



Churchdown Club Limited
Church Road, Churchdown GL3 2ER
Telephone number: 01452 713122
Email: secretary@churchdownclub.co.uk

Minutes of the Committee Meeting – 13 January 2025

Meeting Opened: 7:07 PM

Chairperson: Gina Jones

1. Attendance

Present: Chairperson (Gina), Secretary (Jo), Treasurer (Hannah), Manager (Charlotte), Patrick, Leo, Anna, Andy, Grant, and Mike (Tennis Representative).

Apologies: Fred (Bowls) and Richard (Tennis).

2. Approval of Previous Minutes

The minutes from the meeting held on October 14, 2024, were reviewed. The November and December meetings were taken up with dealing with an HR matter requiring confidentiality. As per standard practice, such matters are not published to ensure compliance with GDPR, and no other Club business was discussed.

No corrections were raised regarding the October minutes, and they were unanimously approved.

3. Reports and Updates

3.1 Bowls Club Update

Key Concerns:

- Uneven slabs and loose steps around the Bowls area pose a safety hazard, especially for children and elderly members.
- Overgrown shrubs have restricted seating and visibility, diminishing usability for spectators.

Proposed Solutions:

- Hazardous areas will be cordoned off immediately.
- Obtain three quotes for:
 - Repairing and levelling slabs, reusing existing materials where possible.
 - Shrub trimming and landscaping to improve accessibility and aesthetics.
 - Refurbishing benches and potentially expanding seating capacity.
- A landscaping budget of £8,000 has been allocated, and a local contractor has offered to match or beat competing quotes.

3.2 Tennis Club Update

Fencing Replacement:

- Chain-link fencing is deteriorating and unsafe.
- Quotes for replacement, including new gates, are approximately £11,500.
- Funding: £2,000 confirmed from the Parish Council; a grant application to the Playing Fields Association is pending (decision expected in February).

Membership Recruitment:

- Current membership: 70 (down from 90 two years ago).

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- An outreach campaign is planned for Tesco foyer in February.
- Rolling membership renewals approved, with all memberships renewing at the end of January annually. Pro-rata rates will encourage mid-year sign-ups.

4. Manager's Report

Festive Period Overview:

- Christmas Eve sales surpassed previous years.
- New Year's Eve was quieter but profitable.
- High demand for the function room and Skittle Alley, with weekend bookings frequently at capacity.

Event Promotion:

- Lockable notice boards will be installed at both entrances and external areas to display event information securely.
- Flyers and posters for 2025 events are actively being produced and distributed.

Stock Adjustments:

- Guinness shortages persist; Wye Valley draft beer will temporarily replace it. The alternative is cheaper (£10 per barrel) and of comparable quality.

Training:

- Charlotte has been asked if she wishes to undertake a manual handling course. Grant and Leo will explore available options for the training.

5. Treasurer's Report

Financial Position:

- Strong cash reserves but tight profit margins due to rising costs.
- November and December financial records remain incomplete due to outstanding wages and supplier invoices.

Actions:

- Review and renegotiate supplier contracts for cost savings.
- Assign committee members specific suppliers to ensure competitive pricing.
- Budget presented to the committee in advance of AGM.

Compliance:

- The club is fully compliant with all rules and regulations regarding the employment of young people.

6. Events and Social Activities

Upcoming Events:

- Bingo night scheduled for February half-term.
- Halloween Party.
- Horse racing night led by Claire.
- Regular quizzes, karaoke nights, live bands, and World Drinks Days.
- Formation of an events subcommittee, including non-committee members.

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Sunday Food Offering:

- Sunday lunches were discontinued due to financial losses.
- Committee members are working hard to explore financially viable alternatives to the previous provision, but this is proving difficult in the current climate.

7. Grant Updates

Confirmed Funding:

- £2,500 from the Parish Council was secured in November.

Pending Applications:

- National Lottery funding under review.
- Exploring additional opportunities, such as the Ben Evans grant for youth-focused initiatives.

8. Complaints

Member Complaint:

- A member again criticised the committee via email, calling for resignations and questioning decisions about Sunday lunches.

Decision: The member will be issued a second formal warning for defamatory and unconstructive remarks. The warning will be in the form of a letter sent via email. After this, the Committee will not enter into any further email exchanges with the individual. A vote on appropriate action was taken and the subsequent approach agreed by the majority.

9. Any Other Business (AOB)

Dartboard Installation:

- Approved to be installed in the lobby near the cleaning cupboard with CCTV to monitor blind spots.

Landscaping and Refurbishment:

- Quotes will be obtained for landscaping, external signage, and general improvements to the club's exterior.
- Charlotte was asked to arrange a food hygiene visit.

Meeting Closed: 9:45 PM

Next Meeting: Monday, 10 February 2025 – 7:00 PM