



**DRAFT MINUTES**  
**GREAT HOLLANDS BOWLS CLUB**  
**EXECUTIVE COMMITTEE MEETING**  
**TUESDAY, 25<sup>TH</sup> FEBRUARY 2025 AT 10AM**  
**LOCATION: CLUBHOUSE**

	Subject	Action
1.	Welcome – the meeting was opened at 09.50 Those attending: President - Ray Furnell (RF), Chairperson - Angela Sherfield (AS), Club Captain - Carolyn Lofthouse(CL), Treasurer - Gareth Jenkins (GJ), Clubhouse Manager - Ian Clarke (IC), Club Secretary - June Clarke (JC)	CHAIR
2.	Apologies None	
3.	Minutes of previous meeting (10/01/2025) – the minutes of this meeting were approved and signed by AS	ALL
4.	Actions from previous meeting None	
5.	Club President 5.1 Not at this juncture	
6.	Club Chairperson 6.1 Club shirts – delivery due around 13 <sup>th</sup> March 2025, 100 shirts have been ordered at a cost of £2,700. The cost of bowling members initial shirt will be covered by the club, all those playing members who requested a second shirt the cost is £27. Only grey trousers need to be worn for all future games proposed by CL seconded by IC – carried. RF will amend the club diaries accordingly. 6.2 Kitchen – the ladies committee are to agree a date separate from the spring clean weekend (this is scheduled for 5/6 April) to undertake a deep clean of the kitchen, the cookers are to be professionally cleaned and this is being arranged by IC. 6.3 Toilets – a deep clean required for both ladies and gents toilets – toilet seats to be replaced – IC to organise. JC volunteered to undertake a deep clean as soon as possible. A rota for winter cleaning is the drawn up for 2025/26 to ensure that hygiene and cleanliness standards are maintained for both kitchen and toilets.	RF AS IC IC/JC IC
7.	Club Captain 7.1 Coaching – Following the first open day which is scheduled for 6 <sup>th</sup> May 2025 for the first 8 weeks (Saturday roll ups) coaching/mentoring would be offered to new and present members by CL (if club members would like to volunteer to assist this would be greatly appreciated) – further coaching by arrangement. There will be a further open day in June this year – RF to arrange June date and update the club diaries accordingly. 7.2 Increase of membership – we need to get out into the community to encourage locals to try bowling, we need to advertise the club to encourage new members.	CL RF

	RF to lead regarding leaflets and a few posters, it would be nice for current membership to undertake a leaflet drop in their residential area. JC to contact BTC for a Council contact to obtain permission regarding handing out leaflets at local shopping centres.	RF JC
<b>8.</b>	<p>Club Secretary</p> <p>8.1 AGM date for 2026 – the date of the next AGM is scheduled for 11/01/2026.</p> <p>8.2 First Aid – David Horton kindly volunteered to be the clubs first aider, a training course is required, either on line or a one day attendance to a local training provider, JC to forward to David Horton the information gleaned from the website. The executive agreed to a cost of up to £100 for this course, if the cost is in excess of this amount David needs to contact the executive for approval of funding.</p> <p>8.3 BTC meeting – a meeting is be organised with BTC and the new executive committee, if was agreed that attendees should be BTC representatives together with President / Club Captain / Club Secretary &amp; Clubhouse Manager. JC to contact Jackie Burgess of BTC to arrange a mutually convenient meeting.</p>	<p>ALL</p> <p>JC/ David Horton</p> <p>JC</p>
<b>9.</b>	<p>Club Treasurer</p> <p>9.1 On line banking – GJ as of this am has access to the on line banking system.</p> <p>9.2 Signatories are GJ and Neil Lofthouse. AS to be added as an additional authorisation signatory. GJ to arrange for Brian Taylor and Jose Chippendale to be removed from the banking details.</p> <p>9.3 Social/spending form – GJ to look at reinstating the spending form.</p> <p>9.4 Monies owed – if there are outstanding remunerations please advise GJ.</p> <p>9.5 Treasurers report – GJ advised that he intends to submit regular reports to the Executive Committee in the future.</p>	<p>GJ</p> <p>GJ</p> <p>ALL</p> <p>GJ</p>
<b>10.</b>	<p>Clubhouse Manager</p> <p>10.1 Hedging update – BTC are handling the saplings/whips which are due for delivery in the next couple of weeks, there will be 120 small saplings which have been sourced free of charge.</p> <p>10.2 Sponsorship – IC has been in contact with a scrap dealer who showed interest in a small sponsorship with the club regarding mats and score boards, this is ongoing at this time.</p> <p>10.3 Health &amp; Safety Policy – Bright HR have been cancelled as they provided assistance in the writing of the clubs H&amp;S policy, JC has re-written a more explicit/detailed policy, this to be emailed to the executives for their comments/approval of the document. Once agreed this document to be emailed to all club members and put onto the website and noticeboard.</p> <p>10.4 Match Fees – match fees are increased from £1.50/£2 to a fee of £3 for all games home and away, friendly and league - proposed by AS and seconded by CL – carried.</p> <p>10.5 Review of expenditure regarding licenses and contracts – previous outgoings such as Bright HR have been cancelled as they are no longer required, GJ to go through the licenses and contracts to see if monies can be saved in any other areas.</p>	<p>IC</p> <p>JC</p> <p>ALL</p> <p>GJ</p>

	10.6 Trustees – for clarity ALL executive club members are trustees of the club	
	10.7 Heaters – IC has purchased at a greatly reduced cost 3 x wall heaters for the clubhouse, these are programmable and will be fitted as soon as possible.	IC
	10.8 PAT testing – currently our portable electricals were tested on 21/12/2023 and the requirement for retesting is every 24 months.	IC
11.	AOB	
	11.1 TV – the license renewal is due June 2025 – the executives have confirmed that the TV should remain and the possible re-siting of the TV on the wall next to the bar was muted, the current trophy /framed certificates cabinet will require moving to the dartboard area. GJ to arrange a yearly direct debit to renew the TV license in future.	IC GJ
	11.2 Donation of £300 – a donation some time ago of £300 of which only £30 has been spent on a set of used woods, GJ to look into this further and determine if this donation could be used for club equipment e.g. mats and score boards.	GJ
	11.3 Match booking system – the club has used this system for a number of years, there is also a rink booking system available at a cost of circa. £60 GJ to look at its potential and the possibility of a demo of the system.	GJ
	11.4 <b>The new Executive Committee want to pass on their grateful thanks to the outgoing committee for all their hard work over the season 2024/25.</b>	
	11.5 The honours boards will be updated and Phil Sherman has this in hand, the cost of this is circa £120.	Phil Sherman
	11.6 Keys to Captains cupboard – JC to contact Eddie Readings to request return of his key. A key register is required and JC will undertake this.	JC
	11.7 Diary – dates are still required by RF – ladies coffee morning details, ladies and mens AGM dates also required for the diary – GJ to advise the mens AGM date, Sheila Stickland to be requested for the coffee morning details as well as the ladies AGM date.	GJ JC
	11.8 Wheelchair for green – RF investigating this item – AS to contact Richard from Bere Regis to re-issue the information for RF.	AS/RF
	CL to contact the Benevolent Society for any information to assist.	CL
	11.9 Open days to be put onto the clubs website.	GJ
12.	<b>Date of next meeting: 25 March 2025, 10am in the Clubhouse</b>	
	<b>Dates for diary: AGM 2026 - 11<sup>th</sup> January 2026, 10am in the Clubhouse</b>	
	No further business meeting closed at 11.45	