

APPROVED MINUTES

GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING 18th December 2023 at 10:00 Location: Clubhouse

Present: Olive Bambury - President, Lorraine Capon - Chairperson,
Ray Furnell - Club Captain, Phil Sherman - Club Manager,
Liz Markham - Co opted Secretary, Sue Richardson

Apologies: Ken Perrett - Treasurer

1 Chairman to Open Meeting

The meeting opened at 10:00.

2 Minutes of the Previous Meeting

The minutes of the 27th November meeting were read. Phil proposed and Ray seconded the approval of the minutes and they were duly signed by Lorraine.

3 Matters arising from the Minutes

- 3.1 Presentation lunch: The Committee had previously discussed the options for future Presentation lunches and had considered the relative merits of an evening event versus the clubhouse format. Lorraine had received some information from Myrtle & Stuart about the event /dining facilities at Ascot Golf Course. Ray to add this to the information he is gathering. Lorraine had spoken to the caterer at Camberley bowling club. He could provide a meal service using our club facilities plus a waiting and clearing service depending on dates/time. It was agreed that all the options for the 2024 Presentation event should be summarised at the AGM and decided by a show of hands.

Action: Lorraine to follow-up her initial approach at Camberley, ask about dates and enquire about insurance cover, etc.

Action: Ray to continue to explore options regarding venues, dates & costs.

Action: Sue to follow up her email to Karen Chapman for advice re someone from outside the club using the kitchen.

- 3.2 Trustees: It was noted that the original lease had not been signed in front of a solicitor but the lease renewal in 2019 was signed by Ken and Graham and witnessed at Rowberrys. It was thought that a Deed of Trust might have been raised prior to the signing. An invoice for £360 from Brain Chase Coles (since merged nka Phillips) from that time might evidence this.

Action: Lorraine to speak to Ken for clarification and to verify whether the club was registered with HMRC.

- 3.3 Defibrillator: Lorraine had requested rental packages from the two companies she'd previously approached. One however will only rent to registered companies. The second provider, Rent at Defib, confirmed prices as £433 per annum (over four years) by direct debit every 6 months, i.e. equal to a monthly cost of £37. The annual maintenance would be carried out remotely. It was noted that this defibrillator was only suitable for use on adults.

Action: Lorraine to find out the leasing costs for a defibrillator that can be used on both children and adults as this would be the preference.

- 3.4 New club shirts: The Committee understood that the shirt working group were organising two sample designs to be made available for display at the clubhouse. The group will provide all the necessary information for members and this will include costings.

Action: Lorraine to ask the group whether they have considered how to word their vote for the AGM.

- 3.5 Mixed ladies/gents tea and cleaning rota: It was agreed to carry forward the discussion on mixed rostering to a future Executive meeting. The problems previously highlighted, i.e. the disparity in the numbers of men and ladies, members who work, members who might have difficulties with some of the cleaning tasks etc needed further consideration.

An email had been received from Neil Lofthouse offering a suggestion for winter cleaning, i.e. that each group of regular clubhouse users be rostered to undertake tidying and cleaning duties. The Committee welcomed this idea which would mean that a keyholder was already on site. The suggestion was to roster each group to be responsible for the full range of cleaning on their particular day at the clubhouse but on a cycle of every 6 weeks. The idea was expanded by the Committee, i.e. each group could be allocated some of the cleaning tasks for the day they are at the clubhouse with these same duties being carried out every week. It was agreed to continue the discussion on winter cleaning at a future Executive meeting.

