

See Distribution

**MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING****2 December 2019.**

|           |  |  |         |
|-----------|--|--|---------|
| Present   | Ian Willcock<br>Terry Mahon<br>Janis Sleep<br>Paul Brooke<br>James Hull<br>Adam Doherty<br>Andy Grainger | Chairman<br>Hon Treasurer<br>Hon Secretary | Mtg Sec |
| Apologies | Jon Evans<br>Kath Saul   |  |         |
| Observers | Nil  |  |         |

**Item 1 – Opening Statement**

1. The Chair opened the meeting at 1904. Confirming attendance and apologies.

**Item 2 – Minutes from the last meeting**

2. It was agreed that the minutes from the November meeting were a true and accurate representation of the discussion that took place. Proposed by Adam Doherty, seconded by James Hull.

**Item 3 – Actions, and matters arising, from the minutes of the last meeting**

3. The following actions were closed or reviewed:

- a) **Review of Spicy Aroma contract:** The Treasurer and Paul Brooke met with Robbie on 14 November and reviewed the contract. Spicy asked if the Club could uphold their part of the contract regarding Club staff serving alcohol to customers. All other aspects were satisfactory for both parties, though a services charge review will take place in February – **Closed**
- b) **Refurbishment of the bar area:** The first phase of the refurbishment has concluded. Although there are some finishing touches needed, the area is now open. Further work will not commence until after Christmas - **Ongoing**
- c) **Health and Safety Assessments** – The professional H&S advisor is still scrutinising the Risk Assessments. The new keys for testing the fire alarms had still not arrived so the new testing processes cannot be implemented yet. The Spicy Aroma Fire Risk Assessment is still being progressed.

**Action – Chair to speak to Spicy Aroma about FRA**

James Hull  
Sub-Committee

Chair

|  |                                      |
|--|--------------------------------------|
| <p>d) The Asst Treasurer had sent our accounts to another audit firm and was awaiting their assessment of value for money. He had also contacted two other firms and was awaiting responses - <b>Ongoing</b></p>   | Asst Treasurer                       |
| <p>e) <b>Renovation of the outdoor space</b> –Further renovation is needed so this will remain ongoing – <b>Ongoing</b></p>  | Chairman                             |
| <p>f) <b>Employment of a retired “handyman”</b> on a trial basis, initially for 10 hours a week. The position has now been advertised in the newsletter - <b>Ongoing</b></p>   | Chairman                             |
| <p>g) <b>Disabled access to the Club:</b> The plan for a disabled toilet was submitted to the council and we await the outcome of their meeting at the end of November. Given the likely cost of creating ramps for disabled access, the Secretary will look again at the cost of a lift from the car park up to the main entrance door level. At the same time, the Sec will raise the issue of dropped curbs near the Club to allow proper access from the road.<br/><b>Action: Sec to submit costed plans for disabled facilities to the council and ask for dropped curbs -Ongoing</b></p> | Secretary                            |
| <p>h) The <b>bar contract</b> sub-committee had met to look at bids/information obtained so far. They had not yet received anything from LWC and Westons. A recommendation on which brewery to contract to will be given at the January Committee meeting.<br/><b>Action: sub-committee to present preferred option to the wider committee at the January committee meeting. - Ongoing</b></p>   | Treasurer/Paul Brooke/Asst Treasurer |
| <p>i) The Chair felt the telephone and internet charges were still high. The arrears on the gas and electric bills had been cleared. In discussion, it was agreed that we should now see if we could get a better deal with an alternate provider. <b>Action: Asst Treasurer to investigate alternate utility providers – Ongoing</b></p>  | Asst Treasurer                       |
| <p>j) A Club member had purchased an industrial <b>cooker hood</b> at auction and will donate it to the Club. The Committee agreed this was a generous gift and should be installed as soon as possible. The fan from Pete Fennemore could probably be installed as well.<br/><b>Action: James Hull to install the cooker hood.</b></p>  | James Hull                           |
| <p>k) There had been a complaint from a Club member. The matter had been dealt with but there is no clear code of conduct for staff and customers.<br/><b>Action: Sec with the Bar manager to draw up a code of conduct – Ongoing</b></p>  | Secretary                            |
| <p>l) There is still an issue with the <b>water supply</b>; Water Plus have said that the meter is broken and is underwater. In addition, the Asst Treasurer said that we are still £1857 in arrears. This needs to be sorted out quickly as we have not had a proper meter reading for almost a year.<br/><b>Action: Treasurer to act with Water Plus to resolve meter issue</b></p>  | Treasurer                            |

**Item 4 – Treasurer’s Report**

- 4. There had been a good turnover in October, in the region of £4,700 per week. The current account contained £10,700 and there was £45,700 in the deposit account. The overall profit for the YTD was in excess of £8000.

