

# MEON VALLEY BOWLING CLUB

Management Committee meeting to be held on Tuesday 2<sup>nd</sup> April 2019 at 7pm.  
at the Arthur Howard Pavilion, Priory Park, Bishops Waltham

## AGENDA

1. Welcome and Apologies
2. Minutes of Previous Meeting
3. Matters Arising
4. Correspondence
5. Sub -committee Reports

### 6.1 Finance - JD

**Bank Account:** The balance at time of writing is in the region of £35k, almost exactly the same as this time last year. Around £1000 of the balance is due to earlier renewals.

**Membership:** Of the 55 'late payers' last year all but 25 had renewed their membership by Wednesday night. Since the reminder e-mail two of the 25 have changed their membership status but no other action. There has been a distinct decline in the usual end of year 'rush' but this is most likely due to members renewing earlier online. That no one was due to be in the clubhouse from 12.30pm on the 29<sup>th</sup> to the end of the year was another factor. The number of outstanding renewals is now below 50.

**Removal of the Tea tin:** With the exception of the President's Charity Box, the Tea Tin is the only unsecured (behind a lock) cash in the club house. It is my intention, if possible, to remove it.

**Step 1. Proposal.** Income from Tea and Biscuits during the outdoor season last year was £260, a significant (new) amount being provided by the Ladies teams, who are representing the club. Income from the "Tea and Biscuit" element of the mat fees was around £2,500, showing a substantial profit margin. Subject to approval of the committee I would like the President to announce on Opening Day that tea and biscuits will be provided free, on a trial basis, during the outdoor season. The cost of the tea, biscuits and coffee to be provided by the Social Fund, currently just short of £7k in unallocated money.

Should the offer be abused, with members significantly increasing the use of these items, the situation would be reviewed.

**Step 2. Milk.** Members who purchase the milk for use by the club can either:

1 – fill out a card (provided by the Treasurer) with their name and amount and place it and the receipt in the Green box for reimbursement, or

2. Take the money from that collected from the current bowls session, placing the receipt – signed on the back, with the income from the session and white slip, in the Green box.

This will make a cash tin redundant.

Also please note that, as the Executive Officers are aware, I will be standing down in November.

## 6.2 House - KW

The new storage area is near completion. All of the rubbish that was previously stored there has been gone through and kept or destroyed, Various other jobs have been carried out. The light by the gate has been done, the ladies and gents cubicle lights have been done. The area in the new switch cupboard has been painted .

Waiting for a start date for CCTV.

Trying to find more storage space in the office.

### Other House Matters

1. Outside storage. To hold training bowls , score boards, mats and Jacks.
2. Are we going to leave cladding on the end of the building or are we going to investigate if there are any further problems?
3. The guttering along the front of the building is leaking again, after all the joints were sealed last year, it may be time to investigate its replacement.

## 6.3 Green – PF

Treatment for the moss was done this last week. Steve is coming on Wednesday to scarify, cut and fertilise. Treatment is also necessary for a “crop of weeds” including clover, shortly - as soon as there is some rain. Edges have been trimmed ready for the ditch rubber to be put in. The weather has meant that some jobs have been delayed. The mower was serviced two weeks ago, and is ready to go!!

## 6.4 Bar – AB

## 6.5 Social and Fundraising - MB

## 6.6 Indoor Match Secretary – TC

## 6.7 Outdoor Match Secretary - KB

## 6.8 Men’s Match Secretary - PF

## 6.9 Ladies’ Match Secretary - CB

## 6.10 Membership Secretary – CR

The current membership is unchanged as follows:

Membership type	Number
Honorary life	8
Life	3
Full	175
Indoor	3
Youth	0
Social	13
<b>TOTAL</b>	<b>204</b>

All membership categories except indoor only are due for renewal by 1 April; as of today (19 March) approximately two thirds are outstanding. There have been reminders through notices in the club, email and the news section of the website.

The process of membership renewal is unsatisfactory. The responsibilities are blurred, the timescales unclear and too protracted, the opportunity to refresh members' consents - and more importantly their personal and emergency contact information - is missed. This needs to improve for next year and I have a variety of suggestions to make.

