

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion on Tuesday 11th December 2018

<p>PRESENT:</p> <p>Sally Hurst (SH) President Bill Bailey (BB) Vice President Graham Curtis (GC) Immediate Past President Judith Moss (JM) Secretary Keith Waller (KW) House Manager/Junior Vice President Marian Bailey (MC) Social Secretary Peter Fry (PF) Greenkeeper/Men's Fixtures 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 Ordinary member</p>	
	ACTION
<p>1. Welcome and Apologies SH welcomed all to the meeting. Sally went on to express condolences on behalf of the Club on the sad news that Barry Lawrence's wife Carol had passed away.</p> <p>Apologies Apologies had been received from John Dancy</p>	
<p>2. Minutes of the Previous Meeting The minutes of the meeting of 20th November 2018 were accepted as a true record.</p>	
<p>3. Matters Arising</p> <p>Item 2 The Lease: AB referred to a letter sent by Norman Chatfield in October 2016 to the Committee suggesting SH should become a Trustee to keep a better balance within the group. Rick Carpenter had also sent a letter to Howard Felgate (then President) expressing his view that it would be beneficial for the current President to attend Trustee meetings. PF proposed that the list of Trustees should stay as it is but that the Club President should attend their meetings. This was carried.</p> <p>Item 5a. There is a list for those wishing to attend a course on using the defibrillator run by Heartstart. This course will go ahead.</p>	JM
<p>4. Correspondence</p> <p>a. Chris Batty had forwarded a letter stating that she had received a visit from the BW Parish Council Community Safety Officer regarding the lights in Priory Park car park. The lighting now appears to be working well.</p> <p>b. A letter had been sent to the Parish Council requesting written approval for the erection of shelters around the green. The Clerk implied there would be no problem but a written response is expected soon.</p> <p>c. Rick Carpenter had sent a copy of the Lease. This will be forwarded to committee members.</p> <p>d. A document had been received from Chris Robinson regarding discrepancies in documentation. This will be discussed later in the meeting.</p> <p>e. An email had been received from a member, Jerry Draper, alerting the committee to the fact that BW Parish Council had put forward Priory Park as a possible site for development under Winchester City Council's latest call for housing sites. BB will try to ascertain some details.</p> <p>f. BW Association of Community Organisations (BWACO) had sent details of their</p>	JM BB

<p>Annual Parish Meeting on Wed 20th March, inviting local groups to display information to local residents. BB volunteered to represent MVBC.</p>	<p>BB</p>
<p>5. SUB-COMMITTEE REPORTS</p> <p>5.1 Finance JD</p> <p><i>Balance is almost the same as last year, however note that we have new lockers on order and also four shelters.</i></p> <p><i>Increase in membership fees is due to late payers as well as increased subs.</i></p> <p><i>Social event income recording varies, last year it tended to be only profits recorded, this year income and expenditure both go through the accounts.</i></p> <p><i>We owed around £1400 on electricity in May, so payments were quite high to reduce the balance. We are now paying less, but more overall than last year. Identified as due to the new heaters.</i></p> <p><i>Water includes sewage charge for the whole of last year as well as six months of this year – and the meter reading they used almost certainly incorrect.</i></p> <p><i>Incredible parity in Green treatment services ??</i></p> <p><i>Buildings maintenance significantly higher, but a lot safer and more efficient because of it. Should be back down a bit next year.</i></p> <p><i>Last year's insurance included a survey.</i></p> <p><i>Friendly match costs refer to the Royal Household trip.</i></p> <p>JD had circulated his accounts to 4th December, along with his report. Some members were puzzled by entries which did not appear to tally with previous entries in the AGM report, and where there was not sufficient detail to identify how income was accounted for. As JD was not present to respond to these queries, it was agreed that he should be asked to clarify these points at the next meeting.</p>	<p>JD</p>
<p>5.2 House KW</p> <p>There was agreement that the new fridge/freezer was a good purchase.</p> <p>New lockers are arriving this week.</p> <p>KW had received a quote for £375 for removing the cladding so that it can be reused.</p> <p>Axis had sent a quote for improving the CCTV coverage. The Committee was asked to consider improvements and placement of cameras for the next meeting.</p> <p>Members did not always clear up glasses etc or lock up properly when leaving the Pavilion. JM will send out a general reminder about security.</p> <p>AB will purchase some recyclable cardboard cups for use with the water cooler and monitor how they are used.</p> <p>KW will install a light above the gate to make it easier to use the padlock correctly.</p> <p>It was noted that the cost of refurbishing the benches had not been itemised in the accounts.</p>	<p>All</p> <p>JM</p> <p>AB</p> <p>KW</p>
<p>5.3 Green PF</p> <p>The moss has been treated. PF reported that rolling helps to prevent disease, so acquisition of a roller will be beneficial. Phil Walker had pointed out that it will be necessary to be able to get the roller on and off the green without the help of his trailer. PF will arrange with Phil Walker for a demonstration on using the roller.</p> <p>There has been no discussion on the purchase of a scarifier.</p>	<p>PF</p>
<p>5.4 Bar AB</p> <p>This has been a quiet period for the bar. It has been agreed to purchase an ice-box for the freezer. AB also requested a glass-washer. The main issue is storage. KW outlined a plan to create bar storage space by using some of the office area. KW and AB will discuss this.</p> <p>The Committee were asked to think about the impact of reducing office space for discussion at the next meeting.</p>	<p>KW, AB</p> <p>All</p>
<p>5.5 Social and Fundraising MB</p> <p>There are currently 5 members on the Social Committee. MB is proposing that different members be asked to run the different events and to ask at the beginning of an event for</p>	

