

Churchdown Club Committee Meeting Minutes

Date: 9 June 2025

Location: Churchdown Club

Chair: Gina Jones

1. Attendance

Present:

Gina (Chair), Jo (Secretary), Grant (Committee Member), Charlotte (Manager), Paul (Committee Member), Anna (Committee Member), Andy (Committee Member), Hannah (Treasurer), Patrick (Deputy Chair)

Apologies:

Leo (Committee Member)

2. Approval of Previous Minutes

- Approval deferred to the end of the session.
- Minutes will be circulated for feedback and confirmed at the next meeting if not approved via email.

3. Sports Reports

Bowls:

- No representative present. A report is expected via email.

Tennis:

- No representative present. A report will be emailed post-meeting.

4. Manager's Report

- Reaffirmed strict response policy to any member behaviour issues.
- Security measures updated: guards to accompany members and staff to cars after late events (Charlotte to liaise with Sally).
- First aid kits replaced due to expiry.
- Charlotte to confirm safeguarding contacts for Bowls and Tennis.
- 2026 events diary ordered in response to early interest.
- Only registered members (Trevor or Patrick) may receive discounted rates at poker tournaments.
- GP margin now at 59.25%; pricing issues identified with bottled wine and large bottled beers—supplier improvements underway.
- Staropramen bottles retained temporarily, pending 3-month sales review.
- Card payment system options (Dojo, Clover, Worldpay, Stripe) under review—decision to be finalised via email/WhatsApp.

5. Secretary's Report

- Membership increased by 37; total now 584.
- Jo holds secretary-level access to Mutual Society Portal; Claire and Adam's access to be removed.
- Awaiting recommendation for new banking arrangements.
- Rent Review:
 - Committee agreed unanimously to send a rent increase letter via solicitor.

6. Treasurer's Report

- Main Account: £17.5k (reserved for VAT and wages).
- Business Premium: £51.5k earning £170/month interest.
- Access for All: £975 now also earning interest.
- Product Performance:
 - Top sellers by volume: Ale, Madri, Carling, Coors, Thatchers.
 - Top by profit: Ale, Madri, Carling, Coors, Nightjar.
 - Apocalypse beer ranks 13th in volume but within top 10 for profit.

7. Ongoing Projects & Updates

- Community Strategy:
 - Volunteer day scheduled for jet-washing, painting, and maintenance.
 - Refreshments will be provided.
- Access for All Grant:
 - Anna and Patrick liaising with groups (e.g. Goals Beyond Grass).
 - Grant opportunities (LTA, Changing Places, local council) explored.
 - Quotes for disabled toilet improvements to be obtained.
- Manual Handling Training:
 - Sent to 13 staff; 5 completed. Remainder to be chased.
- Mobile/Admin Email Setup:
 - Centralised address (admin@churchdownclub.co.uk) in progress to improve continuity.
- Membership System:
 - LBS system operationally effective.
 - Data backup risks discussed.
 - Charlotte and Sonia to upload forms and manage database.
 - Gina raised concerns over data storage—Simon from LBS to confirm location (cloud/local).

8. Any Other Business

- None recorded.

9. Action List

Action	Responsible	Due Date
Submit Bowls and Tennis reports	Charlotte	ASAP
Confirm safeguarding contacts	Charlotte	Next Meeting
Negotiate wine/beer pricing	Charlotte	Next Stock Take
Evaluate Stripe and other providers	Charlotte	Within 1 week
Email summary of payment options	Charlotte	ASAP
Send rent review letter to Robbie	Committee via Umar	On receipt of figures
Get quotes for disabled toilet upgrades	Patrick (Mike B)	Before next grant application
Complete manual handling course	All staff	Before next meeting
Share admin email login	Gina	Before end of month
Upload membership forms	Charlotte & Sonia	Ongoing

10. Date of Next Meeting

Monday 15 July 2025 at 7.00pm