

DRAFT MINUTES
GREAT HOLLANDS BOWLS CLUB
EXECUTIVE COMMITTEE MEETING
MONDAY, 29 APRIL 2024 AT 2PM
LOCATION: CLUBHOUSE

	Subject	Action
1.	Welcome – the meeting was opened at 2pm Those attending: Olive Bambury (OB), Jose Chippendale (JCH), June Clarke (JCL), Brian Taylor (BT) and Ian Clarke (IC)	CHAIR
2.	Apologies – Eddie Readings	
3.	Minutes of previous meeting (11/03/2024 and 11/04/2024) – any amendments - attendees approval – the minutes of these meetings were approved and signed by JCH	ALL
4.	<p>Actions from previous meeting (11/03/2024)</p> <p>4.1 Electricity bill a correction to the amount was advised by BT, the actual bill totalled £2991.12 – this has now been paid.</p> <p>4.2 Presentation lunch – Downshire Golf Club cannot accommodate us, Peacock Farm is not appropriate following a visit by IC. BT to contact Whiteknights and request if they can provide catering for 40 – 50 people estimates to be obtained for a buffet and also pricing for a hot meal, the date for the lunch is provisional for 02/11/2024. Update to next meeting.</p> <p>4.3 Defibrillator – JCL disseminated to the exec committee prior to todays meeting an email received from Jackie Burgess (BTC) which contained information on defib machines, BT to undertake the provision of a defib machine for the club, the maximum spend approved and authorised is £1K.</p> <p>4.4 Summer cleaning rota – with BTC are no longer opening up the clubhouse. We need to establish a cleaning rota for the days we have games on. ER to undertake this and provide an update to the next meeting. It is understood that Lorraine Capon opens on Saturdays and Neil Lofthouse on Sundays - IC will open the clubhouse on the days that a bar person is not able to. JCH was provided with a full set of keys.</p> <p>4.5 CCTV system – Phil Sherman has access to the cameras and a request that IC also has full access to be made. An invoice has been received from Guardwell Securities for the first renewal since installation of the system last year, the cost for a further years cover is £96 inc vat – the exec committee approved the renewal of the service and maintenance for the club BT to action payment.</p>	<p></p> <p>BT</p> <p>BT</p> <p>ER</p> <p>IC</p> <p>IC</p> <p>BT</p>

	<p>4.6 TV license – it was uncertain from the treasurers report of Sept 2023 as to whether included in the licenses figure a TV license is included, BT to ascertain whether a TV license is included, if it is not IC advised that a pertinent license has a cost of £169.50, the exec committee have authorised the cost if a) we do not have one already and b) once the TV is fitted and ready to be viewed. IC to look at aerial installation if needed. JCL to contact BTC regarding aerial regulations for the building.</p> <p>4.7 Etiquette – IC to take this forward.</p> <p>4.8 Grant application – deadline for submission for a grant is October 2024 IC to obtain prices for a new shed, new flooring (hardwood and carpet) and decorating the interior of the clubhouse.</p> <p>4.9 Camberley caterers/insurance – this company are fully insured, Lorraine Capon and Steve Daniels have details. IC to email Lorraine Capon with estimated numbers for a quote for catering for November lunch.</p>	<p>BT</p> <p>IC</p> <p>JCL</p> <p>IC</p> <p>IC</p> <p>IC</p>
<p>5.</p>	<p>Club Presidents' report</p> <p>5.1 No role up on 2/5/24 – OB has emailed all concerned to advise that the rink is still closed.</p> <p>5.2 JCL requested to contact BTC as the club has not been able to hold any fixtures to date and revenue has been impacted – reduction in costs to be investigated.</p>	<p>JCL</p>
<p>6.</p>	<p>Club Chairpersons' report</p> <p>Nothing to add at this juncture.</p>	
<p>7.</p>	<p>Club Captains' report</p> <p>Nothing to report in Eddie's absence.</p>	
<p>8.</p>	<p>Club Secretaries' report</p> <p>8.1 Notification from BTC they are happy to attend and green inspection this week – JCL to liaise with all parties to obtain a mutually convenient day and time for this.</p> <p>8.2 Email received from Councillor Simon Carter – Town Mayor confirming his attendance on the open day (6/5/24).</p> <p>8.3 JCL has emailed all relevant BTC staff with an up to date name and email list of the executive committee.</p> <p>8.4 Heathlands Dementia Care Home Bracknell have requested the use of the clubhouse and rink for either Saturday, 31 August or Saturday, 7 September 2024 for a fundraising event. Exec committee approved Saturday, 31 August 2024 – JCL to confirm this to the requester also advising strict Health and Safety regulations to be adhered to i.e. no animals permitted on site (with the exception of guide dogs).</p>	<p>JCL</p> <p>JCL</p>

9.	<p>Club Treasurers' report</p> <p>9.1 CCTV maintenance contract – covered in 4.5 above</p> <p>9.2 Signage – club signage required – previously approved/authorised by the exec committee, it is understood that Phil Sherman has this in hand.</p>	PS
10.	<p>Clubhouse Managers' report</p> <p>10.1 The spring clean went very well with 50 members attending on Saturday with 25 attending on Sunday.</p> <p>10.2 Ladies changing room/toilets ceiling has been painted.</p> <p>10.3 Check sheet for water softeners' x 2. Steve Daniels has agreed to take responsibility for the kitchen and Neil Lofthouse to continue responsibility for the bar. The dishwasher/steriliser was hot flushed at the spring clean – JCH to take responsibility for Milton sterilising of this equipment.</p> <p>10.4 A drainage company have camera surveyed the drains (at no cost to the club), at this time there are no immediate issues regarding drainage.</p> <p>10.5 Smokers hut – the roof has been inspected and appears visually intact, there is a side gap (design) of approximately 6" which could result in rain ingress. The BBQ storage box lid is bowed and needs addressing/possible repair – if repairable look to re-site to clear area.</p> <p>10.6 Ex club member Hector Wilkins wanted to sell aged woods to the club, advised not good enough – showed the edges to the garden beds and agreement to place them in this area.</p> <p>10.7 Broken ladder has now been disposed of, replacement obtained. A ladder checklist is now in place.</p> <p>10.8 Ball pushers are NOT to be used on either 4th or 6th May due to rink surface. Mats to be used.</p>	SD NL JCH IC
11.	<p>AOB</p> <p>JCL asked if our public liability insurance is up to date – renews August 2024.</p>	
12.	<p>Date of next meeting: Wednesday, 19 June 2024 – 2pm – clubhouse Dates for diary: BTC/GHBC meeting 11 June 2024 – 10am - clubhouse</p>	
	<p>No further business meeting closed at 3.45pm</p>	