2022 - 7:30pm</p>
Treasurer report	<p>Profit and Loss shared for September.</p> <p>Current account - £4313.00 Savings account - £58000.00 Petty Cash - £200.00 Cash - £750</p>
Secretary report	<p>A quiet month.</p> <p>Email from a member regarding DeliPizza and food at the Club: I am not just being argumentative I feel for what it's worth you have done a tremendous job in the club, but what gets me is you all made a big thing in the re-introduction of meals and they were very successful you can tell with the numbers on a Sunday lunchtime, but now the club is very quiet which reflects the numbers of families that have gone elsewhere. Looking at the way you promote the pizza van gives me the impression the club has pushed the re-introduction of meals into the long grass. I am sure you realise to succeed you need food business even at the initial cost of losing money. Curry nights were very successful and what about simply basket food which would also be good Friday and Saturday lunchtimes there are so many combinations you could try and yes it would be a struggle to re-establish but it's worth a try.</p> <p>Committee discussed tonight: On a Sunday the average till takings were £980 which includes food. On a Sunday the average till takings are £750 without food being served. These figures do not include staff wages, over heads or stock costs.</p> <p>The Committee agreed that it is not profitable to serve food. Charlotte has advertised the kitchen as a franchise and has spoken actively if anyone knew anyone to take on the cooking for the Club - there has been no response. The Committee agreed that formally advertising the kitchen role at the moment is not deemed necessary because the Sunday's taking over the last few weeks are the best they have been in a very long time (£700-£1000 per week without serving food). Members and non-members are welcome to purchase food elsewhere (DeliPizza, Golden City, Spicy Aroma) and eat in the Club. Currently in hospitality there are adverts for chefs/cooks as there are limited people to work these. The Club have introduced rolls to sell over the weekend period.</p> <p>Email from a member asking requesting information about the Secretary's report last month:</p>

	<p>1. "Report of the Director" please excuse my ignorance, but to whom does this refer?</p> <p>2. Could you please explain the reason for not having the clubs accounts independently audited.</p> <p>The Secretary contacted the accountant, Graham Wildin, to query the front cover of the financial summary Year Ending January 2022. Mr Wildin agreed that the front cover should have been Report of the Committee not Director. He also mentioned that it was agreed 6-7 years ago by the Club's Committee that the Club qualify for an audit exemption and therefore the accountants are unaudited because we have at least two of the following:</p> <ul style="list-style-type: none"> • an annual turnover of no more than £10.2 million • assets worth no more than £5.1 million • 50 or fewer employees on average <p>Having the finances unaudited saves the Club a considerable amount of money.</p>
<p>Mangers Report</p>	<p>Staffing is good. Currently planning for Christmas rota, offers of assistance from the committee (glass collecting etc) would be appreciated over the festive period.</p> <p>Two staff have offered Christmas Day opening 11.30am-1.30pm</p> <p>Staff/Committee drinks and food planned Sunday 8th January 2022 to say thank you for a good year and everyone working hard as a team.</p> <p>MacMillan coffee morning with Christmas craft stalls will be on Saturday 12th November 2022. Cake donations are very welcome.</p> <p>Christmas posters/coffee morning flyers produced and are being placed around the Club.</p> <p>New activities booked into the Club's diary include Brush party and Wreath making. These are very popular & provide a good profile of the club. Lots of new faces.</p> <p>It was a pleasure to host NHS staff/Churchdown Surgery staff for a social/staff night in the alley last week.</p> <p>Grant has been secured for £3,000 for skittle alley. This was the build back better fund through Cllr Ben Evans which covers decorator and flooring. Dart boards to be sourced too.</p> <p>Gardener starting Tues 11th October 2022. This is a formal arrangement with long term basic kerb appeal plans.</p> <p>Gina and the Committee thanked Charlotte for all her own work.</p>
<p>AOB</p>	<ul style="list-style-type: none"> • The gentlemen that play poker on a Saturday would like two tables reserved for them to play on every Saturday. Now the Club is getting busier, there will be occasions when the tables will not be able to be reserved for them. If the game is not to go ahead then they need to let the Manager know. To be reviewed at the next Committee Meeting. • Calendar that is accessible to members so that they can see if the function room/skittle alley has been hired out. This would help those coming up to play darts or table tennis etc.

	<ul style="list-style-type: none"> • Members question: Could a television be installed in the Skittle alley? - The Committee are considering a television in the Function Room. Review of costings for this first and then will look into skittle alley but it is not a priority yet. • Members question: Will the Club consider providing food for skittles? - There is not a member of staff that could do this. Food from alternative places can be purchased and eaten in the skittle alley. • Club key holders - audit of key holders to occur in November 2022
Date of next meeting	Committee meeting Monday 14 th November 2022 at 6:30pm.

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from September 2022 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
	Grants for energy	Paul
	Health and Safety Report	Clare
	Grant for skittle alley	Charlotte/Clare
	Kitchen maintenance	Charlotte
	Disabled access and accessibility	Clare/Gina/Charlotte
	Performance Related Pay - Charlotte	Clare/Gina
	Reserved tables for poker	Charlotte
	Accessible calendar - bolt on to website	Gina/Paul/Charlotte
	Additional sky box in function room - costings	Charlotte