

## **APPROVED MINUTES**

### **GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING 14<sup>th</sup> August 2023 at 10:00 Location: Clubhouse**

Present: Olive Bambury - President, Lorraine Capon - Chairperson,  
Ken Perrett - Treasurer, Phil Sherman - Club Manager,  
Ray Furnell - Club Captain

Invitees: Steve Daniels, Barbara Harris, Liz Markham, Sue Richardson

#### **1 Chairman to Open Meeting**

The meeting opened at 10:00.

#### **2 Chairman's Welcome**

Lorraine extended a welcome to Barbara Harris, Sue Richardson and Liz Markham.

#### **3 Social Committee**

3.1 Barbara confirmed that the dates of social events from October to Christmas have been emailed to all members. Further information and sign-up sheets will be available on the Social Club notice board before each of the events.

3.2 The Social Committee would like the club to host a Macmillan fundraising event on Friday 29<sup>th</sup> September. She asked whether a match could be arranged for the same day to boost the numbers who would attend. Barbara isn't available on 29<sup>th</sup> but will display posters ahead of time and will request cakes, tombola donations, etc.  
**Action 1: Ray to book the green and organise an inhouse match.**

3.3 There had been a suggestion to run a crib and short mat bowls taster session on 2<sup>nd</sup> September. However it was noted that Mike Ormerod's charity fundraising event is booked for that afternoon meaning a short mat session won't be possible. It was agreed that holding a taster session out of the bowling season would be more appropriate.

#### **4 Minutes of the Previous Meeting**

Ray proposed the approval of the Minutes and Olive seconded. The minutes were duly signed by Lorraine.

#### **5 Matters arising from the Minutes**

5.1 Presentation of Trophies

Lorraine had received a suggestion from Ian Clarke that James Sutherland, MP for Bracknell, be invited to present the trophies at our lunch on 18<sup>th</sup> November. However, the Committee felt that this occasion is very much a club members event and agreed that our President presenting the trophies is an important part of our celebrating our achievements in a relaxed and informal setting.

**Action 2: Liz to email Ian Clarke to thank him for his suggestion and to explain the Committee's decision.**

## 5.2 New Club Shirts

Lorraine confirmed she had replied by email to the members who had suggested a change to our club shirts / trousers. The email was sent as a group distribution so each resposdee knew who else had participated. Carolyn Lofthouse has displayed a preliminary design idea on the notice board. Lorraine and Ian Clarke have visited a manufacturer (Simply Sport) and the samples they obtained were of good quality. This company would take personal orders and payment via their website so there would be no financial outlay for the club. Members of this 'subgroup' will continue to look at other options and give consideration to the extent of the change, i.e. tops first, or tops & trousers, etc. The committee agreed that this decision would need to be made by all members at the AGM when a full proposal together with samples and costings would be available. **Action 3: Ongoing**

## 5.3 Defibrillator

Lorraine welcomed Steve Daniels to the meeting in his capacity as an experienced first aider. Steve explained the confusion and misunderstandings that often ensue around this equipment. A defibrillator cannot be used on a patient who has no heart beat (cardiac arrest) nor in the case of an extremely slow heart rhythm. A defibrillator can only be used on someone with a rapid heart rate and the machine, when applied, will indicate this to the user (see attached information sheet). Discussion ensued about the cost to the club of purchasing a defibrillator (anything from £435 to £1,200) versus renting, the implications of battery life spans and the merits of a trickle charge option, etc. Possible locations for the defibrillator were discussed. The committee concluded that until a final decision can be made, the option to use the defibrillators (there are two) over at the pavillion was a good one. Access to the pavilion when the back gate is locked would be along the side of the tennis courts.

