

CHELTENHAM WHADDON BOWLING CLUB

MINUTES OF THE 97th ANNUAL GENERAL MEETING

Held at the Clubhouse on Friday 08 November 2024 at 7.00 pm

1. The President took the chair and welcomed members to the meeting. He then called for a minute's silence in memory of Don Hughes, who had passed away earlier in the year, which was respectfully observed.

APOLOGIES FOR ABSENCE

2. The following members tendered their apologies for not attending the meeting: David Potter, Graham Hughes, Wendy North, Doreen Morris, Ann Nickless, Alan Fox, Dave Thornton, Julie Campbell and Pat McGiffie. A full list of attendees is appended to these minutes.

MINUTES OF THE PREVIOUS AGM

3. The Secretary had circulated the draft minutes of the 96th AGM held on Friday 10th November 2023 and they had been available on the club's website. He asked the meeting to approve the minutes, which was proposed by Derek Fry, seconded by Jill Whistler and passed with no objections. The President then signed the minutes as a true record of the proceedings.

MATTERS ARISING FROM THE MINUTES

4. There were no matters arising from the minutes.

STATEMENT OF ACCOUNTS

5. The Treasurer, Dave Simmons, presented the club's accounts and cash flow statement for the year ended 30 September 2024 (attached to these minutes as Attachments C & D respectively). This year's accounts show a deficit of £6,060 (last year £4,145) and a net cash outflow of £3,380 (last year £4,933). The difference in these 2 numbers is down to depreciation and valuation of stock adjustment. For easier reading the cash flow statement shows more clearly the incomings and outgoings of the club and covers the accounting year.

6. We said last year that this year would be a financially challenging one – made even more so recently by the need to address some health and safety issues within the club. The movement year on year can be explained in the main by:

Movement (Income)	Positive	Negative	(£)
Bar	8,000		
Subs	1,900		
50 Club		600	
Social Events	1,000		
IGLU football	1,100		
Waghornes		700	
Total Movement (Income)	+10,700		
Movement (Expenditure)			
Bar		3,400	

Electricity	2,800
Gas	300
Maintenance/Repairs	2,500
Total Movement (Expenditure)	-9,000

7. Referring to the accounts he drew members' attention to the more detailed itemization of items of income and expenditure, which made it easier to see where money was coming from and going to. Next year will continue to be 'interesting' and challenging financially. We've been subject to a rent increase from the council - but have negotiated a slightly higher discount so the overall increase amounts to only £5 per month. It would be nice to have a volunteer to resurrect the 50 club - in some shape or form, previous years have been a good fund raiser! Please continue to support any fund raising/social events - don't forget friends and family are always welcome.

8. In answer to a question from Pev Walsh he stated that our current account balance stood at approximately £24,000 but we were expecting a bill in the region of £9,000 for electrical repairs (essential for safety), leaving about £15,000 in reserve.

9. As an addendum to the financial report, Peter Weir informed the meeting that the Management Committee had set up a small sub-committee to review club sponsorship and how we might increase income from this source. We had 2 main sponsors, Marchant's, who provided 2 free coaches per year worth £800 - £1,000 and Waghorne's, who provided a £20 meat voucher for our weekly raffles (as and when there are enough people in the club on a Friday to run the raffle during the summer), but neither made any monetary contribution to our finances. In both cases there was an opportunity to review to generate income for the club.

10. He had looked at other bowls in the local area, who had 8/9 sponsors and offered advertising on their websites: he believed that we should be looking at our website to offer the same.

OFFICERS' & SUB-COMMITTEE REPORTS

President (Dave Hooper)

11. This is an unusual position for me to be in as I don't usually have a lot to say. I would like to take this opportunity to say thank you to the members of the committee who have kept the club running on an even keel for the past 12 months. I will not give any specific details of their achievements so as not to pre-empt their reports later this evening, some of which you will have read already.

12. We have been fortunate this year in seeing an influx of new playing members and I am glad to see that they have been made to feel welcome and are settling in well and, I hope, enjoying the experience. We have also seen the loss of some members, Some, unfortunately, to natural causes and some who have decided to see if the grass is any greener elsewhere.

13. As with all the events happening in the world today, things change, some for the good and some for the not so good. Here at Cheltenham Whaddon Bowls Club the same is true, except that I would put us in the first category. The dynamics of the club are changing, which is not a bad thing as it guarantees the future of the club as we rapidly approach our centenary in 2027. I would ask everyone to take a moment and reflect on the way we looked in 1927 and how we look now. Look at the old photos in the skittle alley to see the changes –or just ask some of the older members like Pete McGiffie, Ray Hawkins etc - what it was like back then.

14. This club is run by members for the benefit of the members. Every task undertaken is by volunteers and without that support we would not be in the position we are today. I would urge everyone to think about offering your services, no matter how big or how small the offering may be. Remember a similar quote from history: "It is not what my club does for me, it is what I can do for my club." Thank you

Secretary (Andy Todd)

15. Probably the most significant event this year was the discovery, following a safety inspection, that much of the club's electrical wiring and associated equipment had deteriorated and some was in a dangerous condition. The initial estimate for the extensive repairs to make them safe and to bring them up to modern standards was very high and probably beyond our current means. However, further quotes were more reasonable and once the repairs are completed, we will have a current electrical safety certificate. Nevertheless, as Dave noted in his report, the cost will have a negative effect on our finances for the coming year.

