



**MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING**

Date: 12<sup>th</sup> August 2024

In attendance:

Chair	Vice Chair	Hon Treasurer	Hon Secretary	Assistant Secretary	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones			Clare Dare		Charlotte Nourse	Jo Parry	Richard Fernandes	
						Andy Grainger		
						Patrick McCaffrey		
						Grant Burgess		
						Leo Tarrant		
						Anna Bevan		

Member: Hannah Benyon and Anna Bevan

Apologies:

Graham Dean					
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**Opening  
welcome /  
statement**

The Chair opened the meeting at 19:03pm confirming attendance and apologies.

**Minutes  
from Last  
meeting**

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

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

- Offering of the Club to the community strategy (inc. grants) - ONGOING
- Contact bank - credit cards to be issued to Manager and Maintenance / hosting of card machine - ACTIONED to review banking provider
- Friday afternoon openings - **ACTION** Charlotte to talk to staff to explore availability for the Friday opening to start earlier.
- Policy guidance (inc. health and safety) - CLOSED Clare updated and signed off
- Programme of archaeological work - CLOSED due to funding not available however will review when the Club is close to required financial amount.
- Additional rule in constitution for wheelchair use on tennis and bowls - CLOSED uploaded onto Mutual Society
- Signage - CLOSED as ordered
- Kitchen review – meet with kitchen staff and complete analysis - CLOSED - see voting
- Three quotes for rental review of restaurant - ONGOING waiting to hear from companies
- Matt (gardener) - CLOSED doubled his hours
- Sky contract - CLOSED being installed on Friday 16<sup>th</sup> August. Three new sky boxes to be installed. Sky dish will be relocated.
- Book keeping fee - CLOSED
- EICR report - ONGOING EICR test has been completed meeting electricians on site to look at priorities.
- Dry store to be painted - CLOSED

	<ul style="list-style-type: none"> <li>Contact member regarding treasurer position - CLOSED</li> </ul>
<b>Bowls Rep report</b>	<p>Nothing to report. All is going well in the league. Charlotte to contact Bowls regarding organisation of Family Day on the 17<sup>th</sup> August.</p>
<b>Tennis Rep report</b>	<p>Last week of matches. The ladies need a point to move up to Division 2. A team possibly relegated Poorly attended work day on Sunday. Thanks to Neil and Paul for assisting Richard. Still need the weeds alongside the court. Tennis representatives will be available 2pm-4pm on the 17<sup>th</sup> August. Pick a ball event was really well attended. Committee will try to drive forward.</p>
Tennis representative thanked and left the meeting.	
<b>Mangers Report</b>	<p>In the absence of any financial information I can update that in July we had a total drink sale total of £33.5k which included £2k of drinks from spicy aroma. Carling top seller at 989 sales closely followed by Madri 921, ales and Coors, thanks to the Euros for a successful month. The final afternoon/evening concluded with no issues apart from the result.</p> <p>Clavell &amp; Hind tap room visit a Wednesday or Thursday in September - will be open to 20 members and committee - small cost per person will need to cover mini bus hire</p> <p>Upcoming events: Family fun day - notices going out on BBC radio Gloucester this week, need timings from bowls and tennis for social media posts. Cider festival - so far one member has volunteered on the cider stand - we require more. Oktoberfest planning - non-ticketed event, band organised - will be 2 x German lagers on temporary bar plus bottle bar. Christmas planning - Gloucester Excelsior brass band have offered carols at the club again - Friday 13th December NYE band booked (VINTAGE) 2025 3 x festivals: ale, cider plus Oktoberfest plus at least monthly Saturday live music is booking well.</p> <p>Summer skittles concluded - thank you to Terry Mahon for organising. Winter league fixtures coming in plus there is an interest shown from a Monday darts league who want to move from the community centre.</p>
<b>Secretary report</b>	<p>Membership to date is 555 members. Constitution partial rule amendment has been uploaded onto the Mutual Society. It is currently in progress, waiting for confirmation. Email from A Guilding regarding fundraising (circulated prior to meeting). Clare to respond and thank Mr Guilding for his ideas. Clare to invite him to join the Fundraising meetings. Over the next few weeks, Clare will complete a thorough handover with the new acting secretary (voted in last Committee meeting) Jo Parry until formerly voted in at the next AGM (March 2025).</p>
<b>Treasurer report</b>	<p>Handover occurring with Wildin &amp; Co as the Clubs accountant and auditor. Meeting to be held this Wednesday with Shelley Morgan from Wildin, Charlotte and Gina to complete handover. Invited Hannah to the meeting to discuss the Treasurer role (reporting P&amp;L from Xero etc).</p> <p>Barclays Bank is becoming less approachable and helpful. Discussion held regarding next steps. <b>ACTION</b> look at possible move from Barclays.</p>

