



MINUTES FROM CHURCHDOWN CLUB LTD COMMITTEE (CMTE) MEETING

Date: 14th November 2022

In attendance:

Chair	Vice Chair Hon Treasure	Hon Secretary	Assistant Treasurer	Manager	CMTE members	Tennis Rep	Bowls Rep
Gina Jones	Paul Brooke	Clare Dare		Charlotte Nourse	Andy Grainger Jo Parry Ian Willcock	Richard Fernandes	

Apologies:

Ben Brooke				
---------------	--	--	--	--

**Opening
welcome /
statement**

The Chair opened the meeting at 6:32pm confirming attendance and apologies.

**Minutes
from Last
meeting**

It was agreed that the minutes from the October 2022 meeting were a true and accurate representation of the discussion that took place.

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

- Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council - Andy Grainger has had no reply from TBC - ONGOING
- Fence ownership - ONGOING
- Grants for energy - ONGOING may be able to get some if we register as a Warm Space
- Health and Safety Report - Clare asked for support with this - ONGOING
- Grant for skittle alley - approved but not paid - ONGOING
- Kitchen maintenance - ONGOING
- Disabled access and accessibility - date for meeting 28th November 2022 - ONGOING
- Performance Related Pay - Charlotte - Gina and Clare met and PRP agreed with committee. This will be backdated in November's pay and then be paid monthly thereafter - CLOSED
- Reserved tables for poker - tables are reserved during quiet times - CLOSED
- Accessible calendar - bolt on to website - SEE MANAGERS REPORT - CLOSED
- Additional sky box in function room - costings - electrician came in and quoted for a cable to be run from the Sky Box near the pool table to be connected to a 65" TV in the function room. This would be the cheaper option and also cover the sound query - unanimous decision to go ahead with purchase of the TV and wiring - CLOSED

**Bowls Rep
report**

No representative
Gina reported back as she was present at the AGM on the 11th November 2022
Well organised
They thanked Charlotte for helping with social media as this created 20 extra members.

	<p>Thanked Clare for all the help that she did throughout the year.</p>
Tennis Rep report	<p>AGM held. Clare attended as Churchdown Club. Members this season have increased to 84. Pay and play proved fruitful and has had players sign on to be members. Signage at the front is very much appreciated Looking to appoint Welfare Officer from January 2023 Club house to be replaced. Discussions of the size which ranged from 14ft x 6ft to 20ft x 6ft - slightly longer. Electricity to be available too.</p>
Treasurer report	<p>Profit and Loss shared for October. Treasurer thanked Charlotte and staff for the positive atmosphere and the service they provide to be able to achieve the bar sales.</p> <p>Current account - £7414 .00 Savings account - £58000.00 Petty Cash - £200.00 Cash - £750</p>
Secretary report	<p>Constitution was submitted to the FCA. They returned it back with amendments:</p> <ul style="list-style-type: none"> • We note that there is still reference made to the Industrial and Provident Societies Act in your rules. The society's Registration Act is the Co-operative and Community Benefit Societies Act 2014 so you might want to update the rules to reflect the 2014 Act (some examples - the Annual Return to Registrar paragraph, as well as under rules 13, 15, 16, 20, 21). • Please note that the 2014 Act allows societies to disapply the audit requirements. The current wording in your rules does not allow any room for disapplying the audit requirements if the society meets the relevant criteria. So, although rule 13 of the society's rules regarding audit for the society is not contrary to the Act, you may want to include this in your rules. <p>The second bullet points gives an answer to the member who enquired why a full audit was not taken for the accounts.</p> <p>The constitution was amended and an email on the 27th October 2022 confirmed publication of the attached document on the Mutuels Public Register.</p> <p>Copies of the constitution will be available at request. A bound copy will be available too.</p> <p>Meeting held with Gina Jones regarding Charlotte's Performance Related Pay (PRP).</p> <p>Email received from Malcolm Baker. He has more plants ready for the Club's garden which he feels would placed near the bus stop area. He is aware that the Club now has a regular gardening service and does not want to interfere. Malcolm would like to continue supporting the front garden area - ACTION</p>