In the meantime, as requested, I have completed a job description for the membership secretary, including time frames for various tasks. I should be willing to discuss these, if necessary, in due course with the management committee (and/or their nominee) when the overarching task of gathering job descriptions across the club is complete, the various issues of co-ordination have been identified and are being followed up.

**Chris Robinson Membership secretary 19 March 2019**

**6.11 Publicity sub-committee report – John Gray** (documents attached – appendix 1 )

**6.12 Coaching report - John Gray** (document attached – appendix 2)

**7. Communication - KW**

**8. Update on job descriptions – GC**

**9. Compensation for 2018 Tour**

**10. (Regular Item) The Club Lease**

**Suggested proposal for AGM:** That Section 7.5 of the Constitution be amended to read:

*“Trustees will have responsibility to hold on to any assets or leasehold, and will have sole legal responsibility for any negotiations concerning the Club lease”.*

**11. (Regular item) The MVBC Forward Plan**

**12. The Club computer – JM**

**13. Raffle prizes for league and friendly matches - SH**

**14. Any Other Business**

**Date and Venue of next meeting**

## **Appendix 1**

### **Publicity Committee Report March 2019**

We had a very productive meeting on Monday 4<sup>th</sup> March and agreed a document outlining the aim of the Publicity Committee for inclusion in the Members' Information Folder. This is attached.

Liz Young attended and has agreed to come onto the committee initially as photographer. She is a member of the Bishop's Waltham Photographic Club and has a good knowledge of editing photos apart from taking well composed pictures on highly expensive camera equipment. . She has also offered to assist Chris Robinson in trying to place photos on the web site.

Liz took a few a few candid shots of the friendly against Wyvern. All who were not members signed the photo consent form. Liz has a supply of these which she will carry on each photo shoot. The next being green opening day.

Chris will also show Liz the mechanics of operating the website and hopefully Liz may offer to take on the role of deputy webmaster to cover Chris in any absence.

On a sadder note David Pritchard has asked to come off the committee as he is trying to cut down on commitments. Having accepted his decision I sent a short e-mail thanking David for the sterling work he had done over the past 5 years as a member of the publicity team.

He was a founder member of the existing committee and for a while edited and produced the Club Newsletter. Alongside Jean Riche Webber he helped to develop the club's first website and has been proactive in distributing enquiries received via the website. I feel it would be a nice gesture if an official letter of thanks was sent to David .

**As Publicity committee members should officially be appointed by the Management Committee both Chris and Liz need the agreement and the approval of the Management Committee to serve on the committee.**

Whilst we feel we can manage with 3 committee members we all felt it would be beneficial if consideration could be given for Judith Moss to attend our meetings to represent the Management Committee in her role as Club Secretary. We only have 2 meetings a year and it would be helpful as none of us are on the MC. Our next meeting will take place in September.

In the meantime we have adverts for the Public Open day in the current issues of the Bishop's Waltham Parish Magazine and also Swanmore and Shedfield Parish Magazines.

The May issues will also contain a full page article covering some of the club's activities during the winter.

**John Gray**

**Publicity Sub Committee Chair**

## Appendix 2

### Coaching Report March 2019

Preparations are in hand ready for this year's intake of Beginners

As in past years we would like to book the 3 rinks close to the pavilion for the following evenings. Dependent on numbers we may require a fourth rink

Mon 29 <sup>th</sup> April 2019	5.30pm – 7.30pm
Wed 1 <sup>st</sup> May 2019	5.30pm – 7.30pm
Mon 6 <sup>th</sup> May 2019	5.30pm – 7.30pm
Wed 8 <sup>th</sup> May 2019	5.30pm – 7.30pm
Mon 13 <sup>th</sup> May 2019	5.30pm – 7.30pm
Wed 15 <sup>th</sup> May 2019	5.30pm – 7.30pm
Mon 20 <sup>th</sup> May 2019	5.30pm – 7.30pm
Wed 22 <sup>nd</sup> May 2019	5.30pm – 7.30pm

We appreciate that 6th May is a Bank Holiday but from our experience from previous years this has not affected attendance. Neither has the clash with the home friendly games on 15<sup>th</sup> and 22<sup>nd</sup> May, as these will have finished before our start time.

