

Churchdown Club Committee Meeting Minutes

Date: 14 April 2025

Chair: Gina Jones

Location: Churchdown Club Meeting Room

1. Welcome

- Confidentiality of discussions was reiterated.
- Meeting protocols confirmed: hand-raising, no talking over each other, break planned midway.
- Attendees reminded to arrive by 7 PM.

2. Attendance and Apologies

- Present: Gina (Chair), Jo Parry (Secretary), Patrick, McCaffery (Deputy Chair), Hannah (Treasurer), Anna, Andy, Paul (new member), Grant, Charlotte (Manager), Richard (Tennis - late arrival), Joyce Caldwell (Bowls VP), Linda Clark (Bowls Secretary)
- Apologies: Leo

3. Previous Minutes

- Approval of the previous meeting minutes was agreed.

4. Section Reports

- Bowls: Successful open green weekend. Request for access to club facilities on Wednesdays and Sundays. Charlotte's input is essential. Friday bowls encouraged with a member present. leaflets to be placed on tables and noticeboards. Discussions on shared use of toilets, kitchen, and function rooms. Access requires keys and hygiene certification. Fixture meeting proposed.
- Tennis: Winter league finished joint second. Fencing work is scheduled. Ongoing electrical issues; Patrick to contact Stroud Electricals. Floating Committee Member Proposal, occasional cross-representation suggested. Confidentiality acknowledged.

5. Manager's Report

- Easter events planned; private function for Panting family.
- New staff hired; Riley praised for training.
- Blues Festival planning underway.

6. Treasurer's Report

- Bank balance: approx. £60,000, £30,000 operating capital.
- Gross Profit margin: 60%; target is 55%.
- February loss, March profit. Repairs are a major cost.
- Card transaction fees under review.

7. Secretary's Report

- No update due to broken laptop.

8. Access for All / Grants / Donations

- £2,500 grant received. £60k request to Parish Council.
- Donations slow; builders and businesses to be approached.
- Paul to join the fundraising committee.

9. Banking Issues

- Issues with NatWest and Barclays. Mutual Society involvement required.
- Alternative banks to be explored.

10. Constitution and Governance

- Inclusivity amendment to be registered.
- Finalised constitution to be brought post-AGM.

11. IT and Equipment

- Secretary laptop approved and funded.
- SharePoint access concerns noted. Full access to be arranged.

12. EICR and Maintenance

- EICR complete. Payment schedule agreed.
- Trip hazards and radiator issues raised.

13. Bar and Pricing Strategy

- £1 non-member surcharge agreed.
- Pricing reviewed; ales up by 20p, Carling frozen.
- Underperformers removed/replaced. Menu updates in progress.

14. Food and Community

- Sunday lunches postponed. Simpler food options considered.
- Food bank donations encouraged. Jo and Anna to lead fundraising.

15. Spicy Lease

- Professional review this year.

16. Solar Panels

- 29kWp system proposed. Quotes and permissions pending.
- Special meeting to be arranged.

17. Guidance Handbook and Training

- Handbook drafted. Online manual handling training planned.

18. Room Hire and Member Policy

- Members require 12 months' membership for free hire.
- Non-member hire: £50/hour. Wakes remain free.

19. Club Operations

- Poker agreement updated.
- Recycling bins discussed. Petanque court proposal noted.
- Dogs are no longer allowed on sofas.

20. Staffing and Payroll

- Payslips via email. Keyholder pay raised to £1/hour.
- Weekly pay phased out; unanimously agreed.

21. AOB

- Thanks to Mike and Patrick for the historical talk about the founding of Churchdown Club.
- Training (Ask Angela, Prevent) discussed.
- Constitution and email correspondence reviewed.
- Website update and barbed wire removal agreed.