

# **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON MONDAY 23rd OCTOBER 2017 AT 1900Hrs IN THE CLUBHOUSE, CORAMS LANE, WELLINGTON**

Before the meeting opened all members present observed a one minute silence in memory of Denis Courtney and Alan Leonard who have passed away since the last meeting.

Fran Hughes was invited to the meeting but could not stay because she had to return home to Yeovil. Chairman Geoff Stamp thanked her for all the work she had done for the club over the past eight years, coaching new bowlers many of whom had become skilled and successful members of our club. Her leaving is a great loss to our club and as a token of our thanks Fran was presented with a bouquet of flowers. Fran replied that she would miss all the friends she had made, and thanked everyone for the flowers and warm reception that she had received.

## **1 The Chair declared the meeting open at 19.10 pm**

**2 Apologies** - Brenda Wilson, Simon and Monica Spalding, Bernard Barnes, David Beudet, Vic Horne, Ed Dilley, Joan and Ron Greenway, Martin Speakman, Win Courtney, Richard Northern, Sally Williams, Bob Codd and Tony Woollard

## **3 Presidents Address** (Roland Bath)

The President Roland Bath said that he was extremely pleased that we have had a great season this year which has been achieved on the back of all the work done by members. Paul Kelly, Nick Channon and the other members of the team had done a tremendous job on preparing the green which had been an excellent playing surface all summer. The A and B teams in the Over 60's leagues had done exceptionally well by getting promotion and the Ladies too had done extremely well. He announced that Jay has been posted to the Falklands and would be there from January until April next year. Jay is doing a fantastic job as Fixture Secretary which is greatly appreciated by all members. John Cherry, too, deserves our appreciation for all the work he does in preparing and organising all that happens in the Indoor Rink over the winter. On behalf of the League players Roland thanked the members who do the food and thanked all the members who have participated in doing the teas for the friendly matches over the summer. He finished by saying that it was great to see so many members attending this AGM.

**4 The minutes** of the last AGM meeting were approved as a true record.

**5 Matters arising** There were no matters arising.

## **6 Chairman's Comments** (Geoff Stamp)

We are again at the end of another year and I am pleased to say a very successful one. At the start of the year, we were to hold our Grand Christmas Draw and eventually sold over 1500 tickets. A big thank you to all members who sold the tickets and of course to those who bought them, the revenue from this event benefits the club enormously. Over the year, we were to see the Club organise some very fantastic events, food was provided at all of the events and most were a sell-out. Thanks to the bar staff whose hard work at these events together with the summer matches has boosted our annual bar takings to the best on record. I would also like to say a big thank you to the Social team who arranged these events that raised a fantastic amount of money, which is being re-invested back into the Club.

The recruitment drive last year brought in a lot of new members to the Club; we now have 134 playing members, an increase of 14 over last year. All the new members were coached, so a big thank to our patient coaches Martin, Richard and Fran.

The Indoor Rink was heavily booked last winter, with games and competitions taking place throughout the day. Again the takings for rink fees are at an all-time high.

This leads me on to make a special mention of our Friday evening Ladies league that has helped our new ladies to improve their game and experience league conditions. Thank you to everyone who organised this league and made it work. The Indoor Rink carpet has been turned and refurbished, making for a faster and cleaner rink for bowling. We also have to give our thanks to Steve Lovell who built new seating and cupboards for storage of coaching equipment.

The Outside area has been improved with removal of the trees that have been replaced with a new fence. Thanks again to Steve Lovell who built the three pergolas, which has improved the general appearance of the area. Whilst mentioning the "Green" it is probably in the best condition for many years. Visiting teams have been full of praise and compliments, in fact they have been "green with envy". Thanks go to Paul and the maintenance team. As a Club, we are proud to say that this year, we were chosen to host two County matches and a Bowls England Disabled singles competition. This is due to us being a successful and well-run club. This year, we have played 64 Mixed Friendly matches, 92 Men's League matches, and 17 Ladies' League matches. The 'Friendlies' games were very successful, giving many of our new bowlers the opportunity to play in competitive matches; overall, we won over 70% of these games which is also an improvement over last year.

In the Men's over-60's league, both our teams were successful in finishing top of their leagues and being promoted. The 'A' Team in the Somerset League were very unlucky to be relegated by only one-point from Premier 2 and they hope to bounce back next year! At all matches, excellent refreshments were provided, which has enhanced our reputation. Thank you to all members and volunteers who helped to prepare and serve meals at all Club events and matches during the season.