Our plan (weather permitting) is to have the Beginners Course completed by the end of May so that new members will have almost 4 months of outdoor bowling to develop their skills.

We have decided to abandon the Buddy scheme and alongside Chris Robinson with her Membership secretary's hat on we will, once course members have paid their joining fee, hold an induction course on a group basis. Chris has prepared a schedule of items to be covered and this is attached.

It is our intention to seek assistance from club members to act as gofers both on the Public Open day and the first 2 weeks of the beginners course and we hope that some of last year's course participants will take up this challenge.

**John & Jennie Gray, EBCS Club level 2 Coaches**

## Appendix 2a

### Getting started – full member (1 April - 31 March)

#### Playing venue

**Address:** Arthur Howard Pavilion, Priory Park, Elizabeth Way, Bishop's Waltham, Southampton SO32 1SQ. This address can be used for postal deliveries.

**Telephone number:** 01489 891871 - although the message taking may not be reliable.

**Website address:** [www.meonvalleybowlingclub.btck.co.uk](http://www.meonvalleybowlingclub.btck.co.uk). You are very strongly encouraged to visit and browse the website as it has more detailed and up to date information than can be recorded here.

#### Playing arrangements – outdoors (mid April to September)

Come along on any weekday morning at 10.45am for the **roll up**: informal matches; be sure to put your name on the chalk board, teams decided with playing cards. Any help with dressing the green and putting away kit always welcome. No fee, flat shoes essential, no dress code, need a set of bowls that can be borrowed from (but must be returned to) the coaching cupboard. Watch out for bad habits!

Join in **club events**: various friendly matches, internal competitions, leagues and - sign up on notice board. Dress is usually greys (trousers/shorts) but sometimes whites, with club shirts. If selected, tick availability or tell organiser straightaway. Likely to be small ( $\pm$  £2.50) match fee and/or entry fee.

When you have a confident (bowls) delivery and you are comfortable with the all the jargon and the etiquette then you may be ready to think about **external competitions** and/or leagues for example those run by the Southampton & District Associations and Bowls Hampshire. These will set their own dress code and you will definitely need a club shirt, club stickers on your bowls. Watch the notice boards.

**Practice:** no charge.

**Coaching:** charge for initial course, otherwise usually free. See notice board/ website for details.

**Short mat** (45') indoors. Free to full members, primarily for those that find playing outdoors taxing. Not available during club occasions, eg social events.

#### Playing arrangements – indoors (October to mid April)

**60 foot mats x 2:** there are 5 sessions per day, 7 days a week (subject to occasional closure for meetings, events etc). The session start times are: 8.00am; 10.15am; 2.00 pm; 5.15pm; 7.30pm. £2.50 per session - even for roll up, practice or coaching - includes a hot drink and biscuit. Booking usually essential; booking ledger near the front door, be aware of the priority order.

**Friendly matches, internal leagues** (Thursday and Friday nights) and **competitions**. Similar arrangements (sign up, dress, fees, etc) to those outlined for the outdoor season.

#### How to pay for your game outdoors or indoors

Payment may be made by cash or tokens. Tokens available from purpose-made dispenser on the front desk by the front door. £25 for 10 tokens, pay by cheque (only, and payable to Meon Valley Bowling Club) and put in central compartment of one of the unit's three drawers and remove a 10 token set from the side compartment. When paying with cash, cash and tokens, or just tokens,

complete a white paying-in slip identifying the nature of the bowls match (i.e. roll-up, knock-out, club competition etc), the amount paid, the date, and signature of the person completing the slip. Put white slip cash/token(s) in a brown envelope provided in the green post box near the front door.

**Clothing and equipment:** to start aim for flat shoes (white\*, grey or brown), grey trousers, club shirt, deciding on size of bowl and purchasing probably second hand set with carrier, cloth(s), measuring tape; white trousers, waterproof top and over trousers. Gradually accumulated. Bowls direct come on opening day.