16. On a more positive note, there have been notable improvements to the fabric and running of the club:

- Two new ovens have been installed in the kitchen
- We have upgraded the security system by adding 2 new CCTV cameras covering the bar and garage.
- Associated with that we made changes to how we manage access to the club, to the bar area and to club keys and clarified responsibilities for them.
- We now have online access to the club's bank account, allowing us to monitor cashflow on a daily basis and to pay ad-hoc bills and invoices by bank transfer.

17. As you will have gathered from Dave's treasurer's report, the club needs to increase its income and to that end, we have appointed a sub-committee to examine how we might gain more income from sponsorship. For the same reason we have continued the arrangement to hire out the club car park on football match days, which, as the accounts show, has produced a decent income.

18. The Membership Secretary will report more fully on our Open Day, which was again very successful, but we will need to work harder as a club to retain those new recruits for more than their initial season. I carried out some research earlier this year: over the last 3 years, more than half of new members left the club after 1-2 years. In many cases we don't know the exact reason for leaving, but my guess is that they didn't integrate into the club and didn't want to spend £145 for a club they did not make much use of. It's in all our interest to make sure that new members feel welcomed, start playing in club matches and want to stay with club, rather than drifting away, once their reduced annual membership expires.

19. In the wider bowls world, our County Bowls Association is undergoing significant restructure to become a more unified organization, not split into Men's and Women's divisions – you should have seen several communications on this, which I have circulated. To support the new structure they have adopted an online management system, which will directly affect the club, as it will now be used in the affiliation process, and those of its members who take part in County competitions or play in County teams.

20. Finally, I would like to thank the other officers and members of the Committee for their support over the past year – the club does not run itself and without volunteers to take on the various tasks, we would have no club. It has been a struggle again this year to fill officer and committee posts, indeed, some remain vacant, so, if you can, please come forward to help keep the club going. Don't forget that we have a very significant anniversary, our centenary, on the horizon and it would be a great pity not to make it there.

Men's Captain (Ray Hawkins)

21. We have had a mixed season this year, in that we have done well in club friendly matches but not so well in the competitive games. The club has a lot of new members, who have not played for very long and are improving all the time. We need to become more competitive and not so much a friendly club. Results were as follows:

	Won	Lost	Drawn	Cancelled
Mixed Friendlies	18	6	1	4
NGL (Men's League	2	10	0	0

In the NGL Shield, the County 2 Rink and County Challenge Cup we were knocked out in the first round of each competition. However, more happily, we did retain the Men's Festival trophy.

22. I am pleased to say that we raised £581 for this year's Captain's Charity, the Air Ambulance. Finally, I would like to thank everyone who has helped me during the season, namely the selection sub-committee and our enthusiastic Ladies captain, Julie Beaven. I wish next year's captain every success. Thank you.

Ladies Captain (Julie Beaven)

23. We began the season with a delay and had to cancel our warm-up games, but they will be in the fixtures again next season, so, hopefully, we get that much needed play time before the friendlies & the Ladies League games start. We managed to play the all the Ladies friendly games, apart from one with Moreton -in-Marsh at home, which was cancelled by them due to lack of players. We will keep the fixtures for the Ladies friendlies against Overbury, Morton-in -Marsh and Bredon.

24. In the Ladies League we played all our games and I want to say a big thankyou to those who put their names down each week. The result of the season: Played 14 games; Won 3 games; Drawn 1; Lost 10. However, all the games were very enjoyable and we met some very welcoming clubs. Next year we will be in Division 2.

25. I would like to say a big thankyou to Jan and Jacqueline as my co-selectors and to Carol Savage for her advice and support along the way. Also thank you to Gail for supplying the food which was enjoyed by both home and away teams and to the ladies who played, helped with food and drinks and setting up the rinks and also drove to the away matches.

26. I was promoted to Ladies Captain from Vice-Captain at the very start of the season and just wanted to say thank you to the committee members for having faith in me and encouraging me to take on the role of Ladies Captain. I will be more confident in continuing with the role next year.

Afternoon Triples Captain (Jill Whistler)

27. President, Officers and members: the season started with a few hiccups mainly due to the very wet conditions resulting in our having to rearrange first couple of games as our green was not considered playable. However, this was soon rectified and the season got under way. Out of 25 fixtures 3 were cancelled and we won 16, lost 6, which was an excellent result and thanks must go to all members for turning up. We were always able to fulfil the fixtures, so thank you to all who answered my pleas on WhatsApp. Thank you to Peter Weir also for producing a spread sheet in order that everyone got a fair number of games: I think you will agree it worked well. Thanks also to Mickey for keeping a note of game results. Thanks to David Hearle for excellent playing surfaces and all the washers up at home games.

