

Minutes of the Executive Committee Meeting held on Friday 10th March 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

2. Apologies: Janet Moore and Paul Kelly. Due to Paul's absence Graham was asked to act as Chair.

3. Minutes of Previous meeting

The minutes of the meeting held on Friday 10th February were accepted as a true record proposed by the Graham Brown, approved by Jay Merrell, and seconded by Tony Woollard.

4. Matters arising from previous minutes (not included elsewhere on the agenda).
There were no matters arising.

5. Chairperson's Report Paul Kelly

a) Paul was absent due to illness.

6. Acting Admin Co-ordinator Jay Merrell

- a) The 2023 Fixture Booklet has been shared around the Executive for proof reading, with a deadline 11th March. Some corrections and suggestions had been suggested and there were included where appropriate.
- b) The membership renewal form, outdoor competitions entry form and notice to members will be sent to the printers on the 11th of March. I'm going to ask for 200 reregistration forms (we'll need some in September), 120 outdoor competitions entry forms and 150 notice to members. I have ordered and received 200 A5 envelopes. Members will have the option to download editable versions from the website and return online if they prefer?
- c) The fixture booklets and other documents should be ready by the 27th March. We need to recruit a working party of volunteers to help pack the envelopes. Brian suggests this is 5 or 6 members. Lynda has already started by creating name and address labels for the envelopes. Once I have some more names, I will propose some dates and times for the period shortly after 27th March- perhaps Exec members could consider their availability to help over this period?
- d) Confirm discussion regarding club participation in the Coronation Family Fun Day at the Rugby Club. Refer to the Social Committee and discuss at the next Exec. meeting.
- e) **Webmaster** (myself)- The deadline for fixture change updates in the Fixtures Booklet has passed. Further changes will be advertised on the website, as a News Item and

Action
by

indicated in Red in the website fixtures list. I will also email captains and put a note on the notice board.

- f) **Publicity Officer** (Di Dagg)- A draft recruitment advert for the April Edition of the Wellington Edge magazine has been submitted to the Editor.
- g) **Safeguarding Officer** (Henry Richbell)- NTR
- h) **Welfare Officer** (Steve Lovell)- Bereavement cards have been sent to the families of Sylvia Lane and Dennis Fullstone who sadly passed away last month. Thinking of you cards were sent to Monica Spalding and Eileen Stewart as they continue treatment.

7. Bowls Coordinator Graham Brown

Subgroup members report the following for this month's activities: -

Men's Captain (Eddie Dilly)

- Before the outdoor season commences Eddie would like the away match fuel contribution reviewed, following the fall in prices since the end of last season. Without a reduction he considers availability of participants could be impacted.
This was discussed and it was agreed that the Mileage and current fuel prices would be reviewed and recalculated. A proposal will be brought to the April meeting for further discussion.

Ladies' Captain (Brenda Wilson)

- Ladies are holding a pre-season meeting on 22 March.

Friendlies Captain (Ian Hollingsworth)

- Ongoing pre-season meetings being held with selectors regarding process for fixtures availability and selection.

Indoor Captain (Gerry Mangeolles)

- Nil report.

Fixtures Secretary (Jay Merrell)

Minor amendments to the fixture list ongoing following requests from other clubs .

Competitions Secretary (Trevor Jenkins)

- Revisions to the competition's entry form complete.
- Entries this year can be placed in a new "competitions box" or emailed direct to Trevor Jenkins to reduce the previous paper chase. Payment of 2023 membership fees will be validated before the draw.

Bowls Co Ordinator (Graham Brown)

Mike Groves will be attending the SBA meeting on behalf of WBC and will collect this season's League score cards.

Other pre -season matters in hand.

Coaches

- Martin currently has four new members just completed coaching; further support being offered until the outdoor season. Richard Manning to be approached to ask whether he wants to continue coaching at our club. It was also mentioned that our club would benefit if we had a Lady coach. Brenda Wilson to be asked to mention this at the upcoming Ladies meeting.
- Request made to improve the visibility of indoor rink edge markers. The difficulty arises on the window side of the rink because the position of the markers is hidden by the radiators. This problem is to be considered further with the possibility of putting the markers on the radiators.

