



Plymouth Life Centre
Indoor Bowls Club
Mayflower Drive
Plymouth
PL2 3DG

	<p>NEXT MEETING: AGM</p> <p>VENUE: Bowls Hall at 7pm</p>
	<p>MINUTES 17.04.24</p> <p>Agreed as a true record at the AGM 29.04.25.</p> <p>Proposed: Richard Avent</p> <p>Seconded: Brian Adams</p>
	<p>Present</p> <p>See separate attendee's list</p>
1	<p>President's opening comments</p> <p>The President welcomed everyone to our Annual General Meeting and confirmed that the meeting is quorate. He then asked for a minutes silence in memory of those we have passed away this year.</p> <p>He went on to state the following:</p> <p>This meeting is an opportunity for the Committee to review what we have done during this past year and plan for future improvements. This means celebrating the good and sharing what needs to be done to continue to make improvements with all of our members.</p> <p>I would like to thank the current members of the committee who give up their time voluntarily to help lead and improve the club, and to run the club on a day to day basis and, although very little of this work is seen by members, I can assure you that each committee member does do a lot of work in their own time. Thank you.</p> <p>I would like to start the meeting by saying that we have had another great year with games being played successfully at all levels from new players to club level, inter-club level, county and National. It is a privilege for me to preside over the club and witness their success.</p> <p>This past year has not only been successful in terms of the game of bowling but we have also spent a lot of time ensuring we are compliant with the requirements for running the Club, including those aspects required by law and by developing policies and procedures that support the constitution. These documents have been made available to all members on our website and in this folder which remains in the bowls hall.</p> <p>In my own role I have apart from supporting members wherever I can. attended various meetings on behalf of the Club and reported back on them</p> <p>Thank you for listening to me and I will now handover to Brian Adams, our Chairperson, for his report.</p> <p>Brian explained that he wanted everyone to show their thanks to Emma, Sharon and Caroline who do a fantastic job looking after all the bowlers, booking them in and providing refreshments. their happy demeanour and efficiency is welcomed by everyone. On our annual survey they scored 4.7 out of 5, which is absolutely fantastic. Everyone clapped and they were presented with some chocolates and a card each.</p>
2	<p>Apologies</p> <p>Chris Fenner, Rod Newman, Mike Trott and all from the Coppersmiths, Ailie Henry, Graham Brock,</p>

3	Confirm the minutes of last meeting dated 19.04.23 Proposed: Keith Young Seconded: Derek Bartrop Agreed as a true record.
4	Receive any report and transact any matters arising from the minutes of the previous AGM. All matters arising have been transacted. No questions were raised.
5	Confirm the minutes of any special meetings 26.07.23 Proposed: Lissa Grindrod Seconded: Keith Young Agreed as a true record. No questions were raised.
6	Receive any report and transact any matters arising from the minutes of the previous SGM. The only matter arising was for the committee to review whether the 18 end game was a success and should continue or not. The outcome from the annual survey showed that the vast majority of people agreed with the 18 end game remaining as it is.

7 Chairperson's and secretary's report

Brian commented on some of the difficulties that the Committee have had to overcome this year and thanked them for doing so in an effective and efficient way. He stated that the Committee had had to operate within a tight budget framework and have been so effective that no further overspend has occurred and a small saving had even been made. He commented on the successes of the Club as a whole and was looking forward to the presentations later in the Evening: which is really what we are all here for!
He handed over to the Secretary for her report.

The committee have worked very hard this year to ensure that we

- **remain financially stable**
- make the **improvements as defined in our BDP.**

Most of all we have begun the process of ensuring **members feel involved, informed and valued.** After all, we are on the Committee to improve things for the members.

In order to carry out the role of Governance of the Club we needed to put in a place a clear system for knowing what is good about the Club and what may need to be improved and why. To do this we have several documents we refer to.....