<p>volunteers to remain to put back the mats at the end. There will be a planning meeting early in January to discuss functions for the coming year. The Race Night is scheduled for 16th February. All is in place for the Christmas Draw.</p>	<p>MB</p>																
<p>5.6 Indoor Match Secretary TC TC informed the meeting that there had been some problems fitting in competition games around the heavy programme of roll-ups in the evenings. He suggested possibly stopping the Tuesday evening roll-up in order to create time for competitions. However, regular Tuesday evening players had complained about this. It was pointed out that there are “Activities” times in the booking book specifically for competition matches, plus time at weekends.</p>																	
<p>7 Outdoor Match Secretary KB Kath Owen had Jennie Armstrong have volunteered to join the Outdoor Match Selection Committee.</p>																	
<p>8 Men’s Match Secretary PF The vacancy on the Men’s Selection Committee has now been filled by David Andrews. PF informed the meeting that funds are available from the S&D Benevolent Fund for members in affiliated clubs. Members may apply for these for eg. funding a funeral for a partner, buying equipment to help with a disability etc.</p>																	
<p>5.9 Ladies Match Secretary CB Only two teams will be entered for the 2019 season, but hopefully three the following year.</p>																	
<p>5.10 Membership Secretary’s report Membership secretary’s report - Management Committee meeting 11 December <i>The current membership is as follows:</i></p> <table border="0" data-bbox="140 1131 837 1388"> <thead> <tr> <th>Membership type</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>Honorary life</td> <td>8</td> </tr> <tr> <td>Life</td> <td>3</td> </tr> <tr> <td>Full</td> <td>174</td> </tr> <tr> <td>Indoor</td> <td>5</td> </tr> <tr> <td>Youth</td> <td>0</td> </tr> <tr> <td>Social</td> <td>12</td> </tr> <tr> <td>TOTAL</td> <td>202</td> </tr> </tbody> </table> <p><i>I have been following up on members reported as having not yet renewed their membership based on information from the treasurer. Consequently the numbers are reduced from those recently reported at the recent Annual General Meeting, for which I apologise.</i></p> <p><i>Chris Robinson</i> Membership secretary</p> <p>The figures indicate a healthy number., which does not fluctuate greatly from year to year. It was remarked that the Club does not have a Youth element.</p>	Membership type	Number	Honorary life	8	Life	3	Full	174	Indoor	5	Youth	0	Social	12	TOTAL	202	
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<p>5.11 Publicity Sub-committee The report from John Gray had been circulated before the meeting:</p> <p><i>We held a meeting on Thursday 6th December to review and update the club’s website. The members of the committee were joined on this occasion by President Sally Hurst and Chris Robinson who was invited to attend following a request from the Management Committee.</i> <i>John opened the meeting stating surprise that when the sub committees were voted in at the AGM the Publicity Sub Committee is not included and felt that in future this should be included and asked that this be brought to the Management Committee for consideration..</i></p>																	

