



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 12th APRIL 2021

In attendance:

Chair	Hon Treasurer	Hon Secretary	Assistant Treasurer	Manager	CMTE members	Tennis Rep	Bowls Rep	Observer
Gina Jones	Adam Doherty	Clare Dare		Charlotte Nourse	Andy Grainger James Hull Paul Brooke			

Apologies:

				James Maund		Ian Willcock	Jonathan Evans	Stuart Dockery	
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**Opening
welcome /
statement**

The Chair opened the meeting at 1830, confirming attendance. She thanked the Committee for coming and formal introduced and thanked the Club's new manager Charlotte Nourse.

**Minutes from
Last meeting**

It was agreed that the minutes from the October 2020 meeting were a true and accurate representation of the discussion that took place.

**Actions and
matters
arising from
the minutes
of last
meeting**

1. Treasurer to investigate Government Loan: The bank were not as efficient as we wanted to aid with government bank loan and therefore we could not apply in time - CLOSED
2. Paul and Andy to organise a maintenance sub-committee: Employed a maintenance man for 10 hours a week. Subsequently have now declined any future services from him as he was not contactable. - ONGOING
3. Manager to procure a new Lottery King machine – due to lockdown and employment of a new manager this was not a priority - ONGOING
4. Manager to review profit margins and suggest new pricing structure for drinks sales. This was actioned. – CLOSED
5. Manager to ensure Club events are advertised in MyChurchdown glossary. New manager has advertised in MyChurchdown and Facebook – CLOSED
6. Lighting at bottom of exit steps to be installed. Due to closure this did not happen – ONGOING
7. Paint added to edge of steps. This will be added to the maintenance actions – ONGOING
8. Blinds for the bar area have been installed – CLOSED
9. Manager to look at alternate smoking areas. Smoking bins replaced and in new areas – CLOSED
10. Manager to secure quotes for maintenance issues. A new list will be compiled once re-opening has begun - ONGOING

<p>Treasurer report</p>	<p>Government grants in. Pay out for insurance came in - £10k for loss of earnings Spicy Aroma covering gas/water – currently they had a 50% rent deduction Fixing of roof and electrics has occurred during closure which have been the main payouts. Re-opening grant Adam will look into - ACTION Currently there is:</p> <ul style="list-style-type: none"> • £5k in current account • £30k in savings account • £700-£800 in cash <p>Charlotte needs to let Adam know every Monday what hours staff work and what their furlough hours are too.</p>
<p>Secretary report</p>	<p>Spicy Aroma: Spicy Aroma still have alcohol in their fridges. Formal letter sent referring to lease agreement. Copy in folder in the office. Need to find the signed contract between the Club and Spicy Aroma – ACTION Potential sale and return bottles of Cobra/wine – ACTION</p>
<p>Mangers Report</p>	<p><u>Maintenance:</u></p> <ul style="list-style-type: none"> • Stu Allen has been working tirelessly outside as a volunteer for the Bowls Club and CCL– Action by manager to approach for 10 hours a week • Office has had a clear out. Lottery King tickets found. Relaunch for June – ACTION <p><u>Reopening:</u></p> <ul style="list-style-type: none"> • Opening on Friday 16th April, outside. There will be a one-way system which all will adhere to. Charlotte has distributed a staff rota and will meet each member before their shift to explain how things will work going forward. • Committee members have volunteered to be present for formal rota for reopening. • Food sales. It was agreed that the kitchen will not be open until 17th May 2021. If customers request we will potentially offer sandwiches. <p><u>Membership:</u></p> <ul style="list-style-type: none"> • Membership is doing well and is still trickling in. When we reopen flyers will be present on tables. <p><u>Sponsorship:</u></p> <ul style="list-style-type: none"> • Langley Wellington Solicitors £200 – musician for centenary weekend • Farr and Farr £500? • Denham interested to sponsor bowls – ACTION <p><u>Kitchen:</u> Kate to return from 17th May on zero hours contract Friday, Saturday and Sundays Libby will not be returning but maybe called on if needed Bookers only deliver if it is over £200 per week</p> <p><u>Other:</u> Charlotte has completed her personal license. Till has been reconnected and an extra card machine was ordered. Chiller technician is hopefully coming this week. Restrict suppliers.</p>

	<p>External hires restarting. Events being booked in. Charlotte to do events on tables - Action External area – Action Charlotte to talk to Simon CCTV cameras and TV will be quoted for.</p>
Bowls Rep report	The bowls section had been unable to send an attendee but sent the following report:
Tennis Rep report	The tennis section had been unable to send an attendee but sent the following report:
AOB	<p>Our thoughts and prayers are to all the families and friends of our members who have sadly passed away during the current pandemic.</p> <p><u>Cricket Festival:</u> Proposal will be sent for next year. We will be invited to the meeting Nov/Dec to work with the festival for next year (150th anniversary)</p> <p><u>Bowls and Tennis club:</u> Bowls and tennis reports to start the committee meetings in the future - ACTION Need to invite two representatives from the bowls and tennis club to CCL's committee meetings - ACTION Quarterly basis Charlotte and Gina will go to tennis and bowls committee meetings Membership for skittles/bowls/tennis members will be monitored – ONGOING Need to acknowledge bowls club for their help and working with us - ACTION</p> <p><u>Maintenance:</u> Paul Wildsmith strimmed the whole of the verge – special mention Benches – all to be sold that are inside the club £100 Artificial grass – one to five year plan Memorial burial area to be cleared of brambles - ACTION</p> <p>Facebook message from Leo from Golden City. Planning proposal for two flats. He needs to have four car parking slots. He has two already. Would we as a committee be able to rent two of the parking spaces on a long term-contract? - ACTION</p>
Date of next meeting	10 th May 2021 6:30pm