1. Feedback from last year's AGM
2. Analysis of last year's BDP
3. Analysis of the Annual Survey (15% of members completed it this year and it has provided essential and usable feedback for us) The analysis document will be put on the website - and in this folder that remains in the bowls hall.
4. Analysis of the Club Health Checker.
5. Analysis of other safeguarding relating checklists

What I would like to do now is give an overview of where we are at using a simple colour coded system of

- green - good,
- amber - some improvement made, needs to continue, and
- red - the Risks

Beginning with the GREEN messages.....(the good, the great news).

- new members -support and guidance procedure / mentors / documents to support the process
- communication has improved
 - newsletter, website improvements, WhatsApp,
- The running of the leagues

7 Secretary's report continued

- The work the volunteers do on the Committee
- There have many updates to, and the introduction of policies and procedures to support the constitution.
- The continued development of the Service Level Agreement - a document that sets out the working relationship between Plymouth Active Leisure(PAL) and PLCIBC. Examples of some of this include
 - lighting - confirmed that the new LED lights will be below the rafters and therefore not cause unnecessary shadows on the greens
 - cool air - confirmed that this is being commissioned on 29th April and subject to no further problems occurring we will then have cool air in the bowls hall
 - carpet stretching - this is happening at the end of the shutdown period. We want to negotiate the carpet being stretched twice a year and in time for the start of each season.
 - electric wheelchairs - this was used to demonstrate some of the detail in the document: PLCIBC disability section are responsible for the annual maintenance and service, PAL will carry out the annual PAT, change batteries when required and purchase new electric chairs when required or if they were damaged accidentally.
- The documentation relating to safeguarding has been prepared ready for the new Safeguarding Officer

The **AMBER messages**..... (the **improvements** since last year and what we need to continue to **improve**)

- Governance compliance
 - There is a system of support for new committee members
 - We are embedding the requirements for safeguarding and this will continue when a new safeguarding officer is elected
 - We will continue the good work towards succession planning and ensuring that new volunteers to Officer roles have documentation to support their role.
- Continue to further improve communication - we need to reach a wider audience through advertising and social media
- We want to ensure that members are aware of the Bowls Development Plan and what we are trying to improve.
- We wish to encourage more people to play in inter-club, county and national games (heard at the ladies AGM how any of us can enter certain National and County games and this has been good experience for new lady members this year)
- To run all 5 special days this year (last year we ran two special days) - this is for raising additional funds for our own Club and for Chairperson's Charity.

The **RED messages**.....the **risks** to the Club's financial viability.

- Legal compliance
 - Ensure we meet the requirements for the General Data Protection Regulation (GDPR): by updating the new membership form and by removing contacts folder in the bowls hall (we will put a new system in place for contacting members)
 - Safeguarding
- Membership numbers have decreased since last year by about 35.
- The Club is at risk financially: the income is having to be managed so tightly that there is very little money to make improvements AND our reserve fund is considered to be too small compared to other similar clubs.
- A few policies are still required to support the running of the Club and the constitution.

Clearly we need to Strengthen the Club and, to do so, we will be addressing the RED, at RISK matters as the highest priorities in our next Bowls Development Plan.

The Committee do this, and have to give difficult messages as well as the good messages at this AGM. We are doing it for you, the members, so that you can do what you love doing PLAY BOWLS.

There were no questions so the secretary handed over to Carrie for the Treasurer's report.

8 Treasurer's report

My role is to ensure that all monies paid into the Club, and all expenses paid out, are categorised and accounted for. These actions are monitored by the full Management Committee at every meeting and by the membership at this A.G.M. Before the membership see the Treasurer's report to the A.G.M. an accountant examines all the paperwork thoroughly and signs them off as a true record once he is satisfied. I would like to present my report and will be happy to take questions at the end.

I will give a BRIEF explanation of Income and Expenditure:

The **income** is almost solely provided through membership and locker fees. This provides the Club with the finances required to run it.

Other considerably smaller amounts of income include donations, bursaries and for Club shirts. However, this last figure is what we call an in - out figure because it pays for what has already been brought.

