

# WELLINGTON (SOM.) BOWLING CLUB

## Minutes of the Executive Committee Meeting held on Friday 9th July 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 11<sup>th</sup> June 2021 were accepted as a true record.

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

**a) - A charity box** for the Emergency Air Ambulance has been obtained and is positioned on the Bar.

**b) -** It was confirmed that members who are having difficulty booking rinks using the Bowlr system should receive one to one training and given a written list of instructions. Members who are using the Bowlr system are to be told that any changes to a booking must be done by cancelling the original booking and rebooked with correct players listed.

### **5. Chairperson's Report Janet Moore**

The past month has again been very busy with more matches being played. Fixtures for Men's Matches and Mixed Friendlies have proved a problem with us and other Clubs not being able to get enough members to form teams. Thanks must go to Paul, Ian and Jay for dealing with all the match changes. I know it is a problem not just for us. We should also encourage new members to come down to the Club on Monday and Friday evenings to join in rollups and meet other members.

It was good to see that our first social night was successful and we look forward to having more social events, thanks to Tony and Steve. We've also started to offer food for Men's Matches which has been well received. Thanks to Steve and the Catering Team.

I am also concerned that some members are not booking onto Bowlr when they play even though it can be done on the day of play. If they are unable to book or change their booking they need to contact myself or Henry to make the changes.

### **6. Admin Co-ordinator Henry Richbell**

**Nothing to Report**

### **7. Bowls Co-ordinator Ed Dilley**

I have three issues which I would like the Committee to discuss.

1) Richard Whiting has suggested that we organise a session for the new members to teach them the function and responsibilities of each player etc. during a match. He has ear marked 7th August for the sessions and wants to involve all the Coaches including Paul and Nick if they are available. If the Executive approve I will organise a meeting so that we can discuss and agree a format for the event. Agreed Eddy to arrange.

2) We need to talk about the current problem regarding the lack of players for Friendly away fixtures. I think that this problem is caused because transport by car sharing has not been

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<p>organised this year. I have discussed this with Ian and he has agreed that if I sought out the transport problem this may make things easier. Agreed Eddy to arrange.</p>	ED
<p>3) I suggest that we should discuss next years fixtures and particularly the number of friendly fixtures. We are in several Leagues, run several competitions and play a considerable number of friendly matches. Should consideration be given to limiting the number of matches each week? It was agreed that Jay should be contacted and to explain that when we have more than one match on the same day we should avoid having a friendly on that day. This is to avoid not having enough members available especially when the friendly is away.</p>	
<p><b>8. <u>Asset Co-ordinator Tony Woollard</u></b></p>	
<p>1) I am relieved to report that the Front door entry system is due to be completed on Wednesday 21<sup>st</sup> July. A1 have now received the part that they have been waiting for. I am still noticing the front door being left open, this should be ok when the door entry system has been installed.</p>	TW
<p>2) A new "LED" light has been fitted in the Ladies Changing Room.</p>	
<p>3) Signs have been attached to outside doors. (I have not received any feedback yet.)</p>	TW
<p>4) There is some work to be done outside mainly refixing lead flashing and some pointing work. This is planned for the summer months.</p>	
<p>5) Outside Clock, requires replacing. We could fit a "cheap and cheerful" clock, or fit one specifically designed for pavilions. The cost of a pavilion clock ranges from £300 to £1000. It was agreed that we should purchase the cheaper clock</p>	TW
<p>6) Several events recently have reinforced my belief that we need a separate cupboard or locker to store essential paperwork i.e. alarm test log etc. It was agreed that we should purchase a suitable cupboard.</p>	TW
<p>It has also been brought to my attention that the accident/first aid book should be kept somewhere safe. It was agreed that the Accident /First Aid book should be sited adjacent to the Defibrillator and should be easily accessible.</p>	TW
<p>7) The waste on the kitchen sink is leaking. I am in process of getting a plumber to have a look and advise. Will happen as soon as possible. Steve L. said that he will have a look.</p>	SL
<p>8) The outside door from the changing room corridor to the Green. I have received one quote for automating the door, and one other company has looked and promised a quote. Both surveys gave the same advice regarding the door itself, i.e. that it should be aluminium, not "UPVC" and that the present door has been damaged by mis-use. From the quote we have received the cost to replace the door would be £1519 + VAT (from "Total Aluminium"). The cost to automate the door would be £2972 + VAT (automation by TLS). The total cost of both jobs would be £4491 (£5389.20 with VAT). The door will need replacing at some time, so that can be classed as general maintenance, which would leave the separate cost of the automation as a security upgrade. This matter was discussed under AOB.</p>	TW
<p>9) I have been told that the floor in the equipment shed requires some attention. Steve Lovell to investigate</p>	SL
<p>10) When the front door work has been completed I intend to chase "Abel Alarms" to get the alarm system re-connected to the front door. I also believe that there should be a bleep on opening the door to alert that the alarm is set to avoid false alarms.</p>	TW
<p><b>9. <u>Functions Co-ordinator Steve Lovell</u></b></p>	
<p>1) Our first event, the Acoustic evening, was enjoyed by around 28 people who came to listen to some of Wellington's talented musicians. The bar takings were up and all who attended enjoyed it so much that we have now booked another session for the 17<sup>th</sup> July.</p>	
<p>2) We have now started to cater for matches. This started with Pasty and Beans for one of the men's games that went down very well, especially with the away team who were not expecting anything. I would like to make it clear that the kitchen staff have everything in hand and <u>must be left alone in the kitchen to get on with their job. There is not enough room for</u></p>	

