

WELLINGTON (SOM.) BOWLING CLUB

Minutes of the Executive Committee Meeting held on Friday 12th March 2021 by Zoom.

The meeting opened at 9.30am

1. Members

<i>Role</i>	<i>Name</i>	<i>Initials</i>	<i>Role</i>	<i>Name</i>	<i>Initials</i>
President	Paul Kelly	PK	Admin Co-ordinator	Henry Richbell	HR
Chair	Janet Moore	JM	Bowls Co-ordinator	Eddie Dilley	ED
Treasurer	Derrick Alford	TG	Asset Co-ordinator	Tony Woollard	TW
Functions Co-ordinator	Steve Lovell	SL	Admin. Assistant	Brian Wombwell	BW

2. Apologies: No apologies all members present.

3. Minutes of Previous meeting

The minutes of the meeting held on 12th February 2021 were accepted

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

a) No one has been able to locate the key to the Gas Meter Cupboard and it is locked so we have no access. Tony to resolve this as soon as possible.

b) A Lap Top has now been obtained and connected to the Bowlr system and the TV.

c) A first Aid Course for our members will cost approx. £37 and if there are more than 12 members attending they will do the course at our premises. We will send out a letter to all members asking for volunteers to attend the course.

d) It was agreed that we would advise members that we will defer the AGM until November when it should be possible for all members to attend.

e) Henry asked Brian to finish the modifications to the Constitution as soon as possible and he promised to do this.

TW

HR

BW

5. Chairperson's Report Janet Moore

Thanks to members of the Executive Committee and Jay who held a Zoom meeting after the announcement of the Road Map out of Lockdown. We agreed that the Official Opening of the Green would not take place as planned but members would be able to book and play on the Green from 12 April via Bowlr. However, this is dependent upon rules not being changed by the Government. We await further details from Bowls England about what will be allowed and will then be able to formulate our plans in more detail regarding League and Friendly matches.

I would like to thank Brian for his work on the March Newsletter which went out to members. Hopefully, we will be able to return to Bowls and meet up with fellow members again this Summer. Thank to members of the Executive and the Green staff who have worked hard for our return this Summer.

6. Admin Co-ordinator Henry Richbell

a) The grant application from the council was approved and we have received a cheque.

b) There are no other items to report except those on other parts of the agenda.

7. Bowls Co-ordinator Ed Dilley

a) Eddy has spoken to Ian Hollingsworth about travelling to the Friendly away matches whilst lockdown is in operation and it was decided that we await the Bowls England advice before making any decisions about whether matches should be played or not.

b) Eddy has been contacted by a potential new member Philip Stevens.

