

WELLINGTON (SOM.) BOWLING CLUB

Minutes of the Executive Committee Meeting held on Friday 14th August 2020 at the Clubhouse.

1 Members

Role	Name	Initials	Role	Name	Initials
President	Gill Groves	GG	Admin Co-ordinator	Henry Richbell	HR
Chair	Janet Moore	JM	Bowls Co-ordinator	Eddie Dilley	ED
Treasurer	Tony Gibson	TG	Asset Co-ordinator	Tony Woollard	TW
Functions Co-ordinator	Steve Lovell	SL	Admin. Assistant	Brian Wombwell	BW

The meeting opened at 9.30am

2 Apologies: None. All present

3 Minutes of Previous meeting

The minutes of the Zoom Meeting held on 14th August were accepted as a true record and signed by the Chair

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

There were no matters arising.

5. Chair's Report Janet Moore

It has been an eventful time since our last Executive Committee Meeting. Work on the Clubhouse has progressed at pace and our thanks must go to Steve, Derek and Tony W for their hard work and to those members who help with the removal of the rubble.

Members are playing regularly on the outdoor rink and thanks go to the Ground Staff for the excellent state of the Green. Rink Bookings have been going well and some days have been fully booked but there is usually availability on some days. We have also added another 6.30pm session on Monday. I have had to remind members that they must let me know who is playing as we need to keep records for 21 Days under COVID Regulations, despite reminders this does not always happen.

The Singles and Pair Competitions organised by Eddy and Henry are progressing well and have been much appreciated by members. We have also had mixed friendly matches which have been appreciated by those members who have taken part.

6. Admin Co-ordinator Henry Richbell

Membership

Numbers have remained static but that was only to be expected given the restrictions but we have now received a number of new applications.

We are now approaching the time for indoor membership renewal and we need to decide how and what we are going to do given that at this time I am very reluctant to send out anything until we make a firm decision on whether the indoor rink will open or not. We also need to decide on indoor membership and social fees given the lack of playing time etc. over the summer. This item to be discussed under AOB.

