



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

Date: 12<sup>th</sup> July 2021

In attendance:

Chair	Hon Treasurer	Hon Secretary	Assistant Treasurer	Manager	CMTE members	Tennis Rep	Bowls Rep	Observer
Gina Jones	Adam Doherty	Clare Dare (Zoom link)	James Maud	Charlotte Nourse	Andy Grainger  James Hull  Ian Wilcock Paul Brooke		Stuart Allen  Tony Widdows	

Apologies:

Jonathan Evans					
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**Opening  
welcome /  
statement**

The Chair opened the meeting at 6:30pm confirming attendance.

**Minutes  
from Last  
meeting**

It was agreed that the minutes from the June 2021 meeting were a true and accurate representation of the discussion that took place.

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

- Organise a maintenance sub-committee - Ongoing
- Concrete sheds to be removed – Completed thanks to Stuart and Simon
- Maintenance schedule to be written
- GDPR update - Ongoing
- Contract between Club and Spicy Aroma to be found - ongoing
- Quote to be obtained from Tony to redecorate skittle alley - Ongoing
- Sponsorship –
- Gina needs to know who has sponsored the club and has the money been allocated where it was promised – Langley Farr Farr
- Constitution of the club to be reviewed and updated - Ongoing
- Bowls to have one independently of the club and then an agreement in place between the bowls and the club - Ongoing
- Lightbox to be installed - Ongoing
- Deep Fat Fryer – check elements and order if necessary - Closed
- Gate through to the park - Ongoing
- Acknowledgment of recent letter from Spicy Aroma regarding club opening 7 days a week - Closed
- Tidy TV wires and installation of small shelf - Ongoing
- CCTV – Steve Unett - Closed
- Delipizza – do they need water access (no)/ do they have a generator (yes)– need electricity to keep it quiet - Ongoing
- Treasurer’s recognition - £150 per month book keepers fee - CLOSED

	<ul style="list-style-type: none"> <li>• Formal complaint addressed - CLOSED</li> </ul>
<b>Bowls Rep report</b>	<p>The bowls club now has 38 members.  The Open Day was a success.  The concrete shed has been removed. The roof maybe an issue of removing. – ACTION by club.  Stuart Allen has offered his help the retaining wall where the shed has been taken down.  The next friendly is Wednesday 14<sup>th</sup> June. The club will be open and Charlotte has offered to open the kitchen to provide a meal after the match. There will be 40 players altogether.</p>
<b>Tennis Rep report</b>	<p>We are holding an American Tournament on Saturday 17<sup>th</sup> July. Live music and fundraiser.</p> <p>Sadly, the Open Day was poorly attended but as a result we do have one new member HA.</p> <p>Mike has sent a list of all the new members with their details since April so the CCL records align.</p> <p>I have let Gina know we are actively seeking grants for court refurbishment and fence replacement following positive information from Lydney tennis club. I have sought 3 quotes for the fencing but have had no response as yet (apart from the one from Richings with unsuitable materials suggested- I have asked them to requote). Of course, we will keep CCL informed so final approval will have to be sanctioned by them.</p> <p>Members are concerned to know what is intended for the groundworks following removal of the bowls hut including bank stabilization and removal of the asbestos.</p> <p>Clare's email well received by tennis members and is a positive step to engage and involve them with the greater issues facing the club (especially posting the minutes online).</p>
<b>Treasurer report</b>	<p>The club made a profit of £861.97 in June.  The club is £1900 in operating profit year to date.  With grants and insurance, the Club is £33k in profit for the year.  The club has £6k in the current account, £50k savings, £755 in cash and £200 in petty cash.  There were no extra ordinary costs.  The club is profitable.</p>
<b>Secretary report</b>	<p>Currently reviewing lease agreements for all those that operate on the Club's land as well as contracts with external hire.</p> <p>Beginning to sort out the office and need to decide as a committee what is kept for archives.</p> <p>Started looking at the constitution.</p> <p>Letter sent to all members to explain how to contact committee members. Please adhere to this procedure. No discussing of the club should be done in our private time.</p> <p>Any grants that the bowls or tennis wish to obtain these will be sourced and actioned by the main club itself.</p>
<b>Mangers Report</b>	<p>Staffing has worked well over the last month. As of the 19<sup>th</sup> July, table service is no longer required but as a manager I feel that this should still continue as a choice for our members. On Friday and Saturday there will be a runner to offer table service.</p> <p>References have been obtained for Matt and he will now be named as a keyholder.  Quarterly staff meetings to be held for all staff.</p> <p>The Open Day on 26<sup>th</sup> June was a huge success as well as the afternoon tea.</p> <p>Delipizza has been approved by Tewkesbury Borough Council to trade on the first two club's parking slots. They are not able to trade on a Sunday in respect of the local residents. They will be based there on a trial basis. They are fully insured. Charlotte will double check - ACTION</p>

