

WELLINGTON (SOM.) BOWLING CLUB

**Minutes of the Executive Committee Meeting held on
Friday October 15th 2021 at the Clubhouse.**

The meeting opened at 10.30am

Note the meeting was held later to accommodate the Keep Fit Session.

1. Members

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

2. Apologies: Paul Kelly.

3. Minutes of Previous meeting

The minutes of the meeting held on Friday 10th September 2021 were accepted as a true record.

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

- a) Tony reported that the PAT Testing will be carried out in November.
- b) Club Shirts - BW telephoned Kerula Sportswear yesterday and was told that the manufacturer has been inundated with orders for Football, Rugby and other sports that have now restarted after the long shutdown due to Covid. This has not given them time to concentrate on development. They have promised that the sample shirts will be received next week and will be delivered to Brian's house the same day. The committee concurred that if this promise is not met then we should look elsewhere for another provider.
- c) Covid Protocol – Members Agreed the Protocol and Flow Chart and will be added to the Risk Assessment. It was also agreed that Spectators would be allowed in the Indoor Rink but this would be kept under review.

5. Chairperson's Report Janet Moore

Since our last Executive Meeting we have come to the end of our Outdoor Season, and I must thank all involved in the "Closing of the Green" which proved to be very successful. It was good to see so many members at the Club. We now look forward to our Indoor Season which hopefully will be better than last year.

Tony Woollard and I have worked on a Covid Protocol which will be presented to the Executive for them to amend as appropriate for approval. I've been asked about Spectators in the Indoor Rink and said that we would discuss this at our Executive Meeting as no decision had been agreed upon as the Executive had not voted one way or the other. We hope that members are responsible, which at the time of writing my report members have been. We, therefore, need to make a decision at our meeting. (see 4c above)

As a Lady Member I attended a meeting of Ladies on Wednesday 29 September convened by Ann Cowling Ladies Captain. I was disappointed by the negative tone and the criticism

BW

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of the Executive Committee and Individual members of the Committee. Any Club Officer or Club Member can contact the relevant Executive Committee member about problems or suggestions for improvement. If anyone is not sure who should be contacted about their issue, I can be contacted for advice on which Executive Member should be contacted. Ann had received a phone call about management of Ladies Matches which she went through asking for opinions. In a subsequent Email I pointed out to Ann that this was not the place for these matters to be expressed and any issues should be raised to the Bowls Coordinator and then, if necessary, brought to the attention of the Executive Committee. All discussions are in the Executive Committee Minutes, or under Reserved Business if it is considered confidential. There was an Agenda Item about the Ladies Changing Room regarding removal of the floor lockers and decoration. I was asked for my opinion and responded I could not give an opinion and would remain neutral. I did say that "anything that the Ladies decided upon should be taken by Ann to Tony Woollard our Assets Coordinator and any decisions brought to the Executive Committee for their scrutiny". I understand Ann has now arranged a meeting with Tony.

Ann announced that she had problems this year with Tea Duty Allocation for Mixed Friendlies and that she and Win would not carry on for next year. This year has not been a normal season as some Clubs wanted nothing but others, part way through the season, offered more than tea and biscuits. This has been across all matches not just Mixed Friendlies and has been difficult to manage as efficiently as we would wish. As no one came forward for Tea Allocator, I said that I would take on the task and Marguerite offered her assistance.

This is our last full Executive Committee meeting prior to the AGM and I would like to thank all Executive members for their work in what has been very difficult times. Also thanks to Brian for taking minutes at our meetings.

6. Admin Co-ordinator Henry Richbell

Membership - We have had a number of new members joining the club and now need to make sure that we include them in all activities. I will be talking to Chris Williams as to how we ensure this happens and also train him so that he can take on full responsibility. We also need to ensure that new members are included on the email list so that they can be kept informed of club activities etc. I have been informed that the team members from Hemyock have registered to play in our Men's League on the Indoor rink.

BowlR - The problem we had with the BowlR system has now been resolved. This was because we had two seasons running at the same time, however they said that this should not have been possible. Thanks to Jay for updating the indoor season.

AGM 2021 - Clive Manning has suggested a number of amendments to the constitution which have been circulated to the Exec and I thank him for this. We also need to ensure that copies of reports are definitely delivered to all members without emails, so they should be post them out.