<p>Prior to the meeting Jean Riche Webber and David Pritchard had been tasked to refresh all the website pages which required attention. This had been achieved and had been undertaken to try and alleviate any discrepancies we were led to believe that Chris Robinson had indicated in a letter to the Management Committee.</p> <p>Before we reviewed the website Sally advised the committee that Chris had been asked to set up an alternative website format which she wanted us to consider at the meeting as a replacement for the current Website. Having had no prior knowledge that such an arrangement had been tasked this came as a body blow to the team that over the past 5 years had developed a site of which no one in the club had given negative comments to the committee members.</p> <p>Following a discussion Sally apologised to those concerned about the lack of communication but hoped that we could move forward and assess the work that Chris had undertaken and hear her views on what the site could provide that would keep both the public and the club members fully informed of the club's activities and progress.</p> <p>All members of the committee felt there was much to be gained in adopting the layout of the new website design and whilst there were some sections that could benefit from picture images this could be eventually overcome. The main advantage of the new arrangement is that all the content and design would be carried out "in house" without an outside agency involvement. Jean reported that there had been some difficulties recently with changes being made without our knowledge, which had caused problems uploading information to the site pages.</p> <p>As designer of the new website, Chris Robinson has agreed to be the webmaster. Comment was raised that we should endeavour for a deputy to be trained to allow the website to be updated during any absence of the webmaster.</p> <p>It was agreed that we should recommend to the Management Committee to adopt the new website early in the New Year and it was suggested that we hold a meeting of members in January when the new site could be demonstrated on a big screen and members could be shown how to access the various sections. Subject to Management Committee approval this demonstration would take place in the club house on Sunday 13th January at 2pm.</p> <p>John has been tasked to obtain a power-point projector and large screen for use on that afternoon and we would need to seek out some helpers to prepare the club house by rolling up mats and putting out chairs in a theatre arrangement. We hope this event will be well attended and appreciated by our club members and that as a result the site will become an asset to the club.</p> <p>In the mean time the current site will continue to operate and arrangements will be sought to remove it from the World Wide Web to be replaced with the new site. There may be a release charge from our current webmaster but once the new site is up and running there will not be a management fee for site maintenance.</p> <p>It was agreed that John would continue to be the Publicity Correspondent and he would endeavour to place articles in some of the local Parish Magazines throughout the year. Please note the deadline for articles is generally the end of the month to be included in the following months edition.</p> <p>Finally it has to be stressed that none of the above can be achieved without continually good up-to-date communication from the secretaries of the Management Committee to the Webmaster and Publicity Correspondent.</p> <p>Our next meeting will be held on Tuesday 8th January 2019 at 11am</p> <p>John Gray Publicity Sub Committee Chair.</p> <p>The Committee supported the plan to introduce the new website at a members' meeting on Sunday 13th January.</p> <p>Jean Riche-Webber had written to the Committee expressing her concerns at the way in which the introduction of the new website had been handled. She has decided to withdraw from her role on the Publicity Sub-committee. JM will write to thank her on behalf of the Committee.</p>	<p>JM</p>
<p>6. Revised rules for Indoor Competitions</p> <p>Heathcliffe had amended his first draft of Indoor Rules. The suggested rule for practising before a competition match (7) was approved. Rule 6.7 (Visiting the Head) was amended to refer to Singles games only.</p> <p>JM will write to thank Heathcliffe for his efforts in producing these rules. He now plans to turn his attention to outdoor rules and will then attempt to amalgamate the two sets of rules before the summer season begins.</p>	<p>JM</p>

<p>7. Committee Structure</p> <p>Each member of the committee was asked to give their views on David Andrews’ suggested restructuring of the committee, presented in the meeting on 16th November. There was a majority view that the current structure was working despite being quite large, but each member brought individual expertise and knowledge which was important. It was stressed that taking clear decisions was important.</p> <p>The role of the newly introduced “Executive Committee” was raised. It was agreed that terms of reference were necessary within the Constitution. JM will draft these and forward to committee members for comment.</p>	JM
<p>8. Queries concerning the website, constitution and fixtures booklet.</p> <p>A paper from Chris Robinson, highlighting a number of discrepancies in the Club’s various communication channels concerning committee membership, nomenclature and other roles of responsibility, had been circulated. There was some discussion but it was decided that a smaller group (SH, PF, JM) should meet with Chris Robinson in the new year to discuss this further.</p>	SH, PF, JM
<p>9. The Club Lease</p> <p>The Trustees had met with representatives from the Cricket Club to hear the CC’s thinking behind their request for the PC to review their current lease. The CC has been offered a 3 year security of tenure only. It was suggested that a “Lease Team” be formed with representatives from all groups currently holding a lease with the PC. The Committee felt that this was not an advisable action at this time. AB reminded the committee that a good charge for the Bowls Club lease in 2025 had already been offered and we would not wish to endanger this.</p> <p>The Trustees are meeting with the solicitor on 12th December to clarify some aspects of the lease. The Committee felt strongly that the President should also attend, and that we should obtain a written response.</p>	SH
<p>10. The Forward Plan</p> <p>Progress with the current Future Projects Plan was discussed. Projects yet to be completed are the Greenkeeper’s shed, the house shed and fencing by the car park. The Committee members were asked to consider longer term projects for the next meeting.</p>	All
<p>11. Any Other Business</p> <p>a. Emails. AB asked that members should endeavour to “reply all” so that everyone on the committee receives all information.</p> <p>b. Quotes for cutting back the hedge. BB had obtained three quotes for this job. It was decided to accept the quote of £480 from Lancaster Landscapes.</p> <p>c. BB reported that Roger Morfill was not prepared to run the Summer Trips if the dress code is whites. An attempt will be made to find another volunteer.</p> <p>d. The notice with information about the Mixed Triples Competition on Sunday 20th January had been amended to read “dress code Greys”.</p> <p>e. The date for the President’s Shield was changed to 17th February as many members will be involved in the Torquay trip on 24th. Howard Felgate had indicated that he would prefer not to run the competition this year. An attempt will be made to find another volunteer.</p> <p><u>Date and venue for next meeting</u></p> <p>Tuesday 12th February at 7pm.</p>	All BB JM JM

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