



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE MEETING

Date: 14th October 2024

In attendance:

| Chair | Vice Chair | Hon Treasurer | Hon Secretary | Assistant Secretary | Manager | CMTE members | Tennis Rep | Bowls Rep |
|------------|------------|------------------|------------------|------------------------|---------------------|----------------------|----------------------|-----------|
| Gina Jones | | Hannah Benyon | Jo Parry | | Charlotte Nourse | Andy Grainger | Richard Fernandes | |
| | | | | | | Grant Burgess | | |
| | | | | | | Patrick McCaffrey | | |
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Apologies:

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| Graham Dean | Leo Tarrant | Anna Bevan | | | |
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Opening welcome / statement The meeting was opened by the Chair at 7:03 p.m. Attendance and apologies were confirmed. The committee expressed its deep gratitude to departing member Clare for her contributions and extended thanks to Andy for his long service at the bar. Acknowledgements included presenting cards and a gift as a token of appreciation.

Minutes from Last meeting It was agreed that the minutes from the September 2024 meeting accurately represented the discussion that took place.

- Actions and matters arising from the minutes of last meeting**
- Offering of the Club to the community strategy (inc. grants) - ONGOING
 - Contact bank - credit cards to be issued to Manager and Maintenance/hosting of card machine - ACTIONED to review banking provider - ONGOING
 - Friday afternoon openings - To be discussed further in Manager Meeting - ONGOING
 - Three quotes for rental review of the restaurant - ONGOING
 - EICR report - The EICR test has been completed, meeting electricians on site to look at priorities. COMPLETE
 - Kitchen to be locked when not in use – ONGOING
 - Warm Space – registration – Complete
 - Hall Hire & Venue Hire – registration – Complete
 - Property Maintenance Company - Complete
 - Social Media promotion for Work Day - Saturday 21st September 2024 – Postponed

Bowls Rep report The Bowls green is now closed for the season, and maintenance work is in progress. No additional updates were submitted.

Tennis Rep report The winter league season has begun positively. A committee meeting is scheduled to address the membership fee increase of £5. Queries about the club's membership fees for next year will be

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| | discussed at a later date. Electricians require minor remedial work; however, an invoice discrepancy with the contractors will be investigated. Weed control efforts were noted, with another work day planned. |
| Mangers Report | <p>Andy Guilding finished his last shift at the club last night, we know he won't be far away if needed and can be called on for wine tasting evenings, thank you from all the bar team for Andy's regular words of advice, support and cellar tidying duties over the years!!</p> <p>Oktoberfest planning 55 seats sold - till set up, bar arriving Thursday, 4pm opening on Friday Staff T-shirts Who will judge fancy dress? One of TB band? Themed pizza from Delipizza coming this week Flyers for bar advertising steins, wines, kirsh based cocktail (kirsh, gin & lemonade in gin glass) & German mule (Jägermeister lime & ginger beer) Have also been securing some Sunday entertainment to take us to the end of the year plus 2025 entertainment Plan for festivals next year Blues & ale plus a summer Britpop cider festival - each festival has 2 reusable banners as does Oktoberfest Next week road closure - church Road Have doubled up on deliveries this week due to no access between 9.30 & 3.30 Tues - Friday Warm space application ready to go now safeguarding policy is completed thank you to Clare for completing this policy Thank you to my range of quiz masters for pulling together so that quizzes can continue on Friday nights .</p> |
| Secretary report | <p>Membership to date is 559 members. Same as last month. Changes to the lottery structure were announced, with the upcoming launch of four distinct categories on November 6th. A regular fundraising date was suggested to support the club's 'Access for All' campaign. The club was informed of a £2,500 grant available from the Parish Council. It was suggested to reassess afternoon openings based on member requests.</p> |
| Treasurer report | <p>Budget adjustments were presented with a focus on breakeven strategies and a 33%-55% profit margin target. The monthly budget was set at £15,000, and a review of membership processes was recommended for early 2025. The Treasurer proposed a member survey to define the club's goals in terms of profit, community engagement, and service offerings. Chair wanted to note and thank Hannah for the hard work put into the report submitted showing the club's financial position.</p> <p>Current account - £2084.88 Savings account. - £ 47208.69 Fundraising account - £2841.00</p> |
| Agenda items | <p>Member emails and points raised: Email from Bruce Bennett – Secretary to reply Email from Justine Davis – Secretary to reply</p> <p>Committee Member points raised: Poker food – see AOB</p> |
| Voting | Poker to use slow cooker in function room – All agree |
| AOB | <p>Kitchen to be locked when not in use – Complete Warm Space – registration – Complete Hall Hire & Venue Hire – registration – Complete</p> |

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| | <p>Property Maintenance Company - Complete Social Media promotion for Work Day - Saturday 21st September 2024 – Postponed</p> <p>The EICR assessment completed by Stroud Electrical requires distributing invoices to respective sections for processing. Action: Patrick to oversee. Rat issues were raised, with new pest control quotes to be gathered. Action: Charlotte. The committee agreed on utilising a slow cooker and rice cooker for events, with disposable dining ware. Action: Patrick to inform Trevor Offering of the Club to the community strategy, including grants - Ongoing. Assigned to: Gina/Charlotte Friday afternoon openings review - Assigned to: Secretary Ear plugs for patrons with hearing issues to be made available at the bar - Assigned to: Charlotte Update access to secretary emails for Jo - Assigned to: Gina (coordinate with Jason) Produce a year-on-year report on bar sales and profit margins - Assigned to: Hannah Investigate Parish Council grant application for Access for All campaign support - Assigned to: Secretary Regular fundraising dates to be set in support of club initiatives and Access for All campaign - Assigned to: Secretary</p> |
| | <p>Committee meeting Monday 15th October 2024 at 7:00pm</p> |

Ongoing actions and new ones from the October 2024 Committee meeting:

- The EICR assessment completed by Stroud Electrical requires distributing invoices to respective sections for processing. Action: Patrick to oversee.
- Rat issues were raised, with new pest control quotes to be gathered. Action: Charlotte.
- The committee agreed on utilising a slow cooker and rice cooker for events, with disposable dining ware. Action: Patrick to inform Trevor
- Offering of the Club to the community strategy, including grants - Ongoing. Assigned to: Gina/Charlotte
- Contact bank to issue credit cards for Manager and maintenance/hosting of card machine and review alternative bank accounts - Assigned to: Gina
- Friday afternoon openings review - Assigned to: Secretary
- Ear plugs for patrons with hearing issues to be made available at the bar - Assigned to: Charlotte
- Update access to secretary emails for Jo - Assigned to: Gina (coordinate with Jason)
- Produce a year-on-year report on bar sales and profit margins - Assigned to: Hannah
- Arrange Poker event with food provisions - Assigned to: Patrick
- Investigate Parish Council grant application for Access for All campaign support - Assigned to: Secretary
- Regular fundraising dates to be set in support of club initiatives and Access for All campaign - Assigned to: Secretary

Notes for Spring 2025
Solar panels
Archaeological survey