Three members of staff and one committee member have their Level 2 Food hygiene in order for the kitchen to open on an ad-hock basis. There is still no interest for a cook. There seems to be a national shortage. Currently the club is providing food for children's parties and the afternoon tea. This is something that the staff and committee member who have the food hygiene can offer. For other functions we will look for external caterers to provide – ACTION

Busy planning for the centenary celebration.

- posters have been ordered
- a quarter page spread will be in My Churchdown Magazine
- hog roast
- live music
- open day
- bring and buy sale on the Saturday
- quiz on the Friday – theme is 100 years of Churchdown
- knock out competition

Monthly quiz will be returning – date to be confirmed

Stock take shows Carling is the biggest seller and the profit is good.

A little area for children's activities has been restocked.

**AOB**

- Charlotte – Bring and Buy sale during bank holiday weekend (Saturday) (bowls suggestion) – fundraising for the Bowls Club. Three tables during centenary weekend in the skittle alley.
- Charlotte – roof – needs to be addressed before the winter – MONITOR
- Charlotte – guttering - ACTION
- Clare - Bowls club to serve tea and biscuit when main club not open with access to function room – it has been decided that due to the function room being used regularly that it cannot be made available to the bowls club. Going forward we will look at dates.
- Opening hours – email from GD dated 12<sup>th</sup> June, email TM dated 6<sup>th</sup> July – opening hours will be extended due to the COVID restrictions being eased. As a committee we kept to 10pm closure due to the guidance given from the government and to protect our members. The new opening times from next week are:  
Wednesday 5pm to 11pm (last orders 10:45pm)  
Thursday 6pm to 11pm ( last orders 10:45pm)  
Friday 3pm to 11:30pm (last orders 11:15pm)  
Saturday 12pm to 11:30pm (last orders 11:15pm)  
Sunday 12pm to 7pm (last orders 6:45pm)  
These hours are all at the discretion of the Club manager.
- Television placement – as a committee it has been decided to have a quiet lounge area and a sports area. We would like to thank those that offered to purchase another television for the quiet lounge area but no television will be there.
- James - Wall art – ACTION
- Clare – Sponsors for U10 Panthers approx. £500 – the committee have agreed sponsorship for the team. A quote will be obtained for the treasure to authorise before purchase.
- Photo board of committee members – email from BB – this has been agreed by the committee and will be actioned. ACTION
- Food/Sunday Roast – email from AH dated 6<sup>th</sup> July – as there is no cook in the kitchen the Club cannot offer a Sunday roast. We are actively looking for alternative arrangements.
- Real ale – email from NM dated 6<sup>th</sup> July – this was discussed and decided that there will be a standard ale available to the members and a guest ale. If and when the Club becomes busier more ale may be available but currently we are avoiding waste.
- Face masks to be worn by staff – email received raising concerns from TM – staff members wear masks except for those who are exempt, which currently is one staff member.
- Cricket festival – email from TM why we are not taking part and he is happy to discuss ongoing participation – Due to COVID as a committee it was decided not to participate in this year's cricket festival. There would not have been enough staffing. As half the festival was closed down we are relieved that we did not do it as we could have been at a loss. The Club will be participating next

	<p>year. The committee would like to thank TM for his offer of support and will approach him nearer the time if needed.</p> <ul style="list-style-type: none"><li>• Gina – Tennis grant for surface – all grants will be going through the main Club. The secretary will begin looking with the tennis club - ACTION</li><li>• Uniforms – these have been ordered - CLOSED</li><li>• Harassment within staffing – CLOSED</li></ul> <p>An additional AOB was raised at the meeting by the Chairperson:</p> <ul style="list-style-type: none"><li>• Spicy Aroma – There have been numerous letters and conversations between the Club and Spicy Aroma. There is on-going communication with them and a formal meeting will be arranged.</li></ul>
<b>Date of next meeting</b>	Monday 2 <sup>nd</sup> August 2021 – 6:30pm

Clare Dare  
Hon Sec CCL