

# WELLINGTON (SOM.) BOWLING CLUB

## **Minutes of the Executive Committee Meeting held on Friday 3rd July 2020 (Using Zoom hosted by Tony Woollard)**

### **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

### **3 Minutes of Previous meeting**

The minutes of the Zoom Meeting held on 5th June were accepted as a true record authorised by the Chair and signed by the Admin Co-ordinator.

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

There were no matters arising.

### **5. Chair's Report Janet Moore**

Chairperson's Report 3 July 2020

Since our last Executive meeting we have now had the Green open for a month and have allowed pairs to play since the 20 June. The number of members wishing to play has remained constant and the same members are booking – on average twice per week. Weekends are quiet and the overall use is currently at 45% with the morning slots being used the most.

My thanks to all who have helped to make the Green available to members.

Thank you to Henry for his work with Bowlr and organising the demonstration. It was extremely helpful and answered many questions that we had about the system. As with all new systems we will have teething problems but once embedded it will be an asset to the Club.

### **6. Admin Co-ordinator Henry Richbell**

#### **Membership**

Numbers have remained static but that was only to be expected given the restrictions. 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 we have no idea when we will be allowed to open the indoor rink.

#### **Welfare**

Tracey has not been contacted about any concerns regarding members. Tracey has requested that if anyone knows of member who is not well could they please let her know.

#### **Publicity**

The Opening of the Green info and photo was sent to the Welly Weekly and it was published. We should start sending articles more regularly about internal competitions and the like as a way of keeping our name in the forefront.

All

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<b>Safeguarding</b>	
Nothing to report	
<b>BowIR</b>	HR
The new membership and rink booking system has now been ordered and the invoice sent to Tony G for payment. Delivery is expected around 8th July and we therefore need to get the permissions sorted so that the background work can be started. Also need to sort out when we are going to go live and how we explain it to all members.	
<b>Ladies Captain</b>	HR/CW
Ann Cowling has requested contact details for all the Lady Members. It was agreed that she should be supplied with a list of names and phone numbers only. Home addresses and email addresses are restricted information.	
<b><u>7 Bowls Co-ordinator Ed Dilley</u></b>	
<b>a)</b> Nothing much to report as there has been no activity on the green as yet.	HR
<b>b)</b> The SBA has suggested a Pairs competition but travel could be a problem as members would have to travel individually in cars. We would also not be able to host games until the Clubhouse has been re-opened. It was decided that we would not take part in this for the time being.	
<b>c)</b> We have also been approached by the WSBL - but due to travel problems again we will decline.	HR
<b>d)</b> Taunton Deane have asked if we would be interested in playing a friendly Triples match at Home and Away. The committee expressed concerned about the risk to members but suggested that Jay should ask them if they would tentatively agree a date for late August when it could be reviewed again.	JM/ED
<b>e)</b> Eddy found the front door open one day and it was suggested that some members were accessing the club through the clubroom. The front door should be permanently locked at all times and Tony W. agreed to have a word with the Ground Staff to ensure that they lock it when they leave.	TW
<b><u>8 Asset Co-ordinator Tony Woollard</u></b>	
<b>Green and Outdoor</b>	
Regular maintenance is being carried out on the Green which is in excellent condition. The fences and benches have been treated and are looking good. The grass around the green is being kept well and the plants are being watered.	
<b>Indoor</b>	
As the indoor rink and the clubroom have been "out of use" there has been no change to their condition. I am still inspecting weekly and running taps etc. to ensure everything stays in good order. The changing rooms remain locked, and we have only had a couple of members who have had to empty their lockers. The Gents and Ladies toilets remain locked, with only the disabled toilet in use.	TW
<b>Use of the Green</b>	
<b>a)</b> The present system for using the outdoor rinks appears to be working fairly well, with the disabled toilet being kept clean by those using it, and the rinks are being used responsibly. Members should be reminded that after applying the antiseptic Gel they should wipe it off as it will harm the grass.	JM
<b>b)</b> It has become evident that some members are occasionally using the seating around the green as a "social meeting area" and not observing social distancing. They are also still on site when the first bowlers of the day turn up.	
After some discussion it was agreed that Spectators should now be allowed to enter the Green area but they must respect the Social Distancing rules of two metres so one person per bench. They must also respect the members who are playing by not distracting them. It was also agreed that a Notice is to be put up which instructs all non-playing members must enter their names in the book that will be placed in the	