The majority of the **expenditure** is spent on affiliation fees, followed by competition expenses, annual costs, Officer expenses and stationary (such as score cards).

I will now report the **green**, **amber** and **red** news that relates directly to the budget.

The **GREEN messages**.....(the **good**, the **great** news).

1. Last year the costs for running the Club exceeded the income by over £5000. This year we have not had to use any reserve monies and we have made a very small saving. The reasons for this success include:
 - rationalising how we purchase resources for the Officers,
 - making savings on support for National away matches which equates to over £2000.
 - re-using trophies and providing our own certificates.
 - a saving on affiliation fees for the Devon Ladies Indoor Bowling Association.
 - re-introducing the £1 fees for entering the league
2. We have written a brief explanation of what your membership money is spent on each year and included this in the "New Members" pack. This document can be found on the website under Club Documentation.
3. We have updated technology to run the various spreadsheets I use so that they are more efficient and effective.
4. The financial support provided to those who ordered the new Club shirt in the first order, did NOT impact the overall budget. For clarity, there is NO SUBSIDY now. All team shirts are bought at cost price.
5. We have significantly reduced expenses associated with medals and trophies this year.

The **AMBER messages**..... (the **improvements** since last year and what we need to continue to **improve**)

1. Budget planning, improved monitoring and the auditing of the budget and it's accounts is embedded within the Governance of the Club and will continue to follow the annual cycle.
2. We have developed transparent policies to support the running of the Club. For example: Claiming Expenses for Officers of the Committee

The **RED messages**.....the **risks** to the Club's financial viability.

1. Membership numbers have gone down (by around 35 members) since last year which puts the Club at risk of not being financially viable.
2. Our financial reserves are low compared to other similar indoor bowls clubs.
3. The financial difficulties will impact on other areas and our ability to improve the Club.

	<p>Treasurer's report continued What we intend to do about the red messages.....</p> <p>I. The Committee have agreed an increase for annual membership fees of £4 for full membership and £1 on other memberships. The Committee will not ask for £1 fees to enter the leagues. Therefore the increase covers the income made from that fee and a overall means a small increase of around £2. The majority of members will be winners but there will be some losers to this increase but it is vital for the Club in order to stay financially secure.</p> <p>II. The Committee will look at ways to bring in more income.</p> <ul style="list-style-type: none"> • Hold more events • Carry out regular advertising to attract new members • Run the Bowls Fun Day for members. We trust this event will be well attended and thoroughly enjoyed. • We will be looking at ways to gain sponsorship. • We will also look to apply for funds to support some the work we do. <p>Thank you for listening, do you have any questions? No questions were raised.</p>
9	<p>Elections of accountant It was agreed to appoint Gordon Thomas again this year.</p>
10	<p>Nominations for Honorary Life Membership This year Gilly Ainslie was given honorary Life Membership for outstanding service to the Club and the wider bowling community. Over the many years she has been a member of the Club she has carried out a vast amount of voluntary work as a coach and in support of the disabled bowlers as well. This was recognised by the members as she was given a huge round of applause.</p>
11	<p>Reports from Other Secretaries for Leagues and Friendlies</p> <p>- Chris for Friendlies</p> <p>When taking on this role twelve months ago did not realize at the start the amount of time that would be needed to sort out all the friendly and understand all the league matches played by the ladies' and men's leagues. This was not helped as I did not play league matches myself and the amount of effort and organization it would take. in fact, I was a bit like a non swimmer being thrown in the deep end and struggling to get to the edge of the pool.</p> <p>I would like to thank Bob Oaten, Jill Grantham, and Stuart Evans for their help and assistance over this period.</p> <p>As far as the friendly fixtures all seemed to go well and members seemed to enjoy playing in them. If you are interested in playing in any of them this coming winter please keep an eye on the noticeboard and put your name on the list. Please note these are all mixed-friendly matches.</p> <p>I have already arranged two fixtures with the following clubs this coming winter they are Stevenage and Llandrindod Wells both clubs are on a bowling holiday stopping in Torquay. This is on top of all the local fixtures</p> <p>Finally a special thank you to Graham Brook for all his help and assistance over the last twelve months.</p> <p>- Graham for disabled sector: This was read by the Secretary as Graham had sent his apologies. As we come to the end of another indoor bowls season I would like to report that the Disabled Club have been fairly successful. We have regularly had between 25 and 30 bowlers on our Wednesday session and between 22 and 24 bowlers on our Saturday sessions.</p> <p>Earlier this year two of our Bowlers< Alison Yearling and Stephen Hartley, went to Australia to take part in the World Championships, (Visually Impaired Mixed Pairs) and they came home with the bronze medal. Congratulations to them both.</p>

