

CHELTENHAM WHADDON BOWLING CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON THURSDAY 07 DECEMBER 2023 AT 2.00PM

Present: Dave Hooper, Dave Simmons, Andy Todd, Ray Hawkins, Jill Whistler, David Hearle, Gail Gilbert, Debby Hooper, Julie Beaven, Jools Gray, Peter McGiffie, Mike Newman, Don Bailey

OPENING REMARKS

1. Dave Hooper (President) welcomed recently elected members to their first Management Committee meeting and reminded all the Committee that, while we may occasionally have differences of opinion on the issues before us, our primary responsibility was to run the club in the best interest of our members.

APOLOGIES

None

MINUTES OF THE PREVIOUS MEETING

2. The Committee approved the minutes of the previous meeting on 05 October 2023, which had been circulated to both continuing and new members. The Chair signed the minutes as a true record.

MATTERS ARISING

3. Andy reported that Delta Graphics had updated the main **Honours Board** and had taken the board for the President's Cup to add names to that. He had been unable to find a previous board for the President's Cup, so he had requested that names from 2014 to date (the only years for which he had records) should be included on the new board.

4. The board previously used for the President's Cup had been prepared for **photos of club officers** and committee members and would be installed at the entrance to the lounge. Dave Hooper had arranged for Colin Bassett to come to the club on Wednesday 13 November at 12 noon to take official photos of committee members in club shirts.

Action: All committee members to attend photo session at 1200 on 13 December 2023.

5. A **Lost Property box** had been procured and was in the anteroom to the Ladies changing room. It was agreed that we should keep a record of all such property and that it should be disposed of after 3 months, if not claimed.

Action: Andy would provide a notebook to record items placed in the lost property box.

6. The first new oven had been installed in the kitchen and a second over was due for delivery on Friday 08 December. Ray Hawkins would install it in time for the Christmas Club Night on 15 December.

Action: Ray Hawkins to install new oven by 15 December

7. The **stock of books** had been reduced and the old and somewhat rickety bookcase was now stored in the Pearson building. We agreed that that we should offer the bookcase to Eddie Broughton to use the wood and failing this it would be taken to the tip. There is still room for additional books in the lobby to the Ladies toilet.

8. Dave Simmons had initiated the process to allow us to **access our bank account online**, which had stalled at first, as the bank would not accept the second signature from Andy. Following a visit to the bank to validate the signature he had heard nothing back, so would be following up with them in the next few days.

REVISION OF GDPR POLICY

9. Andy had circulated a revised club policy on GDPR for 2 reasons: GBA were introducing an online management system and members would need to indicate consent for their data to be stored in it; and because it made no mention of the club's own online membership system on Bowlr. The new wording now covered both these systems and made some minor changes to bring it into line with best practice. He recommended that the Committee adopt this new policy, which was duly approved.

10. Andy indicated that we now needed to ask members to renew their consent to our use of their personal data (GDPR requires this to be done at least every 4 years). He intended to do this with the next renewal of membership subscriptions. He would prepare individual summaries of data held to ensure its accuracy and a consent form for members to sign.

Action: Andy to publicise revised GDPR Policy and ensure members renew consent to holding of data.

5. SAFEGUARDING POLICY

11. Andy introduced this topic by drawing attention to the requirement from GBA/BE that clubs must have a safeguarding policy and a trained Safeguarding Officer in place by the time affiliations are submitted for the 2025 season (1 May 2025). Failing to do this would have severe consequences for the club – non-affiliation would exclude us from all County and National competitions and from local leagues. It is also possible that other clubs would not play friendlies against an unaffiliated club.

12. The only policy we have currently is a statement in the Constitution that the club adheres to the BE safeguarding guidelines, so we will need to develop a club policy and provide more information to members, both on our website and notices in the clubhouse, as well as raising awareness of safeguarding issues. Fortunately, BE provides very good guidance on its website, including templates and checklists for us to follow. Much of this material relates to children and young people, so will not affect the club, but safeguarding of vulnerable adults is very relevant.

13. The required training is available from the Bowls Development Alliance (BDA) – the basic courses are available online at reasonable cost (£30 -£40). We agreed that the club would fund the cost of any courses needed for our club officers. Safeguarding Officers and coaches at the club should hold current DBS (Disclosure and Barring Service) certificates, which are free for volunteers and can be obtained through BE.

Action: Andy and Gail to meet to discuss requirements and training and develop a club Safeguarding Policy

OPEN FORUM

14. Andy had published a summary of the topics raised at the Open Forum following the AGM in November and we discussed the issues which had emerged and decided on some actions.

