



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 20th May 2024

In attendance:

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

Member:

Apologies:

Charlotte Nourse	Graham Dean				
---------------------	----------------	--	--	--	--

Opening welcome / statement	The Chair opened the meeting at 6:30pm confirming attendance and apologies.
Minutes from Last meeting	It was agreed that the minutes from the April 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 - debit card, savings account - Secondary account opened. Option to have a credit card offered - this to be issued for Manager and Maintenance. Credit card will be capped per month and will be for the purchase of sundries - ONGOING • Emails streamlined - Emails set up Manager / Accounts / Chair / Secretary @churchdownclub.co.uk - CLOSED • Main computer users set up - login set up for individuals on the committee - ONGOING • Friday afternoon openings - ONGOING • Bank holiday Monday opening - ONGOING • Electricity supplier contract - ONGOING • Smart meter installation - ONGOING • Club appearance strategy - sub-committee set up - work day occurred - more notice to be given and advertised for the next one- CLOSED • Policy guidance (inc. health and safety) - ONGOING • CCTV usage - to be used retrospective. Chair and Manager to access the system. Committee would like a date stamp when accessed. To have the CCTV for what the Club needs, the system needs to be upgraded (not cameras) - ACTION - ONGOING • BT line changed to internet line - currently Virgin Media are the Club's providers. They offer a free telephone line. This will be changed over. A new phone will be installed next week which will have an auto attender system on. If a voicemail is left it will be emailed to the relevant person - CLOSED

	<ul style="list-style-type: none"> • Club laptop for manager - purchased and Officers of the Club can also use by logging on - CLOSED • Programme of archaeological work - ONGOING • Juke box quotes on two providers - notice to current provider for removal as they will not move it to a better location. This does mean the game machine will be removed. The game machines provide very little income for the Club. Removal of the games machine will provide more space for seating. Costings for new jukebox to be shared with Committee as soon as possible - ONGOING • Events linked to National Days - ONGOING • Additional rule in constitution for wheelchair use on tennis and bowls - ONGOING • Non-member prices on drinks - comparison between non-member sales and member sales - review with Stock taker. Last month 35% of Club's sales were to non-members which equated to a mark-up of £1982.50 against member prices. To be reviewed in the next 3 months - CLOSED • Wine servings - new glasses bought which measure for three sizes which is now offered to customers - CLOSED • Glass dishwasher - cleaned and works. Ensure regular cleaning (descale, clean inside and out) - CLOSED • Cleanliness of bar - handover checklist created. Staff need to be directed on how to use it. Manager to monitor - CLOSED
<p>Bowls Rep report</p>	<p>The season has started well. Friendlies have been mixed results which is usual. The Ladies League is one win and one loss. The Thursday Glevum League has started with two losses but with the points we have got we are not bottom of the league. Gloucester City the team we played first would, like us, thank Clare for the supper she provided. It went down very well. We are at home again this Thursday and then we have three away games.</p> <p>The Sunday morning league has been a very good start for us. We are top of our division having taken maximum points from our first two games. We obviously hope that continues.</p>
<p>Tennis Rep report</p>	<p>Electricity has been installed into the Club house. First team won their first game last week. Ladies doing really well - they have played four games - won 3 lost 1. B team are continuing with positivity.</p> <p>At present, the tennis committee are collating costings for the area behind the Club house (heather, bark). Fences need to be replaced - ACTION</p>
<p>Tennis representative left the meeting.</p>	
<p>Treasurer report</p>	<p>P&L shared Another superb month in April. Bar sales turnover £29325.81. Profit after taxation £5979.16 Quarterly update (Jan to Apr) - profit after taxation £14484.33</p> <p>Current account: £16,021.40 Savings: £91,092.86 Cash: £500 Petty cash: £250</p>

Secretary report	<p>Member Emails</p> <ul style="list-style-type: none"> • Smoking on AstroTurf - new signage to be quoted for which is clearer. Hoover to be purchased to ensure area is clean - ACTION • Oktoberfest - This will be a lager festival. Committee agreed in principle and will work with Charlotte in the organisation of the proposed event - ACTION • Folk and Ale festival - Committee discussed in length and have voted that the Ale festival will continue without the Folk. The Folk festival will be a separate event on a different weekend and will be held in the function room. Folk on a Monday during the summer months will be in the function room. Manager to correspond with the 'Folk' - ACTION
Mangers Report	<p>Manager apologies accepted.</p>
Agenda items	<p>Committee Member points raised:</p> <ul style="list-style-type: none"> • Manager Salary Review - Formalised in order to move forward as a Club. • Kitchen - analysis of costings were presented to the Committee - to be reviewed in 3 months' time once structural work has been completed with a survey for members. Additional structural quote for comparison to be obtained and presented to Committee as soon as possible - ACTION • Background music - Committee voted that a device will be available so that subtle background music is on in all areas and staff trained to use device. This will be part of the opening and closing checklist - ACTION • Juke Box- Juke box to be relocated. The company that the Club currently use will not move it. Notice to be given of removing that juke box and costings of new supplier to be presented to Committee as soon as possible - ACTION • Maintenance/Gardening - Gesture signage boards on bowls green to be reinstated - ACTION • Painting of the club inside and out, three quotes received. Unanimous decision to accept the quote of £8336 by Dan Burt Decorating • Making good steps/pathways for both appearance - areas to be fenced off. Unanimous decision by Committee that current fencing provider will complete this work. Quote to be asked for so that bins are screened off. Cladding to be installed on the external brick walls under the revamped flower beds. Unanimous decision to start the work • Jo – Events (cocktail making & World days) (Bank holiday ideas - to bring in families also) / Fundraising - ACTION • What do we, as committee members, bring to the Club? - ACTION
Priority tasks	

AOB	<ul style="list-style-type: none"> Committee meetings: Unanimous decision that Bowls representative, Tennis representative and Manager will attend the Committee meetings to present their reports. They will then be asked to leave for the rest of the meeting. Television to be installed in the lounge area for advertising purposes.
Date of next meeting	Committee meeting Monday 10 th June 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	Gina
	Friday afternoon openings	Gina/Jo/Charlotte
	Bank holiday Monday opening	Gina/Jo/Charlotte
	Electricity supplier contract	Paul / Grant
	Smart meter installation	Paul / Grant
	Policy guidance (inc. health and safety)	Jo/Clare
	CCTV change of system	Patrick
	Access to main computer	Jason
	Programme of archaeological work	Clare
	Existing Jukebox provider to be given notice	Charlotte
	Juke box quotes on two providers	Charlotte
	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	Charlotte
	Outside area hoover to be purchased	Grant
	Smoking and non-smoking area signage	Patrick
	Additional kitchen structural quote	Jason/Grant
	Television to be installed in the lounge area	Jason/Grant ?

Actions to review in August:

Kitchen sales analysis

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