

## APPROVED MINUTES

### GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING

27<sup>th</sup> November 2023 at 10:00

Location: Clubhouse

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

Apologies: Olive Bambury - President, Ken Perrett - Treasurer

#### 1 Chairman to Open Meeting

The meeting opened at 10:00.

#### 2 Minutes of the Previous Meeting

The minutes of the 30<sup>th</sup> October meeting were read. Ray proposed and Phil seconded the approval of the minutes and they were duly signed by Lorraine.

#### 3 Matters arising from the Minutes

- 3.1 At the previous meeting the Committee discussed the options for future Presentation lunches and/or evening events. Following this year's buffet lunch at the clubhouse, Barbara Harris was keen to know how the committee felt regarding a hot meal being cooked on the premises next year. The Committee's concerns were that anyone coming in to cook would have to have the necessary hygiene certification etc plus the health & safety/insurance aspects of their using the kitchen appliances/equipment would also need exploring. Following a straw poll at the lunch, several members had expressed an interest in going out to an alternative venue but there had also been reservations expressed about costs and getting to a venue of an evening. Sue made it clear that financially the club was not in a position to make any subsidy towards costs for an outside event.  
**Action: Ray to continue to explore options regarding venues, dates & costs.**  
**Action: Sue to email Karen Chapman and Judith Cooke-Sanderson for their advice re someone from outside the club using the kitchen and the certification that would be required.**

- 3.2 At the last meeting the Committee acknowledged with thanks a suggestion from Ian Clarke for a club competition specifically for newcomers. The Committee felt that 'The David Harnden Memorial Trophy' would be a fitting way to use some of the £250 that David's son and daughter generously gifted to the club. It would be a lasting tribute to the commitment and support that David gave to new members over many years. The Committee also agreed that the trophy would officially be announced at the AGM and that, in line with the family's wishes 'to raise a toast' to their father, members could have their choice of a free drink from the bar in readiness for a formal toast.  
**Action: Liz to organise a thank you letter to David's family formally thanking them for their generosity and detailing how and when we plan to use the money.**



- 3.3 Trustees: The committee had previously discussed their concerns as to who among the membership might be willing to stand as trustees - Ken Perrett and Graham Cripps both having resigned their trusteeships. The new constitution requires us to have three trustees. It was agreed that before the AGM it would be made clear to the membership that Trustees are effectually indemnified by members of the club against any and all liabilities. The new lease, signed in 2019 by Ken and Graham as trustees would not require renewing for some 20 years.  
**Action: Lorraine to continue to gather information from various sources.**
- 3.4 New Constitution: The committee met on 20-Nov to work on the final edit of the club's new constitution (adopted from the Bowls England model). It was agreed that after making some formatting changes the Committee would have a final review and then the document would be emailed to all members in advance of the AGM.
- 3.5 Defibrillator: Lorraine has requested updated packages and leasing costs from the two companies previously approached. These will be available for review and discussion at the December Committee meeting.
- 3.6. New club bowls: Sue confirmed that she had submitted a grant request to Flutter Entertainment (formerly Paddy Power Betfair) under the Cash4Clubs community sports club scheme. The request was well within the grant maximum and was for 3 x 00s and 3 x 000s black or brown bowls. Sue anticipates hearing around the end of February next year and will continue to look for other grant opportunities.
- 3.7 Etiquette: Ray reported that only two bowling members responded to his email regarding John Treanor's offer to run bowls etiquette session(s) on a Sunday morning.  
**Action: Ray to send another email in the spring re training on the green.**
- 3.8 New club shirts: The shirt working group continue their research. They provided the Committee with three shirt designs from Aceit. The quality of the material was good and reports on customer service were favourable. The working group planned to have samples of each of the shirts made up together with information packs for members. The Committee deliberated as to what colour trousers would be worn (? white trousers for friendlies and grey trousers for league).

The Committee considered that asking members to vote from two choices and not three would be preferable. It was agreed that displaying two options in the clubhouse as soon as possible and making information packs available ahead of the AGM would encourage member interest.

**NOTE:**

Subsequently the Executive Committee acknowledged that they had undermined the remit of the shirt working group by a) suggesting reducing the choice of shirts for club members from 3 to 2, and b) indicating their shirt preferences. An apology was given to all the members of the working group along with assurances that they should proceed as they see fit and that their decisions will be respected.



