

WELLINGTON (SOM.) BOWLING CLUB

Minutes of the Executive Committee Meeting held on Friday 14th May 2021 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	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: No apologies all members present.

3. Minutes of Previous meeting

The minutes of the meeting held on 14th April 2021 were accepted.

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

Item 4e) Torquay Bowls Tour - It was confirmed that the Hotel has repaid the deposits of the members who are not now going and the money will be distributed accordingly. The hotel is also holding three rooms (a double and two singles) should any of our members wish to join us on the tour.

Health and Safety Review - This is not due until September.

Members contact details - It was agreed that Team Captains should be issued with a list of Members and appropriate telephone numbers. They cannot do their job if they cannot contact members. A file containing members names with phone numbers to be placed at an easily accessible place in the Clubroom.

Affiliation Fees Henry confirmed that all affiliation fees have been paid.

5. Chairperson's Report Janet Moore

Thank you to everyone who helped to prepare the Club for Opening on the 12 April. It was good to see people playing on the Green again and members have said that it is great to be playing again. The new benches look good and having the Bar open in the evenings and afternoons for matches with outside service has been a bonus, although the weather has not been kind to us. The addition of tea and coffee at the Bar has been welcome, particularly when it has been cold. Thanks to Steve and all the Bar Staff.

Thanks to Jay who organised some fixtures we have been able to welcome other Clubs in Friendlies and we have also played Friendlies away at other Clubs.

With Lockdown now being eased we are able to do more and from next week we will be able to welcome members and visiting clubs into the Club House under the guidelines issued by the Government.

Our Membership numbers are looking good and very few have not renewed. Thanks to Henry, Chris, and Derrick for their work on this important task.

Thanks also to Tony and David Dagg for doing an excellent job sorting out and allocating Lockers. I am pleased to report that all members who have requested a locker have now been allocated one.

HR

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6. Admin Co-ordinator Henry Richbell

1 Membership

The renewal process is now complete and I would like to thank Chris and Derrick for their work on getting everything through as fast as could reasonably be expected. The number of members who have signed up to date are

	Men	Ladies
Full	60	38
Outdoor Only	11	3
Indoor Only	6	11
Social	7	9

I am currently going through all the submitted membership forms and updating the Bowlr system. I am sure this will throw up a number of questions that I will, along with Chris, follow up to try and make sure we have captured everything.

We now have 112 confirmed Outdoor members and it was agreed that we should start a recruiting drive to bring the numbers up to our target of 140 members. This will start on the 28th and 31st May with our Open Day Events. This will be backed up by articles in the Welly Weekly and local Websites. It was also suggested that we contact the local Skittles League.

2 Bowlr

i) Members to be advised that they should not enter "Other" when booking a rink using Bowlr. They must delete their booking and add re book with the names of the addition players.

ii) The system is working well and members are able to book in quite easily. I am getting a few questions on login details and also when people will be able to book rinks whilst in the club.

7. Bowls Co-ordinator Ed Dilley

a) I am pleased to report that the home friendly matches are being held successfully and these have been much appreciated by our members.

b) The draws for our internal club competitions have been completed and will commence in the next few weeks. However, there is a problem in that at the moment our members do not have access to a list of telephone numbers and when the lists are put up on the board there is no way of contacting opponents to arrange matches. I would suggest that the Exec. discuss and resolve this as a matter of urgency. This matter was discussed and a list of Outside Members with Telephone Numbers will be place in a convenient location in the Clubhouse.

c) Following a meeting of the West Somerset Bowls League EGM we have received an email which advises us as follows :

"We agreed that there would be no catering at this season's home matches which start on the 24th June. Though we hope most clubs will open their bar."

Should we adopt this as best practice across all home matches? if so we need to advise opposing clubs accordingly, or should we discuss what arrangements we make for catering for all home matches both friendly or league. It was discussed and agreed that we would supply tea, coffee, biscuits and beverages from the bar. The Men's Saturday League meet on Saturday to discuss this matter and we may have to re visit this decision at the next meeting.