Fixture/Match Secretary (Peter Weir)

28. Peter thanked Alan Adams for preparing this season's fixtures and reported that the list for the 2025 season was nearing completion: only 3 fixtures (1 midweek triples, 2 club friendlies) had not yet been confirmed. He noted that we had managed to arrange a fixture with Churchdown Village, resuming the connection between our clubs. To accommodate our arrangement with the football club, he had avoided home fixtures on Saturdays at the beginning and end of the season. He had received a request from Moreton-in-Marsh to play in greys, as they had a policy of greys only and would like to see us reciprocate (see also discussion in Open Forum).

Membership Secretary (Debby Hooper)

29. Our membership numbers are as follows:

- 86 Full Members
- 42 Social Members

- Total of 128 members

30. We held a hugely successful Open Day on 7th May this year and welcomed 25 people to the club (22 new bowler memberships & 3 Social), who all came from the Open Day. We also had 5 new full members who joined us from Dowty Bowls Club, after that club closed early this year.

31. We have some very supportive club members and most of our new members have slotted in perfectly by joining in with playing outside, short mat matches and attending our Coffee Mornings and Social Events. We have lost a handful of people to other clubs, for various reasons but on the whole our club membership remains at a healthy level and we pride ourselves on having a very friendly and sociable club.

Safeguarding Officer (Gail Gilbert)

32. Gail began by picking up on the President's remark that the dynamics within the club are changing and this applies particularly to safeguarding, where the club is required to follow Bowls England's policies regarding children (though not very relevant to us!) and adults. She emphasized that this covered not just vulnerable adults but also outdated attitudes to sensitive areas e.g. religion and sexism, as exemplified by comedians such as Dave Allen and Benny Hill. Though many of us are of the generation that grew up with and laughed at their jokes, we needed to recognize that the attitudes they displayed to these topics were no longer appropriate.

33. If any member had a problem in this area, she urged them to bring it to her in the first instance. In the case of minor issues she could deal with them privately with the individuals concerned, though if the problem was significant or issues were repeated, it would be dealt with formally through the club and higher authorities. In conclusion she cautioned that members should reflect on their behaviours and actions and consider if they could cause offence, not just in the club but elsewhere.

Competitions Secretary (Andy Todd)

34. I'm very pleased to report that Club competitions continue to be well supported by members, though the Ladies section would benefit from greater numbers. The overwhelming majority of games were completed on time, for which I thank everyone who entered. The prospects for Finals weekend looked decidedly damp, but in the event, we got through it more or less dry and considering the preceding poor weather, the green conditions were excellent! Yet again, there were more 'first time' winners of competitions, which is great to see: I must mention in particular Mark Beaven who won all three Men's singles trophies, a very rare and singular (!) achievement.

35. This year we had several entrants into various County competitions in singles, pairs and triples, as well as the Men's team events. Though we didn't get all that far, those who played enjoyed the experience and it would be good to have more representation next year. One effect of the new online system is that you don't have to decide to enter quite so early – rather than a closing date in October, we now have until February 2025 to put in entries.

36. Having shaken up the Short Mat knockout competitions a couple of years ago, I believed that the Short Mat leagues, though still well supported, were also in need of innovation. Enough players agreed, so we are experimenting this year with new formats, which seem so far to have gone down well. I will be asking for feedback at the end of the season to judge whether we should continue in the same way in the future.

37. Finally, I cannot conclude without congratulating our County Short Mat League team, which mounted a late charge to win the Division 2 title and the handsome shield on display at the club – the first County Short Mat trophy the club has ever won. Now in Division 1, we have found the opposition somewhat stiffer, but have managed to hold our own over the first 3 matches and I'm confident we can keep our place in the top tier.

Social Events (Debby Hooper)

38. We again have a full Social Events calendar with something for everyone, each month. Our next event is a Quiz Night on Sat 16th November and the sheet is on the Social Events Notice Board for you to add your Team to the list.
39. We recently enjoyed a week away in Devon at the Sports and Crafts Hotel in Okehampton, where 41 of us had a wonderful but busy time. I will be arranging another trip in the new year for those that would like to join us, around October 2025.
40. We have some really fun social Events coming up so make sure you all keep an eye on the board, Social Events WhatsApp Group, or website for details. There are a couple of dates next year (February and April) where we would be open to ideas of what any of our members would like to put forward, otherwise I will do a Bingo Night and/or Skittles

PROPOSITIONS

41. In March this year the Management Committee appointed a sub-committee (Andy Todd, Dave Simmons & Julia Gray) to undertake a full review of the Club's Constitution. The sub-committee recommended a substantial number of amendments, which were approved by the Management Committee at its meeting in early October. The Committee recommended the list of the amendments (
42. A to these minutes) to the AGM for adoption. The list has 2 sections: the first contains significant amendments, which the Committee believed should be taken and approved individually and a second for minor changes to be approved en bloc. A copy of the Constitution showing the effect of the amendments had been made available to members.
43. With the meeting's agreement the Secretary put the major amendments to the meeting in turn and a vote was taken on each one. Comments explaining the rationale for the amendment and/or objections to them, together with the outcome of each vote are recorded in Attachment A below the relevant section.
44. The meeting approved the minor amendments listed in the second section of Attachment A as a package, with no votes against.