Presentation Evening - All trophies have been engraved and are ready for presentation. Christine Willcocks has kindly offered to provide music when the main event has finished.

7. Bowls Coordinator Ed Dilley

- a) The "Closing of the Green" event was a great success which started at 11am and did not finish until nearly 8pm. Most of the competitors stayed to the end and enjoyed a great BBQ cooked up by Derrick Alford and his assistants.
- b) The Indoor Rink Leagues and Roll Ups have commenced, and things appear to be working smoothly.

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- c) Interest in the Short Mat Bowling has been disappointing, but it is early days and I hope that it will pick up in due course. I hope to get someone to give some coaching on Friday evenings which will generate more interest.
- d) Members have requested tea and coffee be made available when the Bar is not Open. It is not possible to have the Kitchen open due to Health and Hygiene Regulations so a majority of the Committee agreed that as a trial tea and coffee would be available in the Clubhouse when the Bar is not open. The table must be kept clean and tea and coffee must be paid for. The charge is 50p per cup and money is placed in the cash box. If the station is not kept tidy or tea and coffee not paid for then the facility will be withdrawn. The Bar Staff will replenish stocks each evening as necessary.
- e) At the moment teams in the Mixed Weekend League must include at least one lady or one man. Failure to do this results in a penalty of 25% off their total score. I would like the committee to consider the scrapping this rule. The Committee agreed that the rule should stand on the basis that the Mixed League may become a men's league if the penalty was scrapped.
- f) Indoor Bowling Away matches – It was agreed that Eddy should coordinate car sharing to the Indoor Bowling away matches

8. Asset Co-ordinator Tony Woollard

1. The front door has been adjusted but we now have another problem. The contractors wedged the door open when they were installing some cables and this has caused the door to jam in the frame. This will be attended to as soon as possible.
2. The indoor rink clock has had the battery replaced. The decorative ring around the clock requires gluing.
3. Abel alarms are due to service intruder and fire alarms on 14th October.
4. The door from the corridor to the green is now being shut when nobody is on site, which is good news.
5. There is some work to be done outside mainly refixing lead flashing and some pointing work which can be looked at when outdoor greens are not being used.
6. The key safe is still being left open. I am concerned about misuse of the keys and also emergency access to the main fuse box. This requires discussion to determine the solution.
7. The Risk Assessment revision was completed on 8th October.
8. The Fire extinguishers have been serviced. The one in the kitchen was out of date and has been replaced and a new one added by the fire escape from the indoor rink.
9. The indoor rink carpet is beginning to come away halfway along the right-hand side where it goes into the ditch. When it was stretched last year the fitter reported that the carpet grippers were pulling away in places. I asked the company who stretched the carpet for a full report and a quote on repair but never heard anything from them. I think it will be OK until next year when we need to get the grippers replaced. Brian added that the problem is that the existing rails are softwood and need replacing with hardwood and they need screwing into position before the carpet is stretched and re attached. Failure to do this will result in a continuing problem. Tony to approach the contractor to get a quotation for doing this work next summer. Depending on the price we may decide to replace the rails ourselves but this may necessitate closing the rink for a week or so.

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Functions Co-ordinator Steve Lovell

- a) The closing of the green was excellent, and the BBQ was well received by all members with no one going without food this year. The Bar and Raffle also did very well.
- b) The Torquay Bowls Tour was very successful everyone had a terrific time. John has stepped down as organiser for next year I have put myself forward to try to organise next year's trip. We have 2 dates pencilled in at the hotel and prices for both dates, one is the 28th of March 2022, the other is the 3rd October. Henry to email members to see how many wish to go and also which date is preferred.
- c) We had the Friends of Wellington Park use our clubhouse on Saturday 9th October for their AGM and party. Marguerite, Angie and Janet were at the club from 3pm to cook and prepare all the buffet for the evening and they finally left at 10pm in the evening. The Friends of the Park gave us a cheque for £350 for the evening and spent approx. £100 on the bar. I think we need to look at this next year and charge for the time for Kitchen and Bar staff. It was agreed that a charge should be made for Bar and Kitchen staff and that for each event the cost should be based on the amount of time that the staff are expected to work.
We were a little disappointed that only a few members came to support this event especially as there was live music and food at no cost to them.
- d) The winners of the "Outdoor Competitions" have been displayed in the frames on the Clubroom wall. They have been done in a larger print so that it fills the frame but next year when we reprint with the 2022 competitions this will be reduced.
- e) On Friday afternoon Marguerite had to go into the club to put things in the kitchen for Saturday to find the kitchen door open with the key hanging out of the lock and the key safe wide open, the key for the kitchen has now been removed from the safe anyone wishing to go into the kitchen will need to ring Marguerite.
- f) Xmas Raffle seems to be going well but we need to put an email out to all members with Raffle sheets that we would like them back by the 2nd week in November.
- g) Tabletop sale has had quite a lot of interest and we have had a number of people paying through BACS for a table this will be held on the 13th November.

