

Minutes of the Executive Committee Meeting held on Friday 13th January 2023 at the Clubhouse.

The meeting opened at 9.30am

1. Members

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

Action
by

2. Apologies: Derrick Alford

3. Minutes of Previous meeting

The minutes of the meeting held on Friday 9th December were accepted as a true record.

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

5. Chairperson's Report Paul Kelly

Nothing to report.

6. Acting Admin Co-ordinator Jay Merrell

- a) Henry has kindly agreed to compile and organise printing of the 2023 outdoor fixture booklet. I have asked him to provide me with a timeline to enable the booklets to be ready by the 27th March. This date was confirmed, and the booklets will then be distributed along with the Membership Forms.
- b) The meeting agreed that the EGM to agree 2023 subscription rates will be held on Monday 13th February. From the club constitution we need to give members three weeks' notice. I will send out the calling notice on Monday 23rd January (or before). The agenda would need to be agreed and approved at the Execs meeting on Friday 10th February and immediately promulgated to membership.
- c) Please can Executive Committee members consider if they want anything included in the 2023 outdoor fixture booklet to be ready by the 18th of February.
- d) I held a meeting with Lynda to discuss changes to the membership renewal form which will be presented to the Executive for approval once we know what the 2023 subscriptions are going to be? At this meeting Lynda emphasised that it is essential that each individual member (full, social or otherwise) fills in a separate individual renewal form. So, we can't allow couples, for example where one is a full member and the other a social member, just to return one renewal form.
- e) It was agreed by the meeting that the Membership Form should be issued alongside a letter making it absolutely clear that every individual member must fill in a Membership Form, return it before the end of April and payment to be made by the end of April. **NOTE (All Outside Memberships are terminated on April 30th.)**
- f) It was further agreed that all Outside Members who pay the Indoor Fee in September must fill in another individual Membership Form.

- g) I propose in future that we dispense of the word “minutes” to describe output to members from Executive meetings and refer to them as “Reports”. Some members are of the opinion that minutes should be a verbatim summary of what has been discussed at our meetings. In my opinion the production of minutes is a legacy practice, and Reports more accurately reflects the output we provide members from our meetings. Agreed unanimously.
- h) Webmaster (Jay)- Met with Graham to discuss how we might populate the website with match results. Members agreed this was an excellent idea.
- i) Publicity Officer (Di Dagg)- NTR
- j) Safeguarding Officer (Henry Richbell)- NTR
- k) Welfare Officer (Steve Lovell)- I contacted Steve informing him that his kind offer to take on the role has been approved by the Executive.
- l) Membership Secretary (Lynda Manning)- Martin Speakman raised his concerns that after the six free coaching sessions, there did not appear to be any information supplied to new bowlers, as to what to do next or who to contact. Having spoken to Graham Brown, it has been agreed that his contact details will be shown in the "Welcome to the Club" letter, so that he can point them in the right direction. I know Graham is keen to progress a mentoring scheme, more on this from Graham in due course.
- m) Jay confirmed that Henry had agreed to continue as Safeguarding Officer.

7. Bowls Coordinator Graham Brown

- a) Trevor Jenkins has been confirmed as Competition Secretary.
- b) Coaches should be more proactive in training new bowlers when they have completed their initial six weeks coaching.
- c) I have been looking into how we may be able to increase use of the WBC website and Bowlr regarding fixtures, results, and competitions to keep members better informed. Further work needed as the templates do not seem to have “MS Excel type” functionality

Subgroup members report the following month’s activities:-

Men’s Captain (Eddie Dilly)

- d) Some adverse feedback from members regarding new underlay in the indoor rink. Tony responded by saying that members had reported several conflicting complaints, and these would be investigated when the carpet is serviced in the summer. The Underlay and carpet is exactly the same as North Petherton and they have had no complaints. It should also be understood that the new underlay is thinner than the previous one and much quicker. It has been noted that at one point there is a very small gap in the underlay, but this should not affect performance.
- e) I met with Ian Hollingsworth concerning Outdoor season matters. (See Friendlies)

Captains’ reports.

Ladies’ Captain (Brenda Wilson)

- f) Brenda has provided Ladies League contacts for the coming outdoor season.

Friendlies Captain (Ian Hollingsworth)

- g) Ian has met with Richard Whiting to review the East of Exeter selection protocols. Aim is to develop players with potential. This ideally will involve support from “A” team players, on a rotational basis, to balance the squad.

Ian has reviewed the selection process with Eddie and initial thoughts are as follows:-

- h) Availability will be sought over a shorter time period, probably four weeks at a time.
- i) Club room availability chart will be retained, supplemented by email and where necessary personal contact with members.
- j) Selections will be notified on the board and by email.
- k) Individual selectors will be responsible for dealing with selection issues arising for each of the Saturday teams, Over 60s and West Somerset Bowls League.
- l) Bill Warnett will take responsibility for producing the spreadsheets for availability and selection.
- m) Further work needed on responsibility for the league teams, update in due course.
- n) Selectors will not play throughout the April practice matches to support a better selection process.
- o) Next season we will endeavour to improve the less experienced players by mixing teams up rather than having specific named teams in the East of Exe League.
- p) We have some problems because we do not have enough Ladies volunteering to play in League fixtures and this needs discussion to see if we can find ways to improve the situation.

Indoor Captain (Gerry Mangeolles)

- q) Gerry reports that Indoor competitions are still progressing well No other issues.

Fixtures Secretary (Jay Merrell)

Outdoor fixtures update since December meeting.

