

APPROVED MINUTES

GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING

11th September 2023 at 10:00

Location: Clubhouse

Present: Olive Bambury - President, Lorraine Capon - Chairperson,
Ken Perrett - Treasurer, Phil Sherman - Club Manager,
Liz Markham - Secretary, Sue Richardson

Apologies: Ray Furnell - Club Captain

1 Chairman to Open Meeting

The meeting opened at 10:00.

On behalf of the Executive Committee, Lorraine extended condolences to the family and friends of David Harnden and expressed how shocked and saddened everyone at the club had been to hear of his passing.

Lorraine sent good wishes to Ray Furnell on behalf of all club members and hoped that now he was at home he would make a steady recovery.

2 Minutes of the Previous Meeting

Two points in the draft minutes were edited in order to better clarify discussions at the meeting with regard to the requirement of the Secretary and Treasurer positions to be nominated and elected at the AGM (in line with our adopted Bowls England constitution). Phil proposed and Ken seconded the approval of the edited minutes and they were duly signed by Lorraine.

3 Matters arising from the Minutes

3.1 New Club Shirts: An email was sent on 2-Sept to all bowling members inviting them to a brainstorming session on Friday 22-Sept at 7:00 p.m. It was agreed that Liz will email a reminder and offer to receive email responses from members who are unable to attend so that their views can be taken into account at the meeting. It is anticipated that a full proposal with options, costs and implications will be ready for the AGM. It was deemed important that members should have a free vote on this issue at the AGM. It was agreed that voting papers would be prepared in advance and a ballot box provided.

Action 1: Liz to email reminder wk 18-Sept (New Club Shirts ongoing to AGM)

3.2 Defibrillator: At the last meeting the committee had gained a much clearer understanding of how a defibrillator works, when using it can improve patient outcome and when its application isn't appropriate and/or will have no effect. The committee considered that the actual purchase of a defibrillator should now be removed as an agenda item. The way forward in the closed season will be to accept Steve Daniels' offer to plan first aid awareness training with specific reference to our club first aid equipment, plus recognising heart attacks, strokes, etc and additional sessions on CPR and the use of the (pavilion) defibrillator(s).

Action 2: Lorraine to discuss with Steve Daniels and Roy Williams i) planning of first aid sessions, ii) potential dates and times, and iii) how and when this will be communicated to all members.

3.3 TV

In Ray's absence the issue of a club tv was not discussed further. KP confirmed our current PPL(PRS) licence only covers the club for incidental background music.

3.4 Purchase of new sets of bowls

At Lorraine's request, Carolyn Lofthouse has completed an inventory of bowls kept in the disabled storeroom. In summary there are a total of 16 complete sets in varying sizes and condition, three lots of 2 bowls, and five sets of size 5 in very poor condition. It was agreed that these should be discarded and used around the flower beds.

Lorraine had asked Carolyn and Steve Daniels for their thoughts on purchasing small sized training woods. KP confirmed that in the event of us offering training to BF school children, the council would pay for the required sets of bowls. Discussion ensued about the merits or otherwise of purchasing new bowls (long lead times) and finding second hand bowls online (difficult finding smaller sizes and assessing quality). Sue raised a member's suggestion that a deposit or a loan fee be charged for new members borrowing/taking away bowls from the club. The committee wasn't aware that bowls were being removed from the club. KP explained that bowls are being purchased or acquired by some members and then being offered for use and/or sale. It was noted that the purchasing of bowls and offering them for sale to new members is a separate initiative to the club investing in its own 'club' woods, i.e. 'stamped' bowls to be played and kept permanently at the club.

Views were expressed that having new 'club' bowls in a good range of sizes would be really positive, helping to promote the sport and the club and making the game accessible to everyone. The open day this year was exceptionally well attended with lots of people returning on subsequent Saturday mornings. It was agreed that having access to the right size bowls on the open day and the training sessions was important to help maintain the enthusiasm of newcomers. KP had previously provided a quote for two sets each of 000, 00, 0, 1, i.e. 8 sets for £1,720. He reiterated that the club received a BF Covid Grant of £9,050 which is held in a completely separate account (i.e. using it would not affect club expenditure) and waiting to be spent in such a way as to advantage the club. It was acknowledged by the committee that any decision to spend the grant money will need to be put to all members and voted on, hopefully, before the AGM. Sue confirmed that a donation request to her former employer had been acknowledged and she awaits the result.

Action 3: Lorraine to summarise the Committee's suggestion to purchase new club bowls with our grant money in a letter to Carolyn Lofthouse, Steve Daniels, Ian Clarke and John Treanor.