10 Matters requiring attention: September/October

- a) **The Pat Testing** is due and has been arranged for November.
- b) **East of Ex League** – Eddy to ask Richard Whiting to do it.
- c) **Wreath for Remembrance Day** – Brian to arrange.
- d) **Boiler servicing** – Tony has it in hand.

11 Any other business

- 1) **AGM**-The members are all to be notified that they must write to Henry at least two weeks before the AGM informing him of any issues that they consider should be discussed at the AGM. Any other issues or suggestions should be notified to the relevant Exec. Member.
- 2) **Annual Club Subscriptions and Rink fees** - are to be decided in the future by the Executive Committee and advised to members at the AGM
- 3) **Members of Sub Committees** - are to be asked by the relevant Exec. Member if they intend to continue in their post after the AGM Meeting so that they can be officially appointed by the Exec. Committee. Exec. Members to seek replacements for anyone who is not continuing with their job.

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- 4) **Exec. Member reports for AGM** - Henry asked that all reports are sent to him as soon as possible and no later than 1st November so that they can be incorporated in the AGM documents.
- 5) **Men's, Ladies and Mixed Captains** to be confirmed at the AGM
- 6) **Audit of Accounts** – Derrick confirmed that he has arranged a meeting with the auditor for next week.
- 7) It was confirmed by the committee that a Full Member of the club is a member who has paid the full subscription fee to play on the Outside Green for the current year. This excludes new members who have joined during the current outdoor season. Only Full members are allowed to vote at the AGM. Indoor only and Social members are not allowed to vote but may speak to address the AGM when appropriate.

Ladies Changing Room- Tony reported the following issues that were raised by Ann Cowling at their recent meeting.

- The Artex on the ceiling is peeling off in places. Tony proposed that we should inspect the ceiling to find out why this is happening and then we can take remedial action.
- It was suggested by Ann that some of the foot lockers should be removed so that a new set of lockers could be installed.
- New benches should fitted which allow Bowls Bags to be stashed underneath.
- Benches should be installed in the centre of the room with coat hooks over to give more space for changing.
- There should be ventilation to all changing rooms.
- The whole room needs decorating.

The Executive Committee agreed to remedial Ceiling work and also the installation of Ventilation in the Ladies, Men's and Visitors Changing Rooms. Tony will go back to Ann with plans which Janet said must be circulated to all Lady Members for their agreement and then presented to the Executive Committee for their scrutiny.

Men's Meeting

It was noted that the Ladies had a meeting on a regular basis to discuss issues etc but there was not a similar meeting for the Men members and this should be addressed. When the AGM has been held and the subsequent work resolved a meeting will be arranged.

Tuesday Evening League

Henry floated the idea of an internal league to be run on a Tuesday evening. The idea was well received and this will now be worked up to a full proposal.

Keep Fit – It was confirmed that the Keep Fit should continue on Friday mornings from 9.15 to 10.15am but they would have to either move to a different day or not meet on the second Friday of each month. We have a policy of charging for people who use the clubroom and take money for their services. It was decided that Monica should be charged £10.00 per session.

Safeguarding Officer

It was agreed that again the Executive would try and find one or two people to undertake the role of Safeguarding Officer but in the meantime that Henry and Janet would continue in that role.

12. Applications for Membership – Julie Walker Indoor Member - approved

The meeting closed at 12.30pm

Date of Next meeting: 12th November 2021 at The Clubhouse.

Signed:Janet Moore (Chair)

Date:2021

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