



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 8th April 2024

In attendance:

Chair	Vice Chair Hon Treasure	Hon Secretary	Assistant Secretary	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Clare Dare	Rachel Tomkins		Jo Parry	Richard Fernandes	Graham Dean
					Andy Grainger		
					Jason Tomkins		
					Grant Burgess		
					Patrick McCaffrey		

Member: Adam Doherty

Apologies:

Charlotte Nourse					
------------------	--	--	--	--	--

Opening welcome / statement

The Chair opened the meeting at 6:32pm confirming attendance and apologies.

Minutes from Last meeting

It was agreed that the minutes from the March 2024 meeting were a true and accurate representation of the discussion that took place.

Actions and matters arising from the minutes of last meeting

- Disabled access and accessibility - ONGOING
- Savings secondary account to be opened - contact with bank is not as expected. Gina to contact the bank - **ACTION**
- Debit card for Charlotte - ONGOING
- GRANTS - see AOB - ONGOING
- Unification of IT - separate emails will be created for the Chair, Secretary, Manager and accounts. Currently there is one email address and this is not efficient enough - **ACTION**
Login for main computer will also be stream lined so that documents are in the right place - **ACTION**
- Contacting business regarding if they use SMART METERS - Octopus is the cheapest supplier however a smart meter needs to be installed because they do not do half-hourly readings which the Club has currently - CLOSED however **ACTION** to change meters to smart meters.
- Energy comparisons - British Gas is the cheapest currently. Signed agreement for a two-year contract. Smart Meter needs to be installed in order for the Club to switch companies in when the contract ends which will then be hopefully cheaper - CLOSED
- Electricity supplier - In dispute still with British gas about length of contract - ONGOING
- SNAG list for maintenance - Sub-Committee set up and meeting arrange for Monday 15th April - CLOSED
- Programme of archaeological work - ONGOING
- Juke box quotes on two providers - ONGOING
- Events linked to National Days - ONGOING

	<ul style="list-style-type: none"> • Reply to David W - CLOSED • Additional rule in constitution for wheelchair use on tennis and bowls - agreed at AGM - CLOSED • Strategy for Fundraising sub-committee - CLOSED as sub-committee set up. • Non-member prices on drinks - see a comparison between non-member sales and member sales - ACTION • Wine servings - ONGOING • Fire alarm quotes - quote provided - Committee agreed for installation to occur. Patrick and Jo abstained from voting - CLOSED
Bowls Rep report	<p>Opening of Green on Saturday 13th April. First game the Saturday after. Home games during the Folk and Ale festival. Away teams have been notified and encourage to stay and join in. Pre-season skittle event has happened. Three more new members because of that. Members numbers are up to about 56 now. Bowls are 100% behind the main Club in getting wheelchair access etc and will help in any way they can,</p>
Tennis Rep report	<p>In theory the Club House is going to be erected on Thursday morning and in place by the weekend (weather dependent). Tennis are 100% behind the main Club in getting wheelchair access etc and will help in any way that they can.</p>
Treasurer report	<p>Total turnover for March was £27,200.19 with a profit after taxation of £5,925.74.</p> <p>Club's Chair (Gina) and Jason were thanked for the amount of time and work for being able to access the Government Gateway for the Club and sorting the VAT return out. We now have access to PAYE records.</p> <p>The amount of work needed to ensure the accounts are in line with invoices etc is much bigger than the Committee thought when Adam Doherty stepped down as Treasurer. Adam is payed for book keeping however the Committee feel that we need to go to the next tier of services offered by Adam. A discussion with Adam will be held to discuss this further.</p> <p>Current account: £6,236.00 Savings: £91,092.00 Cash: £500 Petty cash: £250</p>
Secretary report	<p>Last financial years accounts have now been uploaded onto Mutual Society.</p> <p>Member correspondence regarding the accounts were not available 14-days prior to the AGM - this was due to the delays with access to Government gateway and Wildins. Reply emailed and accounts available in the Club</p> <p>Require a solicitor to agree the changes to the constitution (additional statement about inclusion which was agreed at the AGM) - ACTION</p> <p>Still trying to get a contact for the archaeology society regarding the inspection of the proposed external ramp.</p>

