

## APPROVED MINUTES

### GREAT HOLLANDS BOWLS CLUB EXECUTIVE COMMITTEE MEETING

30<sup>th</sup> October 2023 at 10:00

Location: Clubhouse

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

Apologies: Ken Perrett - Treasurer

Invitee: Barbara Harris

#### 1 Chairman to Open Meeting

The meeting opened at 10:00.

#### 2 Social Committee : Presentation Lunch Saturday 18<sup>th</sup> November

Barbara explained that the Social Committee have considered the feedback from last year's lunch regarding the rather high carbohydrate content of the buffet. The Pinewood Café has been approached this year and will provide some vegetarian and healthier options; salad bowls, crudities, dips, etc along with the usual buffet favourites and a selection of desserts. The Social Committee will organise cheese and pineapple, crisps and tortillas. The Executive Committee unanimously agreed that £11 would be a fair price for this year's lunch. Members paid £10 last year. An email will be sent asap and sign up sheets will be put up on the notice board in the clubhouse. The Executive Committee considered a request from the Social Committee to provide a couple of raffle prizes. It was agreed to wait until there is a better idea of numbers to judge how many raffle tickets could potentially be sold.

Discussion ensued about the merits of holding future presentation events in the evening and at an outside venue, i.e. a more formal occasion. The room would need to be of adequate size for dining and for the presentations themselves and ideally be able to offer space for dancing. Ticket costs and bar prices would be important considerations as would a commitment to making a booking/deposit well in advance. It was suggested to canvas the opinions of the attendees at this year's presentation lunch to see the level of interest for such an event.

**Action: Ray to explore options regarding venues and costs, potentially for 2024.**

#### 3 Minutes of the Previous Meeting

Phil proposed and Olive seconded the approval of the minutes from the 11<sup>th</sup> September meeting and they were duly signed by Lorraine. It was noted that draft and approved minutes are displayed on the Secretary's notice board and are available on the website.

**Action: Request from members for Liz to email the draft (unapproved) minutes as soon as possible after every Executive Committee meeting.**

#### 4 Matters arising from the Minutes

4.1 Defibrillator: Steve Daniels and Roy Williams have been running a 3-week first aid course. Take up of the course wasn't high but feedback from attendees was positive. The Committee wanted to offer members more awareness of serious conditions and the effectiveness of fibrillation. It was noted there have been strong pro defibrillator opinions expressed by some members. The vote for a defibrillator at the club will go to the AGM.



The Committee considered that if the vote at the AGM is in favour of the club having a defibrillator, leasing the equipment over 4/5 years would be the more financially viable option. Maintenance, annual checks, training etc would be included. At the end of the lease period the viability of the defibrillator could be re-evaluated. If the vote at the AGM is in favour of having a defibrillator, the Committee unanimously agreed that the club would lease the equipment. Also at the AGM members will be asked to vote either for, or against, using the Covid grant money to finance the lease. An email will be sent to all members in advance of the AGM to outline these voting options.

**Action: Lorraine to obtain updates on leasing costs and packages from the companies she approached earlier this year.**

4.2 New club bowls: This will be discussed at the next Committee meeting.

**Action: Sue to have further discussions about purchasing new bowls with CL, IC, SD and JT.**

4.3 Etiquette: Ray confirmed that John Treanor would be happy to run sessions on bowling etiquette on a Sunday morning between 10:30 and 12:00 for the benefit of new bowlers. However all bowling members would be welcome to attend.

**Action: Ray to talk to John Treanor about dates and to email bowling members**

## 5 Review of the Action List

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

### Ongoing:

- |       |  |
|-------|--|
| 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 | Ray to explore a club TV & licence/PPL                                 |
| 39    | New clubs shirts   |
| 47    | Phil to try to eliminate the 'wobble' on the green steps (spring 2024) |
| 48    | Sue to continue talks with CL SD IC and JT re new sets of bowls        |

### Completed:

- |          |  |
|----------|--|
| 37/42/44 | First aid training   |
| 45       | Newsletter - Sue agreed to compile and distribute monthly newsletters    |
| 49       | Liz to ensure supply of updated membership forms at the clubhouse        |
| 50       | Phil to laminate sign for the main doors re closing/locking up procedure |
| 51       | Ken to speak to Gareth Jenkins re the County Mens' Secretary role        |

## 6 Secretary's Correspondence

Two suggestions had been received from Ian Clarke:

- i) *A sponsored charity match against Great Hollands MOT Centre - mixed teams of 3 - on the second Sunday that the rinks are open.*

The Committee agreed it needed some more information regarding numbers, training, refreshments etc., and a clearer idea of how the sponsorship would work. Concerns were expressed about an event taking place so early in the season and the need to prioritise the condition of the green. Ray would need to look at options for a date.