11 Reports from other Secretaries continued

- Gillian Grantham for the ladies

I took over as Ladies secretary and Ladies League Secretary early on in the season. I wanted to start by holding an induction meeting for new members. It was a great success with the new members learning what games to enter and how to enter as well as providing opportunity for them to ask questions and meet each other. As it was so well received I will be running one again next season.

I also introduced a WhatsApp group for ladies which has been really useful. I can receive score cards quickly meaning an immediate update for scores and positions. Whilst this was trialled this year, every team will be using the system next year, some with the help of a buddy system.

Moving on to our successes this season:-

The Lacemakers we did well in. We got to the semifinal, just losing it by a whisker on an extra end. Well done to all and a particular thanks to the new ladies who have joined, as without you we wouldn't have been able to enter so many of our team games.

In **the Foxlands**, considering the selectors had a lot of trouble fielding a team and we had to concede two games, we managed to come 5th in the league, so I think we did very well.

In the **Yetton** we had a bye so didn't play until the second round when we played against Newquay. Unfortunately we lost the game 61-84.

In the **Mason** we played Newquay and managed to beat them on that occasion but lost in the next round to Torbay A.

County 2 Wood Singles It was great to see that 3 of our new ladies, Lissa Grindrod, Mary Bridger and Sue Katy entered the competition. It will have provided them with a lot of experience and I hope they, and some others, will enter again next year.

Well done to "The Life Centre" team who won the County Rinks for the third year running. The ladies will be presented with their medals at the presentation later on in the AGM.

County Triples: Carrie, Sara and Linda got through the semi-finals

County Pairs: Carrie and Sara got through to the semi-finals

Well done to all the players and teams who played in the ladies 4s and triples. Winners of the rinks and the triples were Pink Ladies with the runner's up Eye Eye closely followed by Snowdrops who lost to Eye Eye on shot difference.

- Stuart for Mens County and National

On the men's competition front it's been a very successful year.

- Pride of place must go to Ken Litchfield, Andy Chapman, Glyn Lawrence & Stuart Evans who won the National Over 60 fours title at Nottingham, a great achievement.
- This leads to them representing England at the British Isles Tournament next March in Wales.
- Also Glyn Lawrence & Stuart Evans lost in the semi final of the National Over 60 pairs.
- The A team (Ken Litchfield, Richard Avent, Roger Penfold, Mike Avent, Paul Daley, Andy Chapman, Glyn Lawrence, & Stuart Evans) also lost in the semi final of the National Over 60 Double Rink , another fine performance.
- Congratulations to Connor Fielder who qualified for the National Finals in the Under 18 singles, winning two games but going out in the group stages at Nottingham.
- Connor won the Devon under 21 singles for the second year in a row , well done!
- On the County front the A team are the first division champions in the Inter Club .
- The Over 60 A team are also county champions beating Isca in the final at Mid Devon .
- Congratulations go to Mike & Richard Avent who are County Pairs champions.

As mentioned earlier a successful year for our competitive bowlers , Plymouth Life Centre is now a respected name across the county for our achievements over the last few years .