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<p>Welfare Tracey has not been contacted with concerns about any members. A card has been sent to Paul Kelly following his successful operation</p> <p>Publicity A Picture of the Taunton Deane match was sent to the Welly Weekly and was published on the back page.</p> <p>Safeguarding Nothing to report</p> <p>BowIR The inputting of members details is currently underway and the system is looking good. We need to get the rest done and checked and then advise members of the system and how we use it. We also need to get internet installed so that members can book rinks whilst they are at the club.</p> <p><u>7 Bowls Co-ordinator Ed Dilley</u></p> <p>We have played two friendly matches against Taunton Deane that have been very successful and a further two games against North Petherton at home and away. Taunton Deane have asked if we would play two further games of four triples on the 30 Aug and 6th Sept 4 and we have to agreed but with three triples.</p> <p>Henry and Eddy have had discussions about opening the indoor rink this winter. Under the current Covid -19 restrictions Indoor Sports can now take place but we have to accord with the Government Guidelines. We think that we should be able to play singles, pairs and triples and stay within the Social Distancing. We ask the Committee for approval before we proceed any further. This item to be discussed under AOB.</p> <p><u>8 Asset Co-ordinator Tony Woollard</u></p> <p>The main Assets activity has been the alterations in the clubroom, which I understand will be discussed separately later in the meeting.</p> <p>We have brought the cleaner back from furlough and Di is keeping the toilets and corridor clean and disinfected.</p> <p>The indoor rink has some items from the clubroom stored in it at the moment, which will need removing before the rink can be re-opened. The carpet is due to be stretched on 16th September. I will attend to let the fitter in and stay until he has completed the stretch. The outdoor green is in good order and it is good to see it in regular use. On a positive note, I have spoken to Paul and he is recovering well from his operation.</p> <p>We are using a fair amount of sanitizer and wipes, and we may need to look at a bulk buy. The other concern is still keys, and I think we need to replace the locks. The double doors out from the club room also need attention. I have adjusted them to ensure they will close correctly, but noticed several loose or missing screws, and the doors are showing signs of damage. I will endeavour to repair as soon as I find time, but we may need to get A1 windows to have a look.</p> <p>On the subject of A1 windows. As I write we are still waiting for them to complete the work on the front door which they started 2 weeks ago. They may finish this week, and I hope to have an update by Friday.</p> <p><u>9 Functions Co-ordinator Steve Lovell</u></p> <p>a) No activity at the moment so nothing to report. b) Tony Woollard commented that members had approached him asking when we intended to open the bar. It was agreed that we should carry on with the refurbishing work</p>	<p>HR</p> <p>ED</p> <p>ED/HR</p> <p>TW</p> <p>TW TW</p> <p>TW</p>
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<p>whilst the Covid restrictions are in place and as we cannot foresee how long the work will take this matter will be reviewed on a monthly basis.</p>	
<p>c) Steve asked if the amount of crockery we store could be reduced. It was decided that we should save 8 sets of the posh crockery for use if we have important guests and the remainder should be donated to a charity.</p>	TW
<p>d) We still have some food left in the freezers that is still within the Sell by Date and it was agreed that we hang on to this for the time being.</p>	
<p><u>10 Matters Requiring Attention</u></p>	
<p>a) The form and a cheque will be returned to SBA confirming our registration for the 2021 cup competitions.</p>	HR
<p>b) It was decided that the Closing of the Green should be delayed until the 3rd of October depending on the weather conditions. Paul Kelly to make the final decision.</p>	PK
<p>c) Brian to order a wreath for Remembrance Sunday.</p>	BW
<p><u>11 Any other Business</u></p>	
<p>a) Changes to the Constitution - Constitution</p>	
<p>A revised draft Constitution is currently in preparation. When finished copies will be distributed to Exec. Members for approval and amendment as necessary. Henry told the meeting that a considerable number of clauses had to be deleted, changed, and added. He added that the changes would be marked so that they could be found easily.</p>	HR
<p>b) BowIR - The work is progressing and the program should be up and running in two weeks and will open before the Indoor season starts.</p>	HR
<p>c) Keys - The existing locks can be modified and this work is in hand. We must have one key that fits all locks and a list of people who have key or access to a key.</p>	TW
<p>d) Internal Competitions - The competitions have started and are now proceeding. There was a problem with the pairs but this has been resolved.</p>	HR
<p>e) Indoor Secretary - The activities for the forthcoming season will be very restricted and much reduced so finding someone to fulfil this position is not urgent. We need to establish a Job Description for this role and if possible split the work between two members.</p>	BW
<p>We will not take part in any Indoor Friendly away matches this season.</p>	
<p>f) Indoor Season and Membership -</p>	
<p>Eddy explained that if we move the minimum mat position up to the first spot at each end there will be room for 4 people to maintain social distancing which will allow triples to play. Players to change ends always walking up the green on their right hand side. When setting the jack, the original tee position can be used so the length of the green is only reduced by one yard. This was agreed as a possible step to take when playing triples. Brian had distributed details of the guidelines which would apply and it was agreed that these could be accommodated as they apply to establishing rules and putting up notices, providing sanitisers and maintaining a cleaning and disinfection regime. The only difficult issue is that a Ventilation System is required to provide fresh air to the room space. Tony provided Brian with the contact details of a local ventilation company and he will arrange to get a quotation for the necessary equipment and controls. After some discussion it was agreed that we should contact all Indoor Members and ask if they intend to play during the forthcoming season. It was also agreed that we should aim to open at some point during October this to be reviewed when and if we have resolved the ventilation problem. Henry and Eddy to draw up a timetable to include a Men's League, Ladies League, Mixed League, Roll Ups etc allowing for a suitable break between games for changeover. The timetable to have space available for all members to participate. Work on this to start as soon as the number of Indoor Members participating is established.</p>	BW HR
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Eddy also suggested that we should leave any competitions until after Christmas and this was agreed.

It was also agreed that the Indoor season membership should be reduced to £5 (but the £1 per hour green fee to be maintained). Members to be informed that this expires on April 30th and should be renewed on 1st May along with the Outdoor membership fee. This is to reduce the workload of the Treasurer and the Membership Secretary.

HR

g) Clubhouse alterations

The work has proceeded very quickly. The building of the new bar is complete except for decorating, lighting and flooring. The cost of the work so far is less than £2,000 and this news was applauded by the committee. The old bar and store has been removed and work has started on the making good to walls etc. It was decided that the old carpet in the clubroom should be removed and quotations sought for new flooring as soon as possible. As the cost is likely to exceed £5,000 this matter should be put before the membership.

HR

A message to be put out for members to help with decorating of the walls and ceilings.

When the decorating is finished the competition Honour Boards to be put back up.

It was agreed that the door to the old store room in the corner of the clubroom should be retained as this easily facilitates the transfer of the bar stocks to the new bar store.

It was agreed that the Internet Connection should be ordered.

It was agreed that we should order a card reader for purchases at the bar.

Health and Safety Review

Tony W said that his workload at the club had been significant but he would complete the H&S review as soon as possible.

TW

AGM

It was agreed that due to restrictions of Social Distancing the AGM would be delayed until March next year. Should any officers want to resign then replacements would be co-opted by the Executive Committee.

12) Applications for Membership

Six applications for membership and these were all approved.

The meeting closed at 11.35am

Date of Next meeting: Friday 11th September 2020 at 09.30am

Signed:Janet Moore (Chair)

Date:2020.