ELECTION OF OFFICERS

45. Unopposed nominations for the following officers were received by the closing date:
- i. President: Jill Whistler
 - ii. Hon. Treasurer: Dave Simmons
 - iii. Hon. Secretary: Andy Todd
 - iv. Club Captain: Dave Hooper
 - v. Men's Vice-Captain: Dave Simmons
 - vi. Ladies Captain: Julie Beaven
 - vii. Afternoon Triples Captain: Jill Whistler
 - viii. Afternoon Triples Vice-Captain: Peter Weir
 - ix. Safeguarding Officer: Gail Gilbert
 - x. Fixture Secretary: Micky Martin
 - xi. Membership Secretary: Debby Hooper
 - xii. Competition Secretary: Andy Todd
 - xiii. General Committee: Peter McGiffie, Mike Newman
 - xiv. Selection Committee: Malcolm Hodges
 - xv. Bar Committee (3 elected members): David Hearle, Julie Beaven, Mark Beaven
 - xvi. House & Grounds Committee (at least 3 members): David Hearle, Ken Campbell
 - xvii. Social Committee: Debby Hooper, Wendy North, Ken Campbell

In accordance with established procedure the Secretary asked the meeting to approve the election of these nominees collectively. There being no objection, these nominees were duly elected to the posts as described above.

46. There were no nominations for the following positions, so the Secretary asked for volunteers from the floor with no response. He stated that the new Committee would attempt to fill these posts by co-option.

- i. Ladies Vice-Captain
- ii. Press/Events Officer
- iii. Accounts Examiner
- iv. Selection Sub-committee: 1 additional elected member
- v. Ladies Selection Sub-committee: 2 elected members
- vi. House & Grounds Sub-committee: 1 or more additional elected members
- vii. Competitions Sub-committee: 4 elected members (normally 2 men, 2 ladies)

CLOSING ADDRESS BY PRESIDENT

47. The President thanked all those present for their attendance. As his final duty he handed over the chain of office to the incoming President, Jill Whistler, to the applause of members and formally closed the meeting.

LIST OF ATTENDEES

Mike Newman	Sheila Carling	Micky Martin
Geof Hack	Wyn Silver	Peter Robbins
Allan Pearce	Jeanne Farrow	Phil Nelson
Tony Wood	John Farrow	Roger Avery
Avril Wood	David Devine	Liz Avery
Malcolm Hodges	Jan Bowd	Peter McGiffie
Julie Beaven	Jim Bowd	David Hearle
Mark Beaven	Pippa Wordie	Ramon Riera
Peter Weir	Dave Simmons	Jools Gray
Paul Leake	Angela Utteridge	Phil Goode
Maggie Newman	Jill Whistler	Pev Walsh
Mike Byrne	Gail Gilbert	John Petchey
Derek Fry	Jacqui Simmons	Dave Hooper
Keith Hunt	Peter McGeachan	Andy Todd
Roger Gill	Ken Campbell	
Sharon Gill	Debby Hooper	
Carol Savage	Gerry Warburton	
		Total Attendance: 48

Minutes prepared by:

Andy Todd, Hon. Secretary

Signed as a true record:

Jill Whistler, President

Attachment A to Minutes of AGM97, 08 November 2024

Review of Constitution – Proposed Amendments

At its meeting in January the Management Committee set up a sub-committee to review the club's Constitution, which was adopted 6 years ago. The sub-committee conducted a thorough review to make sure that the Constitution reflects how we run the club and that it fits with best practise as set out by Bowls England, our governing body.

The sub-committee produced the following list of amendments, which the full Management Committee approved in October and now submits to the AGM for adoption.

Major Amendments

These amendments were approved or rejected individually by the AGM as recorded below each one in bold type.

Section numbers refer to the paragraph in the Constitution to be amended. Reasoning for each change is given in *italics* immediately after the proposal and does not form part of the amendment.

2.1 In list of officers

Delete: Competitions Secretary

(becomes Chair of Comps Committee, only needs to attend Committee rarely e.g. if proposing a change to competition arrangements.)

Approved with no votes against

Add 'Midweek Triples Captain'

(he/she has attended Committee for several years, this should be reflected in the Constitution)

Approved with no votes against

Replace 'Press Officer' with 'Publicity Officer'

(to reflect a broader responsibility for marketing the club e.g.sponsorship, promoting in the press etc. Will also have responsibility for maintaining the club's website and social media, such as the Facebook account and WhatsApp groups, currently done by Secretary and Membership Secretary but not part of their core tasks. There will be consequential changes in the list of officers' responsibilities.)

Approved with no votes against

2.3 After 'above' in the first sentence insert: 'other Committee and Sub-Committee posts'

(these posts are already elected at the AGM but this is not stated specifically in the Constitution, so this covers all nominations)

Approved with no votes against

3.1.2 (c) LIFE MEMBER

Delete this category of membership. Renumber subsequent paragraphs

(Committee policy is not to propose any more Life members – if this policy is not likely to change, then we don't need this clause)

If we accept this amendment, then 2 further clauses which refer to this category of membership will consequently be deleted:

3.2.1 (c) LIFE MEMBER (Renumber subsequent paragraphs)

4.9 Honorary Life Members/Vice Presidents

After establishing that the club has no life members still living, the proposal was **Approved with no votes against**.

