

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held in the Arthur Howard Pavilion on Monday 20th May 2019

<p>PRESENT:</p> <p>Sally Hurst (SH) President Graham Curtis (GC) Immediate Past President John Dancy (JD) Treasurer Judith Moss (JM) Secretary Keith Waller (KW) Pavilion Manager/Junior Vice President Bill Bailey (BB) Vice President Marian Bailey (MB) Social Secretary Keith Boys (KB) Outdoor Fixtures Secretary Adie Booth (AB) Bar manager Dave Reynolds (DR) Ordinary member, Health and Safety Representative Chris Brett (CB) Ladies' Match Secretary Peter Fry (PF) Green, Men's Match Secretary</p>	
	ACTION
<p>1. Welcome and Apologies SH welcomed all to the meeting.</p> <p>Apologies There were no apologies</p>	
<p>2. Minutes of Previous Meeting</p> <p>Item 9: Rick Carpenter had been unhappy with the wording of this item and had requested an amendment. However, the meeting agreed that the existing wording conveyed accurately what had been established at the committee meeting of 2nd April.</p> <p>Item 14: The Secretary apologised for the incorrect numbering of this item and the incorrect naming of the Pavilion which should have read "Arthur Howard Pavilion"</p>	
<p>3. Matters Arising</p> <p>Item 4e: The Secretary had been in contact with the Parish Council and established that the second event at Priory Park on 25th May did not start until midday, so there would be no need to alert visiting clubs taking part in the MVBC Open Tournament about potential parking problems. MB pointed out that this particular date had been booked for the Club for the next two years.</p>	
<p>4. Correspondence</p> <p>a. A brochure had been received from Eastleigh Services and was passed to KW.</p> <p>b. JM had received an email from Vanessa Queening enquiring about the outcome of a donation she made to the Club after the death of her late father Harry Neale (who had been an active member of MVBC) three years ago. The money had been put towards a garden box. JM had taken a photograph of one of the garden boxes and sent it to Ms Queening, who seemed pleased with this outcome.</p> <p>c. David Andrews had sent an email to the President and the Secretary expressing his concern that due to fewer ladies entering the Mixed Pairs Outdoor Knockout competition than men, several men were unable to take part, and that this had happened in the Indoor Competition too. There had been an understanding established by the Committee that those disappointed in such a competition would automatically get a place the following year.</p> <p>However in this instance it was felt by the Committee that the Indoor and Outdoor Mixed Pairs competitions were separate events and that therefore this arrangement could not be applied from one to the other. In addition no record had been kept of the competitors in the</p>	

<p>Indoor event. It was agreed that organisers needed to keep clear records of competitors to make the draw easier in future, and that the rule should apply to both indoor and outdoor competitions, but separately. JM will reply to David.</p> <p>d. PF had had a conversation with the Football Club about MVBC's defibrillator. There was a suggestion from the Football Club that they would pay to have the defibrillator installed and maintained on their premises. A request for this from the Parish Council has not been received as yet. The Committee agreed that MVBC should retain the defibrillator on our premises.</p> <p>e. BB reported that the Club had received £1,200 from running the bar at Wickham Beer Festival. The volunteers who had taken part were thanked.</p>	JM
<p>5.SUB COMMITTEE REPORTS</p> <p>5.1 Finance (JD) The Treasurer's report had been circulated previously. There were no questions. John explained that the accounts would be presented in a different format when presented to the members, in order to show exactly how much is in the accounts. Chris Robinson had requested four green equipment boxes, but only two had been authorised at the moment.</p>	
<p>5.2 Pavilion (KW) There will be a training session on using the new CCTV system on Thursday 23rd May. The storage units are being built on site. It was decided to accept the quote for £1,100 for cleaning and replacing guttering. This job will be completed on one Saturday. The office will be cleared sufficiently to enable it to be used for the administration of Saturday's Open Tournament. At present BB is keeping club shirts at home. There had been a report that the water cooler was leaking, but it now seems to be in order. However, KW will contact the company and ask them to look at it.</p>	All KW
<p>5.3 Green (PF) There are no problems with the green at present. PF has been in touch with Hedge End to discuss hiring out the Club's new roller to their club. Various pros and cons of this arrangement were discussed, with insurance being a key concern. JD will check this out before it is discussed again.</p> <p>POST MEETING NOTE: JD has contacted the Insurance Company and their response is attached at Appendix A. Having read the response, the Committee agreed unanimously that the roller should not be lent or hired out to other clubs.</p>	
<p>5.4 Bar (AB) <i>The bar report had accidentally been omitted from the agenda and is set out below:</i> <i>Firstly thanks to Keith and Richard who have built a secure store for the bar stock, this leaves the floor in the bar clear so eliminating some of the health and safety concerns for the bar. The summer season is the busy time for the bar, the rotas are done - many thanks to the ladies who give up their time to make the bar run smoothly.</i></p> <p>Liz Crate, a social member, has joined the bar rota, and will be trained this week. Thanks were expressed again to Richard Ashton-Poole for his work on constructing the store.</p>	
<p>5.5 Social Secretary (MB) Marian expressed her disappointment at the relatively low take up for the forthcoming D-Day</p>	

