

## MINUTES OF MANAGEMENT COMMITTEE MEETING

**Held in the Arthur Howard Pavilion on Tuesday 8<sup>th</sup> October 2019**

<p><b>PRESENT:</b></p> <p>Sally Hurst (SH)                      President          Judith Moss (JM)                      Secretary          Keith Waller (KW)                      Pavilion Manager          Bill Bailey (BB)                          Vice President          Marian Bailey (MB)                      Social 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          Graham Curtis (GC)                      Past President</p>	
	<b>ACTION</b>
<p><b>1. Welcome and Apologies</b>          SH welcomed all to the meeting.          Apologies had been received from John Dancy, Keith Boys, Tony Cailles.</p>	
<p><b>2. Minutes of Previous Meeting</b>          The minutes of the previous meeting on 2<sup>nd</sup> September were accepted as a true record.</p>	
<p><b>3. Matters Arising</b>  <b>Item 5.1.</b> BB had asked BWPC about the decrease in rent. The Council will get back to JD about this.  <b>Item 5.6</b> The trolleys for moving the mats have been repaired. An attachment is available to make it easier to take them up.  <b>Item 9</b> The addition of a rule outlining priorities for play when competitions are organised had been left undecided. Although the origins of this rule are vague, the majority of committee members would like to see such a rule included in the Club rules. JM will circulate the suggested wording of this rule for Committee approval.  <b>Item 12</b> AB will try to change the date of the S&amp;D Presidents' Team match to 18<sup>th</sup> July 2020 to avoid a clash with the MV summer tour.</p>	<b>JM AB</b>
<p><b>4. Correspondence</b></p> <p>a. An invitation had been received from Winchester City Council to a "Physical Activity Engagement Evening" on 7<sup>th</sup> October. Chris Robinson had represented the Club and will report back.</p> <p>b. A donation of £50 had been received from Evelyn Saunders. The Secretary has written to thank her.</p>	
<p><b>5. Treasurer's Report -JD</b>          The treasurer's report had been circulated. There was no further discussion on the financial summary.          It was generally agreed that the EPOS system was not appropriate for a club the size of MV. There was some discussion about an improved system for gaining entry to the Club, possibly with swipe cards. In connection with this topic, the bar would welcome the use of debit/credit cards. Tokens can be an issue as it is difficult to identify exactly how they are being used. It was suggested that this could be discussed at the AGM to obtain members' views. It is to be hoped that they feel their money is being spent wisely.</p>	
<p><b>6. Sub committee and managers' reports</b></p> <p><b>6.1 Pavilion - KW (report attached)</b>          Since submitting his report problems with the new storage units had been addressed by Cottage Workshops and it just remains for doors that have warped to be dealt with. It is intended to fit a keypad lock to the coaching storage cupboard, with the code changed every</p>	

<p>three months. The Suggestion Box is in place. An email will be sent to inform members, and to thank those members who had turned out to paint the end of the building. KW has started work on the storage area within the pavilion.</p>	
<p><b>6.2 Green - PF (report attached)</b> There was no further discussion.</p>	
<p><b>6.3 Bar - AB (report attached)</b> There was no further discussion.</p>	
<p><b>6.4 Social and Fundraising - MB</b> Numbers for the Annual Dinner were slowly increasing. MB will meet again with the caterers at the end of the week.</p>	<b>MB</b>
<p><b>6.5 Indoor Match Secretary - TC</b> As the Indoor Match secretary was absent and there had been no report, this item was not discussed.</p>	
<p><b>6.6 Outdoor Match Secretary - KB (report attached)</b> The Outdoor Match Secretary was absent and the report was not discussed further.</p>	
<p><b>6.7 Men's Match Secretary - PF (report attached)</b> PF commented on the lack of cleaning of one cup which had been returned from another club.</p>	
<p><b>6.8 Ladies' Match Secretary - CB (report attached)</b> CB requested a bottle of wine for a raffle prize at the forthcoming S&amp;DWBA Presentation Event. This was agreed.</p>	
<p><b>6.9 Membership secretary - Chris Robinson (report attached)</b> There was no further discussion.</p>	
<p><b>6.10 Publicity Sub-committee - John Gray (report attached)</b> The very positive reception of the website was noted. The committee accepted unanimously the decision of John Gray and the other members of the sub-committee, to recommend that the sub-committee be disbanded after the forthcoming AGM. John Gray will continue to submit biannual reviews of the Club's achievements to local parish magazines. JM will liaise with him over this.</p>	<b>JM</b>
<p><b>7. Winchester City Council Grant - JM</b> The Secretary had obtained a grant of £500 from Winchester City Council's small grants department. This is to be used to provide equipment for young visitors and older more frail members to continue bowling. It was agreed to purchase some smaller OO woods as well as jack and bowl lifters, to be kept in the coaching store, although it was felt that some woods needed to be accessible all the time. There was a brief discussion on how to encourage younger people and the requirements for safeguarding which is in place. JM will put up a notice acknowledging the grant on the noticeboard and the website.</p>	<b>JM</b>
<p><b>8. The role of Competitions Coordinator</b> Following the September meeting the President had spoken to David Andrews who had produced a draft job description. This had been circulated to the Committee, some of whom requested further discussion. There was discussion about the extent of this role. It was agreed that friendly matches and S&amp;D matches were not included. However there was debate on which other competitions should be included. JM expressed the view that the Palmerston Cup and Hamblin Trophy needed more transparency and clarity and that these should come within the scope of the role. However the majority of committee members felt that initially it should just involve one-day competitions, commencing with the Lads and Lasses on 24th November. The title of Competitions Coordinator was agreed.</p>	