#### 4 Review of the Action List

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

##### Ongoing:

- 8 PAT testing - Phil confirmed this will be done before Christmas
- 9 Phil to add Ray to the CCTV system access list
- 19 Sue to include dementia bowling workshops in a newsletter next year
- 36 Ray to explore PPL-PRS & MPLC licences for the club tv
- 39 New clubs shirts ongoing to AGM
- 47 Eliminate the 'wobble' on the green steps (spring)
- 48 Sue to continue talks with CL SD IC and JT re new sets of bowls
- 52 Ray exploring alternative venues for future presentation events
- 54 Lorraine to obtain updated defibrillator leasing packages before AGM
- 55 Lorraine to email members explaining Exec decision to lease defibrillator
- 56 Ray to send another email to members re etiquette training session (spring)

##### Completed:

- 32 Ray confirmed a tv had recently been donated to the club
- 53 Draft minutes will be emailed to members as a matter of course
- 57) Responses to latest suggestions sent
- 58) Sue discussed the new singles competition for newcomers with IC
- 59/60 Olive/Lorraine sought further information re club history/trustees

#### 5 Secretary's Correspondence

Two suggestions had been received and both had been acknowledged:

- i) Suggestion from Sue to *purchase/reburbish clubhouse chairs and to earmark the necessary funds from the Covid Grant*. The Committee felt the chairs themselves are sturdy and resilient and replacing the pads and recovering should be kept in mind.
- ii) Suggestion from Angie Sherfield that *during the open season the ladies cover teas as usual (as sometimes ladies are required to do more than a single session) and then come the end of September a mixed cleaning rota be drawn up for the closed season*. At the last meeting the Committee had considered a mixed rota for the open season. In the past providing teas had been quite onerous but it's now very straightforward. A number of problems were highlighted which would make organising a mixed rota for the closed season difficult, e.g. a disparity in numbers, more men than ladies, members who work etc. Phil observed that in the winter when the clubhouse is shut, a keyholder would be required to unlock for whoever was rostered for cleaning. The Committee agreed to consider this again at the next meeting.

Rosie Stent (Mike Ormerod's partner) is keen to organise a dementia fundraising afternoon next September. This year's event took place on Saturday 2-Sept. Rink 6 and access to the clubhouse and kitchen would again be required. Someone would need to be available to open up the clubhouse if no other matches are taking place that afternoon. The Committee agreed to this event in principle but a date cannot be agreed until Ray has completed next years' calendar.

**Action: Liz to keep in contact with Rosie Stent and look at dates in the spring.**

#### 6 Treasurer's Report

Ken had provided the audited accounts and these were unanimously approved by the Committee. In Ken's absence, Sue reported that the club had made a loss over the year. Sue explained that unavoidable costs: rent, the green, hedge cutting, insurance, licences, etc total £10.5K whilst membership only brought in £8,900. The club bar makes a significant contribution to finances but the Committee and membership will need to be cautious as to the best ways the Covid Grant can be spent to benefit the club.

### **7 Clubhouse Manager's Report**

Phil reported that there had been another problem with the shutters but hopefully his recent modification should prevent it from happening again. Phil has a contact for a new signwriter to complete the honours boards.

### **8 Club Captain's Report**

Ray will consider the diary for 2024 and will report back in due course with a date for our Open Day, i.e. to avoid the bank holidays. It was noted that last year our Open Day was much later than previous years, i.e. on the Saturday at the end of May to coincide with the Bowls England Big Weekend 2023.

### **9 Club vacancies/nomination sheets for the AGM**

Sue gave notice in writing of her resignation from the auditor position. The Committee reviewed all the club and Committee positions that will need to appear on the nomination sheets in the clubhouse. It was agreed to include trustees (3 posts), rename auditors (2 posts) as Accounts Examiners, and rebrand Membership Officer/Secretary as Club Development Officer. Nomination sheets to go up in the clubhouse and an email to be sent asap.

### **10 Review and Edit of Club Rules**

The Committee agreed to carry this out at the next meeting.

### **11 Any other business**

- i) The red signing-in book should be used for all guests to the clubhouse. Lorraine reported that under Miscellaneous on the bar till there is now a tab for Visitors' Fees.
- ii) Ray suggested that as a thank you to John Treanor for his commitment to training over many years, the club present him with a gift at the AGM. This was unanimously agreed and Ray will talk to Pat Treanor to get an idea of what John would like.
- iii) Carolyn Lofthouse and David Horton, County Reps, attended the County AGM on 26<sup>th</sup> November. The new online IT system will not come into effect until 2025. The RCBBA Benevolent Fund has funds available for a bowls green wheelchair.

**Action: Liz to talk to Rod Fenner, Secretary/Treasurer of the fund to find out the criteria/conditions that have to be met.**

**12 Date of next meeting :** Monday 18<sup>th</sup> December at 10:00



*Minutes Approved by Lorraine Capon 18-Dec-23*