



111119-CCL CMTE

See Distribution

**MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING**

**11 November 2019.**

Present	Ian Willcock Terry Mahon Janis Sleep Paul Brooke James Hull Adam Doherty Andy Grainger Jon Evans	Chairman Hon Treasurer Hon Secretary	Mtg Sec
Apologies	Kath Saul/Peter Bryant		
Observers	Nil		

<b>Item 1 – Opening Statement</b>	<b>Action</b>
1. The Chair opened the meeting at 1900. Confirming attendance and apologies.	
<b>Item 2 – Minutes from the last meeting</b>	
2. It was agreed that the minutes from the October meeting were a true and accurate representation of the discussion that took place. Proposed by James Hull, seconded by Andy Grainger.	
<b>Item 3 – Actions, and matters arising, from the minutes of the last meeting</b>	
3. The following actions were closed or reviewed:	
a) <b>Change to signatories on the Club bank account</b> – the new mandate form had been taken to the bank and should take about 10 working days to come into effect. The Asst Treasurer will make arrangements to be added to the signatories in due course. <b>Closed</b> – pending confirmation from the bank.	
b) <b>Review of Spicy Aroma contract:</b> The Treasurer and Paul Brooke are meeting with Robbie on 14 November – <b>Ongoing</b>	Treasurer/Paul
c) <b>Refurbishment of the bar area:</b> The first phase of the refurbishment is reaching conclusion. The painting is well advanced, light fittings	

<p>have been selected and a contractor has measured up for a small area of new flooring. The Cmte agreed that new radiators should be purchased. New furniture had not yet been identified; the sub-cmte felt we should wait to see what the new space look liked before making expensive purchases. The formal relaunch of the Club would therefore not occur until after the lounge bar had also been refurbished and the whole space was completed in the New Year. The chairs from the Brockworth Indoor Bowls Club were not considered suitable. <b>Ongoing</b></p>	<p>James Hull / Sub Committee</p>
<p>d) <b>Health and Safety Assessments</b> – A professional H&amp;S advisor has been engaged and is scrutinising the Risk Assessments. He wishes to see the last asbestos assessment that had been carried out and he will integrate it with the broader paperwork. He has also agreed to carry out H&amp;S training for staff. With regard to the Fire Risk actions, the wrong keys had been sent so the new testing processes cannot be implemented yet. The Spicy Aroma Fire Risk Assessment is still being progressed. A suitable manual handling course had been identified and the Sec will deliver to staff on a 1-2-1 basis. There is no need to provide first aiders.</p> <p><b>Action – Chair to speak to Spicy Aroma about FRA</b></p> <p><b>Sec to finish action on H&amp;S, training and first aiders - Closed</b></p>	<p>Chairman</p>
<p>e) <b>Staffing of the Club</b> a broader discussion of staffing took place later in the meeting which meant that the issue of weekend cover was overtaken and this action is therefore closed.</p> <p><b>Action: Sec to review manning levels Closed</b></p>	
<p>f) 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>	<p>Asst Treasurer</p>
<p>g) <b>Renovation of the outdoor space/set up of sub-committee</b> – Further renovation is needed so this will remain ongoing – <b>Ongoing</b></p>	<p>Chairman</p>
<p>h) <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>	<p>Chairman</p>
<p>i) <b>Churchdown Club re-branding</b> – Given the imminent renewal of the brewery tender, it was not appropriate to seek assistance from Coors-Molson with funding a new sign. This will be picked up after/as the new contract is awarded.</p> <p><b>Action: Treasurer to look at replacement sign - Closed</b></p>	
<p>j) <b>Disabled access to the Club:</b> The Sec met with local council representatives who encouraged her to submit a costed plan for both disabled access and a disabled toilet. The plan for a disabled toilet will be submitted this week and action is in hand to generate two options for disabled access. <b>Action: Sec to submit costed plans for disabled facilities to the council -Ongoing</b></p>	<p>Secretary</p>

