

## **Report of the Executive Committee Meeting held on Friday 14<sup>th</sup> July 2023 at the Clubhouse.**

The meeting opened at 9.30am

### **1. Members**

| Role                   | Name           | Initials | Role                      | Name           | Initials |
|------------------------|----------------|----------|---------------------------|----------------|----------|
| President              | Anne Cowling   | AC       | Acting Admin Co-ordinator | Jay Merrell    | JCM      |
| Chair                  | Paul Kelly     | PK       | Bowls Co-ordinator        | Graham Brown   | GB       |
| Treasurer              | Derrick Alford | DA       | Asset Co-ordinator        | Tony Woollard  | TW       |
| Functions Co-ordinator | Steve Lovell   | SL       | Admin. Assistant          | Brian Wombwell | BW       |

**2. Apologies:** Steve Lovell, Tony Woollard, Derrick Alford

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

The minutes of the meeting held on Friday 9<sup>th</sup> June were accepted as a true record.

**4. Matters arising from previous minutes** (not included elsewhere on the agenda).  
All outstanding items are resolved elsewhere on the agenda.

### **5. Chairperson's Report Paul Kelly**

Nothing of note to report.

### **6. Club President Ann Cowling**

Ann thanked Graham and Ian for the events being held which are designed to bring the new members together and encourage them to get bowling experience. She said that these events plus the new buddy system are very important to ensure that the new members gain experience and become long term members of our club.

Ann went on to say that she attended and assisted at the recent SBA Under 25 Pairs competition on 5<sup>th</sup> July which was interesting, well attended and highly successful.

### **7. Acting Admin Co-ordinator Jay Merrell**

With regard to the recent Under 25's match and County matches Jay said that he had received feedback from members and had agreed to formulate a plan identifying members who would be responsible for duties at all future special matches i.e. County Competitions, County Matches and suchlike. At the Executive meeting, before these matches take place, this item is to be included on the Agenda.

The costs and charges to all these matches would be carefully assessed and agreed and the clubs or organisations notified accordingly.

It was agreed that the rink fee for four matches would be raised from £14.00 to £16.00.

#### **The basic framework of the plan will be as follows:**

For each County match (or other "special" match such as the Under 25s competition), one member of the Executive is chosen to oversee the arrangements. This will not be the Functions Coordinator who will already be heavily involved and will usually come from the Chair, Bowls or Admin Coordinator. The chosen official does not necessarily need to turn up on the day but is responsible for ensuring the following tasks are conducted.

- a) The Fixture Secretary and Functions Coordinator have established the catering requirement well in advance and the catering team advised accordingly.
- b) Costs for rink fees and catering have been agreed with the visitors and confirmed with members on duty responsible for collecting monies.
- c) That a senior club official, usually the President or Vice-President, is available to welcome the visitors and, if required, formally hand the green over.
- d) That a club member (or two) is responsible for setting up the equipment around the green well before the start of the match.
- e) That a club member (or two) is responsible for putting the equipment away after the match.
- f) Ideally the visitors should know which club member present to approach should a serious problem arise during the game, this could perhaps be one of the catering team or bar staff who will not be needed the vast majority of the time.
- g) This plan may be modified or added to as our experience grows.

### **Club Trustees**

- a) The club should have three trustees but actually has four. A trustee remains in place for a maximum of five years. Clive Manning and Tony Gibson are in place until 2026 and Derek Vile and Martin Speakman until 2024. So, we will need one, or ideally two, more next year. Trustees are appointed by the Executive without reference to the membership. Derek has offered to draw up the paperwork next year, this will save the club in the region of £500.

### **Publicity Officer (Diane Dagg) - NTR**

### **Membership Secretary Lynda Manning**

- a) As of the 8<sup>th</sup> July, membership numbers are -
 

|                 |            |                    |
|-----------------|------------|--------------------|
| Full Members    | 95         | (62 Men 33 Ladies) |
| Outdoor Members | 29         | (21 Men 8 Ladies)  |
| Indoor Members  | 31         |                    |
| Social          | 29         |                    |
| Pétanque        | <u>43</u>  |                    |
| Total:          | <u>227</u> |                    |

### **Safeguarding Officer Henry Richbell- NTR**

### **Welfare Officer (Steve Lovell) - NTR**

### **8. Bowls Coordinator Graham Brown**

**Subgroup members reports for the following month's activities.**

#### **Ladies' Captain (Brenda Wilson)**

Ladies will be holding a meeting on Tuesday 29<sup>th</sup> August at 7pm. It is hoped that the new lady members will be able to attend. If anyone has any questions to raise, please let either Brenda Wilson, Lynda Manning or Angie Moore have the details.

#### **Friendlies Captain (Ian Hollingsworth)**

- a) I was indebted to Graham, Win and any others who worked to maintain the mixed friendlies during my absence with illness in May and June. I am now happily recovered and back holding the reins for the July matches, which have been very well subscribed. For example, for one home friendly in July there have been twenty-seven bowlers wanting to play in a four triples

match! Selection has been difficult, but I have tried to be fair whilst ensuring that teams are balanced and suitably able to compete, each with a skip who knows the ropes even if not experienced. One thing I have sought to do is to ensure selection decisions and team news are put up on the board in a very timely manner and accompanied by email contact to everyone who is playing in that series of matches.

