

WELLINGTON (SOM.) BOWLING CLUB

Minutes of the Executive Committee Meeting held on Friday 9th October 2020 at the Clubhouse.

The meeting opened at 9.30am

1. Members

<i>Role</i>	<i>Name</i>	<i>Initials</i>	<i>Role</i>	<i>Name</i>	<i>Initials</i>
President	Paul Kelly	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

2. Apologies: None. All present

3. Minutes of Previous meeting

The minutes of the meeting held on 11th September 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

Chairperson's Report 9 October 2020

Since our last Executive meeting we have now closed the Green. Members have expressed their appreciation in being able to play on the Green this Summer. Those members who played in the Competitions and Friendly Matches have enjoyed the limited play that we have had in what has been a season like no other in the Club's history. Our thanks must go to Paul, Nick and David for such an excellent Green for us to play on.

Our Closing of the Green on Saturday could not be held outside as hoped due to the inclement weather. Thanks to Tony, Steve and Derrick who worked last week to make the Clubhouse ready to allow us to go indoors. Unfortunately, due to Covid regulations we could not invite all members to attend. Gill also handed over as President to Paul. Thanks go to Gill for her work over the last 2 years and we now welcome Paul to the Executive Committee and look forward to working with him.

The Clubhouse is now almost complete. We look forward to being able to welcome members to see the work when it has been finally completed.

I would also like to thank Henry for his work on inputting membership details onto the Bowlr system.

Tony, Steve and Derrick will also be working on the ventilation system for the Indoor Rink to bring it up to the required current regulations which will allow us to use the Indoor Rink once again.

6. Admin Co-ordinator Henry Richbell

Membership

I have received one new application, for a social member.

We have regrettably lost two members, Laurie Greaves and Vern Adams.

I have sent out an email to members concerning future developments and now we need to get a letter out to members who do not have email.

Once we have agreed the start date for the Indoor Rink I will send out logon details to each member and advise that bookings can then be made using either Bowlr or phone.

Publicity

HR

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<p>Di and David Dagg are continuing to keep the Welly Weekly up to date with what has been going on at the club.</p> <p>Safeguarding Nothing to report</p> <p>BowlR The inputting of members details is now complete, as far as can be done. Alan Moore has tested the booking system and reported that it worked well. I am just trying to gather any additional member emails to save having to send out letters. We now need to get internet into the clubhouse so that anyone can use the system when visiting the club.</p> <p>Constitution A revised constitution has now been prepared incorporating comments from the Exec and is available for the AGM.</p>	HR
<p><u>7. Bowls Co-ordinator Ed Dilley</u> Jay has sent an email from Bowls England who intend to organise a countrywide recruitment campaign and asks that all clubs co operate by reserving space in their program during the 2021 May Bank Holiday i.e. 28th to 31st May. They also caution that this depends on the current COVID situation at that time. It was decided that we would reserve the evening of Friday 28th and morning and afternoon on Sunday 30th as our 2021 Open Days.</p>	ED/JM
<p><u>8. Asset Co-ordinator Tony Woollard</u> Clubroom / Bar The alterations are nearing completion with only a few minor jobs to finish. Electrically I need to alter the switching of the main lighting so that they can be switched to suit various requirements, the heating requires reconnecting, the television and PC monitor need installing; and the PA needs re-connecting. This work is planned to be complete by 23rd October at the latest. There is a fairly major job that needs to be done and I will explain in a later paragraph (see paragraph headed "Loft Space"). Steve and Derek have given sterling service with all their hard work, along with all those who helped with the re-decoration. The sounds in the clubroom are reverberating following the alterations, but the solutions are easy and not expensive, we can look at this once the furniture is in place.</p>	TW
<p>Indoor Rink The carpet was stretched as planned, with some repairs to the side fixings. The team from "Dales" reported that the carpet strips that hold the sides are pulling out due to the fixings failing. This means that next year they will need to be replaced. I am waiting for a full report from "Dales" before I ask them for a quote.</p>	TW
<p>The extract fans are now on-site awaiting installation. Derek and Steve have volunteered to cut the holes through the walls and I will then wire in the fans and the controllers. The heating needs to be checked before the rink can be opened, and emergency lighting checked. I anticipate the rink will be ready for opening by the end of this month.</p>	PK
<p>Outdoor The outdoor maintenance team did a wonderful job keeping the green playable until 3rd October. Maintenance will continue during the winter months, possibly including moss removal and top dressing.</p>	TW
<p>Club Entrance The work is nearly complete, with only the door entry system to be completed. I expect this to be completed before we open the indoor rink.</p>	TW
<p>Loft Space During the clubroom alteration's, it was found that the loft space is very damp due to problems with the insulation. I have taken professional advice that has confirmed my</p>	TW

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conclusions. The loft has thermal insulation fitted between the rafters this insulates the roof directly and one layer of thermal insulation between the joists. Another layer of thermal insulation has been added over the top of the joists that is covering up the ventilation louvres at the edges of the roof. The level of insulation would have been acceptable if there was a vapour barrier between the plasterboard ceiling and the joists. This has turned the loft into a "sweat box" and has led to the insulation layer between the joists to become wet which will cause severe damage to the woodwork if this problem is not resolved quickly. There is also evidence that vermin are, or recently have, been living in the warm damp conditions. There is a solution; the insulation between the rafters is more than adequate to prevent heat loss from the loft, therefore, we could remove all the insulation from the top of the joists and vents and dispose of it. The alternative, and probably best, solution would be to take off the newer insulation (the second layer) and put it to one side before removing all the old insulation and disposing of it. The newer insulation could then be laid between the joists (ensuring all the vents stay clear). To achieve either solution some rather unpleasant work needs to be done. I have found a firm that would do this for us, including removal of debris, but have yet to receive a firm quote from them (informal estimate is about £1500) but will await the exec's decision before firming up a quote.

