

WELLINGTON BOWLS CLUB

Minutes of General Committee Meeting held in the Clubhouse on Wednesday 13th November

Present J Moore, G Groves, T Gibson, A Cowling, C Williams, H Richbell, A May

Apologies J Merrell, J Cherry, P Kelly

Chairperson's Opening Remarks

Those continuing in post were welcomed. Efforts were still being made to fill the many posts still currently vacant. Di Dagg was thanked for agreeing to continue, after the AGM, as Publicity Officer. The Executive Committee will ratify Di's appointment as this was made after the AGM.

Minutes of the last meeting

These were agreed with one very slight amendment to the Membership Report and signed by the Chairperson

Matters Arising

There were none

Secretary's Report

Since the last meeting the following significant actions have been undertaken. In no particular order:

1. Dales stretched the Indoor Carpet on September 11th. They were unfortunately unable to complete the job as one side of the carpet could not be adequately secured. This will need to be sorted properly next year and arrangements made with them to do the work, as this will involve more than 'carpet stretching'. Many thanks to Tony Gibson and Bill Heard for attending on the day.
2. All the necessary paperwork for the recent AGM was distributed by email or post to all our members beforehand, so that they were adequately informed of the event.
3. County Registration Forms for the Men's Teams in the SWL and the Turnbull Cup, the Ladies' Southey Trophy and Fear Cup and all the individual competitions for those members who have submitted applications forms have been completed and checked by Mike Groves and Jay Merrell. This form and covering cheque for £148 has been sent to the SBA and an acknowledgement requested for its receipt.
4. Abel Alarms have serviced our Fire Alarm and Emergency Lighting and all would appear to be in order .
5. We have now put together a list of those members who hold a key to the two rear doors (leading from the green). No previous list existed.

6. First Aiders. The appointment of additional First Aiders has yet to be done as they have not currently registered and completed the appropriate course with the St Johns Ambulance Brigade.
7. We have been invited to Windsor to play a return match against the Royal Household and Jay has confirmed the booking. Brian Wombwell has been making enquiries regarding the costs of hiring a coach, but someone is needed to complete this exercise and make all the necessary arrangements. At present there are 41 members who have expressed an interest in playing and 7 non-playing members wishing to attend.
8. Brian Wombwell ordered the wreath for Remembrance Sunday again this year and Roland Bath very kindly represented us and laid the wreath on behalf of the Club.
9. It has been decided that in future only Full Tea/Tea & Biscuits will be available for Touring Teams and the like who attend matches at the Club. The only exceptions to this will be the Middleton Cup matches where they had requested 'filled rolls to be on sale on arrival'. As this was agreed prior to the Executive making their decision, this has been agreed.
10. On one Sunday morning, I was advised that the front door was not closing properly and therefore the handle latch throw was not entering its recess. This prevented the magna lock from working properly so the door was not secured. A Notice was posted asking Members to ensure that the door was fully closed. Ernie Windsor has investigated and the matter appears to have been resolved, but Members still need to ensure that the door is fully closed when leaving the premises.
11. Finally, Tony Gibson has confirmed that our PPL/PSL music license has been renewed for another year.

Treasurer's Report - October 2019

See appendix 1

The background and origins of the Building Fund were explained to the meeting.

Ladies' Administrator's Report (Verbal)

There would be a meeting in January where the vacancies for Ladies' Captain and Vice-Captain would be an item. The need for a Catering officer plus Committee was emphasised as urgent, together with a specific Job Description.

This would hopefully be addressed by the Executive and the working party based on a joint proposal from Bill Warnett and Jay Merrell as part of their discussions on the internal organisation of the Club. This could also include approaching other Clubs around our own size to look at their models.

Men's Captain Report

None received

Ladies' Captain Report

None available

Mixed Captain's Report

None received

Membership Secretary's Report (Verbal)

Two additional members had been registered and four potential members were currently being coached.

Fixture Secretary's Report

- 1) The Club Website and generic e-mail address auto-forwarder (info@wellingtonbowling.club) has been updated to reflect the changes made at the AGM. The Chairperson has been given administrator privileges to the Website, and has already posted one item.
- 2) As agreed I have returned the SBA Gen Form 1 which now states that I am the Acting contact for the SBA and Bowls England. This will be updated once a Secretary has been recruited. They have the generic e-mail address for this, so other Executive Members can see what has been received.
- 3) The SBA have sent a revised SBA Forms Comps 2. Clive had already returned the old version with the names of our members entering County Competitions. The new version also requires a named contact for the Men's and Ladies' County Competitions (Turnbull, Fear, Southey etc). I suggest that Paul Kelly should be approached as the obvious Men's contact, with Gill or Ann Cowling acting on behalf of the Ladies. As soon as advised I will return the form. ***(Paul to be approached by the Chairperson, Gill Groves agreed to act on behalf of the Ladies)***
- 4) The Fixtures for 2020 are virtually complete, and a copy is on the Website and Noticeboard. Disappointingly we only have one visiting touring match.
- 5) Brian Wombwell has agreed to help with the 2020 Fixture Booklet. Submissions for the Booklet from members **must be received before January 12th 2020**. Paul Kelly has already approved the following statement which will be entered prominently.