- Terry for Visually Impaired sector

The Secretary explained that Terry had given his apologies and stated that he reported dwindling numbers of Visually Impaired players despite all their efforts to attract new members. The Secretary also explained the change to the constitution requiring the Visually Impaired representative to attend meetings as when there was something of importance to report.

- Gilly for coaches awards

The session on Friday mornings for improvers have continued to be well supported by bowlers who enjoy the chance to practice with others. We offer a variety of waist learn including video fault finding training, head building scenarios and, of course, match play.

Also training for new bowlers through the 4 weeks 4 free Sessions. The coaching team has trained 25 people on this scheme since January some of these have joined the club or are in the process of doing so. We also had a group of veterans from help the heroes charity hopefully this may be something that will be repeated in the future.

As coaches we are looking forward to when we are able to return to coaching sessions again after the closure of the hall for maintenance. It is a great privilege and pleasure to see new people come in to learn our sport and see them progress and achieve.

If anyone would like to join our team please talk to me.

There is however still outstanding the issue of the coaches who were trained but have not for fulfilled the criteria for having their course fees paid for by the club. This issue should be resolved by the committee asap.

- Brian for in house competitions

Brian reported that the competitions had gone well and were a success. He also stated that members will be invited to participate in the competitions this coming year at an earlier date probably late September / early October. This is to encourage more members to compete and to complete the competitions earlier than this season's completion date of last night.

- Lissa for Communication

I would like to start by thanking all members of the Executive and Management Committee who have helped me since taking on the role.

My main focus has been on Communication – important for Club members and also setting out our stall as we seek to increase membership.

Main actions:

- An overhaul of our website
- Creating with Committee members relevant policy documents/guides as posted under Club Documents
- Creating standalone areas for all parts of our Club – Disabled/Visually Impaired/Coaches
- Standardising documents – fixtures and results
- Creating and issuing our first electronic annual survey
- Assisting in setting up/assisting in a Family Fun Day (Oct. 2023)
- Assisting the Secretary and other Committee members as required

Advertising & Fundraising

- Working with PAL staff on how we can best raise Club profile – big screens, better schematics, distribution of flyers/leaflets
- Looking at how to promote ourselves to as many as possible – social platforms, leaflets/flyers, local press are all being investigated
- Contacting Plymouth City Council regarding the current Hall of Fame profile, and having our players/winners displayed
- Going forward to work with PAL website providers on improving their layout/access to our website
- Look to maximise the opportunities our Five Free Days will offer – raffles etc

- Pat May for the men and mixed

Good evening, Ladies and Gentlemen this will be my 19th yearly report as League Secretary, and next season will be my last, I will be looking for someone to take over the position? This will depend on my health and I will be looking for someone to take over after next season or during this season, as stated due to my health, I will hopefully be able to instruct them if necessary. I congratulate those teams who have been promoted and commiserate with those teams who will be relegated.

Score cards

Over the season I am asked why members sign scorecards as every card is signed, but the reason is to say that the card has been made out correctly, although that is not always the case. And if there is a dispute the card shows what is what.

Over the last season I have checked over 3,700 and find that members are getting better in completing them correctly, sometimes.

The main results sheets placed on the notice board have been put to good use, as at times I am not sure who has won until I look at these sheets.

The number of games each league will play next season will of course depend on how many teams apply for each league in next season's fixtures.

THIS IS A HISTORY OF THE LEAGUES IN THE PAST 2008

Evening League was in Three Divisions and consisting of 49 teams., today there were 27 teams. And three teams withdrew before the season started.

2011

Men's Triples were in Two Divisions and consisting of 40 teams, today there were 29 teams.

Also, in 2011

Mixed league was in Two Divisions consisting of 21 teams, today there were only 14 teams.

Wednesday pairs was a new league and in 2020 had two Divisions consisting of 18 teams, today there were 16 teams.

LAST SEASON

With the Evening League there was a change with no bell and no time limit, something which was not mentioned before, so that skips can check the play before playing which means that they can inspect the head at any time.