8. Asset Co-ordinator Tony Woollard

a) TLS still waiting for a part for the front door. My understanding is that this is a problem with a supplier and it is affecting more than our job. I am chasing TLS frequently for update.

b) In the interim we have had a code lock fitted to the inner door. This will be useful even when front door sorted.

c) The new lockers are in place and the new allocation has been done, Thanks to David

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Dagg for sorting the allocation.

d) Members should now have the details of the WiFi and those with smart phones have been able to book a rink via BowIR since March.

e) A "larger" Lap-top computer has been installed in the bar, and it is programmed with the club web page as it's home page. This gives direct access to BowIR. Training to be arranged as soon as possible once we can meet indoors.

f) The smaller Lap-top is to be located in the clubroom so that members can book a rink from it. I still need to set it up so that it will easily log on to BowIR but restrict access to other sites. This is to be done as soon as possible.

g) I have been approached about better lighting and re-decoration of the changing rooms, specifically the ladies, and we need to decide on this. It was decided that we would not proceed with this at present.

h) There is some work to be done outside mainly refixing lead flashing and some pointing work. This is planned for the summer months.

i) Instructions on how to Login will be posted in the Clubroom.

j) As the Bowlr system stands it is not possible for anyone to log in and book a rink for someone else who is not on the system. Henry to investigate this.

HR

9. Functions Co-ordinator Steve Lovell

a) To start with, as everyone has seen, the bar has once again opened from the double doors but the arrangement seems to be working fine.

b) As from Monday 17th May we will be able to open the clubroom to members to sit inside no more than 6 to a table and no more than 30 in the club room. We will be putting a bar stock items list on each table. This is for table service as we cannot let members actually come up to the bar at the moment this way members can decide what they want to drink before we get to them.

c) Members will need to put face masks on when entering the clubhouse but may remove once sat at a table. It may pay us to remove a few tables making them more distanced apart for a while. Also, we must tell members they should not be getting up from their table and wandering around talking to members on other tables.

d) I am pleased to say we have found a new Bar Steward who will be starting out with some guidance from myself. Steve proposed Alan Moore and it was accepted and he should be appointed immediately.

e) The Sumup machine seems to be working fine although we have had a few times where we have had to re-enter the internet details as it occasionally dropped out.

f) I have had a meeting with everyone who helps with the catering as we are trying to cut down all the small invoices coming into the club and I have asked Marguerite (Catering Officer) if she could purchase everything rather individuals running around here there and everywhere, but for this year I think we should only be offering Tea and Biscuits.

Unfortunately, this has not been accepted by a few individuals so I will need to go back to the drawing board with this. It was agreed by the Committee that that Marguerite should have full control over all purchasing of provisions as the Catering Officer.

g) As things are moving with the Covid situation we have been looking at organising an acoustic night with members from the Art centre playing at our club, proposed date for this will be 26th June 2021.

h) I have also spoken to Mike Connors who has informed me that he will no longer be organising the Christmas raffle, I have asked Alan May to take on this task under the social side of things with a little help from Mike in the back ground.

i) We are still waiting for a re-fund from TLH for the members that are not going on the bowls tour in October, they told us last week that it would be in our account within 10 days as soon as this arrives we will be able to reimburse our members, the hotel has also kept 2 double rooms and a single available if anyone else would like to participate.

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- j) Steve also suggested that we purchase a Gazebo for the outside and Brollies for the tables. This was approved and he was instructed to proceed with the purchase.
- k) It was suggested that we email members to inform them that they can now come down to the club on club nights Monday and Friday and use the Bar.
- l) It was also suggested that we consider further "use of the Short Mat" and possibly take up the offer of borrowing a mat from the Rockwell Green Club. (See item in AOB)

11 Any other business

Open weekend - This item was presented by Eddy

1) We will be holding one session aimed at adults on Friday evening 28th May from 6.00pm to 8.30pm. A further session for families will be held on bank holiday Monday 31st May time 11.00am until 3.00pm. Agreed

2) We shall need volunteers to do the following tasks on both agreed dates.

a) Meet and greet people as they arrive and direct them to Di Dagg who will book them in and ask them to fill in a form with their name address and phone number so that we have a record for the Track and Trace system. We can also use the contact details to follow up after the event. Di can also restrict numbers if it should be necessary. All agreed

b) Catering - We will not provide refreshments but the bar will be open and will serve tea, coffee, and biscuits free of charge. We will need two bar staff. One behind the bar and one serving to tables. Agreed.