JM will discuss further with David.	<b>JM</b>
<p><b>9. The Projects List</b></p> <p>The projects list from 2016 was studied and updated. Suggested items for addition included the pavilion extension, wine cabinet and glass washer for the bar, the new roller (retrospectively), replacement indoor mats and the kitchen refurbishment. There followed a lengthy discussion on what was required in the kitchen. It was felt that funding arrangements and a budget needed to be discussed before any major tasks were undertaken. CB advised that the Club's solicitor had suggested caution with financial commitments until we are certain about a new lease.</p> <p>KW will update the projects list.</p>	<b>KW</b>
<p><b>10. AGM 20<sup>th</sup> November</b></p> <p>a. The Secretary went through arrangements for publishing notices about the AGM, and preparing the agenda. The initial notice will be sent out at least 4 weeks in advance of the meeting. The nomination sheets will be put up at the same time. All reports for the AGM should reach the Secretary by 13<sup>th</sup> November. All notices will also be published on the website.</p> <p>JM will remind members that they can use a proxy vote.</p> <p>KW will provide an easel and board.</p> <p>KW raised the issue that currently there are no prospective candidates for Vice President or Junior Vice President. There followed a heated discussion on the role of the President and the requirement to be heavily involved in bowling with other clubs, which had been suggested to KW. Views were mixed. JM suggested discussing a structure involving a Chairman, serving longer than one year, as well as a President to carry out the role of representing the Club.</p> <p>There was some discussion on the need for change and some strongly voiced views on the need to adhere to health and safety regulations, notably where signing in and food preparation are concerned, where there is some resistance.</p> <p>The President expressed her view that it is necessary for the Club to move forward and accept change.</p> <p>b. The proposed amendment to Para. 7.5 of the Constitution concerning the role of the Trustees was revisited, and the possible addition of a statement that the current President of the Management Committee should be present at any discussions concerning the new lease. CB will raise this at the Trustees meeting on 9<sup>th</sup> October.</p> <p>A second proposed amendment to Para. 8.1 concerning payments drawn on the Club's bank account was accepted.</p>	<b>JM</b> <b>KW</b> <b>CB</b>
<p><b>11. Any Other Business</b></p> <p>a. AB requested that a list of dates for all events in the coming year be prepared as soon as possible, in order to avoid any clashes. He requested all those who have relevant information to pass to him as soon as possible.</p> <p>b. BB will check a date for Pirrie Park match with KB.</p> <p>c. DR has contacted the fire service who no longer come out to venues such as clubs. A risk assessment can be completed online. Notices will be put up with instructions for accessing fire assembly points, this point will be mentioned to DA in his capacity as Competitions Coordinator.</p>	<b>BB</b> <b>DR</b>
<b>The date for the next meeting will be set after the AGM on 20<sup>th</sup> November.</b>	