3.4.1 Delete 'Honorary Secretary' and replace with 'the Club'

(simplifies the clause and covers all club officers, who may have to handle personal details).

Approved with no votes against

3.4.3 Insert 'in accordance with the club's GDPR policy. It' after 'ONLY'

(all personal data is covered by GDPR policy, made explicit here)

Approved with no votes against

3.5.3 Replace 'election' with 'acceptance' or 'approval' throughout the paragraph

(we adopted the application/approval process described here 2 years ago and it means that we no longer formally elect members. So, we think it makes more sense to change election to acceptance/approval as appropriate in the wording)

Approved with no votes against

3.6.2 Disciplinary Action against members

Replace para (a) with the following statement strongly recommended by BE:

'We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.'

(Since the club is affiliated to BE, we must accept their disciplinary process, which is simply made explicit by this wording)

Approved with no votes against

3.6.3 Complaints

Reword section to read: 'The Club's complaints process is described in Club Rule 14 (see Appendix B)'.

(Since we have a rule which outlines how to make a complaint it makes sense to refer to it in this clause)

Approved with no votes against

4.1.1 Composition of Committee

Delete 'not more than 4', replace with 'not more than 2'

(we consider that as the club has fewer members than in the past, we need fewer 'ordinary members' on the Committee, especially as they have no defined duties. We already have a very large committee and this would help in streamlining/reducing number of those attending Committee as of right)

Approved with no votes against

Add the following sentence at the end of the paragraph:

'A representative of the following sub-committees may also attend as required: Bar, House & Grounds, Competitions'.

(this additional sentence reflects our current arrangements, whereby the Chair of the Bar and House & Grounds sub-committees routinely attend Management Committee meetings. This clause explicitly allows this, without making it compulsory)

Approved overwhelmingly

6.3

Replace 'Chair will preside' with 'President will take the chair'

(we have no Chairperson, so this brings the Constitution in line with what actually happens)

Approved with no votes against

Appendix A: RESPONSIBILITIES OF OFFICERS AND SUB-COMMITTEES

Replace Appendix A in its entirety with the revised list of officer and committee responsibilities

(See Attachment B below)

The Secretary explained that the previous list of officers' duties did not cover all Committee posts and in some cases was incomplete. The new revised list should make it easier for members to identify correctly the officer responsible, if they have an issue or suggestion.

Approved with no votes against

Appendix B: CLUB RULES

7. (c) Dress on the Green

Delete everything after 'clothing'

(relaxation of dress code: we should be doing everything to encourage new/younger people to join the club and we believe removing these extra strictures on how to dress will help in removing the stuffy image that bowls clubs can present)

There were objections from several members to this amendment, citing the difficulty of defining the term 'smart casual' and that it was important to maintain standards of dress on the green. The general trend in bowling clubs was to adopt a more relaxed approach to dress on the green and that in some cases they were abandoning 'whites' for club matches [Secretary's note: subject subsequently discussed at more length in the Open Forum following the AGM]. The Committee emphasised that this relaxation only applied to roll-ups:

the rule for matches requiring club uniform remained. The Chair proposed that we take a vote on the matter and it was **Approved overwhelmingly**.

Minor Amendments

The following are mainly small changes in wording and tidying up (e.g. removing reference to abolished posts, removing redundant clauses). The meeting agreed to the Secretary's proposal that these amendments should form a single proposition, rather than being voted on individually.

2.1 Delete 'Welfare' (*implicit in Safeguarding Officer and in his/her responsibilities*)

3.1.2 (b) Junior member:

Delete the second sentence.

(you can't join as Full member until you are 18 and we have never had a family member category of membership, so this sentence is meaningless).

The following clauses use the word Rules, when they really mean Constitution. To avoid any possible confusion with the Club Rules at Appendix B, we propose changing these references to Constitution.

3.6.1 Replace 'Rules' with 'Constitution'

3.7.3 Replace 'these Rules' with 'this Constitution'.

4.3.1 Replace 'Rules' with 'Constitution'

4.3.2 Replace 'Rules' with 'Constitution'

Appendix A: RESPONSIBILITIES OF OFFICERS AND SUB-COMMITTEES

Delete 'District/County delegate'

(we abolished this post at the AGM in Nov 2022, so should remove it from the list)

Appendix B

11. Green Fees Delete '(excepting only the special arrangements for Social Plus members)'
(we have abolished Social Plus, this is just to tidy up to reflect this)

These minor amendments were **Approved with no votes against**.

Attachment B to Agenda for AGM97, 08 November 2024

Appendix A: RESPONSIBILITIES OF OFFICERS AND SUB-COMMITTEES

Members often enquire who is responsible for decisions and actions which affect the club or who they should ask about aspects of the club.