Tony was asked to get a firm quotation as soon as possible and distribute this to the other members of the Exec. so that an early decision can be made.

Fire Alarm / Emergency Light Testing

I have asked Ernie Windsor to restart the testing as soon as possible

EW

9. Functions Co-ordinator Steve Lovell

As you all know, due to the inclement weather, the Closing of the Green on the 03.10.20 was held inside the clubroom. The large tables were well distanced apart in the hall and we stipulated no more than six people at each table. Everyone complied with the rule and stayed at their chosen table.

Derek and Myself worked behind the bar with Janet and Cathy taking the orders and delivering the drinks to the required table. Well done everyone it was a very pleasant evening enjoyed by everyone present.

Exec.

I think that we should seriously start thinking about ideas to get members back using the club so that we can start regenerating the cash flow.

1 – Can the club be opened on a Monday Evening for a club night, incorporating the crib night so as to try and get members back into the club? Once the ventilation fans are in the indoor rink, we could then have a few people rolling up. Hopefully then start to get some money back on the bar. We would maintain a limited bar stock and replenish this as necessary.

2 – Can we consider re-introducing the Bingo night once a month? I have been asking other clubs, bars, how they have got over the problems. The Conservative club are running theirs on Wednesday's and Saturdays with people sitting fairly distanced away from each group, in groups of 6 or less. The bar staff with appropriate PPE take their drinks orders at the table once they have sat down and distribute the drinks to them. All this would be easier to achieve once we have a card machine in place. We will still need to have some cash in the till as not everyone has a card. We would need to have 2 people selling the tickets as the members come into the hall and also someone to sell raffle tickets. As this is cash bingo all the money taken is paid back as prize money. Obviously we cannot open until the furniture has been purchased and this has to be done sooner rather than later.

Brian told the committee that the Government Guidance clearly states that adequate ventilation is necessary. This was discussed but no decision taken.

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<p>3 - I have now put the NHS Track and Trace signs up in the club so if people have the NHS app they can scan these. We still have a book for those who have not got the app.</p>	
<p>4 - Steve said that he had made strenuous efforts to sell the old furniture but no one had shown any interest. It was decided that Derek should be asked to burn it.</p>	HR
<p>Henry gave a very short presentation describing what was available and what the prices were. A decision was made and Henry was asked to purchase the furniture as soon as possible.</p>	TW
<p>Tony W. said he would carry out a full Risk Assessment before the next meeting and it was decided that this matter should be reconsidered at that point.</p>	
<p>10. <u>Matters Requiring Attention</u></p>	TW
<p>1 - Tony W. said that he would take care of the PAT testing as the annual check is now due.</p>	TW
<p>2 - Tony will also arrange for the boilers to be serviced when they have been reconnected.</p>	TW
<p>3 - It has been suggested that some of the older members may have difficulty carrying their bowls across the Car Park and up the front steps to access the Indoor Green. This may discourage them from playing. It was decided that to resolve this problem two lockers would be positioned in the Indoor Rink but these would specifically for the members who had an infirmity.</p>	HR
<p>4 - Henry to contact all members to find out who wants to be included on the register for Indoor Bowling. The question was raised " How many bowling sessions will be available per day." The time lapse between each match was discussed and it was decided that there this should be 1 hour between the start and finish times of each match. Members to be asked to arrive and enter the club no earlier than ten minutes before their start time and to leave the club within ten minutes of their match finish time. This will allow 4 games per day and this could be extended, if there is a demand, by introducing a fifth game in the evening.</p>	
<p>The matches are restricted to singles, pairs, and triples. Only the players are allowed in the rink. No spectators or supporters allowed. It was noted that singles should be discouraged as this will seriously reduce the income from match fees.</p>	Exec. TW
<p>5 We still need to appoint a Safeguarding Officer.</p>	
<p>6 We still need to install a Card Reader and Internet Service.</p>	Exec
<p>7 It was announced that Richard Fox wishes to resign as a Trustee of the Club but would continue for 1 year if necessary. A replacement needs to be found and we need to send a letter to Richard thanking him and letting him know that we are looking for a replacement.</p>	
<p>11. <u>Any other Business</u></p>	Exec
<p>a) The question was asked "do we need more lockers?". The answer is that we probably do but we will consider this when the changing rooms have been sorted out and we are able to assess the need.</p>	JM
<p>A message is about to go out asking for volunteers to help move the existing lockers to the revised locations.</p>	Exec
<p>b) Indoor Secretary - two members to be appointed to organise 1) Indoor Leagues and 2) Roll Ups and Competitions.</p>	
<p>c) Health and Safety Review - in progress will be done soon.</p>	ED
<p>d) We should look at the possibility of playing short mat bowls in the clubroom on two nights of the week with the intention of joining a local league in the future.</p>	
<p>12. Applications for Membership - One application from Lorraine Mee for Social membership. This was approved.</p>	

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The meeting closed at 11.30am

Date of Next meeting: Friday 13th November 2020 at 09.30am

Signed:Janet Moore (Chair)

Date:2020.

Addendum by Brian Wombwell

My interpretation of the Government Guidance is as follows:

Government Guidance clearly states that adequate ventilation is necessary at all public gatherings.

"Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors and prioritizing outdoor seating. Do not open windows and doors if doing so poses a safety or health risk to customers or employees".

Opening outside doors and windows on a cold winter night causes cold drafts that are a hazard to health.

We have an obligation to keep our members safe and to mitigate all risks in relation to the Covid -19 virus.