I would like to mention that our Treasurer, John Hunt had to retire through ill health in August. We have, however, been fortunate in acquiring 2 very able replacements in Tony Gibson and Bill Warnett, who have taken over and worked very hard to finalise all the accounts to the satisfaction of our auditor.

My final thank you is to our Secretary, Brian Wombwell. Brian is retiring from his present position after three years. He has worked tirelessly for the club, his contribution has been immense and he will be missed by all.

## **7 Secretary's Report** (Brian Wombwell)

The Secretary said that his report was attached to the minutes and he hoped that members had read it as he had tried to emphasize the importance of the work done by members over the past year. He said that he was not going to read it but that he would answer any questions from the floor.

He would went on to say that at the last General Meeting he was asked to say a few words about the number of vacancies we have for important positions which have to be filled this year. He said that this was a delicate matter and he wanted to make it quite clear that he did not wish to criticise or to cause offence to anyone.

Basically we have a problem in the club.

The committees have been run for a long time by some long serving members who now feel that they have done their fair share of the work and want to take a back seat in club affairs. I sympathise with this and I am sure that everyone else in this room does too.

We also have a great many fairly new members who are new to both bowling and to the club. These members feel that they are not yet ready to take on responsible jobs because they have a lack of knowledge and experience. I sympathise and I am sure that everyone else does too.

The problem is that we now have a vacuum where some of the very important posts are not being filled. The consequence of this is that some of the activities enjoyed by members will not take place next summer unless volunteers come forward. It is not fair to ask those already in posts to do extra work to fill these vacancies. I will post a notice

in the club giving details of these positions and hope that members will consider taking them on.

The problem with the ladies participation is particularly acute. The 38 lady members make up about one third of the membership but we have only 5 ladies offering to volunteer for positions. Gill Groves, Thelma Helps, Monica Carter, Win Courtney and Liz Bowrah. The committee asked me to particularly make it clear that we value greatly the contribution the ladies make to our club and we want to encourage ladies to take an active part in running the club. At the moment the Ladies have very little influence in how the club is run. We are even struggling to find a Captain for the Ladies League team that has nine League matches and six friendlies over 5 months next summer. This team got better results this year than for many years past. There has to be options. Thelma Helps is a very experienced player who has volunteered to be Vice Captain and she would act as mentor to anyone who offered to do the Captain's job. If we have to withdraw from the Ladies League it would be a sad blow for the club.

The only way that this can be resolved is that in the short term newer members volunteer to fill positions and the experienced members offer to mentor them while they learn the ropes. One way or another this problem has to be resolved otherwise we will lose the momentum the various successes have brought us in the past three years.

**8 Treasurer's Report** - As the auditor was not at the meeting a copy the Audited Accounts and yearend figures had been distributed as people arrived earlier.

Report by Tony Gibson Treasurer

(Tony has taken over the collection, banking and general financial duties.)

Along with Bill I took over the role of Treasurer and Bill the role of Assistant Treasurer in early August. It already seems a lifetime ago. We have got up to speed with the various elements of our roles and we are already looking to the future and how we can move the club forward.

Financially the club has had a good year and, with the increases in membership and other income-generating activities, is producing a good positive cash flow.

In relative terms it has been a good year with the cash surplus over the year increasing from £12,600 last year to some £19,000 this year.

Membership income increased from around £10,000 to £13,000.

Bar turnover was also up from around £19,000 to £23,500 and the gross bar margin has increased from some 36% to 46%.

The Social Activities organised by the Social Committee also performed well with income up from £5,600 to almost £7,000 and contributing over £2,500 to club funds and in the process giving us all a good time during the cold and dark winter months.

Apart from the normal day-to-day expenses of the club we also spent money on fence works which was funded by the money raised for this purpose this year and last.

Towards the end of the year the club also spent £1,350 to have the indoor rink carpet taken up, turned over, rotated and re-laid. It is now expected that this will give several years more service before needing to be replaced.

As the club gets larger and its affairs more complex it has become more difficult to complete the year end accounts and have them audited in the three weeks before the AGM. So next year we shall be asking for the date of the AGM to be moved a few weeks into November so that this process becomes more manageable.

