



DRAFT MINUTES

GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING TUESDAY, 25 MARCH 2025 AT 10AM LOCATION: CLUBHOUSE

	Subject	Action
1.	Welcome – the meeting was opened at 10.05 – Jo Sanders was welcomed onto the Executive Committee as Chairperson Those attending: Ray Furnell (RF), Jo Sanders (JS), Carolyn Lofthouse (CF), Gareth Jenkins (GJ), Ian Clarke (IC), June Clarke (JC)	CHAIR
2.	Apologies None	
3.	Minutes of previous meeting (25/02/2025) - with no amendments - proposed by GJ & seconded by IC the minutes of the meeting were approved and signed by RF	ALL
4.	<p>Actions from previous meeting</p> <p>6.2 A reminder that the kitchen clean by the ladies will take place on Tuesday, 8th April from 10am. Item closed.</p> <p>6.3 Toilets – the Club Secretary has completed a deep clean on both the ladies and gents’ toilets, the Clubhouse Manager has replaced the toilet seats. Thanks was given by the Executive Committee. Item closed.</p> <p>7.1 Open days – there will be 2 Open Days for the Club, May 5th and replacing the club day May 17th will be the second Open Day. Diary update – content has now been finalised for the diaries and 100 to be ordered at a cost of £1.25 ea. – Action: RF</p> <p>7.2 Leaflets – JC advised that if leaflets were to be handed out in the town centre from Princess Square to Costa Coffee is permitted by BFC (but no further), RF to redesign the poster from last year and order 100 at a cost of £25 approved Action: RF 1K smaller than A5 leaflets to be designed, inviting the local population to the Open Days for coffee, tea and biscuits and a chat JS suggested Kevin Merryweather (KM) would probably be happy to design this small black and white leaflet, once designed these will be printed at a cost of circa £80 approved Action: JS/KM Club members will be asked to distribute the leaflets in their residential areas to gain publicity for the club and the facilities it offers. Advertising – It was proposed that the Club should advertise in local publications informing the local population of the Club and what we offer, CL to contact the Crowthorne Newsletter publishers and GJ to contact the Great Hollands Matters publishers and each write a brief outline of the Club, inviting them to visit, this will for one publication only.</p> <p>8.2 First Aid Training – JC had passed to David Horton the First Aid information, but to date DH has not advised carrying this forward, JC to contact DH for an update. Action: JC</p> <p>8.3 BTC meeting has now been moved to 3rd April 2025 due to ill health.</p>	<p>RF</p> <p>RF</p> <p>JS/KM</p> <p>ALL</p> <p>CL/GJ</p> <p>JC</p> <p>Noted</p>

	<p>9.2 Bank signatories – GJ and Neil Lofthouse are main signatories for the Club with RF as a third signatory on the bank account, this will ensure efficiency should one of the signatories be on holiday and unable to authorise payments.</p> <p>9.3 Social spending update – GJ has forms and will email these to Carole Drury (CD), hard copies will be provided in the Clubhouse.</p> <p>10.5 Licenses and Contracts – all relevant licenses and contracts have been reviewed and any relevant actions to renew or cancel are being handled by the Treasurer GJ.</p> <p>11.2 Donation of £300 from Aflon Chemicals on 18/09/2023 to buy bowls, £270 is unspent, there does not appear to be a covenant on what this should be spent on, this will be amalgamated into the Clubs funds but should bowls be required in the future then the £270 will be made available for such purchases.</p> <p>11.3 Rink booking system – it was deemed appropriate that both the rink and match booking system would run this season. GJ to arrange purchase of match booking system at circa £60. Once established members will be able to go online and book rinks for competitions and roll ups, the hierarchy being National, County, Club then Roll ups. The Clubhouse Manager will on a weekly basis add any games from the manual system to the computer system, GJ will enter all of the Club matches. A link will be available on the Clubhouse computer. RF to provide GJ with the mens competitions. Action: RF</p> <p>11.8 Wheelchair for green update – CL is liaising with Benevolent Society and also linking with RF – various chairs discussed – Dales at the present time is unable to obtain the Instafold chair which they convert – the cost of £1600 + VAT, however, these are mainly for indoor or artificial green use, there are other companies who also sell chairs - Bowls Royce have chairs which range from £895 to £2080. CL to contact the Benevolent Society again and ask then to consider a grant to the Club for circa £2K, this will be brought to a future meeting once grant information is obtained.</p>	<p>GJ</p> <p>GJ</p> <p>IC</p> <p>GJ</p> <p>RF</p> <p>CL</p>
5.	<p>Club President</p> <p>5.1 Membership forms – The yellow folder in the trays holds the membership forms and the renewal of membership forms, however, there will also be blank copies put onto the notice board for future use. Action: JC/IC</p>	JC/IC
6.	<p>Club Chairperson</p> <p>Nothing at this time.</p>	
7.	<p>Club Captain</p> <p>Nothing at this time.</p>	
8.	<p>Club Secretary</p> <p>8.1 3 x policies/procedures were submitted electronically prior to the meeting to the Executive Committee for ratification – Anti-Bullying Policy taken from Bowls England), Discipline & Appeals VI (taken from Bowls England), Privacy Policy V2 – GJ proposed and IC seconded these policies/procedures – carried unanimously – ratification received. JC asked for it to be noted that the CCTV warning notices which are on both doors inside and out now have an additional note to advise that</p>	

