

# WELLINGTON (SOM.) BOWLING CLUB

## Minutes of the Executive Committee Meeting held on Friday 9th April 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 as all members present.

### **3. Minutes of Previous meeting**

The minutes of the meeting held on 12<sup>th</sup> March 2021 were accepted.

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

a) The key to the Gas Meter Cupboard has been located.

b) Henry Contacted the St. Johns Ambulance and they advised that they are not delivering any First Aid basic training at the moment but we should contact them later in the year when the Covid crisis is over.

HR

c) Constitution - The Constitution Final Draft has been prepared and is ready for distribution to members. It is understood that because there are so many changes and some radical amendments there may be further changes necessary following comments by members.

HR

d) The Card Reader - has now been received and TW will arrange training when he has set it up.

TW

e) Torquay Bowls Tour - The hotel has been contacted and a request made for a reimbursement for the members who cannot now go. It is expected that this should be received later this month or early May. The trip has been re booked for early October but this will be confirmed.

SL/JC

f) The new Lock for the Equipment Shed has now been fitted.

g) The Letting Form for the Clubroom is currently being prepared by Henry.

HR

h) The Safeguarding Flow Chart has been printed by Paul K. and will be posted on the Notice Board.

i) Trustees - Win has done her five year term and Richard Fox has resigned. The new Trustees will be Derek Vile, Tony Gibson, Clive Manning, and Martin Speakman. Henry to have a word with Derek Vile and ask him to set up the legal stuff.

HR

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

After confirmation that we can open again on 12 April we are now able to start to play again. Thank to everyone who has been preparing the Club for opening. It is good to see that members have been booking to play on Bowlr.

Thank you to Henry and Chris for their work on membership and I'm pleased to see members are starting to renew their membership. Ian has asked members to express their interest in Mixed Friendlies and Ann has been asking our Lady Members about their interest in Friendlies and League matches. We hope that the weather will be kind to this year and we will be able to enjoy Bowls this Summer.

## WELLINGTON (SOM.) BOWLING CLUB

<p><b>6. <u>Admin Co-ordinator Henry Richbell</u></b></p> <p>1) The Membership renewal process is well under way and many of our members have already completed and returned their forms. Derek A. has the latest info in his report.</p> <p>2) <u>BowlR</u> - The system is working pretty well and members are able to book-in quite easily. The only problem we now have is that once a booking is made it cannot be amended. If additional player(s) are to be added, then the booking has to be cancelled and re-input. This has been raised with BowlR, who are aware of the problem and have said that they will be looking into it but I am not convinced it is a priority for them. In addition, our annual licence is shortly up for renewal so I have asked BowlR for the charges. I have been receiving emails which indicate that the prices should go down so if that is the case perhaps we should consider the additional league module to help Gerry out.</p>	<p>Exec</p> <p>HR</p>
<p><b>7. <u>Bowls Co-ordinator Ed Dilley</u></b></p> <p><u>East of Exe League</u> - Ian Hollingsworth and Richard Whiting have agreed to be selectors but we need to recruit one Lady to complete the team. Brian was asked to put this in the Newsletter.</p> <p><u>Mixed Friendly matches</u> - Eddy agreed to have a word with the members who were selectors last season to see if they wish to continue in this role during the coming season.</p> <p><u>Internal League</u> - Eddy suggested that we should consider creating an internal league as the external leagues do not start until much later in the season. Paul stated that it was a good idea but with the number of men's friendlies being arranged it was probably not practical but that it could be reviewed once we know exactly when the leagues will restart.</p> <p><u>Competitions</u> - Eddy also suggested that we could start arranging the singles competitions as soon as the list of members is completed in early May. This was agreed but we would have to find space in the booking chart as we must not take up the available rinks with singles and deprive our other members of playing.</p> <p><u>Competition Trophies</u> - It was suggested by Henry and agreed by the committee that we should award trophies to the competition winners this season which can be kept by the winner.</p>	
<p><b>8. <u>Asset Co-ordinator Tony Woollard</u></b></p> <p><u>The following tasks have been completed since the March meeting</u></p> <ol style="list-style-type: none"> <li>1) - Re-plastered wall by double doors and painted.</li> <li>2) - Various small areas of paint re-touched.</li> <li>3 - Monitor fitted to wall beside bar and connected to Laptop. Note the cable in the bar requires tidying when it has been decided where the Laptop will be located.</li> <li>4 - The Clubroom Light switching has been re-configured and an emergency light fitted over the door to the entrance corridor.</li> <li>5 - The Card Reader has arrived. Just needs configuring.</li> <li>6 - Cleaners have started with deep cleaning ready for re-opening. Chair legs have been cleaned.</li> <li>7 - Bin emptying arranged for Friday this week, and then Monthly.</li> <li>8 - Able Alarms have serviced the Fire and intruder alarms and emergency lights</li> </ol> <p><u>Outstanding Tasks</u></p> <ol style="list-style-type: none"> <li>9 - TLS are still waiting for one part for door entry system. I am in regular contact with them and they are aware that we require this done as soon as possible.</li> <li>10 - A Small amount of re-pointing of brickwork is required, but not considered urgent. The Lead flashing where clubroom meets indoor rink needs attention, not urgent.</li> <li>11 - Need to liaise with Jay to link the club Laptop to the Club Website. Could also do with a Club "Log In" to Bowlr so that bar staff can log in without having to input their own details.</li> </ol>	<p>TW/SL</p> <p>TW/ HR</p>

