

Minutes of the Executive Committee Meeting held on Friday 9th December 2022 at the Clubhouse.

The meeting opened at 9.30am

Action

1. Members

| Role | Name | Initials | Role | Name | Initials |
|------------------------|----------------|----------|---------------------------|----------------|----------|
| President | Anne Cowling | AC | Acting Admin Co-ordinator | Jay Merrell | JM |
| Chair | Paul Kelly | PK | Bowls Co-ordinator | Graham Brown | GB |
| Treasurer | Derrick Alford | DA | Asset Co-ordinator | Tony Woollard | TW |
| Functions Co-ordinator | Janet Moore | JM | Admin. Assistant | Brian Wombwell | BW |

2. Apologies: Anne Cowling, Brian Wombwell

3. Minutes of Previous meeting

The minutes of the meeting held on Friday 11th November were accepted as a true record.

4. Matters arising from previous minutes (not included elsewhere on the agenda).

There were no arisings.

5. Chairperson's Report Paul Kelly

- a) The Chairman welcomed the Exec. Members who were newly elected at the November AGM.
- b) This was followed by around the table discussion on job roles and tasks, to clarify reporting responsibilities. From the reports received at this meeting a good understanding was already apparent.

6. Acting Admin Co-ordinator Jay Merrell

- a) With the help of Brian and Lynda and Clive Manning I am happy to continue with the "Acting" role for a while.
- b) I will shortly send out a reminder to members who wish to enter outdoor county or national competitions in 2023 to let me know by early January. I will send the consolidated list to the SBA before the 31st of January deadline. Unfortunately, they cannot accept electronic payments for this, I will liaise with Derrick to arrange a cheque to be posted.
- c) Work on the 2023 Fixture Booklet will start after Christmas, could Executive members consider if they want to submit anything for inclusion? We usually have an introduction by the club President.
- d) Clive has updated the Club Constitution following the November AGM, this has been uploaded to the website.
- e) Webmaster (myself)- I have given Graham a login for both Bowlr and the club website. In due course I will show him how these platforms operate so that he can utilise them for Bowls Coordinator business. I have spoken to our website host, HugoFox, to see if it is possible to have a private "members only" section accessed by passwords. This is not currently a service they offer, but they are looking to do this in the future. Our website is free, a website which offers a private log in service would no doubt cost money. I am trying to establish roughly how much this would cost. With Graham's help we are hoping to publish results to our matches on the website, this will also help our Publicity Officer.
- f) At the AGM it was reported that our Bowlr annual fee was £820, it has now been clarified that this was paid in two instalments which was for two years, and the true cost is £410.00 per year. This was discussed and agreed that the Bowlr system is a critical tool for distribution of information to our membership and it is essential to retain.
- g) Publicity Officer (Di Dagg)- Di is in regular contact with Barry Knott from the Wellington Weekly News and Ken Bird who is the editor of the "Around Wellington" website. If any member of

JCM

JCM
& AC

JCM
& GB

the Executive has any news articles that they feel would benefit from a wider audience, please pass them to her for inclusion in these outlets.

h) Safeguarding Officer (Henry Richbell)- Henry has agreed to carry on with this role. Henry has attended appropriate training courses as part of his church safeguarding duties.

i) Welfare Officer (vacant)- Steve Lovell has volunteered for this role, please can the Executive approve this at today's meeting? This was Approved by the Exec. Committee.

j) Membership Secretary (Lynda Manning)- I have given Lynda a Bowlr login and she, ably assisted by Clive, has been busy tidying up membership details on Bowlr. This is now complete (with updated locker details- thanks to David Dagg). She has been asked to provide a list of email addresses. Lynda and I would prefer it if the master-controlled list of email addresses was retained on Bowlr. So that there are no uncontrolled email lists circulating that may not be up to date. Any Executive Committee member who would like access to Bowlr should approach me for a log in. Lynda, like myself, is happy to receive bulk emails to membership and disseminate them to the appropriate group(s) via the Bowlr members letter dissemination function.

All

PK

6.1 The Membership Secretary has compiled the following report:-

a) I have discussed the transfer with Chris Williams, and he has supplied me with all his paperwork. With Derrick's prompt response to my email, I have been able to go through all the payment details that he has supplied and have established who has or has not paid their subscriptions and hence their individual Membership Status.

As of today (1st Dec 2022), all membership fees have been paid and we are awaiting payment for 3 lockers.

As a result, Bowlr is now fully up to date regarding Membership details.

