

WELLINGTON (SOM.) BOWLING CLUB

Minutes of the Executive Committee Meeting held on Friday 13th November 2020 by Zoom.

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	Tony Gibson	TG	Asset Co-ordinator	Tony Woollard	TW
Functions Co-ordinator	Steve Lovell	SL	Admin. Assistant	Brian Wombwell	BW

2. Apologies: None. All present

3. Minutes of Previous meeting

The minutes of the meeting held on 11th September were accepted as a true record and signed by the Chair.

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

a) Question Raised - Has a letter been sent to Richard Fox regarding his resignation as a Trustee. Henry said that he would attend to it next week.

HR

5. Chair's Report Janet Moore

My report this month is very short as there is not a lot to report this month. It was a shame we were not able to open the Indoor Rink as planned on the 7 November due to the further lockdown imposed by the government. Many thanks to Tony W, Steve and Derek for their work in getting the Indoor Rink ready. Hopefully, we will be able to open as soon as restrictions are lifted. Members were starting to book on Bowlr and apart from a few teething problems was working well. Thanks to Henry for his work on getting Bowlr ready to use. When it became clear we could not open the Indoor Rink I emailed those members who had supplied an email address and phoned those who had not supplied an email address. These phone calls resulted in several members advising me that they did have an email address. Members need to be reminded that if they do have an email address we are able to contact them very quickly. There is no easy answer to contacting members "not on email" quickly and this is something we need to think about and how we move forward with this.

It was agreed to request all members to supply an email address if at all possible, when the renewal letters were sent out, email is the easiest and cheapest way to keep them informed with information about club matters.

It was agreed that, when necessary, we should distribute letters to members who do not have email by asking Committee members to deliver in the areas where they live. It may be necessary to use the post to members who live in outlying areas. These methods apply to Full members only but Indoor Members may be included when it is deemed necessary.

HR

6. Admin Co-ordinator Henry Richbell

Membership

We have had no new applications this month.

With BowlR now fully populated I will hand over the system as far as membership is concerned to the membership secretary.

HR

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Publicity

Di and David Dagg are continuing to keep the Welly Weekly up to date with what has been going on at the club.

Safeguarding

Nothing to report

BowlR

The system is up and running and prior to lockdown it seems to be working well after a few hiccups from members. We need to consider a new email address for confirmations to save everyone getting them each day. Henry is working with Jay to adjust the system so that everyone is not getting daily updates re the booking system.

HR/JM

7. Bowls Co-ordinator Ed Dilley

Due to the imposition of a further lockdown nothing has been happening in the Indoor Rink.

a) Eddy has contacted Gerry Mangeolles who has agreed to become Indoor Secretary. The committee agreed to this appointment and Eddy will speak to him again and ask if he will take on all the tasks previously done by John Cherry. If necessary we will have to recruit an assistant to help Gerry but Gerry to take the lead role.

b) Eddy suggested that in the New Year, if the Covid restrictions allow we could arrange for Short Mat bookings. There could be 4 or 5 sessions per day and we could make a charge per hour that will boost our flagging income.

It was agreed that this matter should be raised at our December meeting when the situation should be clearer.

ED/Exec

8. Asset Co-ordinator Tony Woollard

Although there is still some work to be done there is nothing major to report this month. Thanks are due to club members for their time inside and out to keep the club in good order and maintenance tasks up to date.

Clubroom:

Most of the work that was outstanding last month has been done. The PA, television and heating have all been connected and are working; and the new furniture has been delivered (thanks to Henry). The work in the loft to remove water damaged insulation to ensure correct ventilation has been successfully completed and the loft space is now dry. It was noticed in the loft that there has been an infestation of mice, although the evidence appears to be quite old, which could do with a specialist inspection and possibly action to avoid a recurrence. The evidence found was mouse nests and droppings in the insulation, and minor damage to plastic cables and pipework. Thankfully, the damage is only minor and does not comprise a risk at present. It was decided that we should put some rodent bait in the loft and the check after a few months if it has been taken. This will indicate whether mice are still prevalent.

SL

We now have a working telephone / internet line with the main socket by the front door. I have installed an extension cable to the bar and just need to connect the sockets. I am waiting for the door entry work to be completed before I do this as I do not want to do anything to get in the contractor's way. I have put a small laptop pc in the bar and it just needs configuring for the internet, which I will do in next week or so.

TW

I also still need to reconfigure the switching for the clubroom lighting for social events.

TW

This will need a brief meeting between the social committee and myself to agree on the best configuration.

The doorbell was taken down when the corridor was redecorated and has disappeared now disappeared. I have purchased a new doorbell and will fit it as soon as possible.

Whilst in the loft I noticed that the flue from the Cooker Hood is not supported properly so I will add some suitable supports next time I go up there.

TW

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Indoor Rink:

The ventilation has been installed, Steve and Derek made the holes in the walls and fitted the fans and I installed the wiring and controls. They appear to be working as anticipated. This will allow the rink to be used as soon as restrictions allow.

Heating systems:

Both systems have been serviced. The indoor rink system is ok with no work required at present. The system that heats the rest of the club has a small fault which causes the water pressure to drop. The engineer has ordered the required part and will fit as soon as he can.