<p>Mangers Report</p>	<p>Staffing: 1 member of staff left, 2 new members of staff joined Jackie and Amelia.</p> <p>Christmas rota complete and Christmas cocktails to be advertised, mulled wine, mince pies available for festive events.</p> <p>Entertainment on NYE changed from advertised band.</p> <p>World Cup fixtures to be advertised, drinks promotion to be considered (Carling).</p> <p>Prices need to increase, there has been on average over the last 3 months a 6% increase on all items also many barrels increasing by £11 each. Suggested by stock taker 20p price increase, members Carling would become £3.65 and ales £3.40. This is still significantly cheaper than main pubs. Non-members prices £4.15 and ales £3.90 - Committee discussed about the increase. Vote for when the increase should occur December 1st 2022 or January 1st 2023. Vote 4 for, 2 against. Prices will increase from December 1st 2022.</p> <p>Evidence of drug usage in mens' toilets. Steps need to be taken to address this and anyone found in possession or usage will receive a lifetime ban.</p> <p>Staff additionally retrained on acceptable forms of ID and reminded to check that drinks are not being bought for underage customers in a group.</p> <p>Demonstration of online calendar. Access to see availability of facilities and What's On. Booking still have to be directly to Charlotte.</p> <p>£318 made at MacMillan coffee morning.</p> <p>Midnight Saturday 12th November 2022 leaving, after having TV switched off at 23:50pm (round 2 of a boxing match) 20 mins after time at the bar called (15/20 mins allocated drinking up time is standard). Customers unhappy that the TV had been switched off. I have since received one apology for verbal abuse and derogatory language - ACTION for a committee member to speak to those customers due to zero tolerance.</p> <p>Do we have update on Club handy-person committee member - for now we will ask members.</p>
<p>AOB</p>	<ul style="list-style-type: none"> • Clare is constantly helping the Club by working shifts. She would like to be considered to be paid for these extra shifts outside the Secretary role - Vote and unanimous decision that Clare can be on payroll. • Sponsorship of Kings vets football team, over 40's team would gather in Club on Sundays plus arrange socials which they did last Saturday which was a success in the skittle alley - Club logo would go on team training jackets. £500 proposed - unanimous decision as yes. • Step up to Tennis Club is a hazard and needs to be fixed - ACTION • Higos Club insurance needs reviewed, expires 10 December 2022 - ACTION • Cricket festival - meeting for all Wednesday 23rd November 2022 at Old Pates - Paul/Clare to attend and will invite a member to go too - ACTION • Warm Space - Club to be advertised during opening hours - ACTION

Date of next meeting	Committee meeting Monday 12 th December 2022 at 6:30pm.
-----------------------------	--------------------------------------------------------------------

Clare Dare
Hon Sec CCL

Ongoing actions and new ones from October 2022 CMTE meeting:

	Action	Assigned to
	Deeds of Club to be found to look at boundaries or requested from Tewkesbury Borough Council.	Andy/Paul
	Fence ownership	Andy
	Grants for energy	Paul
	Health and Safety Report	Clare/Ian
	Grant for skittle alley	Charlotte
	Kitchen maintenance	Charlotte
	Disabled access and accessibility	Clare/Gina/Charlotte
	TV and installation of wiring in the function room	Charlotte
	Email to Malcolm Baker	Clare
	Signage up for when TV's are turned off	Charlotte
	Warm Space - advertise as the Club is one	Charlotte
	Higos Club insurance	Charlotte/Clare
	Slabs near the Tennis Club house to be relayed and tidied up (by Spring)	Charlotte
	Cricket festival meeting	Paul/Clare
	Zero tolerance meeting	Ian