	there is audio attached to the CCTV and always has been since installation.																																								
9.	<p>Club Treasurer</p> <p>9.1 Processing Payments – A payment chit can be completed and passed to GJ or by handing over the bar to be put in the safe, it needs to be clear who the money is payable to and how much, receipts MUST be attached. Money for expenses can be deducted from the amounts collected, in these instances the chit must make it clear how much was collected and how much deducted. A scan or photo of the receipt can be email to GJ again making it clear who the money is payable to. Cash should continue to be put in the safe together with an appropriate receipt, or in the case of bar sales the receipt produced by the till each night. There is a form for Events and there is also a button on the till.</p> <p>9.2 Membership checks – GJ and JC are working together on spreadsheets, this is ongoing, renewals need to be paid by the 31st March, JC to chase up any outstanding again by email to individuals.</p> <p>9.3 It was noted by the Executive Committee that Jo Sanders-Merryweather has brought in a considerable amount of finance with her Sunday lunches, the Executive Committee thanked Jo for all her hard work, together with her team.</p>	GJ/JC																																							
10.	<p>Clubhouse Manager</p> <p>10.1 Cooker cleaning – there will be a deep clean of the cooker on 3rd April by an outside company who specialise in this.</p> <p>10.2 Saplings & Whips – the greens keeper has planted the saplings/whips which were obtained free of charge from the Forestry Commission and he has put protectors around these.</p> <p>10.3 Outdoor benches – these will be coated with a preservative at the spring clean. Action: IC</p>	IC																																							
11.	<p>AOB</p> <p>11.1 The honesty bar will continue to run another year, there is a bar button on the till for the purpose of taking specific settlement payments.</p> <p>11.2 The Executive Committee have approved the set of charges for 2025/26 –</p> <table border="1"> <thead> <tr> <th>Description</th><th>Amount</th><th>Notes</th></tr> </thead> <tbody> <tr> <td>Subscriptions</td><td></td><td></td></tr> <tr> <td>Annual Bowling Subscription</td><td>£130.00</td><td></td></tr> <tr> <td>Annual Social Subscription</td><td>£35</td><td></td></tr> <tr> <td>Bowling fees</td><td></td><td></td></tr> <tr> <td>Bowls Match fee</td><td>£3.00</td><td>Home and away matches</td></tr> <tr> <td>Bowling Guest</td><td>£5.00</td><td>Green fee on each occasion (Non Social Members must be signed in)</td></tr> <tr> <td>Activities</td><td></td><td></td></tr> <tr> <td>Social events, including Bingo</td><td>£2.00</td><td>Additional charge per event for non-members (Guests must be signed in)</td></tr> <tr> <td>Cribbage League</td><td>£1.00</td><td>Members only</td></tr> <tr> <td>Short Mat</td><td>£1.00</td><td>Members only</td></tr> <tr> <td>Craft Group</td><td>£1.00</td><td>Members only</td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table> <p>proposed by RF and seconded by JS – carried unanimously.</p> <p>11.3 Letter received from club member as suggested to write by the Social Committee asking is she could hold a plant stall (with greetings cards) on club open days – Executive Committee agreed that this was acceptable and all similar instances of help at open days such as this should be</p>	Description	Amount	Notes	Subscriptions			Annual Bowling Subscription	£130.00		Annual Social Subscription	£35		Bowling fees			Bowls Match fee	£3.00	Home and away matches	Bowling Guest	£5.00	Green fee on each occasion (Non Social Members must be signed in)	Activities			Social events, including Bingo	£2.00	Additional charge per event for non-members (Guests must be signed in)	Cribbage League	£1.00	Members only	Short Mat	£1.00	Members only	Craft Group	£1.00	Members only				
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	<p>handled by the Social Committee. JC to advise the club member who wrote the letter appropriately. Action: JC</p> <p>11.4 Club Shirts – JC advised that the delivery of club shirts is imminent and AS is still dealing with this on the clubs behalf.</p>	JC
12.	<p>Date of next meeting: Tuesday, 22nd April 10am in the Clubhouse Monday, 19th May at 4.30pm in the Clubhouse</p> <p>Dates for diary: Open Days Bank Holiday – Monday, 5th May Saturday, 17th May</p>	
	No further business meeting closed at 11.30am	