c) Two members from Janet? Paul? Eddy and Brian to show people around the club facilities and introduce them to the coaches. Agreed

d) Two members from Janet, Paul, Eddy and Brian to chat to people when they come off the Green to inform them about cost of kit, coaching arrangements, activities, etc. etc. and answer any questions they may have. Agreed

e) Three members for coaching - Richard Manning and Richard Whiting plus a senior experienced member to supervise a short game between prospective members. There is a meeting next week with the coaches to discuss how they would like to organise the event.

f) The members working in the clubroom can seat people and ensure that Social Distancing is maintained and masks are worn when moving around the club.

g) If the people are playing on three adjacent rinks should we allow our members to play on two other rinks with a vacant rink between as there may be some stray bowls. Agreed that we should have some male and female members playing on the Green. Agreed

Other

1. **Publicity** Di Dagg has agreed to write an article for the Welly Weekly (to be approved by the Exec.). We could also contact the local radio stations and put something on the Wellington Community web sites. We have also received some publicity material from Bowls England including posters, name badges, balloons, Starter Pack, and a target mat. We could ask local retailers to put posters in shop windows.

2. Easing of Covid Restrictions

a) It was announced that all restrictions on the Green have been lifted and we can use all six rinks and it was agreed that we start this as from Monday 17th May. We can also use the Changing Rooms and the Bar can be opened.

b) Everyone must wear a mask on entering the building and at all times when moving around. A sign will be posted in the Entrance clearly indicating this. When sat at a table in the building the mask may be removed.

c) We are not allowed to have more than 78 people within the confines of the club boundary. Therefore, if we have 48 people on the Green we cannot have more than a total of 30 people spectating, on the indoor rink or in the Clubhouse.

Exec/
Coaches

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<p>d) The Leagues are indicating that all clubs should not supply meals for matches for this season. It was agreed that we would supply tea, coffee and beverages from the bar with free biscuits. The Men's Saturday League meet on Saturday to discuss this matter.</p>	
<p>e) The Indoor Rink will open from 17th May for triples matches and members are to be advised accordingly.</p>	HR
<p>3 Trophy for winners of Club Competitions</p>	
<p>a) Henry suggested, and it was agreed, that we should purchase trophies price about £8.00 each which would be engraved with the club logo and the name of the competition. The trophies would be presented at a Presentation Evening to be held at the club. The date to be advised to Jay and Steve Lovell so that there is no clash with rink bookings, matches or social events.</p>	HR
<p>Constitution Problems Clive have raised queries about the amended Constitution. Henry is dealing with this and some of the items may have to be resolved at the AGM.</p>	HR
<p>Recycling - The big bin is now being collected on a regular basis and we assume that the contents are recycled. Food Waste we need to contact the council and find out if they will collect on their usual rounds and how much.</p>	
<p>Coffee machine This item to be looked into further. This item has been raised because we need to stop members using the kitchen as it becomes impossible to maintain the required Standards of Hygiene. Several options were raised and these are to be investigated and considered at the next meeting.</p>	SL
<p>Whitehead Bowls Loyalty Scheme The club has signed up to their loyalty scheme and information is posted on the notice board.</p>	
<p>Internal Competitions - Details of the competitions, the draw for matches, and play by dates has been posted on the Notice Board. Phone numbers will be available in a file during the next couple of days.</p>	HR
<p>External Competitions - It was agreed that winners of Club competitions will be encouraged to enter the National and County competitions and the club will pay the entrance fees.</p>	
<p>Short Mat Bowling - The Short Mat to be set up on Club nights in the summer and be available throughout the winter. The club at Rockwell Green has offered to lend us an old mat which may be set up on occasion so that we could have friendly matches with them and possibly other clubs. Further consideration to be given to this matter when we arrange a trial period.</p>	ED
<p>Equipment - Paul made the point that the Bowling Mats were all extremely worn and slippery. It was agreed that we should order 12 new mats and also 6 white and 6 yellow jacks for competition use.</p>	PK
<p>12. Applications for Membership - None The meeting closed at 11.30am</p>	
<p><u>Date of Next meeting: 11th June 2021 at The Clubhouse.</u> (Subject to Covid Restrictions)</p>	
<p>Signed:Janet Moore (Chair) Date:2021</p>	