



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 12th September 2022

In attendance:

Chair	Vice Chair	Hon Treasurer	Hon Secretary	Assistant Treasurer	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Paul Brooke	Clare Dare		Charlotte Nourse	Andy Grainger Jo Parry Ben Brooke	Richard Fernandes	

Apologies:

Ian Willcock	Roger Stollery			
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**Opening
welcome /
statement**

The Chair opened the meeting at 6:32pm confirming attendance and acknowledging the passing of Queen Elizabeth II and expressing the Committee's condolences to the Royal Family.

**Minutes
from Last
meeting**

It was agreed that the minutes from the August 2022 meeting were a true and accurate representation of the discussion that took place.

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

- Constitution of the club to be finalised (last four points to be reviewed) and completed – (An addition regarding social media and communication abuse needs adding to the constitution) - CLOSED
- Spicy Aroma Possession Order -CLOSED
- Kitchen maintenance - ONGOING
- Committee photo of Jo - CLOSED
- PA system for future events - CLOSED
- Performance related pay as per Manager Contract needs finalising - ONGOING
- Disabled access funding and plans to be discussed further -ONGOING
- Fence ownership - ONGOING

**Bowls Rep
report**

Four games remaining to be played before the closing of the Green on 1st October 2022. There is a potential match with the Masons on the 28th September 2022 with the Main Club opening early for this event and providing food. It needs to be confirmed.
 Approximately eight fixtures have been confirmed for next season so far, Nigel is busy emailing clubs. A meeting is to be held to discuss the expenditure of maintaining the Green next season. The Club is not financially affluent.
 Ladies league has been set up but more details is required.
 Looking for more grants - a other member needs to take ownership of this as it can be time consuming. Barbara is completing her coaching qualification.
 Thank you again to the Main Club for their support.

Graham Dean would like to thank Clare for standing in at the meeting and taking the minutes for them on the 7th September 2022.

Tennis Rep report	<p>All three teams have remained in the same divisions. Membership numbers are the highest the Club has had - 84 members. Inter-club tournaments are happening with a deadline of the beginning of October. Neil is carrying on with adult and children coaching in the evenings until October half term. Weekend coaching not confirmed if continuing in the winter months. Entering into the winter league which is much smaller.</p>
Treasurer report	<p>Profit and Loss shared for July and August.</p> <p>Both months there has been a loss. There has been a substantial amount being paid out for repair and maintenance (skittle alley)</p> <p>Current account - £5757.00 Savings account - £55000.00 Petty Cash - £200.00</p> <p>Looking for business grants for helping with the rising of energy costs - ACTION</p>
Secretary report	<p>Thank you to Charlotte Nourse for the extra time, effort and communication to final get the Spicy Aroma signed. It was signed by Rubal Meah in his personal name The lease commenced on the 1st September 2022 for 5 years. There will be rent reviews on year 1 and year 3. Constitution is now on the FCA mutual portal. Date for AGM needs to be confirmed - unanimous decision that the AGM this year will be held in March 2023 in line with the constitution where the Report of the Director and Unaudited Financial Statements for the Year Ended 31st January 2022 and 2023 will be shared. The Report of the Director and Unaudited Financial Statements for the year ended 31st January 2022 will be shared with the members before.</p>
Chair report	<p>Gina would like to put forward the Committee's consideration for an additional Committee Member. Grant Burgess is extremely interested and will help with general maintenance of the Club - Committee all voted YES. Gina and Paul met with the member regarding the email sent. The Committee would like to thank the member for his response to this meeting. Adam Doherty has been completing the books for the Club. Communication between Adam and Charlotte is working. The Committee are happy with the set up. Adam needs to be contacted to confirm he is happy to continue - ACTION Official thank you to Mike Coughlan from Langley Wellington, for signing the statutory declaration for the amended constitution to be uploaded to the FCA mutual portal.</p>
Mangers Report	<p>Staffing all fine this month. Planning with Club Secretary membership data capture for 2023 membership. Skittle alley has been repainted with new lighting. It is all looking smart and the first game commented on how bright and airy the room felt. Lino for the floor is to be laid in the next few weeks. Suggestion of a number of dart boards on the walls. Unanimous decision two dart boards and electronic scoring agreed this is a good idea - ACTION Table tennis table has been repaired, thank you to Patrick Mulraney. New nets, bats and balls to be sourced - ACTION Applying for a grant to cover the costs of the skittle alley repair and decoration - ACTION Increased duties of accounts and invoicing processes has been helpful to give Charlotte a better understanding of the financial position of the Club but there are however still areas we do need to spend on, mainly health and safety related, these will be prioritised - ACTION Grounds maintenance, looking for ongoing gardening work service - ACTION PA system bought, thank you to Ian Wilcock for the loan of his. Windows to have handles and mechanisms changed, quote came with a 2-year guarantee.</p>

AOB	<ul style="list-style-type: none"> • Her majesty Queen Elizabeth II funeral - unanimous decision that the Club will be closed on Monday 19th September 2022 out of respect to the late Queen Elizabeth II • Macmillan Coffee Morning - date TBC • Ian Willcock would like his full title Squadron Leader on the Honour Board.
Date of next meeting	Committee meeting Monday 10 th October 2022 at 6:30pm.

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from September 2022 CMTE meeting:

	Action	Assigned to
1	Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council.	Andy/Paul
2	Fence ownership	Andy
3	Grants for energy	Paul
4	Source dart boards and score boards, table tennis bats and balls	Ben
5	Health and Safety Report	Clare
6	Business grants for energy	Paul
7	Grant for skittle alley	Charlotte/Clare
8	Contact Adam Doherty regarding continuation of book keeping	Paul
9	Kitchen maintenance	Charlotte
10	Disabled access and accessibility	Clare/Gina/Charlotte
11	Performance Related Pay - Charlotte	Clare/Gina