We are also going to keep things simple by moving towards a cash accounting approach to the accounts more in keeping with the requirements of a sports club. Members need to know how much income the club has had and where it has come from, how much the club has spent and what it has been spent on, and how much the club has in its accounts. A lot of the more company accounting based approaches are not really appropriate.

We have instigated a new electronic recording system for the financial information that is already allowing us to track membership fees for all categories of members and the payment of locker fees etc.

We are also looking to start to plan for the future. Apart from any development plans the club may have it is also going to have some other significant costs to fund in the future (such as replacement of the indoor rink carpet and the mowing equipment). So, along with the financial modelling of the club's activities, we are going to try and capture these plans and estimate the costs associated with them. We can then produce a five year plan and start to earmark some of our funds on an annual basis so that we have monies put aside for when they are needed.

Until you are actually doing the role of treasurer you cannot hope to understand just how much time is required to collect, record and bank all the various bits of income we generate as a club.

We would again make a plea to all members

*"If you put any money in the box make sure it is in an envelope with your name on it, how much it is and what it is for (if there are two payments included i.e. indoor subs and indoor green fees make sure they are identified separately.*

*If the money is for two of you make sure clear information is provided for both).*

*We are still getting money in the box where we effectively have to guess where it is from and what it is for. We would also request that you put money for social events in the social events box, under the social events board, rather than the box in the indoor rink."*

Bill Warnett Assistant Treasurer

Bill has taken over the accounting system and records.

He introduced members to the Audited accounts talked through the Balance sheet and the Accounts summary. In future a summary sheet will be issued to the Executive and General Committees on a monthly basis so that they can easily see the income, expenditure, and current bank balance as the year progresses.

The time available, three weeks, to prepare the accounts, resolve queries from the Auditor, then finalise everything before getting the final report printed is not enough when the year end is the end of September. Last year this resulted in it becoming necessary to have an Extra General Meeting to approve the accounts in November. It is also not satisfactory to issue the Audited figures on the night of the AGM. That is why we have put forward a proposal that in future the AGM is held in November so that the Figures can be issued a few days before the meeting and members will have the opportunity to digest them before the meeting.

The Auditor has approved the Cash Accounting System we recommended.

Bill finished by saying that if any members had queries when they have studied the figures to contact him and he will respond accordingly.

There were no questions for either the Treasurer or the Assistant Treasurer from members.

## **9 Development Officer's Report.** (Richard Manning)

### Grants

1) a) The application to Sport England for £50,000 to modify the clubhouse was not successful. The Grant Assessor Ryan stated that our application was highly rated but the requests for facility funding amounted to £278million against a budget of £4million and they could not all be satisfied. b) We are awaiting news on the Tours excellence Award. 3) We have been awarded £5.5K by TDBC in respect of toilet upgrade. 4) I am continuing to explore other avenues of funding which would be easier if the club was a Registered Charity due to the availability of foundation grants. 5) We are keeping in touch with Viridor and hope that we will be able to secure more funding from them.

### Sponsorship

Local Companies have generously sponsored us this year: Wadham Fencing £500, Carley Press £250, Relyon £250, RW Gale £500, BDA £250 and a £600 award is in its final stages.

### Recruitment

Bowls clubs have a very high age profile and recruitment of new members is the key to sustainability. Bowls England state that a club with six outdoor rinks should have a

**minimum** of 120 playing members that is 20 players per rink. This is the third year that a team of our club members attended local events to encourage members of the public to attend our two open days both of which were well attended. Consequently, after numerous coaching sessions 26 new members signed on and the club was successful in its application for BDA funding.

#### Retention

In order to establish the playing needs of the new intake for the winter session over 60 members were interviewed from which new Roll-up slots and league teams have been formed.

#### Building alterations and equipment.

1) The Fence Fund raised £2,735.50 with 50% generated from sponsors and the rest donated by members. This money was used to remove the old trees and install the new fence, build 3 pergolas and plant the climbing perennials.

2) Kitchen - Instantaneous hot water heater installed which also serves the bar sinks, new window blinds, dishwasher re located to give easier access, and redecorated.

3) Indoor Rink - new cupboards and seating installed, playing surface re-furbished.

4) General - New defibrillator, accident book and first aid kit, hot and cold water pipe dead legs removed (a potential source of legionnaires disease),

Please Note - the hot water heater and the blinds were paid for by the Social Committee.