- b) There is a general feeling that in June and July especially, the friendly programme has been reduced too much; so, I will collaborate with Jay to think through this issue for next year. It is a tricky balance to get right. I have sought to compensate by introducing internal friendlies and these have proved very popular. The recent internal friendly competition was very well enjoyed, despite going on for too long. I have made adjustments for the next one in July.
- c) Selection for the East of Exe matches has also been challenging, again trying to balance opportunity with experience and ability. Again, we ensure timely information giving and I take responsibility for email contact once teams are selected. In this way there are few issues over late notice dropouts. We are becoming more competitive and beginning to win matches but in order to continue to compete we will need to make tough decisions on selection that do not please everyone. This remains a work in progress and may benefit from some further discussion about what the club wants from the competition as we move forward.

#### **Indoor Secretary (Janet Moore)**

- Terms of reference for the Indoor Secretary role and indoor rules have been reviewed and are submitted to the Exec for ratification.

**Fixtures Secretary (Jay Merrell)** Nothing of note to report.

#### **Competitions Secretary (Trevor Jenkins)**

The club competitions are progressing.

#### **Bowls Coordinator (Graham Brown)**

- a) Open Day has proved to have been an ongoing success for the club, ten participants having already completed their initial free coaching sessions and become paid up members. A further eight are currently undergoing coaching, with a couple of further interested parties to follow on as their circumstances allow.
- b) I was sorry to hear Richard Whiting's decision to resign his position as coach and would like to thank him for the support I have received working with him during my short time with WBC.
- c) In association with the above I would like to acknowledge and thank Martin Speakman's contribution in providing coaching for the Open Day follow up.
- d) Janet and Angie Moore have commenced their training to achieve their coaching qualifications. This should be completed before the end of July to increase the club's coaching resource.
- e) As already communicated, Janet Moore has assumed the role of Indoor Secretary and a review of current terms and process is underway in preparation for the forthcoming season.
- f) In view of the large number of new members it is planned to hold an evening session for them to both meet each other and other members of the club.

#### **Coaches**

- Martin has managed to gather two sets of bowls covering the range of sizes 00 to 6 which are stored in the Indoor Rink. One cupboard will be kept locked to ensure availability for coaching sessions. The other cupboard will be left unlocked for bowlers to borrow whilst they are at the club. Please ensure they are returned promptly and tidily after use.
- Angie Moore and Janet Moore are progressing with their coaching course and should qualify in the next few weeks.

The Committee reviewed the Organisation and Rules for 2023/4 Winter Activities and matches which will be published in due course.

### **Asset Coordinator Tony Woollard**

Not a lot to report this month, due to my last month's health problems, which are still causing me aggravation.

- a) All minor works started but not much progress yet. I have a contingency plan to ensure that all work will be completed before the end of summer.
- b) I asked for quotations from two people to repair the cracks in the Gents toilet. Only one has responded which is a reasonable price so I suggest that we go ahead with that one (a friend of Steve Lovell). The committee agreed that we should order this quotation.

### **9. Functions Coordinator Steve Lovell**

As I have only just taken back the Functions Coordinator job, I am still trying to sort a number of things out starting with a social events team.

During the last month we held a wake for Jay Merrell's father, this all went well, and the catering staff all worked very hard to make the occasion as nice as possible.

We have held a few county games i.e., Cornwall v Worcester which again catering and bar staff did an excellent job, we had a few issues with no one actually representing the club on the day which I sent an email to the executive committee to report more organisation was needed.

My email did the trick, we hosted the under twenty-five pairs the organisation for this was perfect it was not left to the kitchen staff and bar staff this time excellent job done by all.

With these events it boosts our bar takings, with the rink fees and food on one of these days we took over £800 for the afternoon.

The social team organised a Bingo Session during June this went down very well as usual and the next has been arranged for the 23<sup>rd</sup> of July on a Sunday evening.

I have all the names and deposits sent in for our Indoor Bowls at Torquay in March 2024, there is a total of forty-two members travelling to this event for a week.

Any New events will be posted online and on the notice boards.

### **10. Green Keeper Paul Kelly**

The green is standing up well to the weather and the usual wear and tear from usage. The team continue the usual maintenance work.

### **11. Matters requiring attention July/August**

- a) Commence preparations for 2023 AGM which will take place on Monday 13<sup>th</sup> November.
- b) Brian told the committee that as requested he had looked into the costs of purchasing metal badges and pens which can be presented to special guests as a memento of their visit to our club. The metal badges were considered but they were rejected as being old fashioned and not worthwhile whereas a Ballpoint pen is used daily. There was a choice of three pens, and it was decided to order a batch of 250 pens as there is a considerable saving at this quantity and they should last for a long time. The pen will be red and white with our logo and club name on the barrel.

### **12. Any other business**

- a) Tony sent a note to the committee informing them that we have received some problems with the bin collections and that we are getting bills for additional collections. The committee decided to continue paying by standing order as further problems may arise if we change to Direct Debit.
- b) Tony also pointed out that when we have large groups attending with visiting teams e.g. County Matches we have to order an extra bin collection and we should consider that this

should be factored into the charges for Green Fees. It was agreed that we should consider this further.

- c) Tony also reported that a member had asked him why the bar is not open at weekends and closed in the early evening when there is match in progress. The committee agreed that the bar should be open at the discretion of the Bar Manager. Our bar is there to serve our members only or members guests and not the general public. In addition, our bar is staffed by volunteers, and it would be unfair to ask them to serve long hours.

**13. Applications for Membership** – Stuart Pike approved.

**The meeting closed at 11.20am**

**Date of Next meeting: Friday 11<sup>th</sup> August 2023**

**Signed: .....Paul Kelly (Chairman) Date: .....2023**

