



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

Date: 8<sup>th</sup> July 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		

Member: Leo Tarrant and Anna Bevan

Apologies:

	Graham Dean				
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<b>Opening welcome / statement</b>	The Chair opened the meeting at 6:30pm confirming attendance and apologies. Ms Jones acknowledged the emails from Adam Doherty, Jason and Rachel Tomkins regarding stepping down from the committee and thanked them for their time and service to the Club.
<b>Minutes from Last meeting</b>	It was agreed that the minutes from the June 2024 meeting were a true and accurate representation of the discussion that took place.
<b>Actions and matters arising from the minutes of last meeting</b>	<ul style="list-style-type: none"> <li>• Offering of the Club to the community strategy (inc. grants) - ONGOING</li> <li>Brownies now have no hire charge for function room</li> <li>Pink magazine article</li> <li>Youth group has access to the function room</li> <li>• Contact bank - credit cards to be issued to Manager and Maintenance / hosting of card machine - Gina and Charlotte to talk to the bank - ONGOING</li> <li>• Friday afternoon openings - ONGOING</li> <li>• Bank holiday Monday opening - Club now open on Bank Holidays - CLOSED</li> <li>• Smart meter installation - due to fixed contract installation to be viewed when contract ended - CLOSED</li> <li>• Policy guidance (inc. health and safety) - ONGOING</li> <li>• CCTV change of system - working and it is efficient enough for Club's needs - CLOSED</li> <li>• Programme of archaeological work - Gina to contact Katherine - ONGOING</li> <li>• Events linked to National Days - review next year-CLOSED</li> <li>• Additional rule in constitution for wheelchair use on tennis and bowls - ONGOING</li> <li>• Fencing needs to replace near tennis courts - review next financial year - CLOSED</li> <li>• Folk Club contacted regarding the Folk and Ale festival - letter sent no response - CLOSED</li> <li>• Smoking and non-smoking area signage - to be ordered. No smoking/No Vaping on artificial grass- ONGOING</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional kitchen structural quote - thanks to David Dare for completing the structural work - CLOSED</li> <li>• Television to be installed in the lounge area - CLOSED</li> <li>• Kitchen review – meet with kitchen staff and look at figures - ONGOING</li> <li>• Three quotes for rental of restaurant - ONGOING</li> <li>• Matt (gardener) - to confirm 2 hours per week - ONGOING</li> <li>• EICR contingency fund set up – transfer into maintenance £2500 pm - account set up - CLOSED</li> <li>• Sky contract - ONGOING</li> <li>• Book keeping fee - Two quotes provided. Committee agreed to accept the cheaper quote from Wildin &amp; Co who have also offered a reduction in Year End Accounts. A member has shown interest in possibly helping - ACTION</li> </ul>
<b>Bowls Rep report</b>	No report from the Bowls.
<b>Tennis Rep report</b>	<p>Tennis matches are going well. Ladies are top of their league, A-team are struggling and B-team are middle of the table.</p> <p>Pickle ball event on July 19<sup>th</sup> all sold out (28 people have signed up) - potential for markings to be put on so that it can be played regularly - Pay to Play.</p> <p>20<sup>th</sup> July - American tournament. / Council fun day at the skate board - potential stand there</p> <p>Stand in Churchdown Tesco on 1<sup>st</sup> August</p> <p>Memorial garden has been tidied up and looks good - thanks to the tennis section for maintaining this</p>
Tennis representative left the meeting.	
<b>Treasurer report</b>	<p>Handover occurring. P&amp;L shared -</p> <p>Current account Savings account Fundraising account</p>
<b>Secretary report</b>	<p>Letter to Spicy Aroma due to the blockage of the drains through the cellar to the manhole. Referred. to the lease that no oil should be going down the sinks as this was the source of the blockage.</p> <p>Clare to step down as Secretary in September 2024. Jo Parry was voted in as secretary by the committee from September. Clare will work with Jo for a smooth handover.</p> <p>Mutual society finally got back and advised how to add paragraph to constitution. Form to be signed to add paragraph to constitution about access for all which was voted in at the AGM.</p> <p>Archaeological numbers have been obtained for local companies. Burial License to be obtained. Gina to communicate with Katherine (staff) as her degree is in archaeology - <b>ACTION</b></p>
<b>Mangers Report</b>	<p>Euros as expected have been picking up and very successful quarter final night. Well done to Saturday staff in particular. Onto Wednesday's semi-final - extra beer delivery needed!</p> <p>Furniture considerations for committee authorising opening of rooms - consider end of night arrangements and functions taking place. Thank you to Johnny for helping with glasses and furniture on Saturday night.</p>

	<p>Other activities: drains, electrics, trouble shooting of new till, mainly ensuring spicy till set up correctly</p> <p>Plans finalised for Family fun day:</p> <p>Bouncy castle booked Hog roast Punch &amp; Judy Live music Glitter art stall</p> <p>Raffle to be drawn - need more donation of raffle prizes before sales of raffle tickets can be sold - raffle prizes will be experiences/vouchers etc so tickets sold at least £5 a strip</p> <p>Fundraising needs more committee support. Request committee quiz team and introduction on mic about why we are fundraising rather than bar team member or quiz master.</p>
Agenda items	<p><b>Member emails:</b></p> <p><b>Committee Member points raised:</b></p> <ul style="list-style-type: none"> <li>• Kitchen equipment - review of finances</li> <li>• PV quote (solar panels) - Redbridge have surveyed the premises and quoted. 29Kw system with south/southwest facing. Quote of £24983.00. Expected payback is 4 years. Expenditure already committed and fundraising occurring for Access For All committee agreed to review in Spring 2025</li> <li>• Signage quotes - Committee voted unanimously to except £2500 cost with no fitting included - <b>ACTION</b></li> <li>• Internal paint colours - committee to choose colours ready for decorator.</li> <li>• Electrics - emergency call outs have been regular. Committee agreed for ICR to be completed as soon as possible - <b>ACTION</b></li> </ul>
Priority tasks	None
AOB	<ul style="list-style-type: none"> <li>• Refurbishment on toilets - these are on the maintenance list. Priority was given to sprucing the outside and inside of the Club as well as replacing the furniture which has increased the number of seats by 40 in the Club. The Access for All funding does include the cost of the refurbishment of the toilets.</li> <li>• Memorial tables - communication with family members regarding the change of furniture - this has been positive.</li> </ul>
	Committee meeting Monday 12 <sup>th</sup> August 2024 at 6:30pm

Clare Dare  
Hon Sec CCL

Ongoing actions and new ones from July 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	Gina/Charlotte
	Friday afternoon openings	Gina/Jo/Charlotte
	Policy guidance (inc. health and safety)	Jo/Clare
	Programme of archaeological work	Gina to contact Katherine
	Additional rule in constitution for wheelchair use on tennis and bowls	Clare
	Signage	Patrick
	Kitchen review – meet with kitchen staff and complete analysis.	Charlotte/Gina/ Jo / Grant
	Three quotes for rental of restaurant	Jo
	Matt (gardener)	Charlotte
	Sky contract	Patrick
	Book keeping fee	Gina/Jo
	ICR report	Committee
	Dry store to be painted	?
	Contact member regarding treasurer position	Gina

**Actions to review in August:**

Kitchen sales analysis

**Spring 2025**

Solar panels