#### Bowls England Award

The club was awarded the West Regional Club Champions of England based on its success in recruiting, grant awards, and the building works undertaken which amounted to over £80,000. In February 2017 the club received its awards along with two sets of coloured bowls which were raffled to members and raised £500 which was used to purchase six new sets of coaching bowls.

### **Social Committee Report**

#### Richard Manning submitted this report on behalf of the Social Committee

The Social Team, now completing its second year, organised 8 functions over the past twelve months all of which were extremely well attended (most sold out). The entertainment and the meals have been varied and always enjoyed and appreciated by everyone. All of the functions have provided an excellent social atmosphere and members have enjoyed letting their hair down on the dance floor. Ticket Money and raffle prizes donated by members and the Social Team have helped to raise money, £2,849.00 which has been invested in improvements to the kitchen, new kitchen equipment and a defibrillator. The charity function in August raised £250.00 which has been donated to the MS Society.

The calendar of events for 2017/18 has been arranged and posted on the notice board. The Race Night has already had several local businesses offer to sponsor a race and if the interest shown by members is anything to go by we anticipating a very exciting and noisy evening.

**We would like to take this opportunity to thank all the members and their friends who have supported our events.**

***There followed a short break of 15 minutes.***

### **10 Proposals (Votes were taken by show of hands on all proposals)**

1) Proposed by the Executive Committee THIS PROPOSAL WAS REFUSED.

That if no one volunteers for the post of Ladies Administrator that the position be disestablished from the list of officers on the Executive Committee. Reason - This post has been vacant for 12 months and we have no nominations this year.

2) Proposed by the Think Tank and recommended by the Executive Committee and General Committee. THIS PROPOSAL WAS ACCEPTED with the proviso that the Executive Committee and General committee approve re wording to remove the word "excluded".

The Constitution be changed so that the Indoor Membership fee is to be paid by 1st September and members who have not paid by this time will be excluded from membership of League Teams and Roll Ups. *Reason - The current system of paying by 31st October makes it impossible to allocate members to League Teams and Roll Ups or to anticipate how many teams will be participating when membership is unknown. The season starts on 1st October and the rink timetable has to be formulated by this time.*

3) Proposed by the Think Tank and recommended by the Executive Committee and General Committee. THIS PROPOSAL WAS ACCEPTED

All recruitment to Indoor League Teams and Roll Ups are subject to approval by the Indoor Secretary. All team Secretaries must request Pre approval from the Indoor Secretary before transferring players into or out of their team.

*Reason - These rules are necessary for administration purposes so that players are not entered twice in one roll up or in two teams within the same league.*

4) Proposed by Dai helps and seconded by Thelma Helps

*The meeting consider that the Subscription for Social members should be raised to the realistic figure of £10 per annum and that this sum should be considered at future AGM's.* THIS PROPOSAL WAS ACCEPTED The proposer withdrew the second part of the proposal "*and that this sum should be considered at future AGM's*" before the vote was taken.

5) Proposed by Ann Cowling and Seconded by Thelma helps and Brenda Wilson.

*We propose that Win Courtney be given Life Membership of the club.* THIS PROPOSAL WAS ACCEPTED

*Reason - During the past twenty years has served as Ladies Administrator, Ladies Captain and Vice-Captain, President, Selection Committees, and Ladies Indoor Secretary (resigning from this post when her husband sadly passed away last February). Win, for over twenty years has been there for the club getting involved in various other duties too many to name. Win has earned and deserves to be put forward for Life membership.*

6) Proposed by Ann Cowling and Seconded by Thelma helps and Brenda Wilson.

We propose that Pam Darch be given Honorary Social Membership. THIS PROPOSAL WAS ACCEPTED

*Reason - Through ill health Pam can no longer bowl but still supports the Ladies matches when they are at home. Pam has been Ladies Captain, Vice Captain, and President and served on selection committees. She has also done other duties too numerous to list - if needed she was always there to help. Pam also deserves to be put forward.*

7) Proposed by Mike Connor, Seconded by Paul Kelly THIS PROPOSAL WAS REFUSED.