OFFICERS

President/Chair

- Represent the Club on match days and other special events (for example performs opening and closing ceremonies, hosting of County matches).
- Represent the Club at County and divisional delegate meetings, reporting back to Management Committee on any issues affecting the club (shared with Secretary).
- Chairs all meetings of the Club Management Committee and the AGM or any SGM.
- Communicate with all members of the Club
- Ensure the club complies to all its legal responsibilities
- Responsible under the club's GDPR policy for investigating breaches of security and complaints about handling of data.
- Responsible for conducting disciplinary investigations and hearings in accordance with BE regulations (may be delegated as appropriate).

Secretary

- First point of contact for club enquiries
- Conduct official correspondence of the Club and maintains up to date Club records and reference files.
- Organize and attend key meetings of the Club including AGM and Management Committee
- Take and distribute minutes of key meetings
- Maintain and submit the Club's affiliation returns to GBA and BE.
- Manage and submit entries to County and National Competitions.
- Administer the Club's online rink management and membership databases (shared with Membership Secretary).
- Manage the Club's GDPR policy, maintaining record of consent forms and renewing consents as required
- Represent the Club at County and divisional delegate meetings, reporting back to Management Committee on any issues affecting the club (shared with President).
- Member of Bar Sub-Committee
- Manage the provision and sale of club uniforms, including second-hand items.
- Manage casual hirings of the club facilities by members for special events (e.g. wakes, birthday parties, anniversaries)

Treasurer

- Manage the Club's income and expenditure in accordance with Club rules.
- Efficient payment invoices and bills
- Deposit cash and cheques that the Club receives
- Monitor the Club's financial records
- Keep the Management Committee informed of any financial issues at regular meetings.
- Produce an end of year financial report and present it for approval at the Annual General Meeting.
- Ensure insurance is up to date and relevant.
- Deal with matters relating to the Club's status as a Community Amateur Sports Club (CASC)

- Administers insurance policies needed to fully protect the interests of the Club, its officers and its members.
- Member of Bar Sub-Committee, monitors prices charged to maintain agreed profit margin.

Accounts Examiner

- Examines the Accounts and Balance Sheet prepared by the Treasurer.
- Reports to the AGM and Committee on the accuracy of the Accounts.

Safeguarding Officer

- Assist in adopting and promoting the NGB safeguarding policies and procedures.
- Assist in identify areas of development to ensure a safe and welcoming environment for young people and adults at risk.
- Be the first point of contact for staff, volunteers, members, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice and potential or alleged abuse within or outside the sport.
- Ensure all incidents/concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training.
- Ensure that appropriate procedures for safe recruitment of staff and volunteers are in place.
- Maintain contact details for CSC, ASC, the police and the NGB.
- Ensure that codes of conduct are in place and understood.
- Advise on safeguarding issues and attend, as necessary, club/county management meetings.
- Maintain confidentiality but do not promise secrecy.
- Maintain contact with retired members
- Ensure compliance with relevant Health & Safety regulations

Fixture/Match Secretary

- Make arrangements for all club matches regarding date, venue and format.
- Maintains and update the list of other club fixtures secretaries and their contact details
- Prepare and ensure accuracy of Club's fixture card.
- By December each year produce fixture schedule with all the required data that can form part of the published fixture programme.

Membership Secretary

- Take the lead in recruiting and retaining members for the Club.
- For Open Days: manage the capture of names and contact details of visitors; provide application packs and liaise with visitors that want to join.
- For membership renewals: provide renewal forms (paper, Word/PDF, online); let members know that forms are available (mid-February); monitor/chase return of forms and payments (mid-February to mid-April); liaise with Treasurer to ensure relevant payments have been made.
- Administer the Club's online membership register (in conjunction with Secretary) and assist Secretary in ensuring accuracy of affiliation returns.
- Submit new applications for membership to the Management Committee and process completed application and GDPR forms as described in "Join the Club" on Club website.

Captains/Vice Captains

- Select representative teams for club matches, with the advice of the Selection Committee
- Manage matches on the day, ensuring a good experience for both home and visiting teams.
- Confirm arrangements with other clubs at least a week before the match takes place that includes the number of rinks.
- Inform the team of travel and meeting arrangements for home and away matches.
- Encourage players to conduct themselves in a professional manner and represent the club with pride at all times.
- Endeavour to ensure that players do not bring the sport or club into disrepute.
- Manage team and player entry into competitions.
- Attend committee meetings.
- The Club Captain chairs the Selection Sub-Committee (see below)

Publicity Officer

- Administer and update the Club website
- Administer and update the Club's social media channels (Facebook, WhatsApp groups)
- Prepare and issue regular club newsletter
- Set up sponsorships for the Club and maintain relations with Club sponsors
- Market the Club in local media

Independent Members

- Represent the views of ordinary members
- Ensure the Committee takes account of these views in its decisions