4 Review of the Action List

The Committee reviewed and updated their action list. To summarise:

Ongoing:

- 9 Phil to add Ray to the CCTV system access list
- 19 Sue to include dementia bowling workshops in a future newsletter (Feb-24)
- 36 Ray to explore PPL-PRS & MPLC licences for the newly donated club tv
- 39 New clubs shirts ongoing to AGM
- 47 Eliminate the 'wobble' on the green steps (spring)
- 48 Sue will continue to look out for grant opportunities for new club bowls
- 52 Ray exploring options for future presentation events
- 54 Lorraine to obtain leasing prices for a defib suitable for child and adult
- 55 Lorraine to email members explaining Exec decision to lease defibrillator
- 56 Ray to send another email to members re etiquette training session (spring)
- 63 Sue to follow up her email for advice re outside cook using kitchen
- 64 Liz to keep in contact with Rosie Stent re date for fundraising event (spring)

5 Secretary's Correspondence

- i) Suggestion received by email 13-Dec from Neil Lofthouse (3.5 above refers).
- ii) A thank you letter to David Harnden's son and daughter was signed by Lorraine.
- iii) Email received from RCBBA requesting basic club and bowling membership information (the newly published GDPR Privacy Policy document - available on their website - outlines the very restricted circumstances for information sharing). The developer of the new IT system will undertake a mass data upload for the initial set up. Editing data will eventually be done at club level by designated reps. Submission deadline for data is 31st January '24.

6 Treasurer's Report

Nothing to report in Ken's absence.

7 Clubhouse Manager's Report

Phil confirmed that PAT (portable appliance testing) was organised for 21-December and so would be completed before Christmas as planned.

8 Club Captain's Report

- i) Ray reported that 16 gents attended the Men's AGM on 10-Dec. Steve Daniels was voted Men's Captain and Roy Williams Vice Captain. Gareth Jenkins has agreed to continue as Men's Secretary.
- ii) Ray to contact David Horton and Gareth Jenkins regarding the men's County forms and to check the submission deadline. Liz was asked about the forms but confirmed she'd not received any such communication from Stewart Wright, the County Administrator. Lorraine explained that the Ladies' forms had already been submitted to meet their 1st January 2024 deadline.
- iii) Ray is progressing with the diary. Unfortunately the club has lost Old Basing due to a clash of dates. Horsell have asked whether we'd be prepared to play a friendly against them on a Wednesday afternoon at 2:30 instead of in the evening. This was unanimously agreed.

9 AGM - Sunday 4th February 2024

Nomination sheets have been available on the secretary's notice board since 27th Nov. The nomination for the Executive Committee will come down 28 days before the AGM, i.e. on Saturday 6th January. As the clubhouse won't be open, the sheet will be removed at the end of the short mat session on Friday 5th. An email will go out to that effect immediately after Christmas. An email was sent to bowling members on 14-Dec to remind them that the deadline for submissions for items to be considered at the AGM is also 6th January - another reminder will be emailed in the new year. Emails will be sent in January to those people who are required to read a report and requesting that the word count be kept to a minimum. It was agreed to have the microphone checked in advance and for it to be available on the day.

10 Review and Edit of Club Rules

Lorraine/Liz had carried out a review of the Rules on 11-Dec and made changes/updated as appropriate. Several queries will need to be addressed before/at the next Exec meeting in order to finalise the edit. Lorraine pointed out that a number of clauses that were in the 'old' constitution do not appear in the 'new' constitution. It was agreed that a cross referencing exercise will be undertaken to ensure nothing key is missed and that it would be advantageous to include these elements in the 'new' rules rather than the 'new' constitution. A copy of both documents will be emailed to all members as part of the AGM information package.

11 Any other business

Olive asked for an Exec decision on the purchase of pens in 2024. The club had agreed not to buy pens in 2023. However, there had been support for having them to give out after matches and a member had arranged and paid for pens themselves. It was unanimously agreed that pens would not be ordered in 2024.

12 Date of next meeting : Monday 15th January 2024 at 10:00 prioritising preparations for the AGM.

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A handwritten signature in black ink, appearing to read "L Capon". The signature is written in a cursive style with a large, sweeping initial "L" and a horizontal line extending from the end of the name.

Minutes Approved by Lorraine Capon 15-Jan-24