	<p>Current account - £2557.43 Savings account. - £65930.32 Fundraising account - £0</p>
<p>Agenda items</p>	<p><b>Member emails:</b></p> <ul style="list-style-type: none"><li>• G Darby message</li></ul> <p><b>Committee Member points raised:</b></p> <ul style="list-style-type: none"><li>• Roast Dinner report - running at a loss - discussion to be held regarding the viability of the kitchen with the kitchen staff. Committee discussed the viability of continuing. Vote to take place (see message from Ms Georgina Jones, President in voting section).</li><li>• Book keeping update - Wildin appointed with new Club treasurer also</li><li>• Secretary handover - meeting to be arranged for a good handover. Clare will remain on the Committee and be an assistant to the secretary by being available for support and assistance as and when required.</li><li>• New Treasurer - Hannah Benyon indicated interest.</li><li>• Fundraising Team Meeting Dates - 28<sup>th</sup> August 2024 7pm</li><li>• Oktoberfest - 19<sup>th</sup> October 2024 - discuss further within Fundraising Team Meeting</li><li>• Painting (Patrick) - quotes shared for office, skittle alley and function room</li></ul>
<p>Voting</p>	<ol style="list-style-type: none"><li>1. Anna Bevan to join Committee - unanimous decision for Anna to join</li><li>2. Hannah Benyon to join Committee as Treasurer - unanimous decision for Hannah to join</li><li>3. Approve painting quotes for office, skittle alley and function room - unanimous decision to approve and continue with redecoration of the Club.</li><li>4. Viability of kitchen - unanimous decision to close. Message from Club President to be circulated to members:</li></ol> <p><b><i>Dear Members,</i></b></p> <p><b><i>It is with regret that we will not be offering the Sunday lunch service after the 8th of September 2024.</i></b></p> <p><b><i>The committee did not take this decision lightly, but did so in the best financial interests of the Club as unfortunately the Sunday lunch service has been running at a loss. We are looking into alternative potential plans for the kitchen but need to ensure that going forwards they are viable and profitable. Whilst we understand this news may be disappointing, we appreciate your understanding and support.</i></b></p> <p><b><i>We want to take this opportunity to extend our thanks to Jess and Sarah for their hard work and dedication to the kitchen. We appreciate their commitment and are grateful for everything they have done over the last 18 months.</i></b></p> <p><b><i>We will provide updates as soon as we have more information.</i></b></p> <p><b><i>Best regards,</i></b></p> <p><b><i>Gina</i></b></p> <p><b><i>Churchdown Club Chairperson and President</i></b></p>

AOB	Work Day to be organised - Saturday 21 <sup>st</sup> September 2024
	Committee meeting Monday 9 <sup>th</sup> September 2024 at 7:00pm

Clare Dare  
Hon Sec CCL

Ongoing actions and new ones from August 2024 CMTE meeting:

	<b>Action</b>	<b>Assigned to</b>
	Offering of the Club to the community strategy (inc. grants)	Club Access Strategy sub-committee
	Contact bank - credit cards to be issued to Manager and Maintenance / hosting of card machine Look at other bank accounts	Gina/Charlotte
	Friday afternoon openings	Charlotte
	Three quotes for rental of restaurant	Jo
	EICR report risk assessment priorities	Patrick
	Look at comparable bank accounts	Gina / Patrick

**Spring 2025**

Solar panels

Archaeological survey