

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion on Tuesday 10 December 2019

<p>PRESENT:</p> <p>Bill Bailey (BB) President</p> <p>Sally Hurst (SH) Immediate Past President</p> <p>Judith Moss (JM) Secretary</p> <p>Anne Simmons (AS) Treasurer</p> <p>Marian Bailey (MB) Social Secretary</p> <p>Adie Booth (AB) Bar Manager</p> <p>Dave Reynolds (DR) Ordinary Member, Health and Safety Representative</p> <p>Lesley Andrews (LA) Ladies' Match Secretary</p> <p>Peter Fry (PF) Green Manager, Men's Match Secretary</p>	
	ACTION
<p>1. Welcome and Apologies</p> <p>BB welcomed all to the meeting.</p> <p>Apologies had been received from Keith Waller, Keith Boys, Tony Cailles.</p> <p><i>A one-minute silence was held in memory of former President John Linter</i></p>	
<p>2. Minutes of Previous Meeting</p> <p>The minutes of the previous meeting on 8th October were accepted as a true record.</p>	
<p>3. Matters Arising</p> <p>Item 3.12 Match Date: AB will confirm the date for the President's Team match which was scheduled for 18th July 2020.</p> <p>Item 8 Competitions Coordinator. David Andrews has taken on this role.</p> <p>Item 10. Trustees Constitution Amendment: The possible inclusion of a statement that the current President of the MC should be present at any discussions concerning the new lease, had not been taken forward.</p> <p>Item 11a. Diary The procedure for compiling the Club's diary and the fixtures booklet were clarified. It is primarily the job of the President together with Pete Fry. It is important that proofreading is undertaken to avoid mistakes with dates.</p>	AB
<p>4. Minutes of AGM 20th November 2019</p> <p>The Discussion Time record had been amended to state that two new committee members had been elected.</p> <p>The minutes were accepted by the Committee as a true record of the meeting.</p> <p>MB pointed out that attendance at this meeting has dropped in recent years and the meeting had only just been quorate. Members will be given options on different times/days and asked to state their preference. This will take place at the Christmas Draw.</p>	MB
<p>5. Correspondence</p> <p>a. The Bowls Hampshire annual questionnaire has been completed and returned.</p> <p>b. Communications had been received from Bowls Hampshire concerning surveys of Disability Participation in Bowls, and Safeguarding. Chris Brett will be asked whether she will continue as Safeguarding Officer. The Club will pay for any necessary training.</p> <p>c. A letter had been received from Jerry Draper offering to take on the role of Accounts Examiner. The committee unanimously accepted this offer. JM will write to Jerry to thank him.</p> <p>d. An email had been received from Btrust Ford, confirming a grant of £250 for the Club. It has not yet been decided how this money will be used.</p> <p>e. A letter had been received from Brian Armstrong suggesting that payment for roll-ups should be in advance by token only, thus ensuring that the Club would receive the fee even if the member did not arrive to play. This issue is discussed under item 8.</p>	<p style="text-align: center;">JM</p> <p style="text-align: center;">JM</p>