An up-to-date list of Members will be available at the Club from Friday morning. (02/12/22)

The Membership figures are as below: -

| | |
|--------------------|------------|
| Outdoor & Indoor | 82 |
| Outdoor | 32 |
| Indoor | 28 |
| Social | 34 |
| Hemyock & Uffculme | 9 |
| Life | 5 |
| Total | 190 |

b) Since last year 3 Full Members & 4 Social Members have not renewed this year. I have written to Alan Moore requesting that any Key Fobs held by the above are deactivated.

c) Following conversations with David Dagg, I have now updated all locker details on Bowlr and as far as I am aware Bowlr is now fully up to date (1st December 2022). All the men's lockers have been used and there is no one on the waiting list. There are 3 Ladies lockers available and no one on the waiting list.

d) The Safeguarding locker is now in the Visitors Changing Room.

e) The biggest problem (and most time-consuming aspect) is that some members have not been completing their Renewal Registration forms, so we have had no idea if they wanted to renew their Membership in April or indeed whether they have paid and how much. This was more difficult for those that did not pay their Indoor fees until Sept (or even Oct & Nov!). As a result, we have had to trouble Derrick with a list of nearly 40 names and ask him if they have paid us? Perhaps next year we should give some thought as to how we enforce the completion of Renewal Registration forms and the full payment for Outdoor & Indoor members, which after all are due in April. If not paid, then they are not Indoor Members and need to reapply for membership in October e.g., complete a new members application form and possibly pay an additional administration fee to encourage them to renew in April. The job is manageable if everyone fills in their form and pay all their fees in April.

f) A discussion took place regarding removing the option of splitting the payment and having a single payment for outdoor and Indoor due by May 1st. With the likelihood of increased fees, due to utility bill increases, the meeting decided to leave it as two payments to spread the financial burden for members noting that it does create additional work.

JCM

Exec

7. Bowls Coordinator Graham Brown

Subgroup members report the following month's activities

Men's Captain (Eddie Dilly)

- No report

Ladies' Captain (Brenda Wilson)

- Nil to report this month

Friendlies Captain (Ian Hollingsworth)

a) Challenges have presented in arranging next seasons mixed friendly matches, circa 41 currently arranged which is, as agreed, significantly less than last year to try and overcome cancellations

b) Ian proposes to arrange "internal matches" where gaps arise to be used as developmental opportunities for less experienced bowlers and also cover rink etiquette

Format will be 18 ends, straight through with no tea, but Ian will open the bar at the end for casual drinks and income generation. It is hoped that experienced bowlers will offer to play some of these to support the initiative. This was approved.

Indoor Captain (Gerry Mangeolles)

Gerry reports that both Indoor Leagues and competitions are progressing well, no real problems encountered.

Fixtures Secretary (Jay Merrell)

a) I have mostly finished next year's outdoor fixtures. So far, we have (with 2022 figures in bracket) - arranged matches not completed

| | | | |
|--------------------|-----|-------|--|
| Men's League | 127 | (121) | (Includes open WSBL). |
| Men's friendlies | 8 | (10) | |
| Ladies' League | 16 | (9) | (includes the Saturday morning Ladies County League) |
| Ladies' friendlies | 8 | (8) | |
| Mixed League | 12 | (12) | |
| Mixed friendlies | 41 | (72) | |
| Total | 222 | (232) | |

b) There may still be a very small number of additional mixed friendlies. So overall a slight reduction, most significantly in the number of mixed friendlies. This is broadly in line with what was agreed during a meeting with the Captain of Mixed Games and the Bowls coordinator at the end of last season.

- There are also knockout matches to be added.
- Eddie has agreed we can enter the men's Bowls England Top Club competition next year. I will arrange that soon.
- Also, I have agreed we will host-
- Cornwall Ladies v Worcs. Ladies Southwest Counties Ladies League match on Wed 14th June (6 rinks).
- Cornwall v Herefordshire men's Balcombe Trophy match on Sunday 18th June (2 rinks)
- Somerset Bowls Association Under 25 pairs competition on Sunday 2nd July.
- Somerset v Cornwall men's friendly on Thu 10th August (6 rinks).
- Thanks to Gill and Mike Groves for ongoing help in checking the fixtures

Competitions Secretary (Henry Richbell)

- Henry has advised that he will no longer act as Competitions Secretary for the forthcoming season. He has offered his support and use of current spreadsheets etc to his successor
- Discuss succession plans- The Exec. agreed to approach Trevor Jenkins who has a raft of sports management experience. Trevor has agreed to take on the role of competition secretary. This will be an agenda item for ratification at the next Exec. committee meeting.

Bowls Co Ordinator (Graham Brown)

a) Held discussions with Jay covering sharing some overlapping admin / bowls co-ordinator matters and I now have admin Website and Bowlr access rights