Please can Members note that damage to the green, particularly early in the season, can impact the green for the remainder of the summer. When playing roll-ups and friendlies on our green ensure you regularly move the mat to avoid the same impact area being damaged. Please speak to one of our Coaches if you are not sure what we mean.

(The General Committee also commented on the impact made by the purchase and wearing of inappropriate footwear - soles should be flat and contain no grooving of any kind)

- 6) Finally, an item has been placed in the Website seeking volunteers for the many positions still left vacant at the end of the AGM. The lack of a General Secretary presents an existential threat to the level at which the Club can operate and urgent steps need to be taken to address this.

Competition Secretary's Report

- 1) The Competition Secretary proposed several changes to the organisation of the Outdoor Competitions. Firstly, the Draw for Round 2 would take place after the results of Round 1 and this pattern would be adopted throughout each competition up to the semi-finals. Secondly, a maximum of three days grace would be allowed on the stated date for completion of Rounds. ***(The General Committee supported these proposals).***
- 2) Concern was expressed both on the consistency of Marking, and the standard of Marker's Dress. ***(The General Committee suggested adding a 7th week to the Club's initial free coaching, would encourage both an Internal Marker's event for existing members, and increased publicity of Marker's courses held at other local venues).***

Indoor Secretary's Report

- 1) All five Leagues and Roll-ups for the Indoor Bowling season (October 2019/March end 2020) are now underway in accordance with team memberships and match fixture programmes. All seems well.
- 2) The Men's and Ladies' Singles competitions have also started, albeit with requests to change dates and times of opening matches. This has caused numerous problems and several player withdrawals. Some weekday vacant sessions are being used via the rink booking binder to overcome this, but this deprives members from enjoying casual roll-ups at these times.

My intention for the next two competitions, and for next year, is to insist that members attend each competition draw so that any drawn dates can be changed at the outset, if necessary. Otherwise members who cannot play on their published dates/times will be eliminated. Matches would only be reset via the Indoor Secretary for serious problems like player illness, family/home emergencies etc) ***(The General Committee did not feel able to recommend this compulsory attendance at the Draw to the Executive, and also suggested that once a draw had taken place it should be not be changed)***

- 3) Trophy Presentations for the 2018 Season on October 19th seemed to go well and for record purposes the list of winners/runners-up is appended to this Report.

Bar Steward's Report

None received

Think Tank Report

The last meeting was held on September 23rd with 6 members present. The next meeting is due on 18th November,

- 1) Audio Quality in the Clubhouse was discussed. The improvements for Audio Quality in the Clubhouse, discussed with Tony Woollard, would cost in the region of £800. Funds for this would come from proceeds of past Social Committee functions. Alan May would provide fuller details to the Club Secretary, for presentation to the Executive.
- 2) Running a refresher Defibrillator Training course had been agreed by the General Committee but no date had yet been arranged. The committee wished this training to become a mandatory requirement of membership and for these sessions to be open to all members as a refresher.

Records of those attending should be kept. To make this easier, the Club's First Aiders could have enhanced training (if thought necessary) to be able to give in-house training to members. ***(The General Committee did not support the mandatory approach suggested).***

- 3) There had been a problem with food at the Closure of the Green (President's Day) in September. Food had been free for all, including visitors, and many more attended than originally indicated. This meant additional food had to be purchased at extremely short notice – and, because some took 'seconds' before everyone had been served, shortages still occurred. ***(The General Committee agreed that this was not acceptable and suggested a ticket system for members and a charge for visitors in future)***

Social Committee Report

All the events held since the last meeting have been well attended. In particular, the Music Quiz, organised by Pete and Marguerite Nichols was very successful – similarly the Bingo evenings, run by Steve and Janet Lovell.

Dates and details for future events up until the New Year are posted on the Social Committee Noticeboard.

Green Representative's Report

The green will be cut as weather permits

Building Representatives Report

None received

Catering Officer's Report

None received

Any Other Business

- 1) Suggestion that a Maintenance Book should be kept readily available for Members to enter details of items needing attention **(Action - Chairperson and Executive)**
- 2) Indoor Honours Boards – **(Update on progress given by HR)**
- 3) Individual members **should not** access site of extension without official invitation/permission and must, for insurance purposes, wear Hi-Vis jackets and appropriate head and footwear **(Action – Chairperson and Executive)**
- 4) In light of unfilled posts at recent AGM continuity planning becomes even more important **(Action – Chairperson and Executive)**
- 5) The need for Job Descriptions for Officers and some other posts **(Action – Chairperson and Executive)**
- 6) Contact with Members. E-mail alerts on Website/Notices on Main Noticeboard. Email contact groups to use blind CC's. Possible permission changes on Application form. **(Action Chairperson, HR and Executive)**
- 7) PAT Testing taking place on Monday 18th November **(Information from AG)**
- 8) Fixture Booklet proof-reading – discussed but no conclusion
- 9) New Extension Cost – Phases 1 and 2a likely to cost between £48 - £50K **(Information from AG)**

Date of Next Meeting

Wednesday January 15th 2020 starting at 9.30 am in the Clubhouse

Approved and signed by the Chairperson as a correct record

On