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<p><u>other members in the kitchen whilst preparing and serving food.</u> We also have to comply with Food Safety Regulations and Catering Health and Hygiene Rules.</p> <p><b>3)</b> We are now in a position to provide more food such as rolls for the men's matches. If the ladies teams wish to have sandwiches, rolls or cakes they should arrange this with the catering officer.</p> <p><b>4)</b> A few people have said that after July 19<sup>th</sup> the kitchen should be open so that they can to help themselves to tea and coffee as has happened in the past. I propose the kitchen should stay locked, mainly for health and safety reasons. If anyone requires Tea or Coffee, they can purchase this from the bar if open, or bring their own in a flask. It was agreed that the Kitchen is out of bounds and should stay locked except for kitchen staff.</p> <p><b>5)</b> The Bar is now doing extremely well, the bar staff are getting to grips with the raffle and sorting things. The new Bar Steward Alan Moore has everything under control organising staff and asking for volunteers regularly. The bar staff must be left to their own devices when working, good intentions of others can cause confusion. We do not need more than two people behind the bar unless help is required. If additional staff are required, this should be resolved by the Steward or Functions Coordinator by a member who knows the system. Bar staff are now fully trained on the card payment machine.</p> <p><b>6)</b> I have postponed the Ladies versus Men's match that had been planned for a Friday evening but due to competitions and other games it's not been viable at this present time.</p> <p><b>7)</b> The Social committee will be holding another meeting on the 20<sup>th</sup> July, after the announcements from the Prime Minister.</p>	
<p><b><u>10 Matters requiring attention</u></b></p>	
<p><b>a)</b> We need to revise the "New Members Booklet" so that it does not need to be updated each year.</p>	HR
<p><b>b)</b> Work has to start on organising the <u>AGM</u></p>	HR
<p><b>c) Indoor Carpet</b> - The rink has hardly been used since it was stretched last year so there is no need for it to be done this year. It will need attention next year and the wood bearers at the edges which hold the carpet in place will need replacing with hardwood. The contractors to be told that they will need angled drills to make the holes and fix the screws.</p>	
<p><b>11 Any other business</b></p>	
<p><b>a) The question of car sharing</b> was raised and it was decided members should decide individually whether or not to participate in the car sharing scheme.</p>	
<p><b>b) Eddy reported that he had received a complaint</b> from the Kitchen Staff that access to the Freezer in the garage is difficult due to what appears to be rubbish that has built up since the refurbishment work was done. If it is not cleared there could be Health and Safety problems and possibly vermin. It was decided that the garage should be cleared out as soon as possible.</p>	TW/PK
<p><b>c) Club Shirts</b> - Brian reported that he was having problems supplying club shirts to members because we have run out of some sizes. We have had difficulties with our existing supplier because their delivery promises are continually broken. They will not accept orders for less than 20 shirts and the shirts are made in China. Brian has received an email for a supplier based in Weston Super Mare who supplies shirts manufactured in Yorkshire and can deliver in 5 weeks from receipt of order. They must have an initial order for 10 shirts and after they will accept orders for single shirts and these can be ordered direct by members. It was decided that Brian and Janet should arrange a meeting with the supplier to get further details.</p>	BW/JM
<p><b>d) Regalia</b> - Steve L suggested that we should look into the possibility of selling bowls related items as souvenirs over the bar. Steve to report back with further details.</p>	SL
<p><b>e)</b> It was reported that <b>some people were not wearing the appropriate footwear on the Green.</b> Exec members to be vigilant and have a word with anyone they suspect is guilty.</p>	

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<p>We should also insist that the Green is not open for play until 10.30am.</p> <p><b>f) Clubhouse Security - Henry made it clear</b> that if the building is vacated with windows or doors open and the interior is damaged or robbed by intruders we will have no redress to the Insurance Company.</p> <p>If any member is found to have left the building open in future some disciplinary action may have to be taken. All members have received either a text or letter informing them that they must not put the building at risk.</p> <p>See Tony's report item 8 (8) It was decided that before making a decision we must get at least three quotations but the Committee was agreed that we must resolve all the issues surrounding security of the premises as soon as possible.</p> <p><b>g) Claim - Henry</b> to request a copy of the Contract from the supplier who fitted the front door as they have not completed the installation and this has meant that we have had employ another contractor to complete the job. If possible we should seek recompense.</p> <p><b>h) Appointment of Auditor - Henry and Derek</b> to contact possible contacts who may carry out the audit of our accounts.</p> <p><b>i) Honour Boards - Steve L.</b> to arrange design and fixing of Honour Boards in the Clubroom.</p> <p><b>j) Simple instructions</b> to be prepared and left in the bar on how to set up the Sumup card reader.</p> <p><b>12. Applications for Membership - Jenny Dilley</b> was accepted as a Social member.</p> <p>The meeting closed at 11.45am</p> <p><b><u>Date of Next meeting: 13th August 2021 at The Clubhouse.</u></b> (Subject to Covid Restrictions)</p> <p>Signed: .....Janet Moore (Chair)                      Date: .....2021</p>	<p>EXEC</p> <p>EXEC</p> <p>TW</p> <p>HR</p> <p>HR/DA SL HR/SL</p>
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