Alarm system:

While working above on the wiring above the entrance corridor I noticed that the intruder alarm system would trigger with an anti-tamper alarm (in lobby) when certain cables were disturbed. I inspected where the cables go into the loft and found some bare alarm cables just above the kitchen. This was mentioned to the alarm contractors during the service last week. They did not have time to perform necessary remedial work at the time but have noted the fault and will program the work for next visit. They did re-fix the fire alarm break-glass unit in the corridor and give the fire alarm, and emergency lighting, a clean bill of health.

Front door:

This is proving to be a problem. Despite us giving details of our requirements, and being told it would not be a problem, it would appear that these requirements were ignored. The door should have had a magnetic lock built into the jamb. The contractor's solution was not acceptable as it would pose a health and safety risk. We have discussed the situation with the contractor's and agreed a solution. We understand that the relevant parts are on order.

Outdoor Green:

Now closed with winter maintenance taking place as required. The waste bin was emptied last week and the top has been screwed down to deter "casual" visitors leaving their waste behind. This is not to deter our own maintenance teams placing club waste into the bin.

Portable appliance testing (PAT)

The PAT testing has been done inside the Clubhouse but there are some items in the Shed and Mower Store. I will need to liaise with Paul to access this equipment and appliances.

The Rugby Club have informed us that they have completed the work on their retaining wall and we now need to paint the outside of our fence. Paul confirmed that there is sufficient space between our fence and the Rugby club chain link fence to give us clear access.

Report correct as of 09/11/2020

Green Keeper's Report October /Nov -07.

The Winter maintenance has taken place to schedule, with fertiliser and spray applications of grass treatments with a fungicide. We applied fertiliser on Monday 19, and the spray applications on Nov 2. A fungus growth with a small white shoot in random small patches was visible on the R2 that was not showing the previous week. I sent photos to our green Advisor Neil Westlake as this has not shown before but could have occurred under the top dressing layer hiding it from view in other years.

He confirmed it was a fungal growth in the grass thatch layer, the fungicide I applied was the right treatment. Today Nov 8 the areas have disappeared.

TW

TW

TW

TW/PK

TW/EW

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Nick is planning to top cut the grass this week at the maintenance height of 10mm for the first time since the green closed. The areas we seeded have taken well with only four small 6-inch size areas requiring further seeding on inspection of the grass coverage. John Swift the contractor who has the heavy solid spiking machine will spike the green on Thursday morning Nov 11 this was planned to happen in October but overran due to his heavy work commitments on his contracted greens. This is a 6" deep 1" diameter spiking to open up the drainage and get air in to the surface removing any compacted areas. I would like to get him back again in late March for a repeat spiking to see if it reduces the dry patches we see in the dry periods.

We will apply the first moss treatment during November, just beginning to show on the edges of the green. We are checking the moss early to try and reduce the spread during the winter months.

9. Functions Co-ordinator Steve Lovell

a) I have nothing to report, although we have been thinking about what we may be able to do once out of this lockdown. Christmas is approaching and I am sure we will not be putting on any functions this year and I will contact Alan May and ask him to cancel any bookings we have with bands etc..

SL/AM

Hopefully after the Christmas period we will be able to start opening the indoor rink and get some evening things going i.e.; quiz nights, Bingo, Crib, and may try and get the short mat out from the indoor rink for members to have a go. We could then open the bar to try and recoup some of the lost income back to the club. All this depends on the Covid situation of course.

b) As you all know I haven't been able to do much for a month because I caught Covid and was tested positive. I have recovered and am now getting back to normal.

c) There are a few little jobs that need to be done down at the club such as painting the foyer but will have to wait until they have completed the work to the new entrance door, and in one of the locker rooms the wall needs painting where the old door way was blocked up,

SL

d) I have purchased 2 new door mats one for the front door and one for the double doors that go out on to the rink.

e) I understand that Tony W. has been talking to the members of his band and has suggested a regular monthly Saturday night spot to the club. This will be an ideal opportunity to test the acoustics now that the furniture is in position so that we can resolve any problems before we book any other performers.

SL/TW

10. Matters Requiring Attention

a) 2021 Affiliation Forms for Bowls England, SBA and competition entries have to be filled in and submitted with relevant cheques.

HR

b) The Rota for Locking Up and Opening of the club has to be confirmed as this may need adjustment. Tony W to liaise with Paul so that we do not have to attend to open the club when already been done by the Green Team.

TW/PK

c) It was confirmed that the cleaner is still attending on a regular basis.

d) It is time for an insurance review and Tony will ask Clive Manning if he will do this as he is an expert in this field and he carried out a complete review last year.

TW/CM

11. Any other Business

a) Tony G. has resigned as Treasurer and but will continue these duties until the end of December. He has also agreed to support the new Treasurer for several months to ensure a smooth takeover. Janet agreed to send out a letter asking members to apply for this position.

JM/Exec

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b) We should investigate the possibility of further Grant Funding to help us over the period of shutdown as currently we have no income whatsoever.	TG
c) Roland has resigned as Mixed Captain and Janet agreed to email all members eligible to serve as Club Officers, asking for volunteers for both the Mixed Team Captain and Treasurer.	JM
d) Pigeon Holes are to be fitted in the foyer when all the other work has been completed.	SL
12. Applications for Membership - No applications received.	
The meeting closed at 11.15am	
<u>Date of Next meeting:</u> Friday 12th December 2020 at 09.30am	
Signed:Janet Moore (Chair)	
Date:2020.	