



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 17th April 2023

In attendance:

Chair	Vice Chair Hon Treasure	Hon Secretary	Assistant Secretary	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Clare Dare		Charlotte Nourse	Ben Brooke	Richard Fernandes	
					Andy Grainger		
					Grant Burgess		
					Rachel Tomkins		

Members:

Apologies:

Ian Willcock	Jo Parry	Jason Tomkins	Graham Dean		
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Opening welcome / statement The Chair opened the meeting at 6:30pm confirming attendance and apologies. Gina welcomed Rachel, Jason (not present) and Grant to the Committee.

Minutes from Last meeting It was agreed that the minutes from the February 2023 meeting were a true and accurate representation of the discussion that took place.

- Actions and matters arising from the minutes of last meeting**
- Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council - ONGOING
 - Maintenance - CLOSED - sub-committee to be created. Googledoc /excel to be created where a maintenance schedule can be uploaded and worked through as well as adding future maintenance.
 - Disabled Access and Accessibility - ONGOING
 - Function room heating and blinds - blinds to be fitted on Thursday - CLOSED Require a heating company to help - ONGOING (move to maintenance sub-committee)
 - Workplace inspection checklist - CLOSED - transferring onto maintenance schedule
 - Contact Carters for building quote for access for all - ONGOING
 - Access for all toilet position - ONGOING - move action to Disabled Access and Accessibility bullet point.

Bowls Rep report Bowls representative was not present.
Gina spoke on their behalf:
Opening of the Green on Saturday 15th April 2023 - positive atmosphere.
Demonstration day was successful for the company.

Tennis Rep report Season has just started - matches to start in about 3 weeks.
Adult coaching has started.
Junior coaching to begin Saturday 22nd April 2023 (9am -12pm).

	<p>With regard to planning permission for the Tennis Clubhouse/shed, a notice went up in the park. The Archaeology Society/Group have voiced concerns of the positioning might affect the Memorial Garden:</p> <ol style="list-style-type: none"> 1. Does it need a concrete base? - no it does not 2. Does it impact the ability to get to the site of the memorial garden? - the location of the new shed will be further away from the garden so there is more access 3. If you put in electricity, will it affect the burial area? - cables will be laid alongside the court. <p>With the replies, hopefully the planning permission will speed up.</p> <p>Emergency General Meeting that was held enabled changes in constitution for claiming Gift Aid. All signed.</p>
<p>Treasurer report</p>	<p>P&L shared for March 2023</p> <p>£14930.00 current account £70097.00 savings Cash £500 Petty cash £200</p> <p>Gas fixed rate has ended. Paul has found a new competitive rate. Spicy Aroma to be informed of new rates (11.27p per kw) - ACTION</p>
<p>Secretary report</p>	<p>Planning application update: Clare met with an architect technician who has agreed to draw the accurate plans and site location of the external lift for the planning department as the first set were invalid. These will be submitted no later than 2nd May 2023.</p> <p>Require an assistant secretary due to workload - Rachel agreed to assist.</p> <p>Like to thank R Stollery, S Allen and J. Shipway for helping clear the area by the Bowls sheds and erecting the replacement shed.</p>
<p>Mangers Report</p>	<p><u>Staffing</u></p> <p>The Club still requires a senior member of staff - potential interview this coming Wednesday.</p> <p>Meeting organised in two weeks with Jess and Sarah (kitchen staff) to discuss future plans for the kitchen. There has been great feedback from customers.</p> <p><u>Coronation plans:</u></p> <p>These are all now finalised. Main Club would require the Bowls and Tennis sections to showcase on the day - an opportunity not to miss out on!</p> <p>Slots on Coronation Saturday BBQ still need filling. Volunteers so far: Ann S, Paddy, Rach, Jason and Clare. The BBQ will entail burgers and sausages in rolls with salad, coleslaw, sauces</p> <p><u>The Folk and Ale festival:</u></p>

	<p>During the festival (19th -22nd May) there will be no sport on the sports bar TV's during the festival or Juke Box. The TV in the function room will be available and the room will be set up with tables.</p> <p>The Club are seeking ale sponsors.</p> <p>A solution has been found to ensure that the ale is kept at an optimum temperature following feedback from last year. It will be a remote chiller.</p> <p><u>Other information:</u></p> <p>Thank you for the kind donation of the Cheltenham Week racing tickets from an anonymous donor. The Club raised £180 towards the Access for All project.</p> <p>A reminder that no under 18's allowed in the Club without being accompanied by an adult. There has been an increase in children bringing in their own fizzy drinks and sweets littered. This was particularly noticed during half term.</p> <p>Club gardener is prioritising areas. He will start at the memorial garden as well as the pots alongside seating area ideally before the Coronation. Committee to decide on other areas.</p> <p>Meeting to be held with Deli Pizza as their lease is expiring.</p> <p>The contract with Cellar Supplies ends September 2023. Alternatives will be explored but not actively looking to change supplier.</p> <p>The larger brands that are currently on, contribute to the Sky discount (50% discount) so no change can occur.</p>
AOB	<p>Gina would like to thank Andy G and Paul B for the speed and efficiency of fixing the door.</p> <p>As more maintenance jobs are occurring the Committee would like to thanks those in advance and those previously, who will/have volunteered their time, it is appreciated. Thanks will be given in person as it is not always appropriate or possible to do it in the meetings - we may forget someone!</p> <p>Lettering for the President Board needs to happen - place on maintenance schedule.</p>
Date of next meeting	Committee meeting - Monday 8/9 th May 2023 at 6:30pm - TBC

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from April 2023 CMTE meeting:

	Action	Assigned to
	Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council.	Andy G
	Disabled access and accessibility	Clare/Rachel/Gina/Paul
	Function room heating	Maintenance sub-committee
	Contact Carters for building quote for access for all	Paul
	Letter to Spicy Aroma to inform them of the increase in electricity rates	Clare
	Rate review for Spicy Aroma	Committee