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<p>8. <u>Asset Co-ordinator Tony Woollard</u></p> <p>a) Plaster crack in wall by double doors. Steve has removed the cracked plaster and re-plastered that section of wall. Thanks to Steve and I will re-paint next week. While investigating the crack it was found that some of the outside brickwork requires re- pointing. This is not urgent and it will be actioned during the summer months. It was also noticed that the roof lead work where the indoor rink meets the main building has slipped, this will also get done during the summer.</p> <p>b) Card Reader. The one we have will only work with a "smart phone" which means we would have to buy a smart phone for the bar. An alternative company "Sumup" have a card reader that does it all via Wi-Fi for £99 or with a printer for £119 on offer at the moment. The committee asked Tony to place this on order straight away so that we can have the system up and running before we open the Green. Tony will ask if we can send back the original for a refund.</p> <p>c) There are a couple of small jobs to be done before we re-open and they will be done before the end of this month. TLS still waiting parts from Germany, hopefully due next week and they have promised to install it as soon as it arrives.</p> <p>d) Steve has re-decorated the entrance porch. Thank you Steve.</p> <p>e) I have received an email from David Dagg concerning lockers, and he has asked me to raise several points at exec meeting. The points are: -</p> <ol style="list-style-type: none"> 1. Can we refrain from re-issuing lockers until we know who is actually a member after membership renewal forms have been returned. It was agreed that this would be done as soon as possible after 1st May. 2. There are up to 10 lockers where we have no keys to open them with apart from the master key. Tony to ask David order as many keys as are required. 3. Yesterday I noticed that there are a few lockers still full of bowls etc. belonging to members that I thought had left. This is where a full current membership list would be helpful. If we can identify who these lockers belong to, they should be contacted and if they are not rejoining the club, they are asked empty all their belongings. If they do not then the belongings are to be boxed up and put in the storage shed and if not claimed they are to be disposed of. 4. Looking ahead we will need more lockers to accommodate the current waiting list plus more to accommodate new members. The current waiting list is 11 ladies & 7 men. This may change when we know our member numbers after May 1st. It was decided that we will wait until after May 1st when we should be able assess numbers required more accurately. Before ordering we need to examine the changing rooms and assess how many and where more lockers can be installed. Janet commented that we should endeavor to offer a locker to all members who wanted one as they an important part of the facilities we offer members. <p>Green Report for Jan 2021 by Paul Kelly</p> <p>a) Maintenance on the Green is continuing and on schedule to be ready for April 12th.</p> <p>b) The edging boards have been purchased at a cost of £45.00 and the old boards will be replaced in the next couple of weeks.</p> <p>9. <u>Functions Co-ordinator Steve Lovell</u></p> <p>As normal at the moment nothing much to report.</p> <p>a) I have spoken to Ann Cowling and sent her the current list of outside members so that she can put together the Tea Duty List ready for Friendly matches, I will have to let her know when we intend to start these which I don't think will be until at least May / June time. When we get all the new Membership Forms returned the list probably have to be altered.</p>	<p>SL</p> <p>TW</p> <p>TW</p> <p>DD</p> <p>TW/DD</p> <p>PK</p> <p>SL/AC</p> <p>SL/MN</p>
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<p>b) Marguerite has been in to the club to check items we already have in the kitchen, she will arrange with a couple other people to go and give the kitchen a deep clean and re wash all the crockery. This is taking place next Monday 9am.</p>	SL
<p>c) The Bar is almost ready this needs a bit of time spent putting all the glasses through the washer as they have got a bit dusty, and stock will need to be ordered, as we could officially open it from the 12th April as a beer garden. We need to consider buying 3 picnic tables to put out on the grass verge at the left hand side of the clubhouse. I have got a few quotes but they are a bit dearer than I thought I forgot that there would be VAT on them, so we can get 3no 6-seater ones from Wadhams they want to charge us £250 each including VAT, I have also found someone in Wellington they have quoted £450 for the 3 benches if you all agree I will ask him to make them. Delivery should be within 4 weeks. It was agreed that several benches have been scrapped over the last couple of years because they had become unsafe and we should replace them. Steve to purchase new benches.</p>	SL
<p>d) We will need to get the white tables out from the hall and put into the garage at some point. Also move some seating in the visitors changing room to store the spare tables and chairs. I have a few coat hooks to put up in a couple of changing rooms and name plates for doors also lock the door between the visitors and ladies changing room.</p>	SL
<p><u>Also</u> As you have also seen by now that the Bowls Tour has been re dated to the 4th October 2021 so far we have around 30 people wishing to go, hopefully we will be able to get others to take the places of ones that have dropped out, if we do then the monies they pay can go back to those who require a refund. John Cherry is in contact with the Hotel.</p>	SL/JC
<p>10. <u>Matters Requiring Attention</u></p>	
<p>a) The official "Opening of the Green" has been cancelled but Bowling will start on April 12th. Brian has informed the Mayor Janet Lloyd accordingly.</p>	HR
<p>b) Membership Renewal Pack will comprise: -</p> <ol style="list-style-type: none"> 1. The Membership Registration Form. 2. Competition Entry Form which will be a duplicate of last year but we may have to limit the competitions to suit the Covid restrictions that apply at the time. 3. The latest version of the Fixture List which may require further alterations. 4. Instructions for booking rinks using the Bowlr system. 5. Information about the re allocation of Lockers. 6. Letter asking members to return the forms as soon as possible so that we can complete the administration processes before May 1st. <p>The pack to be sent out during the next few days.</p>	
<p>c) Banking - We are still in the process of getting Derek registered with the Bank.</p>	
<p>11. <u>Any other Business</u></p>	EXEC
<p>a) Open Day Weekend - We are reasonably sure that the Open Day at the end of May will go ahead but there may be some restrictions. When we get the Bowls England report we will start making the preparations applying the guidelines accordingly. Henry has asked for a copy of the Bowls England publicity literature when it becomes available.</p>	HR
<p>b) The SBA Affiliation Forms will be done as soon the number of member Registrations has been calculated and recorded but before the deadline of 7th May.</p>	SL
<p>c) Bar Opening - We anticipate that we can serve drinks outside from the double doors. We have some PPE but more is being sourced so that all Bar Staff are covered.</p>	TW
<p>d) Card Readers - when the new reader has been installed all bar staff will be given instructions on how to operate it.</p>	
<p>e) Sanitizer will be available it is not to be applied to the mats or used on the green.</p>	PK
<p>f) Paul suggested that we fit a combination lock to the Equipment Shed as the keys to the lock keep going missing. This was agreed and Paul to organise.</p>	PK

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<p>g) Community Let Application - Before we agree we should prepare a Letting Policy to be signed by the applicant and we should establish how we can mitigate any problems that may compromise the use of the club by our members. The Committee affirmed that as an independent Bowls Club we have to ensure that our members get priority over the use of the club but when possible we should open the club for hire to the local community. We also have to acknowledge that regular lets are very difficult as we have a considerable number of home matches in the afternoons and evenings.</p> <p>h) Grant Funding - Paul has spoken to Richard Manning and told him that we have no plans in mind for project work during the next 12 months so he should not apply for grants in that context.</p> <p>i) Safeguarding - Richard Manning has suggested that we should have a Safeguarding Flow Chart and could be heavily penalised if we have an incident. Henry agreed to look into the implications of this. It was suggested that we should have one male and one female Officer who should either be qualified or is willing to do the training</p> <p>j) It was suggested that when we do another Newsletter that we ask members to volunteer for Asst. Treasurer and Safeguarding Officer (one male and one female)</p>	EXEC
<p>12. Applications for Membership - There were no applications.</p> <p>The meeting closed at 11.00am</p> <p><u>Date of Next meeting: 9th April 2021 at The Clubhouse.</u> (Subject to Covid Restrictions)</p>	HR
<p>Signed:Janet Moore (Chair) Date:2021</p>	