

DRAFT MINUTES
GREAT HOLLANDS BOWLS CLUB
EXECUTIVE COMMITTEE MEETING
TUESDAY, 26TH NOVEMBER 2024 MEETING 11AM
LOCATION: CLUBHOUSE

	Subject	Action
1.	Welcome – the meeting was opened at 10.55am Those attending: Jose Chippendale (JCH), Brian Taylor (BT), Eddie Readings (ER), June Clarke (JCL)	CHAIR
2.	Apologies : Ian Clarke and Olive Bambury	
3.	Minutes of previous meeting (29/10/2024) – the minutes of this meeting were approved and signed by JCH	ALL
4.	Actions from previous meeting 9.1 Treasurers Report – Revised Payment Process update – JCL advised that Olive Bambury and the bar manager Linda Stone acknowledged and approved the new process for the club. This is now an adopted process.	Noted
5.	Club Presidents' report Not present at the meeting.	
6.	Club Chairpersons' report 6.1 Very pleased regarding the increase in social activities.	
7.	Club Captains' report Nothing to report.	
8.	Club Secretarys' report 8.1 Club Shirts – deadline is 30 November 2024, lots of reminder emails have been sent and the number of shirts and sizes required will be passed onto Angie Sherfield for liaising with the supplier with our order. 8.2 Hire of the club form for 7 th December 2024 – Hen Party had been submitted by Jo Sanders on 14 October 2024 this form should have been discussed at the October executive meeting – admin oversight this was brought to todays meeting for executive discussion. Executive committee approved this event – JCL to advise Jo Sanders by email. 8.3 Club vacancy for a Safeguarding Officer – this is mandatory for the club to operate and the vacancy needs to be filled, there is a safeguarding course arranged by the county on Saturday, 1 st March 2025 anyone who attends will get a certificate which will be valid for 3 years from the date of the course. The safeguarding officer will also be required to have a valid DBS check – the cost of the course is £40 and the DBS check is £21 – the cost will be borne by GHBC. 8.4 A proxy voting form has been produced for full members who are unable to attend the AGM for a legitimate reason e.g. in hospital or on holiday on the day of the AGM, this will be provided by written request to the Club Secretary, once completed the form must be brought along to the AGM with a letter from the member who is unable to attend confirming their voting intention.	JCL JCL

9.	<p>Club Treasurers' report</p> <p>9.1 A credit of £511 has been given back to our electricity account, previous billing had been on estimated readings. BT asked if IC could provide monthly meter readings to the Treasurer.</p>	IC
10.	<p>Clubhouse Managers' report</p> <p>Not present at the meeting.</p>	
11.	<p>AOB</p> <p>11.1 Sheila Readings and Olive Bambury are organising a Christmas hamper, contents of the hamper will contain tinned meat, shortbread biscuits, mulled wine, bucks fizz along with various other items, the organisers are not able to detail all of the hampers contents as these items will inevitably carry a use by/eat by date. There is a large squared card behind the bar and the cost per square is £1 (cash only). JCL to send an email to all club members explaining this.</p>	JCL
12.	<p>Date of next meeting: Friday, 10th January 2025 11am in the clubhouse</p> <p>Dates for diary: BTC meeting – 4th February 2025 10am in the clubhouse, AGM 9th February 2025.</p>	
	<p>No further business meeting closed at 11.25am</p>	
13.	<p>Following the closure of the meeting a hire of the club form was submitted by Jose Chippendale – this was scanned and sent to the executive committee for approval for Jose on 29th December 2024 for her birthday – the club and bar will be open – the form is being completed as Jose would like to invite her family to attend. Approval by the executive committee via email has been received and Jose will be advised by JCL accordingly.</p>	JCL