- ii) *A new singles competition only open to club members in their first or second year.*

The Committee welcomed this idea and agreed that newcomers would benefit from having their own club competition. Phil suggested that in memory of David Harnden and the work he did over the years encouraging new membership, we dedicate a new trophy and run the competition in his name. The Committee unanimously agreed.

**Action: Liz to summarise the above in an email to Ian Clarke. Sue to talk to Ian to expand on the idea for a newcomers' singles competition in 2024..**



## **7 Treasurer's Report**

Ken has confirmed 21<sup>st</sup> October that the accounts were ready for audit. Sheila Stickland has decided not to take up the role as second auditor. Gareth Jenkins will carry out the audit and will start the process around 6<sup>th</sup> November. The Committee agreed that a second auditor should be found for future year(s) and this will be raised at the AGM. Audited accounts will be reviewed at the next meeting.

## **8 Clubhouse Manager's Report**

Phil confirmed he had installed a red 'emergency keys' box on the wall to the left of the double doors specifically for the double door keys.

Phil told the Committee that he has decided to stand down as Clubhouse Manager. He is finding the responsibilities of the role and it's often daily demands impacting negatively on his family time. The Committee commended Phil's achievements this year and acknowledged the enormity of the role. Going forward the position should be properly supported by a management committee and this will be raised at the AGM.

## **9 Club Captain's Report**

Ray reported that he has already had a number of clubs contacting him to arrange fixtures for next year. Several clubs dropped out this season and Hawley have already said they will not play us. However, Island Bohemian are keen so Ray asked whether this is a fixture he should be arranging given the problems with parking and access. He also sought clarification as to whether he should actively pursue other clubs to fill gaps in the fixtures calendar. It was acknowledged that at times this season the club had struggled to raise enough players. The Committee agreed that gaps in the calendar should be filled wherever possible to maximise club revenue at home fixtures.

## **10 Trustees**

Phil confirmed that Graham Cripps and Ken Perrett signed the revised lease in 2019 as the two named trustees of the club. Graham has formally resigned his trusteeship in writing and Ken will do the same before the AGM. The Committee understands that trustees are indemnified against financial liability, costs, expenses and payments.

**Action: Lorraine to email Jackie Burgess and Bowls England to establish the position regarding trustees and to gain a better understanding of the issue.**

**Action: Olive to chat to Rita Hills to see whether John can add any historical context regarding the clubhouse, mortgage, etc.**

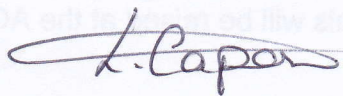
## **11 Finalising the new Constitution**

Our new constitution (adopted from the Bowls England model) will need to be finalised and emailed to all members before the AGM. The Committee agreed to meet on Monday 20<sup>th</sup> November at 10:00 to finalise the edit.

## **12 Any other business**

- i) Karen Chapman will be standing down as Food Hygiene Officer before the AGM. The Committee extended its thanks to Karen for her commitment and the professionalism she has brought to this role.
- ii) David Horton (County Rep) has been contacted by the RCBBA Benevolent Fund asking about our usage of the long arm extender. David duly confirmed that the extender is regularly used in the open season. An ownership label will be organised.
- iii) Rather than continuing with the separate cleaning rota for the men and the tea rota for the ladies, it was suggested that next year they could be combined. Tea duty is straightforward and this year has required only one lady. For the cleaning rota, one lady and one gent could be rostered for each duty. This will be raised at the AGM.

## **13 Date of next meeting : Monday 27<sup>th</sup> November at 10:00**



Minutes Approved by Lorraine Capon 27-Nov-23