<p>event on 8th June. JM will send the event poster out again as there is no plan to cancel it. There is a need to look seriously at the functions that are run by the Social Committee. It was felt that bowls-related events are best. The meat raffle is popular. The need to make money should be kept in perspective. DR proposed a suggestion box for ideas.</p>	JM
<p>5.6 Indoor Match Secretary (TC) There was nothing to report.</p>	
<p>5.7 Outdoor Match Secretary (KB) KB handed over a cheque for £40 from Bowls Direct which was a share of the proceeds from the Green Opening Day Roadshow. JD will write to acknowledge this. Two matches have been cancelled recently due to other clubs not being able to field teams.</p>	JD
<p>5.8 Men's Match Secretary (PF) There was nothing to report which had not already been posted on the website.</p>	
<p>5.9 Ladies Match Secretary (CB) The Ladies had lost their recent match against Thornbury, AB will try to find out about the equivalent competition for men.</p>	AB
<p>5.10 Membership Secretary Report The Membership Secretary's report had been circulated previously. Chris Robinson had prepared a new form for posting information on membership applications on the noticeboard. This would not include contact details and would be in line with GDPR. The Committee approved the new form.</p>	
<p>5.11 Publicity Sub-committee (John Gray) The report had been circulated before the meeting. Favourable comments were made all round about the website and the work of the Publicity Sub-committee.</p>	
<p>5.12 Coaching report (John Gray) A report had been circulated before the meeting. There was no further discussion.</p>	
<p>6. Bar and Kitchen Risk Assessment DR had prepared and circulated a Club Kitchen and Bar Risk Assessment. He also passed to AB a Food Safety File. This covers how to deal with food allergies, dietary requirements and reactions to the content of cakes etc. There was some discussion about the requirements and equipment in the kitchen, which is mostly in place. The Committee expressed thanks to DR for his hard work. The next area to focus on will be Green Maintenance and Safety. DR will prepare a draft. PF, KW and DR will work on tidying the shed.</p>	PF, KW, DR
<p>7. Trustees - amendment to the Constitution The Trustees and the President had met during the previous week to discuss an amendment to the Constitution referring to the Trustees. This proposed amendment was accepted by the Committee and will be proposed at the AGM in November. There was some general discussion that clarified the roles and responsibilities of trustees and the Committee in looking after Club assets, and procedures to be followed if the Club were to fold. All agreed that it was crucial for trustees and the MC, notwithstanding their separate roles, to continue to work together for the good of the Club, and to ensure all affected are included in any communications circulated.</p>	

<p>8. Nomination and Voting Procedures</p> <p>JM put forward some thoughts about the nomination and voting procedures at the AGM, which would hopefully encourage other members to stand for office and lessen the perception that the Committee is a closed shop. A secret ballot when voting for the new Committee would also be less intimidating and allow members to vote against a nominated person if they chose.</p> <p>Various obstacles to this were discussed. It has always been difficult to encourage more members to volunteer; the difficulties of not accepting a sole candidate for a post; complications with co-opted members; the right of every member to nominate whoever they please; the Presidential term which is really four years continuously.</p> <p>Generally there was little desire for change with these ideas.</p>	
<p>9. The Forward Plan (regular item)</p> <p>a. The introduction of card readers and members' credit cards: this is ongoing</p> <p>b. Paving stones around the green: PF and KW will investigate.</p> <p>c. Kitchen refurbishment. The kitchen needs to be upgraded to comply with Health and Safety requirements. There is a possibility of extending towards the car park. It was suggested that a sub-committee be formed to take this forward (not necessarily committee members) but the conditions and future of the lease need to be certain before any action is taken. An email will be sent out to ask for volunteers.</p> <p>DR – suggested renting a storage unit.</p>	<p>JD KW/PF</p> <p>JM/KW</p>
<p>10. Chairs on the Verandah</p> <p>It was suggested that the plastic chairs on the verandah should be replaced with more wooden benches. KW will investigate and get some prices.</p> <p>JD suggested the money received from Wickham Beer Festival could be put towards this.</p>	<p>KW</p>
<p>11. Any Other Business</p> <p>a. BB – felt there was a problem getting in to the computer. However no-one else found there had been a problem. It was noted that the Club email address is not checked regularly.</p> <p>Broadband reception is erratic. JD will check with BT as to whether a booster is needed.</p> <p>b. Signing in book needs clearer sheets. DR will draft something suitable for members, guests and visiting teams to sign.</p>	<p>JD DR</p>
<p>23. Date and venue of next meeting</p> <p>Wednesday 17th July at 7pm in the Arthur Howard Pavilion</p>	

APPENDIX A

Ref: Use of MVBC roller by other Clubs

Response from MVBC Insurance

Concerns

- The members will not be undertaking this activity on behalf of Meon Valley Bowling Club and will be under the guidance and supervision of the other club – therefore who will be responsible for the members undertaking the duties i.e. Employers' Liability – what protection will your members have.
- We cannot cover the item in transit and there would be no motor insurance cover for this business activity – all members will need to have the right insurance for their vehicles and the items being transported
- We would expect the club to undertake a risk assessment at each premises the roller is to be used at.
- As the members are not professionals our policy will not response to faulty workmanship and again as they are not professionals, no cover for the advice they will be providing
- This is not a normal sporting and non sporting activity of a Bowls Club – the activity would need to be referred to Allianz for approval and charges
- The mower would have to be covered as a specified All Risk as it will not always be at the insured address (full address and postcode) – we would therefore need the addresses for each club the roller will be at and a appropriate additional cost will be charged if agreed by Allianz

Questions

- We would class this as a service and is not covered at present under the policy – will there be a contract in place?
- Is the club charging for this service?
- Would the roller ever be left overnight at the other clubs premises – what is the security at those club's
- What type of training do you members have?
- How is the suitability of the members reviewed - able-bodied persons, suitable of loading/unloading the roller
- How many members would be involved with the activity – 2 persons per visit

Unfortunately – I cannot give any guidance or impact other than at the moment this policy will not respond for a member being injured or damaging property at a third parties premises whilst undertaking this an 'employment activity'

Once we receive your advices we can review further and refer to Allianz