



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 10th June 2024

In attendance:

Chair	Vice Chair	Hon Treasurer	Hon Secretary	Assistant Secretary	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones		Adam Doherty	Clare Dare	Rachel Tomkins	Charlotte Nourse	Jo Parry	Richard Fernandes	
						Andy Grainger		
						Jason Tomkins		
						Grant Burgess		
						Patrick McCaffrey		

Member:

Apologies:

	Graham Dean				
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Opening welcome / statement	The Chair opened the meeting at 6:30pm confirming attendance and apologies. Ms Jones acknowledged the emails from Paul and Ben Brooke and thanked them for their time and service to the Club.
Minutes from Last meeting	It was agreed that the minutes from the May 2024 meeting were a true and accurate representation of the discussion that took place.
Actions and matters arising from the minutes of last meeting	<ul style="list-style-type: none"> • Offering of the Club to the community strategy (inc. grants) - ONGOING • Contact bank - credit cards to be issued to Manager and Maintenance – in process - ONGOING • Friday afternoon openings – reviewed for Euros – will review further at next committee meeting - ONGOING • Bank holiday Monday opening - ONGOING • Electricity supplier contract – 3 year contract - CLOSED • Smart meter installation - ONGOING • Policy guidance (inc. health and safety) - ONGOING • CCTV change of system - ONGOING • Access to main computer - CLOSED • Programme of archaeological work – waiting for communication from Heritage department - ONGOING • Existing Jukebox provider to be given notice – notice given - CLOSED • Juke box quotes on two providers – unanimous vote for new supplier Dransfield – 3 month trial – position of Jukebox changed - CLOSED • Events linked to National Days - ONGOING • Additional rule in constitution for wheelchair use on tennis and bowls – FCA contacted waiting for reply - ONGOING • Fencing needs to replace near tennis courts - ONGOING

	<ul style="list-style-type: none"> • Folk Club contacted regarding the Folk and Ale festival – Clare to contact - ONGOING • Outside area hoover to be purchased – purchased - CLOSED • Smoking and non-smoking area signage - ONGOING • Additional kitchen structural quote – additional quote not comparable – previous contractor not responded – committee agreed to get sealant done as priority - ONGOING • Television to be installed in the lounge area – Television ordered – ONGOING
Bowls Rep report	Mr Graham Dean reported by email that there was nothing to report as everything was going well.
Tennis Rep report	<p>Work party to clear and tidy behind the Club house. Committee agreed that garden waste could be put in the Club's brown bins.</p> <p>Weeds at the side of the tennis court need to be sprayed. This to be picked up by the main Club's maintenance list - ACTION</p> <p>Extra storage unit bought to store Junior equipment.</p> <p>Activities planned for the Family Fun Day on the 17th August – main Club grateful for this.</p>
Tennis representative left the meeting.	
Treasurer report	<p>P&L shared</p> <p>Another superb month in May – well done and thanks to all staff.</p> <p>Bar sales turnover £30299.58. Profit after taxation for the month £4448.37</p> <p>Quarterly update (Jan to May) - profit after taxation £10923.95</p> <p>Current account: £16,002.00</p> <p>Savings: £91,430</p> <p>Cash: £500</p> <p>Petty cash: £250</p> <p>Spicy Aroma Year 3 rent review, September 2025 – outsource rent review to commercial rental companies to provide a correct proposal for actual rental price for the space – ACTION</p> <p>In the Club's current financial position, it is shown that the income from Spicy Aroma (rental and drinks) is not required to keep the Club in profit.</p>
Secretary report	<p>Nothing to report</p> <p>Kitchen:</p> <p>Initial quote for structural work was agreed by the Committee however the company have not come back to the Club even when contacted again.</p> <p>Agreed by the Committee that another person will be contacted to see if they can give a comparable quote – dependant on their availability. In the meantime the sealant work will be done – ACTION</p> <p>Kitchen review – meet with kitchen staff – ACTION</p>
Mangers Report	<p>Staffing good and stable however concerns that within next 4 months will have staff taking up apprenticeships, graduating from University and fully retiring - need to plan accordingly.</p> <p>Two great Sundays with a Christening party and wedding reception over last two weekends - thank you to staff for showing flexibility and working hard during these busy shifts.</p> <p>Euro planning - free keg of Carling donated by Molson Coors</p> <p>Will have offers of four pint jugs of Carling (staff T-shirts and point of sale acquired from Carling)</p> <p>Beer buckets - Club logo branded buckets - good for social media re-shares with mixed five bottle lagers</p>

