



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 11^h September 2023

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		Ben Brooke	Richard Fernandes	Graham Dean
					Grant Burgess		

Apologies:

Ian Willcock	Jo Parry	Charlotte Nourse	Jason Tomkins	Andy Grainger	
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Opening welcome / statement

The Chair opened the meeting at 6:32pm confirming attendance and apologies.

Minutes from Last meeting

It was agreed that the minutes from the August 2023 meeting were a true and accurate representation of the discussion that took place.

Actions and matters arising from the minutes of last meeting

- Collect documents from Dee and Griffin - collected and are being filed in the office once organised - CLOSED
- Disabled access and accessibility - see Secretary report for updates - ONGOING
- Secondary account to be opened - ONGOING
- Debit card for Charlotte - ONGOING
- Letter to Spicy Aroma regarding rent review - letter given to Robbie stating that rent will remain the same and will be reviewed again in 2025 - CLOSED
- British Gas taking £3000 - British Gas are denying that we asked to go on a fixed rate - they've put us on a variable. There is a 3-week period where we are on a variable. BG taken £3000k from the Club's bank account - ONGOING
- Insurance documentation from Tennis to ensure everything is covered - Fully covered by LTA - CLOSED
- Fire buckets to be ordered - Grant to order 6 - ONGOING
- Brewery quotes - see Managers report - CLOSED
- Jason and Richard added to WhatsApp group - CLOSED
- Contact 4Grants - see Secretary report - ONGOING
- Review non-alcohol drinks prices - see Manger's report - CLOSED
- Speakers in the bar - see Manager's report - ONGOING
- Letter to member regarding social media posts - CLOSED

<p>Bowls Rep report</p>	<p>Ladies finished third in their league. they have done very well. Sunday league Churchdown Village Bowls finished fifth in the league. Check insurance document. Clare not convinced that players are covered - Graham to liaise with Janet regarding what is covered - ACTION</p> <p>Food safety requires a Level 2 certificate for at least one person in the kitchen overseeing the others - to use the kitchen every other Thursday next season. Club committee agree that the kitchen can be used. Clare to monitor.</p> <p>Clare reiterated that communication with Charlotte is essential and a priority to ensure whether rooms are available after matches. Private hires will not be turned away. If there is a to be confirmed in the diary this needs to be confirmed by the Bowls.</p> <p>Bowls social media is up and running.</p>
<p>Tennis Rep report</p>	<p>League has officially finished. The A team has been promoted to Division 2, The B team has been relegated to Division 6. The Ladies have been promoted to Division 3.</p> <p>When the clock changes the evening tennis will stop. Coaching will stop at October half-term. After this point, men's and ladies' social start on Saturday mornings and general social on Sunday mornings.</p> <p>Shed update - the tennis Committee have decided for the shed to be taken down. There are too many issues with it. It has been agreed that a large proportion of the money will be refunded and the shed will then be taken away by the company who erected it. So far, the money has not been received. The company is no longer trading according to Company House. To be continued...</p> <p>Social media is now up and running - Facebook and Instagram. Social events have been organised. Dates to be shared on Main Club, Bowls and Tennis social media.</p> <p>Posters for Pay and Play to be created with QR codes.</p>
<p>Treasurer report</p>	<p>P&L shared £4039.56 profit in August</p> <p>Current Account - £11821.00 Savings Account - £88469.00 Cash £500 Petty cash £200</p> <p>Grant requested to see the figures as graphs - ACTION</p>
<p>Secretary report</p>	<p>Access for All:</p> <p>Few members are asking where the Club is with regard to the access. 4Grants will source appropriate grants at a fee of 10% of the value of the grant. This cannot come out of the actual grant it will be an additional fee that the Club have to fund.</p> <p>Special General Meeting to be called for members - 10th October 2023 - to decide on the lift / ramp / grant funding for the Access for All to really start. Also, to review quote of kitchen refurbishment.</p> <p>As kitchen refurbishment is quite expensive and due to Jess and Sarah are valued staff at Churchdown Club the Committee present have all agreed that a hot cabinet can be purchased</p>