- a. **Financial deficit:** no further action for now, the question was answered at the meeting.
- b. **Match Results:** we agreed that team captains would be responsible for posting match results and any comments they wished to make on the CWBC Community WhatsApp group, as this should reach most members. Andy would pick up results and add them to our website.
- c. **Use of Car Park on CTFC match days:** we had answered the concerns raised at the meeting. The only action was on Andy to ask the catering company manager to inform us when they did not intend to use the car park, so that members could park there.
- d. **Catering at Home Matches:** See para 15 below
- e. **Management Committee members:** Action was in hand to produce a picture gallery of club officers and committee members (see para 4 above) and Andy would publish a list of each officer's responsibilities.
- f. **Induction of New Bowlers:** We agreed that the club needed to develop a structured program for new bowlers and to involve the qualified coaches in any scheme. We will return to this at our next meeting.
- g. **Open Forum:** We agreed that the Open Forum had been a very useful exercise and that we should hold a similar session in April and then at the end of the season in September or October but separate from the AGM. The Committee should use this opportunity to provide feedback to members on actions and club development. For the April session Andy would provide a short talk (c. 20 mins) on the basics of the Laws that everyone should know, noting that even established bowlers have gaps in their knowledge. Jools Gray proposed that we should also have a Suggestion Box in a prominent place, which would provide an additional channel for members to communicate with the Committee. We accepted this proposal and Andy would provide a box to be placed in the foyer.

CATERING COORDINATOR

15. In view of our commitment to resume catering at club matches Dave Hooper proposed that we establish a new post of Catering Coordinator, who would be responsible for organizing a team of volunteers to provide the refreshments, as requested by team captains. We were concerned that in the past the task of producing cakes, sandwiches etc had fallen on too few people and we wanted to expand the pool of members prepared to do this. Any member providing food would be offered £5 to cover their expenses, as a matter of course (they may decline but should not be expected to do so). The Committee approved the proposal.

Action: Dave Hooper to find a volunteer for the post

16. During the discussion we noted that questions about volunteering were included on subscription renewal forms but that we did not make full use of the data acquired. Andy undertook to make this information more widely available to relevant officers.

Action: Andy to collate and distribute information on potential volunteers at next renewal of subscriptions.

AOB

17. We agreed that the **curtains in the lounge** should be replaced – they were at least 20 years old. We looked at several samples of material and selected one for making up. We had a quotation of £360 for ready-made curtains, however, we had a member who was willing to make them for the club. We agreed that we would buy the material and ask the volunteer to make them, provided the cost was less than this quote.

18. **Access to Bar:** David Hearle was concerned that members were not respecting the rule that they should not go behind the bar, unless they were the nominated bar servers for the evening. It is a working area with restricted space and nobody other than the servers should be there without invitation. There is a notice to this effect on the door, but it seems to be ignored. Advice to bar persons is to keep the door shut to discourage others from entering. Andy will renew the notice and reiterate the injunction to members to respect this rule.

19. Several posts had been left vacant at the AGM in November, principally **Fixture Secretary and Ladies Captain**. In the absence of any other candidate coming forward we agreed to co-opt Julie Beaven (elected as Vice-Captain) to the post of Ladies Captain. Consequently, we would now need to find a vice-captain to assist her. Since all next season's fixtures had been confirmed, it was not necessary to appoint a new Fixture Secretary immediately, but we would need to fill this post by late summer.

20. The **ice maker** behind the bar has failed and will not be repaired. In future, we will buy ice cubes to be left in the freezer.

21. Debby Hooper advised that dates and arrangements for **future social events** had changed: new details were posted on the social noticeboard.

22. Don Bailey noted that the sign at the entrance had no contact number. As Secretary, Andy was content that his number should be added to the sign.

23. The Wednesday working party had attempted **sanding of the skittle alley floor** to alleviate the effect of the 'groove' with little success. Don had 2 quotes for a full job to level and resurface the floor which were between £4,000 and £5,000, which we agreed was too expensive for the benefit to Short Mat play.

24. Don would like a few more volunteers for **Wednesday morning working party** to help with maintaining the buildings and grounds. He was advised to advertise for more members to join in on the WhatsApp groups.

25. Damp in the Ladies' changing room was due to a **leak in the roof**, on which the working party had performed a temporary repair. Inspection of the roof showed that there were some areas of concern in the longer term and we might have to consider obtaining quotes for more general repairs.

26. Dave Hooper noted that the Constitution did not include the Midweek Triples captain in the list of officers, though for several years he/she had been attending Committee meetings. He proposed that the Constitution be amended to add this post to the list in paragraph 2.1 of the Constitution, which the Committee approved. Andy added that while putting in the amendments from this year's AGM he had

noticed a few other paragraphs that needed updating or changing to reflect our current practice. It was now 6 years since we had adopted our current Constitution, so we should probably undertake a formal review soon.

Action: Andy to prepare a suitable amendment to put to the AGM in November 2024.

DATE OF NEXT MEETING

27. We agreed that our next meeting would take place at the clubhouse on Thursday 04 January 2024 at 2.00pm.

Andy Todd
Secretary

Signed as a true
record:

D. Hooper (President)