	<p>Staff reminded of no unaccompanied under 18's, be aware of own alcohol being brought in and ID requirements.</p> <p>Wine now offered in small, medium and large servings</p> <p>Tills have been rebuilt including Spicy, initial demo and testing this Thursday.</p> <p>Summer skittles organised, starts tonight.</p> <p>Monday Folk Club moved to function room for summer months - only one clash 17th June where I've informed Folk Club.</p> <p>Reminder half price membership from 1st July.</p> <p>Jukebox - met with John Honour from Dransfield on Thursday with Grant and Patrick to discuss repositioning of jukebox and lotto machine in line with redecorating and furniture project – committee agreed positioning.</p> <p>Two companies however favour Dransfield over Leisureplay due to demonstrating willingness to work with us and the fact we already have lotto machine in and making us money.</p> <p>£5 difference in weekly rental - Dransfield £35 + VAT, Leisureplay £40 + VAT</p> <p>Saving annually of £800 machine games duty with loosing fruit/quiz machine</p> <p>AGD given notice and coming Wednesday to take out jukebox and fruit machines.</p> <p>Quiz - offer of a few members who can on a rota basis cover Friday's quiz - all quizzes to be in aid of Access For All going forward with drinks prizes.</p>
<p>Agenda items</p>	<p>Member emails:</p> <ul style="list-style-type: none"> • Craig S regarding grants available and a free quotation regarding solar panels - ACTION <p>Committee Member points raised:</p> <ul style="list-style-type: none"> • Quote and design for new seating and tables (safety and increase seat numbers)– Patrick Designs shown – three quotes provided. Current seating does not conform to the current fire regulations and springs are breaking therefore need to be replaced. Some dogs in the Club are eating the furniture – this needs to be monitored as all dogs need to be well-mannered. Proposal to purchase furniture (chairs and tables) for £22157.00 plus VAT – provides 108 seats in the Club compared to current 82 seats – unanimous decision to accept quote. Mr Wilden at the AGM stated and was on the AGM minutes that the Club need to invest back into the Club. Toilets are also on the priority maintenance list. • Matt the gardener increasing his hours or finding someone else if he does not have the capacity – Jo Currently 4 hours per month - Club require 4 hours per week currently - ACTION • Club rewiring – contingency fund for EICR. Stroud electric have completed some electrical work for the Club recently and have noticed that electrical wiring is not up to standard - ACTION
<p>Priority tasks</p>	

AOB	<ul style="list-style-type: none"> Letter of introduction to join committee – Mr L Tarrant. Mr Tarrant will need to be a member for 6 months before joining the Committee – this will come into action in August. Club requires a considerable amount of time on keeping the ‘books’ for the Club. The current book keeper is not doing all the keeping, this is distributed between the Club’s manager, a payroll administrator and Adam D. Adam was asked to provide the full service costings. This was discussed and a proposal back to Adam. Adam has asked for a week to consider the Club’s request. Sky – not in a contract however Club requires a third box. Signing up to a new contract will mean receiving an upgrade of the current Sky boxes to Sky Q plus an additional one and an upgrade of dish. The horse racing channel will also be added on. This is a £60 increase per month – unanimous decision to sign up to the contract – ACTION
	Committee meeting Monday 8 th July 2024 at 6:30pm

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from May 2024 CMTE meeting:

	Action	Assigned to
	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
	Friday afternoon openings	Gina/Jo/Charlotte
	Bank holiday Monday opening	Gina/Jo/Charlotte
	Smart meter installation	Grant
	Policy guidance (inc. health and safety)	Jo/Clare
	CCTV change of system	Patrick
	Programme of archaeological work	Clare
	Events linked to National Days	Charlotte
	Additional rule in constitution for wheelchair use on tennis and bowls	Clare
	Fencing needs to replace near tennis courts	Appearance sub-committee
	Folk Club contacted regarding the Folk and Ale festival	Clare
	Smoking and non-smoking area signage	Patrick
	Additional kitchen structural quote	Grant/Clare
	Television to be installed in the lounge area	Grant
	Kitchen review – meet with kitchen staff	Charlotte/Gina/ Jo
	Contact Craig S re solar panel quotation	Clare
	Three quotes for rental of restaurant	Jo
	Matt (gardener)	Charlotte
	EICR contingency fund set up – transfer into maintenance £2500 pm	Accounts
	Sky contract	Patrick
	Book keeping fee	Gina/Jo

Actions to review in August:

Kitchen sales analysis

Non-member prices on drinks - comparison between non-member sales and member sales.