

Churchdown Club Committee Meeting Minutes

Date: 19 May 2025

Location: Churchdown Club

Chair: Gina Jones

1. Attendance

Present: Gina (Chair), Jo (Secretary), Leo (Committee Member), Grant (Committee Member), Paul (Committee Member), Joyce (Bowls Representative), Anna (Committee Member), Andy (Committee Member), Richard (Tennis Representative), Hannah (Treasurer), Patrick (Deputy Chair)

Apologies: Charlotte (Manager)

2. Approval of Previous Minutes

Previous minutes were approved.

3. Bowls Report

- Bowls season progressing well.
- Members expressed appreciation for the new kitchen access arrangement.
- Acknowledgment to Patrick for assistance with honour board updates.
- Keys and access are managed responsibly by club captains.

4. Tennis Report

- Regular matches scheduled weekly.
- Club buys post-match drinks/snacks for visiting teams; no kitchen use required.
- Concern raised about stones on courts; possible Friday night vandalism.
- CCTV footage to be reviewed by Charlotte.
- Discussion on bill for shared utilities - proposed three-way split (club, bowls, tennis) to be decided.

5. Manager's Report (Presented in Absence)

- Blues & Ale Festival deemed successful, suggested as annual event.
- Stock updates and new product feedback noted.
- First aid incident handled appropriately.
- Skittles season starts end of June.
- Various administrative actions and training updates completed including Ask Angela training and incident logging.
- Actions on alcohol-free range, price changes, and incident reporting procedures detailed.

6. Secretary's Report

- Membership increased to 547.
- Rent review for Spicy in progress; lease documents submitted for evaluation.
- Access to Mutual Society Portal being set up for committee members.
- Confirmation that constitutional amendment post-AGM was completed.

7. Treasurer's Report

- Bookkeeping fully updated; quarterly comparisons show strong financial improvement.
- 13% increase in sales.
- Overall gross profit margin is now 63%.
- Club moved from £4k loss to £14k profit.
- Balance of approx. £75k with £50k available for projects.
- Stock management and wastage significantly improved.

8. HR & Staff Update

- Discussion on staff training, minimum wage implications, and shift cover issues.
- Investigation into outstanding holiday pay in progress.
- Staff handbook to be produced; current code of conduct acknowledged.

9. Events and Entertainment

- Blues & Ale a success – to be an annual event.
- Website and promotion improvements discussed – photos, events page updates needed.
- Proposal to create promotional materials and better utilise Facebook.
- Hire agreements need review and clarity for special events.
- Suggestions for more interactive events – themed nights, food evenings, etc.

10. Building and Maintenance

- Lighting upgrades, garden bench work and cellar maintenance noted.
- CCTV review in progress following vandalism concerns.
- Heating solutions under investigation; solar panels mentioned as future option.
- Improvements to rear entrance and gravel area pending further discussion.

11. Any Other Business

- Member behaviour issues raised; committee agreed on strict response policy.
- Policy to deal with incidents formally via incident book and manager escalation.
- Committee agreed to keep meeting day as Monday and continue monthly meetings.
- KPI assessment needs to be undertaken and measurements need evaluation.

12. Date of Next Meeting

Monday 9 June 2025 at 7.00pm