<p>k) A small sub-committee had been formed to investigate whether the Club should remain with <b>Coors/Molson</b> when the current contract expires in February 2020. A report will be presented to the wider Committee in December – Update: a joint team from Heineken and St Austells breweries will be presenting later this week. <b>Action: a small sub-committee, to scope options for contract renewal to present to the wider committee no later than the December committee meeting. - Ongoing</b></p>	<p>Treasurer/Paul Brooke/Asst Treasurer</p>
<p>l) 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>	<p>Asst Treasurer</p>
<p>m) We need to implement better booking processes. There is now a new on-line booking process and new forms have been generated for those who wish to make a booking in person or by telephone. This ensures that key information about the booking is collected. <b>Action: Sec to work with Tracy and Charlotte on booking procedures. Closed</b></p>	
<p>n) The extractor hood for the kitchen had not yet been purchased. The Chairman informed the committee that Pete Fennemore had an extractor that would fit over the fryers and part of the cooker. He suggested that he would accept £50 for the item. The committee thought that this was a good compromise and asked the Chairman to pursue purchase. <b>Action: Chairman to procure the cooker hood.</b></p>	<p>Chairman</p>
<p>o) 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. <b>Action: Sec with the Bar manager to draw up a code of conduct Ongoing</b></p>	<p>Secretary</p>
<p>p) The Treasurer said that we had received a letter from our water provider saying there was a problem with the meter. Given the large amount of work that the Asst Treasurer had done on this issue, it was agreed that he should field the questions with Water Plus. The action was transferred to the Treasurer. <b>Action: Treasurer to act with Water Plus to resolve meter issue</b></p>	<p>Treasurer</p>
<p>4. Before proceeding to reports from Cmte members, the Chairman invited Club member James Maund, who joined the meeting at this point, to present to the Cmte. James is an account manager for Westons Cider and, as such, has a detailed understanding of the brewery business and products. In addition to the breweries already approached, he recommended we also speak to LWC and Cellar Supplies. He offered his services to help assess the bids for the new contract and the Cmte were content to have his advice in his capacity as a Club member to help the team with the evaluation. James then left the meeting</p>	

**Item 4 – Treasurer’s Report**

- 5. The monthly turnover was in the region of £4,000 per week as usual. The current account contained £8,500 (with a further £2,000 deposited that afternoon) and there was £50,700 in the deposit account. We are currently showing an overall yearly profit of £7,267.
- 6. The Treasurer asked about the pest control arrangements. The Chairman confirmed that Mr Pat Mulraney had offered his services and that the contract with the current providers should be terminated when it was appropriate.

**Item 5 – Secretary’s report**

- 7. There had been some damage in the skittle alley after children had been playing in there, unsupervised, on the afternoon of Sunday 10<sup>th</sup> November. The light fitting and bulb that had only just been repaired had been smashed again. The Cmte agreed that younger children should not be allowed to use the skittle alley or function room unsupervised and those areas would be locked once new fittings had been acquired. Teenagers would be allowed to use the skittle alley and could draw the key from the bar staff.

**Action:** Sec to arrange locks and ensure new arrangements were in place.

Secretary

- 8. Given the difficulty with staffing on occasion, the bar staff asked if Cmte members would be prepared to undergo training and undertake the occasional shift as needed. The Chair and Treasurer were already familiar with procedures and the remaining members agreed to undertake training.

**Action:** Sec to coordinate training for Cmte members

Secretary

- 9. The Secretary had met with another member of staff from the local authorities to get advice on the policies and procedures to which the Club needs to adhere. Overall, we are in a good place. One area that was discussed was smoking regulations and it appears that the council no longer allow staff to take smoke breaks. Given the complaints from members and the issue of fairness for staff who do not smoke, the Cmte agreed to institute a “No Smoke Break” policy. The Sec will work with the team to find the least painful way to implement it.

**Action:** Sec to implement a “no smoke break” policy

Secretary

**Item 6 - Bowls Rep Report**

- 10. The Bowls section were holding their AGM so sent apologies and a report in advance. The presentation evening took place the previous month and a skittles evening had taken place this month. The section will hold a quiz on 15 December and all members were welcome. In this way, the section are making use of the Club facilities and bringing in additional revenue.