## WELLINGTON (SOM.) BOWLING CLUB

<p>12 - The Opening and Closing Rota to be agreed prior to the opening on Monday.</p> <p><b>Greens etc. Paul Kelly</b></p> <ol style="list-style-type: none"> <li>1) The edge Boards have been replaced, the green surrounds tidied up, and the fence painted.</li> <li>2) We have continued treating the green with fungicide but need to add fertilizer but need some rainy weather to do this.</li> <li>3) As well as keeping the greens in good order the team have cut the grass surrounding the greens, Painted the shelters and tidied the borders etc.</li> <li>4) A Risk Assessment is to be done for the outside staff for use of the machinery, tools and handling of chemicals. Paul Kelly to do this and pass to Tony to include in the H&amp;S File.</li> <li>5) We have serviced the mower ourselves rather than send it away and this has saved the club several hundred pounds.</li> <li>6) The Green Team have tested the Green with a Roll Up and are very satisfied with the performance.</li> </ol>	PK
<p><b>9. Functions Co-ordinator Steve Lovell</b></p> <ol style="list-style-type: none"> <li>1) We have to thank Marguerite, Angie and Janet who have deep cleaned the Kitchen so we all up to date in there.</li> <li>2) The coolers have been switched on in the bar to make ready for some new stock. We will keep the stock to a minimum for a while to ensure we do not incur wastage if there is a third wave of Covid.</li> <li>3) As instructed at the last meeting I have ordered 3 no. Picnic Tables for outside which should be on the premises by the 12<sup>th</sup> April, and we should be able to serve drinks outside from that date. At the moment I don't think that we will get very many members down of an evening as yet.</li> <li>4) The Old tables and black chairs have been put into storage in the shed and Garage.</li> <li>5) I have purchased face shields for the bar staff to use or they can supply their own.</li> <li>6) We have blocked the door off between the visitors and ladies changing room, this is now ready for when we can open them up to members.</li> <li>7) Door signs have been put onto the doors.</li> <li>8) We have to fit a mirror in the Ladies Changing Room.</li> <li>9) A Bar Staff Rota has been prepared.</li> <li>10) A cash float for the till has been arranged with DA.</li> <li>11) It was agreed that the "Team Captains of the day" are given clear instructions of their duties especially with regard to collecting money and cashing up. Eddie to arrange.</li> <li>12) Anne Cowling will purchase Biscuits etc. and send receipts to the Treasurer.</li> </ol>	ED SL/AC
<p><b>10 Matters Requiring Attention</b></p> <p><b>1) Health and Safety Review</b></p> <p>Tony will prepare this as soon as possible but of late he has been doing a lot of work in the Club preparing for the opening.</p>	HR AC
<p><b>11 Any other business</b></p> <ol style="list-style-type: none"> <li>1) Bowls' Big Weekend open day 28<sup>th</sup>-31<sup>st</sup> May - This has yet to be organised. The current guidelines allow only 28 people to attend at any one time and this includes Coaches and helpers. We are still awaiting receipt of the advice promised by Bowls England. Henry to contact Bowls England. The Coaches to be involved with the organisation of this event.</li> <li>2) Lockers - David D. has ordered the additional keys required. It is anticipated that there will still be a shortage of lockers and it was decided that 15 additional deep lockers should be ordered immediately and we can re assess the situation when the true numbers are known when the re registration process is complete.</li> </ol>	Exec  TW  Exec

**WELLINGTON (SOM.) BOWLING CLUB**

<p>3) Publicity - It was agreed that all information for publication in the Welly Weekly should be channelled through Di Dagg.</p>	<p>JM/ DA</p>
<p>4) Royal Household Match - Jay is to be asked if this match could be re arranged for 2022. Derek to look at the records to see if any money was collected as a deposit from members and if any money was paid to Redwoods Coaches.</p>	
<p>5) Member's Details - We have to strictly ensure that only names, email addresses and telephone numbers are issued to those members who need them to contact members on a regular basis and those members must be included on a register. Addresses are strictly confidential and members privy to this information are also to be listed. Henry to draw up a list of who should be provided with this information and copy to Chris Williams.</p>	<p>HR  BW</p>
<p>6) It was agreed that Brian should prepare a Newsletter for distribution as soon as possible.</p>	<p>HR/JM</p>
<p>7) Bob Codd - A notice been sent to the Somerset Bowls Memorial Site as he was a very well known character amongst bowlers, has been a life member and President of our club. It was agreed that in future we would post a notice in respect of any members who pass away. Di Dagg to be given suitable words for inclusion on the memorial page of the Welly Weekly.</p>	<p>TW</p>
<p>8) Tony to advise people of the code to access the laptop and wi fi system.</p>	
<p><b>12. Applications for Membership</b> - Allan Samuel is approved. He has bowled before but in accordance with club rules he must be assessed before he is allowed to play. ED to sort this out with the coaches</p>	<p>ED</p>
<p>The meeting closed at 11.30am</p>	
<p><b><u>Date of Next meeting: 14th May 2021 at The Clubhouse.</u></b> (Subject to Covid Restrictions)</p>	
<p>Signed: .....Janet Moore (Chair)</p>	<p>Date: .....2021</p>