**Action 4: Steve to summarise these discussions for a future newsletter and to outline the reasons why the club will not be going ahead with the purchase of a defibrillator at the moment.**

**Action 5: Phil to purchase a torch to be used should access to the pavilion be required at night, and to locate it with the phone and the first aid kit.**

First aid training was discussed and it was agreed that some general awareness training, as well as specific training on the use of a defibrillator, would be beneficial to all members. Steve would be happy to plan a number of first aid sessions covering the importance of taking action in the first 5 minutes to maximise a good outcome, perhaps using some videos as starting points to discuss shock, stroke, CPR, recovery position etc and to have this ready to present at the AGM for approval.

**Action 6: Steve to i) check the first aid kit specifically for foil blanket and cold packs, ii) consider whether it needs to be larger to include a blanket, and iii) display first aider certificates in the clubhouse.**

## 5.4 TV

The merits of installing a tv in the clubhouse were discussed. Some members had suggested to Ray that having a tv would mean they could enjoy watching national and sporting events together. Location was deemed to be a big problem with wall space very limited. Potential difficulties using the tv as an 'information screen' were discussed - connectivity would likely need to be from a laptop. Possible implications regarding PPL (Public Performing Licence) were raised.

**Action7: Ray to further investigate the tv licensing and PPL requirements.**

## 6 Review of the Action List

The committee reviewed and updated the existing action list. To summarise:

Ongoing:

- 8 Phil to arrange PAT testing
- 9 Phil to **now** add Ray (not Ken) to the CCTV system access list  
Phil confirmed we don't have a CCTV policy - Sue will look into providing one.
- 19 Delay article in newsletter re dementia bowling workshops until next year
- 23 Access steps to the green - Ray reported both steps seemed to have remained in position since his meeting with the green keeper on 9-Aug.  
Phil to try to eliminate the 'wobble' on the green steps
- 32/36 TV as per **5.4**
- 37 Fibrillatory and first aid training as per **5.3**
- 39 New clubs shirts as per **5.2**

Completed:

- 34 40<sup>th</sup> Anniversary
- 35 Removal of dead shrubs
- 38 Installation of new storage bin for umbrellas and chairs - Phil reported that the disabled changing room is now clear and confirmed that the storage bin padlock and ALL the external padlocks are now identical and use the same combination

## 7 Secretary's Correspondence

No correspondence. Olive proposed to co-opt Liz to the vacant position of Secretary. Phil seconded the proposal.. It was noted that election to this position would be subject to nomination and voting at the AGM. Liz was given the key to the suggestion box..

**8 Treasurer's Report** : The Treasurer's report is attached. Several areas that will be impacted when Ken leaves the club were discussed:

**New Members:** The process of getting forms (including GDP) to new members and ensuring completion and return could be improved upon. This would ensure the membership list is always up to date and that new members receive timely club communications. Ken currently manages the membership list so we will need to find someone else to take on this task and to liaise regularly with David Harnden.

**New Treasurer:** Lorraine proposed to co-opt Sue to work alongside Ken with effect from 1<sup>st</sup> October, i.e. the start of the club's new financial year, and for the remainder of his tenure as Treasurer. Ray seconded the proposal. It was noted that election to this position would be subject to nomination and voting at the AGM. Sue is currently a nominated auditor for the club. Sheila Stickland has agreed to take on the role of auditor and will work with Gareth Jenkins from 1<sup>st</sup> October.

**Managing the Till System:** Ken currently manages this through an app on a tablet plus its maintenance via a desktop application. Again, we will need someone to be responsible for the management of the system.

**Monthly Newsletter:** Ken has been sending out newsletters sporadically. It seems that the social committee are keen to continue sending out their own schedules of events. Discussion took place as to the merits of sending out a monthly newsletter. We would need someone to coordinate the input and content, chase deadlines and distribute, etc.

**Action 8: Phil to chat to Chris Hynds to see if he would consider this role.**

Men's County Competitions: Ken has managed the administration for the men's county competitions so a replacement will be needed. David Horton is currently the County Rep. Ray offered to help Ken in September when the email is received and to assist him with the entry forms in order to meet the submission deadline in October.