Proposal - "That for the outdoor bowling season 2018, and thereafter, an annual Finals Day is arranged on a Sunday, each September, for playing the final matches of the club's outdoor competitions. That such Finals Days are promoted to members to attend as spectators, supported by food refreshments and the club bar open for drinks."

8 Proposal by Mike Groves and Paul Kelly THIS PROPOSAL WAS ACCEPTED

My proposal is that we separate the match day Captain/Vice Captain's duties from the selection duties, and alter this in our Constitution Rules.

A selection panel of three members, each with equal selection rights, would replace the current **setup and select all Men's League Teams.**

Captain and Vice-Captain would take on the match day duties, but would not be precluded from also being on the selection panel if the candidates so wished.

**If no candidates are found for Men's Captain then the selection panel would select a captain for the day, spreading the role around the various teams.**

**Currently the Men's Captain and Vice Captains Job Description include selection of the Men's League Teams.**

*Reason - We have 2 Saturday, 3 Thursday, and potentially 3 Wednesday teams to select, 4 more teams than previous years due to the upsurge in membership.*

*Paul Kelly and I have been Captain/Vice for the last 6 years and are not standing for these positions in 2018 season.*

9 Proposal by Bill Warnett and Tony Gibson and recommended by the Executive Committee.  
THIS PROPOSAL WAS ACCEPTED BUT THAT THE DATE BE SET AT THE SECOND MONDAY IN NOVEMBER

It is proposed that we alter the constitution to allow the AGM to take place in November rather than October.

*Reason - As Treasurer and Assistant Treasurer we have recognised that there is a problem finalising the year-end figures in time to have them fully audited and printed ready for presentation to the Annual General Meeting.*

*Last year we had the situation where the audited accounts could not be presented to the AGM as the Auditor had been unable to complete his work before the date of the AGM. To make sure that this did not happen again this year we have been working with the Auditor prior to the financial year end so he can start his work. This is less than ideal as we are effectively presenting him with a moving feast. It would be much better for the accounts to be finalised by the club Treasurer before passing them to the Auditor.*

## **11 Elected Officers and Post Holders for 2017/18**

<b>President</b>	ROLAND BATH
Vice President	GILL GROVES
	.....
<b>Trustees</b>	FRANCIS HUGHES
	WIN COURTNEY
	RICHARD FOX
	.....
<b>Executive Committee</b>	
Chairperson	GEOFF STAMP
Secretary	ROGER MURPHY
Treasurer	TONY GIBSON
Development Officer	RICHARD MANNING
Ladies Administrator	<b>VACANT</b>
Assistant Secretary	CLIVE MANNING
Assistant Treasurer	BILL WARNETT
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<b>General Committee</b>	
Men's Captain	<b>Vacant</b>
Lady's Captain	YVONNE ABBOTT
Mixed Games Captain	<b>Vacant</b>
Fixture Secretary	JAY MERRELL
Bar Steward	STEVE LOVELL
Outdoor Competitions Secretary	<b>Vacant</b>

Indoor Secretary  
Membership Secretary  
Estates & Maintenance Manager

JOHN CHERRY  
CHRIS WILLIAMS  
VIC HORNE

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**Post Holders who report to the General Committee and can attend General Committee meetings but cannot vote except on issues concerning their portfolio.**

Green Representative	Paul Kelly.
Building Representative	Ernie Windsor
Catering Officer	Liz Bowrah
Social Team	Vacant
Chair of the Think Tank	John Cherry

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**Other Posts Held by Members**

Men's Vice Captain	<b>Vacant</b>
Selection Committee Men's Captain (optional)	Mike Groves, Mark Philips, Roland Bath plus Men's
Ladies Vice Captain	Thelma Helps
Selection Committee Ladies	Gill Groves
Mixed Games Vice Captain	Dai Helps
Selection Committee Mixed	Win Courtney
Bar Committee	Richard Whiting, Monica Carter, Ian Hollingsworth
Welfare Officer	John Cherry
Publicity Officer	Di Dagg
Child Protection Officer	Martin Speakman
County Representative	Mike Groves

**12 Introduce President**

Roland Bath is continuing this role for his second year so this item not relevant.

**13 Election of Trustees**

The trustees were re-elected en bloc  
Win Courtney  
Richard Fox  
Fran Hughes

**13 Election of Auditor** Robin Dickenson was re-elected and has indicated that he will continue in this post.

**14 The Chairman closed the meeting at 20.40pm**