

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion on Tuesday 12th February 2019

<p>PRESENT:</p> <p>Sally Hurst (SH) President Bill Bailey (BB) Vice President Graham Curtis (GC) Immediate Past President John Dancy (JD) Treasurer Judith Moss (JM) Secretary Keith Waller (KW) Pavilion Manager/Junior Vice President Marian Bailey (MC) Social Secretary Chris Brett (CB) Ladies' Fixtures Secretary Keith Boys (KB) Outdoor Fixtures secretary Tony Cailles (TC) Indoor Fixtures Secretary Adie Booth (AB) Bar manager Dave Reynolds (DR) Ordinary member, Health and Safety Representative</p>	
	ACTION
<p>1. Welcome and Apologies SH welcomed all to the meeting.</p> <p>Apologies Apologies had been received from Peter Fry</p>	
<p>3. Report from the Publicity sub-committee (John Gray attended for this item) A report had been circulated before the meeting. The new website had been very well received and there was much praise for Chris Robinson's achievement. John informed the Committee that the new website had received 3,165 hits since its launch in January. Particularly welcomed were the News section and the Competitions area. It was hoped that it would soon be possible to upload photos; a consent form for non-members would be available. It was agreed that contact details for committee members would be removed from the "About Us" section and stored instead in the secure "Members Only" area. Members' contact details will also be available here, but the list kept in the Pavilion cupboard would no longer show email addresses. JM will liaise with Chris Robinson. Chris has plans to update the emergency contact details for members, with Green Opening Day being an opportunity for this. The matter of a deputy for Chris was discussed. This will be pursued within the sub-committee. Dave Pritchard will be asked to pass the S&D team selections to Chris in future.</p>	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p>
<p>2. Roles and Responsibilities of the MVBC Trustees (Rick Carpenter attended for this item) Rick began by reporting on a meeting of the Trustees with Colin Chamberlain, Solicitor. Three points were raised:</p> <p>i) Page 6 Clause (o) of the Club's lease refers to the requirement that MVBC members should be members of BW Sports Association. However, as the BW Sports Assoc has not existed for many years a judge would not accept any penalties being imposed if the PC identified a new Club as "The Association" and complained that MVBC had failed to comply with the Lease Covenants.</p> <p>ii) The Winchester City Council SHELAA document which identifies a large section of the Priory Park plan as a site available for development. However, MVBC has "security of tenure" and relocating the Club would be very costly for WCC. The land also has a covenant which deems it to be for "recreational purposes".</p> <p>iii) The advisability of MVBC Trustees contacting other clubs faced with a PC review of their leases to discuss their respective positions. It was felt there was no problem in finding out how they propose to proceed, but that the Club should not enter into any further communication with</p>	<p style="text-align: center;">JM</p>

<p>the PC concerning the lease.</p> <p>The meeting went on to discuss the document outlining roles and responsibilities of the Trustees. Their main task is to ensure the Club does not contravene the terms of the lease. The Trustees are named as the leaseholders, therefore it is their responsibility. It was not generally felt that there was any conflict of interest if Trustees were also members of the management committee, and the President may attend Trustees' meetings as an observer.</p> <p>Some committee members felt that communication between the Committee and Trustees could be improved and to this end it was agreed that minutes of Trustees' meetings would be placed on the website.</p>	RC
<p>4. Minutes of the previous meeting</p> <p>The minutes of the previous meeting held on 11th December 2018 were accepted as a true record of the meeting.</p>	
<p>5. Matters Arising</p> <p>Item 5.1 John Dancy had answered the queries raised concerning the accounts:</p> <p>The top line of the accounts sent out with JD's report for the December 18 meeting says "1st April to 4th December". This is why the figures looks slightly strange when compared with the AGM accounts which run for 52 weeks. Most obviously odd is the membership income, especially if it is divided by 200, most of the income is received in March.</p> <p>The second comment was about the refurbishment of the benches. This comes under the "General" heading in the "Green" section. As under £500 and not a specific project it does not warrant its own line. If more specific categories are required the Treasurer is prepared to supply them but needs notifying when they occur as he then has to work backwards through the previous five years of transactions to make the reporting consistent.</p>	
<p>6. Correspondence</p> <p>a) Written confirmation had been received from BWPC on 13th December 2018, of approval to erect wooden shelters and to display advertising on the veranda.</p> <p>b) Return forms for the 2019 season had been sent to Bowl Hampshire and S&DBA. A further amendment will be sent to S&D concerning delegates names.</p> <p>c) Information about "Rinks Diary" an online rink booking system, had been received.</p> <p>d) An application had been sent to Ford Britain trust for a small grant of £250, which would go towards the cost of new smaller bowls for coaching.</p> <p>e) BW Association of Community Organisations had sent a request for submissions for the What's On guide 2019. John Gray is forwarding information about the MVBC Open Day.</p> <p>f) BWPC had sent details of the availability of grants. This was passed to Bill Bailey.</p>	JM BB
<p>7. SUB-COMMITTEE REPORTS</p> <p>7.1 Finance JD</p> <p>The accounts had been circulated before the meeting.</p> <p>JD informed the Committee of a recent scam email asking for money to be transferred to a German bank account. This had been picked up by the police early on and no damage occurred. The members had all been made aware.</p>	
<p>7.2 House KW</p> <p>A report was attached to the agenda.</p> <p>The Committee accepted the quote from Axis for improvements to the CCTV system.</p> <p>JM will write to BWPC to request permission for the construction of a storage unit for the coaching equipment. At present some new bowls are held by John Gray at home but these need to be kept at the Club to be covered by Club insurance.</p> <p>The benches had been sent back as they had been painted white in error. They should be in place by April.</p> <p>KW and DR have been working on the Club's Risk Assessment. This was discussed. DR will now finalise the document and it will be circulated to the committee for approval. There is a need for further qualified first aiders. JM will put out a request to members</p>	JM DR