8. Asset Co-ordinator Tony Woollard

- a) The indoor carpet still giving a few problems, probably due to the underlay joints. We can get this fixed during the September visit by "Greengage". I imagine that the heavy use it is getting at the moment is not allowing things to settle. I have also noticed that the carpet in the ditches is lifting above the main bowling surface at times and has needed to be pushed back down. I also wonder if the vacuum cleaner we have is powerful enough to keep the carpet clean, so will investigate a more industrial one.
- b) The clubhouse heating system is still losing pressure, causing it to cut out at times. A small leak was found, and repaired, in the visitors changing room. I will arrange for heating engineer to replace broken radiator valves etc. during the summer. The cost of gas is still high, but hopefully the warmer weather during the next few months will even things up a bit.
- c) Areas of the clubroom became a bit tidier during the last Month, thanks to all those who did the tidying, but we need to ensure that they don't get filled up again.
- d) The risk assessment is due for annual review, which will be done over the next couple of weeks, although I do not imagine any changes will be required. It may be useful to instigate a "near miss" log in the clubroom, which may well assist in next years risk assessment review.
- e) There are cracks appearing in the Gents toilet walls and nails are protruding from the ceiling in places. The cracks appear to be getting larger and I feel more investigation required. I have heard that local youths have been seen on the roof in that area which may have caused the damage. I wonder if this is something that would be covered by our insurance, and whether we should get a builder to do the rectifications? Tony was asked to contact the builders and give them a snagging list and ask them to attend as soon as possible.
- f) Tony mentioned that despite all the notices he has put around the club members are still leaving doors open. The heat lost is a cost to the club and members should be more aware of this.
- g) It was highlighted that we still have not taken any action to find a successor for Tony as he indicated at the last AGM that he will be resigning in November 2023. This role covers a multitude of tasks which need regular attention, and the club would have considerable difficulties covering for Tony should he become absent for any length of time. It was decided that we must address this problem with some urgency and requested that Tony should compile a list of his duties together with details and contacts etc. Tony agreed that he would do this.

9. Functions Co-ordinator Janet Moore

- a) I am pleased to report that our February Bingo was well supported and that the Big Flyer prize has still not been won. The Acoustic Night on the 4th March was an enjoyable evening thanks to Tony and his acoustic group.
- b) I've put a list of proposed events for next winter on our Social Board and to date very few slips are in the box.
- c) The Torquay Tour is fast approaching, and Steve has arranged a meeting on 13th March for all those going on Tour.
- d) The Social Team met, and it was agreed that we would purchase a Bigger Screen TV from the Social Fund. Members had indicated that they would come down to the Club for major sports events. (Bar would be open with the agreement of the Bar Steward). We do not intend to subscribe to Sky as this would be costly to the Club. Steve and Tony are sourcing the TV and suitable bracket. The committee approved the purchase providing the cost is sourced from the Social Fund.
- e) Teresa D has been booked for the Christmas Party and this is the only event that the Social Team proposes to pay for. All other functions will be inhouse.
- f) The list of Food for Opening of the Green will go up shortly. I will also put the list up for volunteers for Tea Duties for Men's Leagues and Friendlies, Ladies Friendlies, Mixed

Friendlies and Open Leagues. If volunteers do not come forward those playing will have to organise teas between themselves; we do not expect a few people to do tea duties all the time.

- g) Due to rising costs all tea prices have been increased by 50p. The committee approved this.
- h) The Social Team decided that we would hold a Meat and Easter Egg draw. We are running the draw in the same manner as the Christmas Mini Draw. I'm pleased to report that sales in the first week have gone very well. Date of the Draw will be prior to Easter exact date tbc.
- i) I would like to confirm that Marguerite has agreed to carry on as Catering Officer and will cater for County matches etc. However, during holiday absences all queries regarding Catering should be addressed to myself.
- j) The Bar Steward is undertaking a deep clean of the Bar and Marguerite is proposing a deep clean of the Kitchen on the 11th and 12th April. I will be asking for volunteers to help.

10 Greenkeepers Report Paul Kelly

Paul did not send a report. However, it was noted that in the past few weeks a treatment had been applied to the Green and it had been mown recently. The result is that the Green is looking to be in excellent condition.

11. Matters requiring attention February/March.

- a) Distribution of Fixture Books, Membership Forms etc.
- b) A decision to be made as to how we celebrate the Coronation on Sunday 7th May.

12 Any other business

- a) **The dishwasher** in the kitchen. It was agreed that the dishwasher should be replaced preferably before the outdoor season starts. Tony to take Marguerite and Angie to the suppliers with a view to purchase a new machine as soon as possible.
- b) **Club Licence** – Tony does not expect any problems but will review in due course.
- c) **The Wellington Pétanque Club** is based behind the Sports Centre and currently does not have anywhere to store their equipment. It was suggested that we offer them temporary storage for their equipment and possibly allow them to have meetings in our clubroom. They will have to become Social members if they meet when the bar is open. Unfortunately we do not have the room to offer them space for a rink.

13. Applications for Membership - David Graham, Mike & Pauline Jayes, Maria Mitchel, David and Catherine Bridger, Michelle Newstead. All Approved.

The meeting closed at 10.50am

Date of Next meeting: Friday 14th Apr

Signed: Paul Kelly (Chairman) Date: 2023