## Meon Valley Bowling Club

### Induction of new members - checklist

1	<p><b>The gate:</b> is always closed, and padlocked when there is no-one on the premises. Code:</p> <p>Practice putting on and removing the padlock. The padlock is usually put on the cupboard handle.</p>
2	<p><b>The equipment shed:</b> must always be padlocked (code:       ) when no-one is on the premises, or left hooked open when equipment is being used. It should be left tidy. Sorts of equipment: mats, jack, pusher, scoreboard (demonstrate bundling) plus for more serious matches: 2 metre pole, ditch blobs, drinks holder. Practice padlock and bundling. The padlock is always left on the door.</p>
3	<p><b>Gaining access to the pavilion:</b> there is a security system, be sure to know the code before attempting to open the door (code:       ). Put in the code and go to the cupboard, put in the code on the security pad. If you have the gate padlock hang it on the outside handle of the cupboard door. The door should be hooked back. Practice gaining access.</p>
4	<p><b>The desk:</b> postcode in case of emergency by the phone, members contact details on inside cupboard door, light switches, pigeon holes, completed scorecards, tokens, receipt book, envelopes etc. All payments by cheque, cash, token etc) <b>must also have</b> a completed white slip and should be in an envelope, which is then posted on the box above the rink booking ledger on the other side of the door.</p>
5	<p><b>The cupboards:</b> storage for long mats; storage for chalk, callipers, playing cards for roll up.</p>
6	<p><b>Rink booking ledger:</b> priority order of bookings - see front of ledger. Payment for rink made just before playing. £2.50 per person per session indoors; no charge outdoors unless an official match.</p>
7	<p><b>Notice boards:</b> general notices only</p>
8	<p><b>Office:</b> kept secure at all times, used by members of the management committee.</p>
9	<p><b>Kitchen:</b> used by all. Note emergency exit. Investigate drawers and cupboards. Hot drink and biscuit: no charge October - March (indoors, included in rink fee), 50p for hot drink and biscuit April - September (outdoors, no rink fee). Either fetch, or ask likely next user to get, milk if supplies are low. Must always be clean and tidy. <b>DO NOT</b> leave equipment or mugs or glasses left to be washed or dried, they should be put away. Message book for Pavilion manager.</p>
10	<p><b>Bar:</b> always secure and tended by authorised personnel only.</p>
11	<p><b>Social notices and paying in box:</b> separate from usual paying in box – take care!</p>



12	<b>Water cooler:</b> always wash, dry and return glasses after use.
13	<b>First aid:</b> record all accidents. Tell the Secretary if you have any medical or first aid qualifications.
14	<b>Foundation plaque and honours boards:</b> self explanatory, detailed history of club on website.
15	<b>Indoor mats:</b> 60'x 2 in winter, 45'x 1 (short mat) in summer. Rink fees and booking.
16	<b>Changing rooms, lockers and disabled toilet:</b> no clothing or equipment to be left overnight
17	<b>Clothing rail:</b> put payment in brown envelope provided with item + paying in slip from front desk.
18	<b>Playing sheets:</b> keep a regular frequent and watchful eye – various playing opportunities, signing up and selection information. Usually also on website. Tick to confirm availability to tell organiser.
19	<b>De-fibrillator:</b> training available but instructions are clear and easy. Bystander to call 999.
20	<b>Books and jigsaws:</b> nominal charge, pay in plastic box, all donations welcome.
21	<b>Seat mats and fleeces:</b> please return clean and dry after use.
22	<b>Public address system:</b> temperamental! Usually locked.
23	<b>Closing up:</b> should be at least two of you, check toilets and kitchen (no people, all lights and taps off), have gate padlock handy, set alarm, close door. Alarm will sound but will switch off. If it continues go back in, turn off and reset. Practice close down.
24	<b>Website:</b> <a href="http://www.meonvalleybowlingclub.btck.co.uk">www.meonvalleybowlingclub.btck.co.uk</a> . Members only area (check personal details are correct or tell webmaster). Username: _____ password: _____
25	<b>Coaching cupboard:</b> access, welcome to borrow bowls/equipment but not to be taken off site.

Any queries: Membership secretary Chris Robinson 01329 235272 or  
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