<p>6. Treasurer's Report</p> <p>There is approx. £10,000 in the main account and £4,600 in the Instant Access account. The meeting was reminded of the need to restrain expenditure at this time, and that tours money should continue to be held separately from the Club's other funds.</p> <p>AS announced that in future the petty cash would be kept on Club premises. A small amount of cash will be kept in the tea tin for the purchase of milk. Committee members were asked to leave a note if they used any money from petty cash.</p> <p>AS stated that she prefers to pay expenses claims once a month. The committee agreed. There is a £50 spending limit before committee approval is needed.</p> <p>AS had received emails from KW in connection with paying for recent work by club cleaners, in which he requested a debit card to make such payments, but this was not felt to be necessary.</p> <p>DR suggested that KW should have a budget so that he did not need to seek approval every time. It was stated that the Club has an account at Elliotts in BW and therefore KW could use this company for building materials.</p> <p>Jen Flinter still empties the green box but more help is needed with this. An email will be sent to members.</p> <p>It was agreed that the use of tokens should remain restricted to roll-ups and entry fees for competitions etc.</p>	<p>All</p> <p>JM</p>
<p>7. Sub committee and managers' reports</p> <p>7.1 Pavilion KW</p> <p>a. KW had asked for approval of a quotation for refurbishing the sign above the entrance to the Club. There was some discussion on the need for this and the committee agreed to look closely at the sign in daylight before deciding. BB will speak to Marilyn Masters regarding painting the sign. JM will look into any involvement from former members with the erection of the current sign.</p> <p>b. KW had brought to the President's attention the problem of stickers coming off the mats when the mats are rolled and unrolled, and the spots being replaced in the wrong place. DA is dealing with this.</p> <p>c. Forward Planning sub-committee</p> <p>KW requested suggestions from the committee on plans for the Club in 5/10/15 years. Notes from the meeting of this sub-committee had been circulated.</p> <p>SH stressed the need to budget and save for major developments.</p> <p>MB stated that according to the Constitution we have a Social COMMITTEE whose purpose is to raise funds for MVBC, and NOT a Social Club as had been stated.</p> <p>AB pointed out that until the lease is renewed in 5 years' time no major changes should be made, but plans do need to be in place before negotiations begin.</p> <p>BB reiterated that all members should consider aims for the next 5 years before the next committee meeting.</p>	<p>BB</p> <p>JM</p> <p>All</p>
<p>7.2 Green PF</p> <p>There was nothing to report</p>	
<p>7.3 Bar AB</p> <p>The bar staff had enjoyed a meal together the previous weekend.</p> <p>There was nothing further to report.</p>	
<p>7.4 Social and Fundraising MB</p> <p>There were three additional members volunteering to join the social sub-committee: Tony Thornley (meat raffle), Jennie Armstrong (second hand clothing) and Sally Hurst (Christmas raffle). The Committee unanimously approved these.</p>	<p>MB</p>
<p>7.5 Indoor Match Secretary TC (report attached at Appendix A)</p> <p>There was some discussion about raffle prizes which is minuted under item 10.</p>	
<p>7.7 Men's Match Secretary PF</p> <p>There was no report.</p>	

<p>7.8 Ladies' Match Secretary LA (report attached at Appendix A)</p> <p>LA clarified that there had been no explanation from Bowls Hampshire for scrapping certain competitions in 2020. BH is also dropping the awarding of Last Eights Badges and Scrolls to all qualifying players. They will now only be presented to first time qualifiers.</p> <p>It was confirmed that the BH delegates for 2020 would be Lesley and David Andrews.</p> <p>JM raised the matter of the sub-committees formed in 2017 to select teams for competitions against other clubs. It appears the procedure is not followed in all cases. BB will investigate.</p>	<p>BB</p>
<p>7.9 Membership Secretary Chris Robinson (report attached at Appendix A)</p> <p>There was no further discussion.</p>	
<p>8. Administration of roll-ups</p> <p>The issue of members signing up for roll-ups but not turning up to play had been discussed at length at the AGM. Various ways of tackling the issue were discussed further. It was agreed that we would try to ascertain how many times this is happening by monitoring for one month (January). Organisers at each roll-up will be asked to record the number of members not arriving at each session. The procedure will be explained to members in an email.</p>	<p>JM</p>
<p>9. Health and Safety - DR</p> <p>The recent incident where a member fell against the fender was raised. A suggestion from David Andrews that bowls should be kept well away from the person about to bowl was supported. It was also agreed that members needed to adhere to the rule concerning "firing" (ie give a warning). It is up to teams on the mat to limit the number of people involved in kicking back woods.</p> <p>A further incident had occurred where a member slipped on a wet floor. DR requested more "wet floor" signs.</p> <p>DR clarified that incident forms needed to be removed from the First Aid Box and filed correctly in the office, as these forms contain personal information.</p> <p>DR's Health and Safety Report had been circulated to the committee members after the AGM and he was thanked for this.</p>	
<p>10. Raffle Prizes for Indoor friendly matches</p> <p>On occasions raffle prizes at matches are not accessible if no committee member is there to open the office. BB proposed abandoning prizes of wine etc and introducing a "money raffle" from next season. This was accepted for all indoor and outdoor matches.</p>	
<p>The date for the next meeting: Tuesday 28th January at 6.30pm</p>	