<p>7.3 Green PF The Irrigation Service Contract OPTION B had been accepted: £440 +VAT</p>	PF
<p>7.4 Bar AB The bar has had a spring clean and stock check. New storage is being prepared in the upstairs cupboard which will bring the bar closer to Health and Safety requirements. With the extra space created a fridge underneath the work surface and glass washer would be possible.</p>	
<p>7.5 Social and Fundraising MB There had been no response to the recent appeal for possible replacements for MB after the next AGM. This matter will need to be addressed again.</p>	
<p>7.6 Indoor Match Secretary There was nothing to report</p>	
<p>7.7 Outdoor Match Secretary KB had circulated a draft "Aide-Memoire" for Captains of the Day at friendly matches. One amendment was suggested concerning Health and safety notices. KB will amend and distribute as appropriate. It was decided to stick with tea and biscuits rather than a full tea after friendly matches. Participating members will also be reminded to contribute £2 for transport if they are playing an away match.</p>	KB KB
<p>7.8 Men's Match Secretary PF was absent but had reported that details from the recent S&D meeting had been forwarded to CR for the website.</p>	
<p>7.9 Ladies Match secretary The Ladies' League fixtures for the forthcoming season have been published. Funding for a raffle prize for the S&D Coffee Morning was agreed. Some books surplus to requirements will be on sale at the Coffee Morning, proceeds to charity.</p>	CB
<p>7.10 Membership Secretary A report was included with the agenda. There was no further discussion.</p>	
<p>8. Circulation of club members' data This matter had been dealt with under Item 3.</p>	
<p>9. Revised rules for outdoor competitions Heathcliffe Moss had circulated a draft prior to the meeting, and asked for comments. The draft rules are based primarily on WBA or Bowls England rules. It was agreed that if the competition organiser wanted to play in the competition, a deputy would need to stand by in case of problems or disputes. With reference to App. D (Slow Play) it was acknowledged that this rule is often suspended with timed competitions, when "local rules" apply. However the feeling of the meeting was that the rule should be included. These comments will be taken back to HM, who will provide a final version for approval by the Committee, before they are published.</p>	
<p>10. Posts and Areas of Responsibility A document produced by Chris Robinson, detailing posts and areas of responsibility within the Club, was amended and some gaps completed. In particular, deputies for the Mens' Sub-committee (David Andrews), the Ladies' Sub-committee (Marian Bailey), and the Indoor Friendly Sub-committee (Bill Bailey) were confirmed. The Outdoor Friendly sub-committee will elect a deputy when they meet before the outdoor season. It was noted that there is at present no deputy for the Social Sub-committee. An email will be sent to members to ask for volunteers to run the Jubilee Cup (4th May), Smith Plate (2nd June), and the Penniall Plate (17th August).</p>	KB JM

<p>11. Members' Information File JM pointed out the large number of incomplete sections in the Members' Information File. It was generally agreed that this file was a useful tool in the Pavilion and that it was worth updating and completing. JM will liaise with Chris Robinson. GC has also offered to help.</p>	JM, GC
<p>12. The Club's Lease There was no discussion at this meeting</p>	
<p>13. Committee Structure There was nothing to discuss at this meeting</p>	
<p>14. The MVBC Forward Plan There was nothing to discuss at this meeting.</p>	
<p>15. Any other Business a. BB informed the meeting that the timber for the weather shelters will be purchased from Equestrian Timbers, but the construction would be completed independently b. Date and Venue of next meeting: Tuesday 2nd April at 7pm in the Pavilion.</p> <p>Judith Moss 16.02.2019</p>	BB