

**APPROVED GREAT HOLLANDS BOWLS CLUB**  
**EXECUTIVE COMMITTEE MEETING**  
**11<sup>TH</sup> MARCH 2024 AT 10AM**  
**LOCATION: CLUBHOUSE**

Those present: Olive Bambury **(OB)** – President, Jose Chippendale **(JC)** – Executive Committee Chair, Brian Taylor **(BT)** – Treasurer, Edwin Readings **(ER)** – Club Captain, Ian Clarke **(IC)** – Clubhouse Manager, June Clarke – Minute Taker.

Apologies: Ray Furnell **(RF)** – Secretary

	<b>SUBJECT OF DISCUSSION</b>	<b>ACTION BY</b>
<b>1</b>	<b>CHAIR TO OPEN MEETING</b> The meeting was opened at 10am by JC – thanks and acknowledgement were made to June Clarke for stepping in at short notice to take the minutes for this meeting	
<b>2</b>	<b>MINUTES OF PREVIOUS MEETING</b> Minutes from the meeting held on of 16 January 2024 – approval of the minutes was proposed by IC and seconded by OB – the minutes were duly signed by JC	
<b>3</b>	<b>ELECTRICITY BILL</b> An update of the ongoing electricity bill was given by BT the cost was advised as now being £1300. OB proposed that a letter of thanks should be sent to BTC – Club Secretary RF to undertake this.	<b>RF</b>
<b>4</b>	<b>CLUB SHIRTS</b> This was previously put on hold due to the issues with the large electricity bill (see 3), the plans which submitted were not followed by the printer as the clubs request was for silver and the printer changed this to white. Angie Sherfield (AS) to take this forward – it was muted that at this late stage and being so near to the start of the season this would be carried forward to 2025. Covid monies which had been ring fenced for the large electric bill, which has now been considerably reduced should be set aside once more for the new club shirts. The number of shirts purchased would have to be large enough to bring the costs down. The remaining old design shirts could be used for indoor matches at a minimal cost to members.	<b>AS</b>
<b>5</b>	<b>PRESENTATION LUNCH</b> The last lunch provided by outside caterers was a little disappointing. ER suggested the Downshire Golf Course which has good space, IC suggested Peacock Farm. It was proposed that enquiries should be made	<b>ER / IC / BT / OB / JC</b>

	<p>– possible numbers of attendees based on the last lunch would be in the region of 40. Costs should be kept to a minimum as £30 per head was deemed to be too expensive.</p> <p>BT suggested an in house lunch. IC advised he had discussed with Lorraine and Sue to restart discussions with the catering company in Camberley. Windlesham Golf Course was also muted but deemed too far to travel for most members.</p> <p>BT to contact Whiteknights to enquire on their costings.</p> <p>Updates to be brought to the April 2024 meeting – see action column.</p>	
<b>6</b>	<p><b>DEFIBRILLATOR</b></p> <p>ER has spoken to BTC there is a 4 digit code on the defib box, instructions to dial 999 and the emergency operator will advise how to open the defib box, the operator will also initiate an ambulance despatch.</p> <p>Enquiries (Jackie?) were also being made via the British Heart Foundation for the hiring of our own defib a fee of £300 was muted, clarification needs to be sought as to whether this is an annual fee or a one off cost – BHF may also maintain the machine – an update for the next meeting regarding this item.</p>	<b>Jackie (?)</b>
<b>7</b>	<p><b>SPRING CLEANING</b></p> <p>An advertising poster and a list have been put on the wall in the clubhouse to encourage members to volunteer for the spring clean which is scheduled for 6<sup>th</sup> and 7<sup>th</sup> April 2024, this is 2 weeks before the start of the new league.</p> <p>ER suggested that a summer roster should also be addressed – this will be put in hand once the spring clean roster is completed.</p>	<b>IC</b>
<b>8</b>	<p><b>LADIES &amp; GENTS TEA ROSTERS</b></p> <p>The rosters for this item have already been completed JC for the ladies and Steve Daniels (SD) for the gents</p>	<b>No further action</b>
<b>9</b>	<p><b>CLUB MEMBERS</b></p> <p>BT to contact those members who have not as yet reregistered with the club.</p>	<b>BT</b>
<b>10</b>	<p><b>ACTION LIST ITEMS</b></p> <p>Ref 9 – Phil Sherman (PS) to add RF to the list of people with access to the CCTV system – <b>BF to the next meeting</b></p> <p>Ref 19 – Dementia bowling workshops – item closed, no further action required.</p> <p>Ref 36 – RF to investigate requirements for PPL – PRS and MPLC licenses for the new club TV – <b>BF to the next meeting</b></p> <p>Ref 39 – see 4 above.</p>	<p><b>PS</b></p> <p><b>RF</b></p>