### **9 Clubhouse Manager's Report**

Phil reported: i) The fly trap in the kitchen is now fixed. ii) the fire extinguishers were recertified w/k 7-Aug and the certification has been paid for. iii) the burglar alarm will be checked on 18-Aug. Ray said the heater by the kitchen hatch isn't working.

**Action 9: Phil to investigate the heater.**

### **10 Club Captain's Report**

Ray extended his thanks to Olive, and on behalf of all the club members, for organising the 40<sup>th</sup> Anniversary pens ... and to Charlie Drury for the wonderful BBQ in spite of the rain.

### **11 Purchase of New Sets of Bowls**

Lorraine will chat to Carolyn Lofthouse, Ian Clarke and Steve Daniels who have been 'obtaining' bowls for new members to use. It was suggested that Carolyn might audit all the bowls we have at the club, the complete and incomplete sets, and explore deals for purchasing training bowls. Phil and Carolyn are considering how we can mark and identify our club woods. Sue will contact her previous employer to explore the possibility of their sponsoring a set of bowls, and Ray will speak with Ian Clarke.

**Action 10: Lorraine to talk to Carolyn, Ian and Steve, and Ray to talk to Ian.**

### **12 Council Meeting**

Next meeting is on 16<sup>th</sup> August at 10:00. Apologies received from Liz Markham.

Agenda items: i) It was minuted under AoB at the last Exec Committee meeting that the greenkeeper seems to have stopped leaving the edges of the green slightly longer (Lorraine)

ii) invoice for rent, the green & hedges (Ken)

iii) charging app (Phil)

iv) reposition gutter pipes on the shed (Phil)

v) offer thanks for the condition of the green - it's playing well (all)

### **13 Any other business**

13.1 Ray expressed his concerns about the existing committee members, and other members with club responsibilities, taking on even more tasks and then feeling overwhelmed. The committee agreed to start to consider how tasks might be delegated and/or shared ready for the next meeting.

13.2 Consider who will send out information regarding short mat at the next meeting.

13.3 Consider organising a session on 'etiquette' for all bowlers.

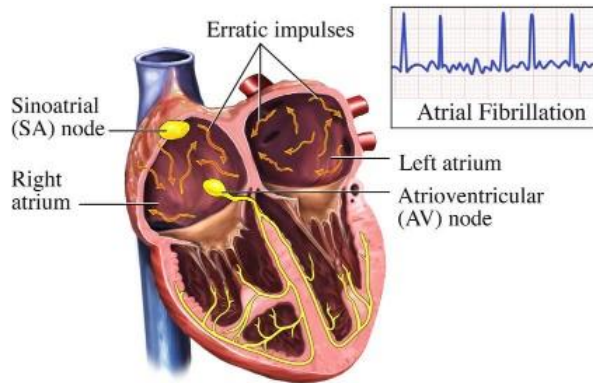
### **14 Date of next meeting**

Monday 11<sup>th</sup> September at 10:00

*Minutes Approved by Lorraine Capon 11-Sept-23*

## Attachment 1

### DEFIBRILLATOR OR AED INFORMATION



The Image shows a Heart Beat that is in Fibrillation.

Q. Can I use the defibrillator on someone who has no Heart beat?

A. The short answer to this is **NO**.

Pulseless electrical activity (PEA) is a condition where your heart stops because the electrical activity in your heart is too weak to make your heart beat. When your heart stops, you go into cardiac arrest, and you don't have a pulse. PEA is a "nonshockable" heart rhythm, meaning a defibrillator won't correct it.

An Automated External Defibrillator (AED) can only be used on someone with a rapid heart rate. You cannot use it on victims with an extremely slow heart rhythm or those whose heart stops beating.

Q. What should I do if the person's Heart has stopped, (A Cardiac Arrest)?

A. Without immediate treatment, the person will die. If you see someone having a cardiac arrest, phone 999 immediately and start CPR.

Q. Can you recognise someone going into Cardiac Arrest?

Q. Do you know how to perform CPR?

Q. Would you like to learn how to perform CPR?