	<p>initially to support potential Sunday roast takeaways and more sitting down meals as the winter approaches. Any purchases over £500 have to be agreed by the Committee before purchase.</p> <p>Mangers Report</p> <p>Delivered by Clare: Staffing good but increased functions, festive events do need planning for staff-wise</p> <p>Two family events booked with L&S parties - Halloween & Christmas, hot dogs including in price (Jess and Sarah catering). L&S also doing four wreath making workshops again this year.</p> <p>Two bottomless Prosecco events (served with afternoon tea) before end of the year and Gin day planned for 11th November - served with meat cheese platter - Jess and Sarah to do catering</p> <p><u>Southwest Entertainment</u> Need to promote Impressionist night - as with last event early ticket sales have been slow.</p> <p>Contact made with River Audio - Gloucestershire's leading installer of PA & Sound Systems, lighting, AV & Staging equipment. Visit planned from Howard 13th September to plan better speaker system for quizzes/background music/TV sound improvements - initial quote is around £2.5K for good speaker system. Phil who does quiz will not carry on after Christmas unless acoustics improve. Grant to oversee project.</p> <p>Kitchen - Jess and Sarah keen to do more, will be introducing roast takeaways, just need to agree on takeaway container.</p> <p>No food 28th/29th October - Jess and Sarah on holiday. Have purchased commercial potato peeler and meat slicer for them this month - potato peeler requires electrical work and for it to be positioned in alley kitchen, electrics need reinstalled and would also be opportunity to move washing machine from kitchen and then install commercial dishwasher where washing machine used to be - awaiting quote from Stroud electrical for new cable & sockets to be positioned in alley kitchen.</p> <p>Going forward cap of £500 spending. Anymore must be agreed by the Committee.</p> <p>Bottled zero, agree non-members price (£3.40 is expensive) Change members £2.90 to £2.60 Non-members £3.40 to £2.80</p> <p>Agree to go down but need to refine the cost due to the size of the bottles.</p> <p>Molson Coors contract vs Carlsberg Marstons:</p> <p>MOLSON: Offer sky discount, currently 50% (£450 per month) based on Offer through preferred option 3: £4,000 upfront payment start of year 1 £500 promotional spend (posters etc) £5 rebate per branded keg (Carling, Coors, Cobra, Staropramen, Worthington) Flexible deliveries - any day of the week with cellar supplies as preferred supplier - I normally do Thursday to coincide with bookers but 24hrs notice is all that is needed to restock (example this happened over bank holiday when we ran out of Coors, Carling & Guinness)</p>
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	<p>CARLSBERG MARSTONS: Friday delivery only - does not allow for products missing/not provided in time for weekend No sky equivalents £15.27 rebate on branded kegs £500 per brand listing on CMBC draught products (e.g San Miguel & Hobgoblin = £1000) CM are cheaper per 11g keg, this is soon lost when you look at sky package plus upfront monetary offer</p> <p>Pricing per 11g keg</p> <table> <tr> <td>MOLSON COORS</td> <td>MARSTONS</td> </tr> <tr> <td>Carling £130</td> <td>Carlsberg £105</td> </tr> <tr> <td>Staropramen £155</td> <td>San Miguel £132</td> </tr> <tr> <td>Worthington £116</td> <td>Banks Smooth £101</td> </tr> </table> <p>Unanimous decision to have another contract with Molson. Committee thank Charlotte for all the hard work researching this.</p>	MOLSON COORS	MARSTONS	Carling £130	Carlsberg £105	Staropramen £155	San Miguel £132	Worthington £116	Banks Smooth £101
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AOB	<p>Skittles:</p> <p>Like to thank Terry M for organising summers skittles. Scott C will purchase and organise a Winner's Board for skittles, which will go up in the skittle alley - Committee agreed. Skittles have asked if a TV could be purchased and put in skittle alley - this will be discussed in November's meeting - ACTION</p> <p>Staff member meeting regarding an incident between a Club member - Gina spoke to both. Apology given - CLOSED</p>								
Date of next meeting	<p>Committee meeting - Monday 9th October 2023 at 6:30pm Special General Meeting - Tuesday 10th October 2023 at 7:00pm</p>								

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from September 2023 CMTE meeting:

	Action	Assigned to
	Disabled access and accessibility	Clare/Rachel/Gina/Paul
	Secondary account to be opened Debit card for Charlotte	Paul/Gina/Andy G/Charlotte
	British Gas taking £6000	Paul
	Fire buckets to be ordered	Grant
	Speakers in the bar and overall audio	Grant
	Contact 4Grants	Special General Meeting
	Produce graphs for P&L	Paul/Gina/Charlotte/Adam
	Music and TV in skittle alley - discuss November meeting	Grant