Three teams withdrew before the season started, so there were plenty of space to re-arrange matches, as we have space to accommodate 48 teams over four days, but we only had 27 teams, therefore we had plenty of spaces for re-arranging, that is until the end of the season.

Men's Triples, one team withdrew before season in Division Two,

Wednesday Pairs teams played each other twice, there were 16 teams, but one withdrew before season started, also Wednesdays is kept free for RCS and any friendly matches and using any space to re-arrange matches if necessary.

I would like to repeat that my criteria for re-arranging matches is when anyone asks me to re-arrange a match, I request them to contact their opponents to ascertain if they agree to this.

If they do not agree, then the game must be forfeited. If agreed, then I will try to re-arrange the match.

We will need about 4,000 score cards not counting those for the other leagues, with Ladies and other competitions, cards like club, County and National competitions all of which costs money to produce so please could members not use these cards as note pads, there are usually scrap paper to use by the pigeon holes.

League Registration forms, do not worry about the colour of these forms, I am just using up some spare paper, but the closing date is 7th July but all I need is the information that you will be entering a team with the team's name, organiser & players, either phone or e-mail or place forms in the pigeonhole for me.

12	<p>Amendments to constitution: All amendments were voted in by a majority show of hands. The updated constitution will be put on the website and in the documentation folder in the Bowls Hall.</p>
13	<p>Election of Officers All Officers were voted in by a majority show of hands. The updated document will be put on the website, displayed in the Bowls Hall and put in the documentation folder in the Bowls Hall.</p> <p><u>Executive and Management Committee</u> Chairperson: Bill Grantham Secretary: Sandie Roberts Communication, Advertising and Fundraising Secretary: Lissa Grindrod Treasurer: Carrie Partridge Club Captain and Fixtures secretary: Chris Elliott</p> <p><u>Management Committee</u> President: Keith Young Club Vice Captain: Graham Brock Safeguarding Officer: John Kelly Assistant Safeguarding Officer: Karen Pope Match secretary: Stuart Evans Membership secretary: David Bray Disabled Representative: Graham Brock Visually Impaired Rep: Terry Garner Coaching representative: Gilly Ainslie Ladies secretary: Gill Grantham Ladies Assistant secretary: Gill Grantham Ladies league secretary: Lissa Grindrod Mens and Mixed League secretary: Pat May Competition secretary: Brian Adams Summer League secretary: Vacancy</p> <p>Selectors: To be confirmed at the Pre-Season Meeting</p>
14	<p>Motions for consideration “Can rink 1 only be used as a last resort for all leagues?” Proposed: Andy Chapman Seconded: Ernie Edgcumbe It was agreed that this is possible. However, there are circumstances, for example when two rinks are already being used for coaching purposes, when rink 1 has to be used. Although a vote of members didn’t officially take place it was agreed that the relevant secretary’s would remember to book rinks accordingly.</p>
15	<p>Presentation of certificates and medals. Certificates and medals were presented by the President and The Chairperson. Each celebrated with photographs that will be made available to members.</p>
16	<p>President’s closing remarks The President thanked everyone for attending the meeting and trusted that the meeting had been informative. He wished them a safe journey home. The meeting was formally closed.</p>

Plymouth Life Centre
Indoor Bowls Club
Mayflower Drive
Plymouth
PL2 3DG

Distribution list:

Committee members

Keith Young, Brian Adams, Sandie Roberts, Carrie Partridge, Lissa Grindrod, Chris Elliott, Gillian Grantham, Stuart Evans, David Bray, Graham Brock, Gilly Ainslie, Terry Garner, Pat May.

Membership

All members currently on the secretary's contacts list - by email

For members not on the email contact list - copies will be placed in the bowl's hall

Could members who are on email and know another member who who cannot get into the bowls hall to pick a copy up requires please be kind enough to inform the secretary, a copy will be posted out. Thank you.

secretary-lifecentrebowls@outlook.com