**Item 5 – Secretary’s report**

- 5. There had been a reasonable return on the **Club survey** and Charlotte was collating responses. Themes will be presented at the next meeting.
- 6. The **no smoking policy** had been discussed with all staff and will be raised again at the staff meeting on 4 December. There had been complaints about smoking outside the front entrance and kitchen so it was agreed that there will be a single smoking area at the back of the Club. Suitable signage will put in place. **Action: Sec to install a designated smoking area sign**
- 7. A number of Committee members had already undertaken bar training. It was simplest if the remainder arranged their training directly with the bar team

Secretary

**Item 6 - Bowls Rep Report**

- 8. The Bowls section were unable to send a representative and had not sent in a report. The section quiz on 15 December had been widely publicised.
- 9. The lack of planning permission to move the current changing facilities was disappointing. The Cmte wondered if there were alternative ways to create new changing facilities – the tennis section were also seeking to upgrade their facilities. The Chairman agreed to discuss this with both sections directly.  
**Action: Chair to discuss changing facilities with the Bowls/Tennis section**

Chairman

**Item 7 – Tennis Section Report**

- 10. The Tennis section were unable to send a representative and had not sent in a report.

**Item 8 – AOB**

- 11. James Hull indicated that had sold the snooker table slates and would deduct the money he received from the amount he was owed for purchase of radiators and lights. He would submit the final bill to the Treasurer.
- 12. Andy Grainger had fitted a plate to the fire door in the skittle alley. It was functional and would be easy to open in an emergency but should not be used routinely. **Action: Sec to put suitable signage on the door**
- 13. The Treasurer raised the following:
  - a) The stock take showed we are losing a lot of sales on the Wickwar promotion. Given it is hard to track and members already enjoy a low price, it was agreed that we would not issue new cards with immediate effect. We will honour existing cards up to the end of December.  
**Action: Sec to inform bar team and add notice to beer pump**

Secretary

Secretary

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| <p>b) The CCTV cameras were still not working properly. The Committee asked Paul Brooke to procure and install a new system with 12 cameras. In addition to the existing cameras, this would allow an additional camera in the function room, one in the skittle alley and two to cover the entrances. Jamie had some useful experience of CCTV so could assist Paul.<br/><b>Action: Paul/Jamie to procure and fit new CCTV system.</b></p>  | Paul/Jamie             |
| <p>c) The move to clocking in/out by using the till was progressing. Ian Pickering would install the function on 4 December and a phased implementation would then start.<br/><b>Action: Treasurer to implement clocking in on the tills</b></p>   | Treasurer              |
| <p>d) Now that we are locking the skittle alley, Committee members could not easily access the key safe/blister. It was agreed that the key safe/blister should be moved into the Committee room. In parallel, an audit of all keys would be carried out and new key sets, including a committee room key, would be issued. The audit would include the staff as well. Following this, the Security One call out list would be updated<br/><b>Action: Treasurer/Sec to carry out key audit, reissue keys and update call out list.</b></p> | Treasurer<br>Secretary |
| <p>14. The Secretary raised the following:</p>   |                        |
| <p>a)Christmas opening hours needed to be finalised. The Committee agreed to extended opening hours from 24 December until 1 January.</p>  |                        |
| <p>b)The membership renewal needed to be organised and the Sec would draw up a roster for Committee members to support her. A sliding scale of charges would be introduced for lost cards eg no charge in December.</p>  |                        |
| <p>c)To encourage members to use the Club on Christmas Day, it was agreed to give members one free glass of prosecco each.</p>   |                        |
| <p>d)The Committee agreed that the Club Manager post should be advertised to reach a wide pool of candidates. The Secretary was tasked with generating an advert and agreeing the salary level with the Treasurer. A popular on-line advertiser was Indeed and the Secretary would investigate how much it would cost to use them. It was agreed that we need to push ahead quickly with the recruitment process.<br/><b>Action: Sec to work with Treasurer to advertise Club Manager post</b></p>   | Secretary              |
| <p><b>Item 9 – Date of Next Meeting</b></p>  |                        |
| <p>15. The next meeting will be communicated in January.</p>   |                        |
| <p>Janis Sleep, OBE Hon Sec CCL</p>  |                        |
| <p>Annexes:</p>  |                        |
| <p>A. CCL Committee Outstanding Actions Tracker</p>  |                        |

**Outstanding Actions Tracker**

| <b>Ser</b> | <b>Meeting Reference / Date</b> | <b>Action</b>   | <b>Lead</b>  |
|------------|---------------------------------|---|--|
| 1          | 2019                            | Bar area renovation   | James Hull / Mr Byrne & Mr Harris.                 |
| 2          | 2019                            | Spicy Aroma contract negotiation - <b>Completed</b>                 | Treasurer/<br>Paul Brooke                          |
| 3          | 06/2019                         | Disabled Access   | Treasurer/<br>Asst Sec                             |
| 4          | 04/2019                         | Work needs to be done to consider the promotion of Sunday evenings. | ALL  |
| 5          | 04/2019                         | Deteriorating steps need attention for the main entrance.           |  |
| 6          | 06/2019                         | Brewery contract re-negotiation                                     | Treasurer/<br>Asst<br>Treasurer/<br>Paul<br>Brooke |