SUB-COMMITTEES

Bar Sub-Committee & Bar Manager

- Responsible for the supply of excisable goods under the Licensing Act (see also Appendix C of the Club Constitution).
- Bar Manager or other member of committee to hold club premises license and personal license.
- With advice from the Treasurer, set the prices for bar sales to maintain agreed profit margin (currently c. 40%).
- Bar Manager chairs the sub-committee and convenes meetings as required.
- Bar Manager has day to day responsibility for ordering and arranging delivery of bar supplies.
- Bar Manager organises volunteer members to staff the bar for regular club events and matches, as required.
- Bar Manager arranges volunteer members to staff the bar for special events and casual hirings.
- Bar Manager may attend Management Committee as required

House & Green Sub-Committee

- Manage the maintenance and repair of all Club buildings and property.
- Manage the maintenance of the grounds and external furniture.
- Responsible for the upkeep of the green and its surroundings and of equipment required to maintain the green.
- Maintain a rota for trained members to mow the green as required.
- Decide on whether green is fit for play, consulting with the relevant team captain.
- Chair may attend Management Committee as required

Selection Sub-Committee

- Selection of all Club teams, except matches for ladies only
- Ensure selections are made in accordance with the Club's Selection Policy
- Maintain records of selections to ensure fairness in allocating matches to members.

Competitions Sub-Committee

- Maintain and publish Club competition rules.
- Decide closing dates for competition entries.
- Set fair handicaps for all competitions which require them.
- Make a fair draw for all club competitions and publish it to all entrants
- Manage Club competitions, resolving any dispute and ensuring matches are completed in good time (includes granting deferments for acceptable reasons and resolving any disputes that may arise).
- Make arrangements for Finals Day(s).
- Manage Short Mat competitions during the winter season.
- Chair attends Management Committee as required.

Social Sub-Committee

- Organize and publicize Club social functions

Attachment C to Agenda for AGM97, 08 November 2024

STATEMENT OF ACCOUNTS FOR YEAR ENDING 30 SEPTEMBER 2024

BAR TRADING ACCOUNT				2024	2023	2022
SALES				31,931	23,155	21,156
LESS COST OF SALES:						
PURCHASES	18,043			14,630	13,168	
ADD OPENING STOCK	2,600			1,875	1,438	
	20,643			16,505	14,606	
LESS CLOSING STOCK	1,607			2,600	1,875	
				19,036	13,905	12,731
GROSS PROFIT	(TRANSFERRED TO REVENUE ACCOUNT)			12,895	9,250	8,425
GROSS PROFIT % RETURN				40.38%	39.95%	39.82%
REVENUE ACCOUNT - INCOME						
BAR RECEIPTS	12,895			9,250	8,425	
SUBSCRIPTIONS	11,958			10,080	9,355	
SHORT MAT FEES	1,546			1,516	1,206	
Coffee Mornings	1,971			2,116	851	
50 CLUB	357			903	1,721	
RAFFLES	934			978	679	
GOVT GRANTS & DONATIONS	525			720	3,967	
WAGHORNES	251			1,034	-	
CATERING	676			496	197	
PROBUS - HIRE of GREEN	805			835	1,039	
MISC	129			151	1,537	
SALE OF BOOKS	114			198	102	
SHIRTS & MISC STOCKS	285			323	196	
IGLU - car park	1,622			500		
SOCIAL CLUB	1,418			438		
				35,486	29,538	29,275

REVENUE ACCOUNT (CONTINUED)			2024		2023		2022
INCOME BROUGHT FORWARD			35,486		29,538		29,275
<u>LESS EXPENDITURE</u>							
RENT		4,400		4,400		4,400	
RATES		114		181		250	
ELECTRICITY		5,568		2,755		2,406	
GAS		2,911		2,615		-	
WATER		856		1,283		1,938	
BANK CHARGES		164		-		-	
INSURANCE/LICENCES/SECURITY		694		1,166		596	
TELEPHONE		370		418		384	
ADMINISTRATION EXPENSES		166		313		-	
GREEN		9,333		9,493		9,064	
CATERING		3,141		1,372		1,144	
REPAIRS/MAINT/WASTE DISPOSAL		6,986		3,728		3,754	
CLEANING		2,924		3,114		2,660	
DEPRECIATION		1,967		1,963		1,195	
MISCELLANEOUS		1,093		208		1,198	
AFFILIATION FEES,SUBS		859		674		917	
TOTAL EXPENDITURE			41,546		33,683		29,906
NET SURPLUS/(DEFICIT)			(6,060)		(4,145)		(631)
Net Transfers to Building Reserve			0		0		0
Contribution for the year			(6,060)		(4,145)		(631)

CHELTENHAM WHADDON BOWLING CLUB

FIXED ASSETS

2024

2023

2022

SCHEDULE AT PAGE 4

4,100

6,067

5,725

CURRENT ASSETS

STOCKS

-BAR

1,607

2,600

1,875

-GREEN

-

-

-

-BADGES, TIES etc.