Exec

IH/
JCM

IH

JCM

| | |
|---|------------|
| <p>b) Coaching. Sought feedback from Martin and Richard on current activity. Martin has a couple of new bowlers regularly attending Wednesday morning sessions. Richard has had a group of 6/7 existing bowlers undertaking development coaching on Saturday mornings. This is potentially interrupted due to lack of bookable rink space post 4th December the session reverting to Club Competitions. This has now been rectified. Gerry agreeing the coaching slot can be reserved until the outdoor season. Bowlr amended</p> <p>c) There is a lack of a coaching session for new bowlers who are or working age during weekday evenings. This was discussed and a decision was made to try to find slots which can be allocated for coaching new members.</p> <p>d) We also discussed the club competitions organisation, where in the past two years we have drawn each round separately. It was agreed to draw all rounds at the start which gives players who have holidays booked the opportunity to play rounds early.</p> | Exec |
| <p>8. <u>Asset Co-ordinator Tony Woollard</u></p> | |
| <p>a) Indoor carpet: I am getting several reports that the indoor rink is not bowling true. As they all seem to contradict each other I am collating the reports with a view to discussing with “Greengage” when they visit to stretch the carpet next year. The bobbling does not appear to be getting worse, although I have been told of several people still wearing incorrect shoes.</p> <p>b) Heating: - Both boilers have been serviced and a major repair was done on the indoor rink boiler. Several radiators throughout the club have been turned off. The indoor rink temperature has been set to 18 degrees Celsius between 08.00 and 21.30 with a break between 13.30 and 13.50. Outside these hours it is set to 11 degrees Celsius. As the boiler has only just been repaired, I will monitor to make sure we get the temperatures stable. The only problem is knowing what temperature to set it to, as some feel the cold more than others. Keeping doors closed in rink and clubroom will help keep the temperatures stable and save energy, doors to changing rooms can stay open as air circulates between these.</p> <p>c) Kitchen Appliances: We still need to pay a visit to a supplier to determine what is available.</p> <p>d) Hot Water in toilets: We had a problem with the water getting too hot. This proved to be a faulty thermostat. A temporary fix has been to use the boost heater rather than the main heater. This should save some energy as it doesn't heat so much water. The temperature is being monitored to make sure it is above the required 45 degrees C.</p> <p>e) There are some lights that need repair/replacement which will be done as soon as possible.</p> <p>f) PAT testing due, to be done as soon as possible.</p> <p>g) A frozen pipe is affecting the disabled toilet facilities, and this is receiving our attention.</p> | GB |
| <p>9. <u>Functions Co-ordinator Janet Moore</u></p> | |
| <p>a) This is my first report as Functions Coordinator, and I would like to thank Steve Lovell and the Social Team for their hard work and continued support.</p> <p>b) We have had two successful events since the AGM. Pete Nichols Music Quiz was well supported, and our Raffle made £70. Thanks to Pete for his hard work in organising the Quiz. Our Christmas Bingo Night was well supported and our Raffle with wrapped prizes raised over £100.</p> <p>c) I am pleased to report that our Christmas Party on 17 December has now been well supported and we are expecting around 60 members to attend.</p> <p>d) We still need more members and guests for the New Year's Eve Party. We have a few weeks to go so I am hopeful more members will put their names on the list.</p> <p>e) Finally, we will be holding our usual Boxing Day event. We need members to put their names on the list so that we have sufficient hot dogs.</p> <p>f) Replacing the kitchen equipment is being planned for February. A new dishwasher is the main priority as the old one is difficult to load and lift out full trays.</p> <p>g) A discussion then took Place regarding fees for hiring out the clubhouse. It was decided to fee would £40.00 without the bar and £50 with the bar, Janet to update the forms.</p> <p>h) It was also determined that only Members may hire the club in order to comply with the current Licence. Tony to follow up on any anomalies in the Licence.</p> | TW |
| <p>10 <u>Greenkeepers Report Paul Kelly</u></p> | |
| <p>Nothing to report at the moment except that soil samples are being taken next week and the results will determine what treatments are required for the coming season.</p> | TW + Exec. |
| <p>Nothing to report at the moment except that soil samples are being taken next week and the results will determine what treatments are required for the coming season.</p> | |

11. Matters requiring attention January/February.

- a) Pat Testing of electrics – Tony will arrange.
- b) Exec. to discuss Membership Fees with respect to increased costs of Gas , and Electricity, etc.
- c) A decision needs to be made regarding membership Indoor/Outdoor fees and whether they should be paid all in April or split April/September and any other issues e.g. requirement for members to complete annual renewal of Membership Forms.
- d) Resolve problems regarding Kitchen Equipment i.e. Dishwasher, oven, and can layout of kitchen be improved.

TW

TW

TW

12 Any other business

- a) Steve Lovell has offered to fill the vacant post of Welfare Officer. This was unanimously approved and is to be informed immediately.
- b) David Dagg, who manages the Locker allocation has proposed that we introduce a refundable fee of £10.00 should be applied to all new members who rent a locker. The idea being that keys will be returned for credit when members leave so that we know that the locker is available for re use and we do not have to order a new key if it is not returned. This was approved and Paul to advise David.
- c) A discussion was held regarding the vacant assistant treasurer role. The Exec. agreed that Phil Ellis should be approached to see if he would be interested in taking on the role. Phil has agreed and this will be ratified at the next Exec meeting. Phil loves spreadsheets and is well qualified for the role.

EXE

13. Applications for Membership - David and Catherine Bridger Approved Social Membership

The meeting closed at 11.15am

Date of Next meeting: Friday 13th January 2023 at The Clubhouse.

Signed: Paul Kelly (Chairman) Date: 2022