	<p>Ref 47 – wobble on the green steps – addressed no further action required.</p> <p>Ref 48 – new club bowls for the summer season for juniors – addressed SD has sourced several sets from Camberley for this no further action required.</p> <p>Ref 52 – RF to explore venue options for future presentation evenings – <b>RF to the next meeting</b></p> <p>Ref 54 &amp; Ref 55 – See 6 above.</p> <p>Ref 62 – RF to send a further email to bowling members offering etiquette training – SD to be consulted – <b>RF to next meeting</b></p> <p>Ref 63 – see 5 above.</p> <p>Ref 64 – Dementia fundraising – Liz Markham (LM) no action unless an application is received and then bring back to a future meeting. Kitchen facility issues.</p> <p>Ref 65 – Disabled bowling wheelchair – RF to discuss with David Horton (DH) for an update regarding county funding – the committee noted that storage for this additional equipment/chair could prove an issue due to its size. BT advised there is a form from BTC to source grant money which could not only fund the purchase of a storage shed but that they may also consider funding the purchase of a specialist wheelchair. BT to send an email to club members for their suggestions on grant usage if successful. – <b>RF to next meeting</b></p> <p>Ref 66 – Catering insurance – IC has discussed with Lorraine Capon (LC) who has confirmed she will continue to liaise with Camberley caterers. – <b>IC to next meeting</b></p> <p>Ref 67 – Clarification from HMRC regarding VAT – for the club to apply as a charity is too time consuming – closed no further action required.</p> <p>Ref 68 – see 6 above.</p> <p>Ref 69 - see 5 above.</p>	<p><b>RF</b></p> <p><b>RF</b></p> <p><b>LM</b></p> <p><b>RF</b></p> <p><b>BT</b></p> <p><b>IC</b></p>
<p><b>11</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>11.1 Application received by BT – new membership – approved.</p> <p><b>11.2 DIARY DATES:</b></p> <p>Open day 6<sup>th</sup> May 2024</p> <p>Ladies coffee morning 14<sup>th</sup> April 2024 – 10am – OB to send email to ladies members</p>	<p><b>Noted</b></p> <p><b>OB</b></p>

<p>Green opens 20<sup>th</sup> April 2024  First match 21<sup>st</sup> April 2024  In house club comp draw 22<sup>nd</sup> May 2024 (RF to confirm) – new members can be added after closure  1<sup>st</sup> selection committee 8<sup>th</sup> April 2024  Home game 21<sup>st</sup> April 2024 – against Windsor Great Park (IC to let Steve Daniels know)</p>	<p><b>Noted</b>  <b>Noted</b>  <b>Noted</b>    <b>Noted</b>  <b>Noted</b></p>
<p>11.3 Complete list of members required hard copy format for JC from BT</p>	<p><b>BT</b></p>
<p>11.4 OB advised to avoid confusion please adhere to your own responsibilities and provide help/assistance only when requested</p>	<p><b>Noted</b></p>
<p>11.5 Suggestion box – IC has a key – JC also requires a key – LC handed in her keys to PS (query).</p>	<p><b>IC</b></p>
<p>11.6 Treasurers report – see 3 above.</p>	
<p>11.7 Clubhouse Managers report  Ladder to be disposed of  Slow cooker (failed PAT test) to be disposed of – it was noted club has currently 3 slow cookers in working order  Cooler unit in loft which is not working to be disposed of  Clear access required to loft area re insulation check by BTC, suggest ½ loft space at a time – as BTC own the building they should be responsible for this cost, timeframe for clearance TBA  Loft clearance/tidy IC/BT and others will be needed to assist  Old scoreboards in loft area could be moved to new storage if grant successful  Future work – IF TV is to be used then removal of dartboard required to enable TV to be either wall or stand mounted, if no TV license is obtained the TV will be removed from the premises.</p>	<p><b>IC</b>  <b>IC</b>    <b>Noted</b>    <b>IC</b>  <b>Noted</b>  <b>Noted</b>    <b>IC</b></p>
<p>11.8 Club Captains report  Captain of the day or green steward to be responsible for raising and lowering of the club flag.  Green steward to be responsible for opening of the back gate and putting out and putting away entrance signage.  Club needs to be opened at 11am through the week, initially to be carried out by the duty bar person, if duty unable to undertake this then they need to contact IC who will arrange cover, key holders need to be contacted and a roster drawn up, BTC no longer have staff capacity to assist in opening up and BTC will need to be requested to surrender their building keys.  The tour to Bournemouth needs to be taken into account for opening and closing of clubhouse.</p>	<p><b>Noted</b>    <b>Noted</b>                <b>IC</b>    <b>Noted</b></p>

	<p>Email to be sent to club members requesting who has keys and an up to date list to be produced accordingly – <b><u>required before the start of the season</u></b></p> <p><b>ANY OTHER BUSINESS contd...</b></p> <p>OB – smokers shed roof is leaking – IC to address this at a later date</p> <p>Computer updating for spreadsheets etc – Gareth Jenkins (GJ) has done these in the past, others at the club need to be able to undertake this also – GJ to be asked for any other person who has capability/permissions to this.</p> <p>John and Pat Treanor – the committee would like to pass on their thanks for all John and Pats contributions to the club, they advised that they would not be renewing their membership due to family commitments.</p>	<p><b>RF</b></p> <p><b>IC</b></p> <p><b>RF</b></p> <p><b>Noted</b></p>
12	<p><b>DATE OF NEXT MEETING</b></p> <p><b>29<sup>TH</sup> APRIL 2024 2PM IN THE CLUBHOUSE</b></p>	
	<p><b>Meeting closed at 11.25am</b></p>	

Minutes approved on 29/4/24 and signed

By Jose Chippendale - Chairperson