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<p>Smokers Hut so that we can comply with the Track and Trace Team should this become necessary. If any problems occur, we will reconsider this matter.</p>	
<p><b>c)</b> A second issue is that rubbish is being put into the blue bin, which will need emptying. We will arrange for the bin to be collected in due course.</p>	
<p><b>d)</b> A third issue is that the entrance gate has been left open while the green is in use. Members who are using the Green are to be informed that they should close the gate closed when entering and leaving the Green.</p>	TW/HR
<p><b>e)</b> The Open/Close rota is working well at the moment.</p>	
<p><b>f)</b> Members using the disabled toilet are cleaning it as instructed. The current rules allow no more than 18 people on site (three groups of six) and Tony suggested that we could re-open the Gents and Ladies toilets, and re-start the cleaning process. This would also allow the passageways etc. to be cleaned as well. We would need to put notices on the toilet doors to let people know that only one person at a time can use the facility. The changing rooms and club- room must remain locked. This was agreed and Tony W agreed to arrange.</p>	TW
<p><b>g)</b> It was agreed that Tony W. should contact the cleaner and ask her to resume her cleaning duties but these will be restricted to certain areas for the time being. This may also help with the open/close rota if the cleaner can coordinate her work accordingly.</p>	TW
<p><b>h) Thoughts on bar</b> Having read the official guidelines, I do not think it feasible to re-open the bar at the present time. I, therefore, tend to agree with the proposal to refurbish the bar and knock down the old ladies' toilet. I do have a couple of points to make; firstly, we need to trace the water feed to the boiler to ensure that the toilet feed can be safely disconnected, secondly we need to ensure that the WC drainage is correctly sealed off, and thirdly is there any reason why the bar cannot be kept rectangular, with the serving area pointing down the hall? This would give a bit more room and look a bit tidier in my opinion. <i>This matter was discussed under "Any Other Business" later in the meeting.</i></p>	TW
<p><b><u>9 Functions Co-ordinator Steve Lovell</u></b></p>	
<p><b>a)</b> No activity at the moment so nothing to report.</p>	
<p><b><u>10 Matters Requiring Attention May/June</u></b></p>	
<p><b>a) Health and Safety Audit</b> - Tony W informed the meeting that this was now underway but has been hampered by current restrictions.</p>	
<p><b>b) SBA Gen 4 Form</b> - The Bowls England database shows that this form is to be superseded and we await details.</p>	TW
<p><b>c) Somerset County League Cups</b> - We have not received any details and no forms have been received.</p>	HR
<p><b>d)</b> We require nominations for Vice President and Honorary Members by end of August.</p>	JM/HR
<p><b><u>11 Any other Business</u></b></p>	
<p><b>a) Changes to the Constitution</b> - various changes will have to be framed to accommodate the problems that may arise in the future similar to the crisis caused by the current Coronavirus situation. In particular, the duties and power of the Executive Committee to take over running of the club in the best interests of the members. Initially Henry will bring forward proposals to the Executive Committee</p>	HR

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<p>which will be presented to the members for approval at the next AGM. It is not possible to hold or arrange an AGM under current restrictions so the Exec. Committee have to assume control for the time being.</p>	Exec
<p><b>b) BowIR</b> - Due to the problems experienced with the Bowlr Zoom presentation another presentation will be arranged in the near future. In the meantime, we have to appoint someone as manager of the Bowlr system and someone as Reception Manager who will have access to the system. Chris Williams will need to access the membership details and Jay will need access for arranging fixtures. Henry to set up the system etc. and liaise with the Exec. later.</p>	TW
<p><b>c) Keys</b> - There are several keys held by different members that give access to various areas of the club. It is important that we get a list of all the locks and a register of key-holders. Members agreed that this is essential and should be carried as soon as possible. The list to be compiled and organised by Tony W. We should also consider buying suited locks with master keys.</p>	ED/HR
<p><b>d) Internal Competitions</b> - It was agreed that we should organise the following competitions for our members to start early August. Open singles and Open Pairs. Triples will not be considered unless the restrictions are lifted very soon. Members are to be contacted as soon as possible. Partners for Pairs are to be drawn by Eddy and Henry. Details to be sent out to members, to see who is interested, as soon as possible.</p>	BW/Exec  EXEC
<p><b>e) Indoor Secretary</b> - Brian informed the meeting that John Cherry has given him a memory stick with details of all the jobs and duties that he has relinquished as Indoor Secretary. These will be examined and if possible we will share these duties and recruit members to manage them as a group.</p>	
<p><b>f) Indoor Season and Membership</b> - It was decided that this year the Indoor Membership Subscription will continue to be £16.00 but next year we will assume a single membership date of 1st May for all forms of membership. This will save a considerable amount of work for the Treasurer and the Membership Secretary. This matter to be put before the next AGM. It is not yet clear when we will be allowed to open the Indoor rink and what restrictions will be applicable. In the circumstances the Exec. Committee will keep this under constant review.</p>	TW/SL
<p><b>g) Clubhouse alterations</b> It was decided that we should investigate the possibility of removing the ladies Toilets whilst the club is closed. This would release additional space in the clubroom. Before any work is done we should investigate fully the implications and costs of the work to be carried out. The Bar should not be considered at this time as it is hoped to redesign the whole club room when we have the funds and altering the bar could be counterproductive at this time. However, it makes sense to construct the new bar before demolishing the old bar so that we can continue to operate. Tony, Steve and Derrick to discuss on site and report back to the committee. Before any work is done we must construct a safety barrier and a Health and Safety Assessment prepared.</p>	TW  HR
<p><b>h) Cleaner</b> It was agreed that we should write to Di Troake and instruct her to start work again on her usual schedule from 6th July. All the toilets are to be cleaned but the kitchen is to remain locked. The Indoor Rink carpet can also be cleaned as necessary.</p>	

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**i) Duties** - any member can be authorised by the Executive Committee to carry out a specific duty. It was agreed that Bill Warnett be approved to assist Tony Gibson to prepare the monthly and annual accounts. A letter to be sent to Bill asking him to continue the excellent work he has done so far.

**j) Inter Club matches** - As discussed earlier in the meeting complying with the current restrictions is very difficult and we are not able to arrange matches at this time. However, we will keep the option under constant review.

### **12) Applications for Membership**

There are no applications for new membership this month.

The meeting closed at 11.10am

**Date of Next meeting:** Friday 14th August 2020 at 09.30am

Signed: .....Janet Moore (Chair)

Date: .....2020.