- 11. The section was saddened to lose Clarence Hack who had been a former Bowls Captain and President. He had been a great supporter of the Club and will be sadly missed.

- 12. The lack of planning permission to move the current changing facilities was disappointing but the section were seeking to refurbish the current pavilion. They were undertaking fundraising events and have grant applications pending with two councils. 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 sections.

Chairman

13. Finally, Peter Bryant was stepping down as secretary after 10 years and hands over to Dave Gray. He wished to express his thanks to the Chairman for the way he has guided the Cmte, which has led to a much more collaborative relationship.

#### **Item 7 – Tennis Section Report**

14. The AGM will be taking place this week. Saturday coaching sessions have now finished, though the courts continue to be used by members whenever the weather permits. The annual fees are going up by 20% this year. The section is in the process of re-registering with the LTA which includes some work on Safeguarding and Health and Safety.

15. The fence is in a poor state in parts and contractor quotes for repair are being secured.

#### **Item 9 – AOB**

16. The Club has been approached through the Asst Treasurer about using Stowford and losing Thatcher's. This was an offer that would come with free barrels for the club. It was discussed and decided that it was a possibility, but more information was needed. The Asst Treasurer will become part of the team looking into a new contract. **Closed**

17. The Chairman informed the Cmte that Fintan Football Club would present a framed shirt to the Club on 23 November at 1600. All Cmte members were encouraged to attend.

18. The Chairman reported that no compromise could be found over use of the function room on Wednesdays, therefore the art history club would have to use the skittle alley or find an alternate venue. **Closed**

19. Andy Grainger asked if the windows were still being cleaned. The Treasurer confirmed that they are done monthly.

20. The Treasurer raised the following:

a) He sought confirmation over the terms of the painting contract and the Chairman provided the detail.

b) The CCTV cameras were not operating properly. Paul Brooke agreed to take a look. The Secretary suggested that we investigate additional cameras so that one can be installed in the skittle alley (see para 7) and potentially at the entrances. If the system is not functioning, it might be necessary to replace it and adopt a more user-friendly set up. Jamie was already looking into this. **Action:** review CCTV at next meeting.

Sec/Treasurer

c) The staff currently use physical timecards to clock on and off and each one can be viewed by anyone behind the bar. This has led to some

privacy issues. The Treasurer will have the tills set up so that individuals use their own fobs to clock in and out on the till. The data can then only be accessed by designated Committee members.

**Action:** Treasurer to implement clocking in on the tills

- d) The Club will be used for an 18<sup>th</sup> birthday party in the New Year; this is a departure from previous policy. The Committee discussed how to ensure that the event went smoothly.

**Action:** Chair to talk to Pat Mulraney about how to “police” the event.

Chairman

21. The Chair informed the Committee that there had been complaints from staff about unacceptable behaviours (by members of staff) and the Secretary confirmed that members have also complained verbally. The Committee agreed that this should be tackled through strong staff management and clear leadership.

22. There was a broader discussion about how to achieve this and how the Club could capitalise on the refurbishment to achieve growth. It is clear that we need an individual to take a more active leadership role, for example helping to generate a strategy for the future, improving marketing, researching activities that are popular and trialling them. Above all, the Club needs a strong, experienced manager who can bring cohesion and greater professionalism to the team.

23. The Ctte agreed unanimously that we should therefore seek to employ a full time Club Manager again. Costs will need to be monitored carefully, but without radical change, it is unlikely that we can achieve the growth we need. Steps will be taken to advertise this new post and staff will be informed immediately.

**Action:** Treasurer and Sec to discuss with Bar Manager and staff.

Treasurer/Sec

Treasurer/Sec

**Action:** Treasurer and Sec to initiate recruitment,

#### **Item 10 – Date of Next Meeting**

24. The next meeting will be on Monday **9<sup>th</sup> December**.

Janis Sleep, OBE Hon Sec CCL

Annexes:

- A. CCL Committee Outstanding Actions Tracker.

**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	Treasurer/ Paul Brooke
3	06/2019	Disabled Access	Treasurer/ 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/ Asst Treasurer/ Paul Brooke