From AOB:

Short Mat: Irene Bradley has organised 5 short mat sessions which will start in early October. Sign-up sheets are on the board.

Etiquette: John Treanor is planning to run sessions on bowling etiquette in the closed season.

4 Review of the Action List

The committee reviewed and updated the existing action list. To summarise:

Ongoing:

- | | |
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| 8 | Phil to arrange PAT testing |
| 9 | Phil to add Ray to the CCTV system access list |
| 19 | Delay article in newsletter re dementia bowling workshops until 2024 |
| 32/36 | TV as per 4.3 |

- 37/42/44 First aid training as per **4.2**
- 39 New clubs shirts as per **4.1**
- 45 Phil to talk to Chris Hynds re newsletter
- 47 Phil to try to eliminate the 'wobble' on the green steps
- 48 Lorraine to write to CL SD IC JT re new sets of bowls as **per 4.4**

Completed:

- 9 (part) Sue & Phil editing generic CCTV policy for the club / website
- 40 Ray to organise inhouse match for Macmillan fundraiser
- 41 Liz to email Ian Clarke re Presentation lunch
- 43 Phil to purchase a torch
- 46 Phil to check heater by kitchen hatch

5 Secretary's Correspondence

Liz confirmed that the suggestion box is checked regularly - there had been no suggestions or emails from members since the last meeting. Correspondence see '8'.

6 Treasurer's Report : Treasurer's report & Income/Expenditure report are attached.

Lorraine provided Ken with a copy of BTC invoice dated 31/08/23 (received from Jackie Burgess at the meeting on 4-Sept-23). This delayed bill of £7,611.09 was for annual rent, buildings insurance, hedge cutting and our use of 5 rinks for the season. A credit note was also received for £412.30 for a miscalculation on BTC's part of the VAT on our electricity bill. Ken confirmed he'd received a BTC invoice for £78 for our use of the 6th rink. He is still awaiting a bill for the repair to the shutters on the main doors. The club will see a deficit this year as a number of unforeseen costs, one-off purchases and club-funded social events have all had an effect on the P&L account. An increased membership this year should hopefully mean an increase in revenue next year.

Ken confirmed that he is finalising the year-end accounts in preparation for audit. As of 1st October Ken and Sue will start working together on the processes for the start of the new financial year.

Ken had previously been receiving new member application forms from David Harnden. It was agreed that Liz would update the form with her details and leave a supply in the clubhouse. She will either bring completed applications to the monthly executive meetings, or seek Executive Committee approval via email. Ken needs to receive details in a timely manner so he can request payment and update the membership list asap.

Action 4: Liz to ensure supply of membership forms at the clubhouse.

A social membership application had been received from Mim Gamble and left in the clubhouse by David. The committee were pleased to approve membership and agreed a £20 fee. Forms for Jo and Kevin are still amongst David's paperwork. Ken had recently been contacted by a potential new bowling member whose paperwork may also be with David's club files.

7 Clubhouse Manager's Report

Action 5: Phil to laminate a small sign for the main doors to make it clear that the doors must be closed and locked before closing the shutters.

Phil requested an authorisation letter on headed paper so he could obtain a discount card for club purchases at Bookers.

Action today: Liz to type letter, Lorraine to print/ sign and pass to Phil at Crib.

8 Club Captain's Report

In Ray's absence, no report at this time.

9 County Admin: The committee clarified the following for Liz:

Ladies' Secretary - Angie Sherfield

Ladies' Rep - Carolyn Lofthouse

Men's Secretary - tbc

Men's Rep - David Horton

Liz Markham - Club Secretary

Action 6: Ken to speak to Gareth Jenkins to confirm whether Gareth is actively Mens' Secretary and/or whether he'd be prepared to take on the Men's County competition admin (currently done by Ken).

10 Finals Weekend

Sue will send out another email clarifying the match times and arrangements. Very few people have put their names down for the yard stick on Sunday morning so it may not be viable to run it. Several members have volunteered as markers. The committee thanked Sue for organising the finals and for everything she has done to maximise club support for the weekend.

11 Council Meeting

The next meeting with Bracknell Town Council is on Tuesday 3rd October at 10:00 to discuss winter maintenance of the green. Apologies received in advance from Lorraine. Phil to chair the meeting.

12 Any other business

New constitution - the committee will have a dedicated meeting in November to finalise the edit of the Bowls England constitution. It will be sent out to bowling members before the end of January 2024. The AGM will be on Sunday 4th February.

13 Date of next meeting

NOTE: the date set at the meeting was 16-Oct

Subsequently rearranged to 23-Oct

NEW NOTE: postponed from 23-Oct to 30-Oct-23



Minutes Approved by Lorraine Capon 30-Oct-23