<p>Mangers Report</p>	<p>A very successful Easter weekend with sales up 30% on Easter 2023.</p> <p>Opening of the Green this Saturday. Basket meals will be available until 4pm. More rolls now ordered for Friday/Saturday. To be confirmed whether this is every weekend. Starting Sunday 21st April will have lighter Sunday option of hot roll, roast potatoes and a small gravy pot. This will be ideal for post Bowls games.</p> <p>Change to the Merlot wine based on customer feedback which has led for the wine to be selling very well.</p> <p>Poker league timings have been addressed and this Saturday went well. Reminder to members that there is NO poker games in the bar on a tournament night in the function room.</p> <p>Folk and Ale Festival 26th-29th April, sports TV available in the function room.</p> <p>Minimum wage increased this month and new rates applied to payroll.</p>
<p>AOB</p>	<ul style="list-style-type: none"> • Skittle Alley and Function room available for families when they are not hired out and the bar is busy. Committee discussed how this would work. Suggestion that the Skittle Alley not to be opened and the function room will be available for the overflow when the room is not hired out. If children (under 14s) go in there, they need to be supervised by an adult. Committee agreed in principle that a months trial of a strategy (which will be worked out considering cleaning and staffing) for the function room to be opened - ACTION Cleaning equipment to be improved - ACTION • Feedback on National Lottery Grant Jo contacted Kieran from the National Lottery. What we want the grant for, the Lottery would be able to fund, however the Club is not doing enough themselves to facilitate this (lack of fundraising, the Club do not articulate what it wants to achieve on the website, how we book rooms etc). If we put initial steps in place then Kieran is more than happy to meet with the Committee and have a walk-round and give advice where he can. There is no restrictions or time-limit on when the Club can apply for a Lottery Grant again. Even though we are a members Club we are not actively offering anything back to community. There is a considerably amount of space in the Club that is not utilised due to the current opening times. The Club needs a strategy to make it happen, to make the Club easier to get into and accessible - ACTION Committee happy to trial Friday afternoon offerings to the community (staff dependent) - ACTION • Maintenance of outside of Club - Garden Maintenance and hours Current gardener does 4 hours a month which is not enough. Need a structure of how to make the Club appealing - Sub-committee created and walk round will occur on the 15th April. • Opening on Bank Holiday Mondays - staff dependent - ACTION • Member request to replace games machines with a pinball machine - Unanimous decision from Committee as this is not possible due to access - will review later. • Glass dishwasher reported that it is not working properly. • As money is used from the pool table to put back into the juke box, the profit that it makes needs to be accurate. • Cleanliness of bar - a handover checklist has been suggested to be signed by the staff for change of shifts. Such as dishwasher cleaned, surfaces behind bar wiped etc. No floor water should be emptied into the bar sink - ACTON

Date of next meeting	Committee meeting Monday 13 th May 2024 at 6:30pm
-----------------------------	--

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from April 2024 CMTE meeting:

	Action	Assigned to
	Offering of the Club to the community strategy (inc. grants)	Club Access Strategy sub-committee
	Contact bank - debit card, savings account	Gina
	Emails streamlined	Jason
	Main computer users set up	Jason/Paul
	Friday afternoon openings	Gina/Jo/Charlotte
	Bank holiday Monday opening	Gina/Jo/Charlotte
	Electricity supplier contract	Paul
	Smart meter installation	Paul
	Club appearance strategy	Club appearance sub-committee
	Policy guidance (inc. health and safety)	Jo/Clare
	CCTV usage	Committee
	BT line changed to internet line	Jason/Charlotte
	Club laptop for manager	Jason
	Access to main computer	Jason
	Programme of archaeological work	Clare
	Juke box quotes on two providers	Charlotte
	Events linked to National Days	Charlotte
	Additional rule in constitution for wheelchair use on tennis and	Clare
	Non-member prices on drinks - comparison between non-member sales and member sales	Charlotte/ Till provider/Grant
	Wine servings	Committee/Charlotte
	Glass dishwasher	Charlotte
	Cleanliness of bar - handover checklist created	Charlotte/Gina /Jo