- r) Saturday 17th June. Middleton Cup, Worcs v Cornwall
- s) Sunday 18th June. Balcombe Trophy, Cornwall v Gloucs. Start time moved to 14:00
- t) Balcombe match request Worcs v Devon turned down due to possible clash with 5th Round of the Ladies Southey Trophy
- u) Home mixed friendly v Cullompton arranged, return date awaited.
- v) Draft fixture list has been checked by opposition fixture secretaries.
- w) Competitions Secretary (Post vacant)
- x) Currently updating coming season's contacts lists for each League WBC compete in
- y) Coaching. No update this month

8. Asset Co-ordinator Tony Woollard

- a) "Greengage" have been informed of the problems with the indoor carpet and I am waiting to hear back from them with a date for them to visit.
- b) Heating appears to be operating ok at present, but I have found the club house timer set to be on constant a couple of times. I also note that the thermostatic valves have broken off a couple of radiators. I have tuned the radiators off until replacements can be sourced. These will be replaced in the summer when we have the systems serviced and drained as we need a power flush to clean out the equipment.
- c) On 09/01/23 the alarm went off at 20.27 resulting in "Walford Security" attending at 21.00. No fault was found, and the building was secured. This will result in extra cost to the club. This is one of several times recently when the alarm has gone off for no apparent reason, although operator error strongly suspected. Other than the most recent call the alarm has been reset by arranging a telephone call from an "Able Alarms" engineer and my being on-site to follow his instructions to reset the alarm. I am very disappointed in

the performance of Walford Security and it appears that they have been overcharging. I am looking for an alternative contractor that can do a better job.

- d) We have had a small snag with the till (SumUp) system. They have stopped paying the takings straight into our bank account. On contacting their Support, they informed me that they sent us a bank card which can be used to withdraw funds, and also how to change the app preferences to pay straight into our account. To date I have not been able to get the app working as per their instructions and no bank card has appeared. I am still working on this but feel we need someone versed in banking and IT to take responsibility for the till admin.
- e) It was agreed that Phil Ellis as Assistant Treasurer should be asked to take over the SumUp system. It is understood that he has some knowledge of this type of computer system.
- f) The annual electrical appliance testing (PAT) has been done and no problems found.
- g) We have, unfortunately, had a visit by vermin (mice) in the loft space and bar area. I have installed ultrasonic sounders in the bar, clubroom and kitchen and put poison in the loft. We need to be vigilant as mice are known to have a liking for electric cables as well as discarded food. This is not the first time we have had a visitation, last time they chewed through a telephone cable and a couple of lighting cables.

9. Functions Co-ordinator Janet Moore

- a) Over the Christmas and New Year period we have held several events, some well supported by members and others not.
- b) The Mini Christmas Raffle was very well supported and raised the magnificent sum of £ 480. Thanks to everyone who donated prizes and to Alan Moore and Steve Lovell for their organisation of the Raffle.
- c) Our Christmas Party was well supported with nearly 60 members and guests attending. It was a very enjoyable evening and good to see members back at the Club for a social event. Social Events in the winter are a way of keeping in contact with Club members who you do not play with in League matches or Roll Up groups.
- d) After the positives I have to move onto some of the negatives. New Year and Boxing Day were not well supported, although those attending had an enjoyable time. A great deal of time and hard work goes into putting these events on and it is dis-heartening when they are not supported by members, as well as a financial cost to the Club. We are currently advertising the Valentine Disco and at the time of writing there are no names on the Board. I have stated that we need 35 people to cover the cost of the event. I will discuss with the Executive Committee what our plans for 2023 should be. I will be holding a meeting of the Social Team on the 18 January and will convey the views of the Executive Committee to them.
- e) Friends of the Park have offered us a free pitch at their fund-raising Event on the Park on 7th May. It was agreed that we should use this as a recruitment initiative.
- f) A discussion took place on whether we should have a party at the club to celebrate the coronation of King Charles. A date is to be set if our members agree.
- g) It was agreed that the Bar prices must be increased in line with new price lists from our suppliers. The current mark to be maintained.
- h) The new Form to hire the Clubroom was approved.

10 Greenkeepers Report Paul Kelly

- a) December Finished with 20% plus the average rainfall for the month, this made getting essential green work completed difficult. The monthly mow not achieved until New Year's Day. Since that cut, a Lawn sand treatment for killing moss was applied and a trace element Manganese fertiliser. A few small Fusarium patches evident, but the Lawn sand will stop any further spread. While the wet weather increases the risk of Fungal attack currently the Green is looking in good condition.
- b) Moss spread is small and mainly confined to the very edges of the green where it appears every winter. Grass growth has been good with a really thick sward. We do have grass seed sprouting in the ditches for the first time since we used tyre crumb, I believe this was caused when heavy rain after we had carried out the seeding flooded the green causing some seed to wash in to the ditches. A careful application of weed killer should resolve the problem when we have a period of dry weather.
- c) Will chase the mower service as the service request was noted and we were placed on list for collection but not advised when it will happen.

11. Treasurer's Report Derrick Alford

- a) Phil Ellis has agreed to become the club's Assistant Treasurer.

12. Matters requiring attention February/March.

- a) The dishwasher in the kitchen to be replaced with a floor mounting model. The subcommittee to review.
- b) **Club Licence** – Tony Woollard to submit appropriate information.

13. Any other business - No items were raised.

14. Applications for Membership - Ken Anderson Social Membership Approved.
Mark Bond Indoor Membership Approved

The meeting closed at 11.10am

Date of Next meeting: Friday 10th February 2023 at The Clubhouse.

Signed: Paul Kelly (Chairman) Date: 2023