-

-

-

SUNDRY PREPAYMENTS

-

-

-

CASH

-IN HAND

24,679

29,125

34,555

-CURRENT ACCOUNT

2,128

1,061

564

-FLOATS

28,414

32,787

36,994

LESS LIABILITIES

SUNDRY CREDITORS

-

280

-

NET CURRENT ASSETS

28,414

32,507

36,994

TOTAL ASSETS

32,514

38,574

42,719

GENERAL RESERVE

BALANCE AS AT 1ST OCT. 2023

17,173

21,318

21,949

TRANSFER TO BUILDING/MAINTENANCE RESERVE

0

0

0

NET SURPLUS/(DEFICIT)

(6,060)

(4,145)

(631)

11,113

17,173

21,318

BUILDINGS/EQUIPMENT MAINTENANCE RESERVE

B/F

21,401

21,401

21,401

TFR FROM GENERAL RESERVE

0

0

0

TFR FROM INCOME FOR YEAR

-

-

-

DRAWDOWN OF RESERVE IN P&L

0

0

0

C/F

21,401

21,401

21,401

TOTAL RESERVES

32,514

38,574

42,719

CHELTENHAM WHADDON BOWLING CLUB					
SCHEDULE OF FIXED ASSETS					
30TH SEPTEMBER 2024					
		CLUB PREMISES	FIXTURES FITTINGS	GREEN EQUIPMENT	TOTAL
COST					
BALANCE AT 01.10.2023		56,732	47,514	8,334	112,580
ADDITIONS IN THE YEAR		-	-	-	-
BALANCE AT 30.09.2024		56,732	47,514	8,334	112,580
DEPRECIATION					
BALANCE AT 01.10.2023		56,732	45,611	4,170	106,513
ADDITIONS IN THE YEAR		-	1,133	834	1,967
BALANCE AT 30.09.2024		56,732	46,744	5,004	108,480
NET BOOK VALUE					
BALANCE AT 01.10.2023		-	1,903	4,164	6,067
BALANCE AT 30.09.2024		-	770	3,330	4,100

Expenditure			Income					
Light heat and power		6,653	SUBSCRIPTIONS				8,978	
			SHORT MAT FEES				1,408	
rent and rates		4,620	Coffee Mornings				1,328	
			50 CLUB				1,074	
repairs / maint / green / clea		16,754	RAFFLES				-	
			DONATIONS & GRANTS				-	
depcn		1,252	Social Club				-	
			POST OFFICE A./C INTEREST				0	
insurance		756	CATERING				310	
			Probus / Hire of Club/Green				0	
Admin		347	Misc				273	
			SALE OF BOOKS				0	
Sundry		469	BADGES, TIES, MISC STOCKS				0	
			FRIDAY TRIPLES				-	
			shirts & jackets				-	
			sales of rolls				180	
			AFTERNOON TRIPLES				320	
sum of above		30,850	-	-	-	-	13,871	
tot expenditure per sheet 2		33,683						

Attachment D to Agenda for AGM97, 08 November 2024

CASH FLOW ANALYSIS FOR YEAR ENDING 30 SEPTEMBER 2024

			2023/24		2022/23		2021/22	
cash in								
	BAR SALES		31,931		23,155		21,156	
	SUBSCRIPTIONS		11,958		10,080		9,355	
	SHORT MAT FEES		1,546		1,516		1,206	
	COFFEE MORNINGS		1,971		2,116		851	
	50 CLUB		357		903		1,721	
	RAFFLES(LESS EXPENSES)		905		979		679	
	HIRE OF CLUB – INCL PROBUS		805		835		1,039	
	DONATIONS & GRANTS		525		720		3,967	
	SPORT ENGLAND GRANT		-		-		-	
	SOCIAL CLUB		1,418		438			
	SHIRTS etc		145		323		196	
	CATERING		676		496		53	
	Misc – includes pres day		240		91		1,537	
	SALE OF BOOKS		114		199		102	
	PRESENTATION EVENING		30		60		144	
	WAGHORNE'S		251		1,034		-	
	IGLU FOOTBALL REVENUE		1,622		500		-	
	TOTAL INCOMINGS			54,494		43,442		42,005
cash out								
	BAR PURCHASES		18,044		14,630		13,168	
	PRINTING/STATIONERY		136		41		-	
	RENT		4,400		4,400		4,400	
	RATES		114		181		250	
	ELECTRICITY		5,568		2,755		2,406	
	GAS		2,912		2,615		-	
	WATER		856		1,283		1,938	
	FEES/DONATIONS		48		-		-	
	INSURANCE/LICENCES		403		971		346	
	TELEPHONE		370		418		384	
	CLEANING		2,924		3,114		2,660	
	GREEN		9,613		9,214		9,064	
	CATERING		3,141		1,372		1,144	
	MAINTENANCE/REPAIRS		5,806		3,330		2,844	
	FIRE/SECURITY		291		414		250	
	TRAVEL		-		-		-	
	SUNDRY EXPENSES		1,257		1,870		1,198	
	SUBSCRIPTIONS		811		674		917	
	WASTE DISPOSAL		1,180		1,093		910	
	total outgoings			57,874		48,375		41,877
	NET INFLOW / (OUTFLOW)			(3,380)		(4,933)		128
movement on cash	Opening Bal	Closing						
bank	29,125	24,679	-4,446					
float	1,061	2,128	1,066					
		total	-3,380					