

Churchdown Club Committee Meeting Minutes

Date: 11 August 2025

Location: Churchdown Club

Chair: Gina Jones

1. Attendance

Present:

Gina (Chair), Jo (Secretary), Charlotte (Manager), Anna (Committee Member), Hannah (Treasurer), Patrick (Deputy Chair), Richard (Tennis)

Apologies:

Grant (Committee Member), Leo (Committee Member), Paul (Committee Member)

2. Approval of Previous Minutes

- Minutes for July were circulated in advance and will be approved with any amendments before publication.

3. Reports

Bowls Report:

- Season going well with five more home games until the end.
- Finals Day: Saturday 20 September (Reserve: 27 September).
- Thanks to Patrick for organising the second honours board.
- Watering of the green reduced to every other day, adjusted as required.

Tennis Report:

- Season nearing the end; one more home game for the B team.
- Winter league confirmed for weekends over winter.
- Ladies team remain in Division 2.
- Men's A team narrowly avoided relegation.
- Neil Cornish plans landscaping work on black matting area.
- Weedkilling underway; considering long sandbags instead of boards.
- Astroturfing raised area scheduled for 13 September.
- Request to cut back shrubs near seating area.
- Benches need repairs—combined effort planned.
- Dress code email received and acknowledged.
- Request to update outdated club photos on website (save old ones for archive).
- Query regarding unpaid April electrical invoice.

Manager Report:

- Club nominated for Top 50 Pubs in Gloucestershire (Gloucestershire Live coverage ongoing).
- New card machines successfully installed (Dojo).
- Digital memberships progressing; members asked to update email addresses.
- Staff reminded about dress code policy.
- Staff night out booked for Sunday 7 September (5pm close).
- Events confirmed: Halloween, Remembrance Weekend, Oktoberfest, Kids' Christmas Party, New Year's Eve disco.
- George Michael tribute act under consideration.
- Pool income down but with no overheads; table repaired by Grant.
- Suggestion for pool league noted.
- Revenue boosting via events and bands continuing.
- Wastage discussed: staff/volunteer drinks and unavoidable cellar losses noted.
- Target wastage c.3% of revenue; compressor to be replaced in September at no cost.
- Stocktaker complimentary of cellar organisation.
- Aim to maintain technological edge with upgrades where feasible.

Secretary's Report:

- Membership rose from 614 (July) to 635 (August), an increase of 21.
- Total increase of 162 for the quarter.
- Rent review: solicitor Cloud Law (Bolton) engaged due to lack of response from Dean Griffin.
- Letter to be sent to tenant; possible backdating of invoices.
- Spicy: July rent delayed but expected by month-end.
- Query raised over gas rate reduction; Grant and Hannah to verify figures.

Treasurer's Report:

- Quarter-end VAT return filed.
- Q2 performance summary: Revenue down c.3%, gross margin up 9%, food/drink margin up 8.2%.
- Profit of £11.8k for Q2 (vs £11.3k loss in Q1).
- Bank balance ~£92k (including £20k working capital, £56k saver account, £10k Access for All).
- Noted increase in soft drinks sales; bottled Zero especially popular.
- Top sellers: Madri, Carling, Coors, Cobra, Coke, Bottled Zero, Apocalypse.
- Costs higher for advertising (Cider Festival shirts/Mailchimp) and band fees.
- Cleaning costs reduced.
- Need to investigate high Sky bills (over £1k in August).
- Fundraising meeting to be scheduled; grant applications ongoing.
- Roof repairs agreed: full roof with inset solar panels (£26.5k). Fundraising for panels to begin.

4. Ongoing Agenda Items

- Manual Handling: retained only for new staff inductions.
- Fundraising: dedicated group to be set up; WhatsApp poll to agree on meeting.
- Website upgrade: Jack to provide drone photos; members invited to submit photos.

5. New Agenda Items

- Sponsorship boards progressing (Rowan to follow up with Darren Rennie).
- Solar panel and roof decision confirmed (see Treasurer's Report).

- Mutual Society Access: Hannah may be added; members to apply directly online.
- AOB: Christmas party payment; Charlotte's KPIs and performance discussion.
- Clarification that policies should be committee responsibility, not solely manager.
- Discussion of bonus structure to reflect performance fairly.

6. Action List

Action	Responsible	Due Date
Cut back shrubs near seating area	Bowls/Tennis	Next meeting
Repair benches collaboratively	Bowls/Tennis/Club	Ongoing
Update club photos on website	Charlotte	Next meeting
Verify gas/electric figures	Grant & Hannah	Next meeting
Investigate Sky bill discrepancies	Hannah	Next meeting
Arrange fundraising meeting	Fundraising Group	Before next meeting
Confirm Christmas party payment	Charlotte	Next meeting

7. Date of Next Meeting

Tuesday 16 September 2025 at 7.00pm