

Yealmpton Bowling Club

Minutes of Management Committee Meeting held at the Clubhouse on 9th February 2023 at 2:00pm

Committee Members present: Yvonne Willis (Club Secretary), Mike Hexter (Treasurer), Andy Lugg (Club Captain), Colin George (Men's Team Captain), Annette Court-Hampton (Ladies Team Captain), Bob Smith (Fixtures Secretary), Mark Pope (Green Keeper).

Volunteer Officers present: Ray Moorhouse (Club Vice Captain), Ian Pepper (Estate Manager).

In Roy's absence the meeting was chaired by Andy Lugg.

Apologies for Absence

Roy Holland (Chairman) Colin Burgess (Club Coach & Safeguarding), Mandy Holland (Ladies Vice Team Captain), Peter Ford (Website Manager).

The Committee wished Roy and Peter speedy recoveries.

Minutes from previous meeting (29/9/22)

These were approved as a true record of the meeting. Mike informed the meeting that whilst he had reported that the Club was out of its fixed price energy contract, this was incorrect. The contract ends in April 2023.

Matters Arising from 29/9/22 Meeting

- Coaching strategy – Bob explained the new coaching strategy, which was accepted by all and will be incorporated in the Club Rules and Guidance document. The Committee agreed to the suggestion that a £20 fee is charged for new member coaching and will be deducted from the Membership Subscription if the new player joins the Club. All Committee members agreed to do a short presentation to new members during their coaching/induction period.
- Rules & Guidance Document – the working party have redrafted the document and this will be discussed later in this meeting.

Spring Meeting 2023

The agenda as circulated was approved with the following changes/additions:

- Membership Fee Payment Options
- Nominal charge for Fixture Lists
- Honorary Membership
- Club Afternoon & Post Match Arrangements
- Men's Team Selection and Mixed Friendly Selection Form
- Club Rules & Guidance, including coaching strategy and dress code
- Safeguarding Officer.

Officer Reports

Club Secretary – Yvonne informed the meeting that, from 1/9/2022, all unincorporated Clubs that have assets/property held by Trustees must register with the Trust Registration Scheme. This ruling applies to amateur sports clubs. Yealmpton Bowling Club (YBC) is a constituent part of Yealmpton Athletics Club (YAC) and on winding up all assets from YBC would be transferred to YAC. The online guidance would indicate that YBC does not need to register.

Bowls Devon are paying Clubs £75 for each Open Day that they hold. The Committee agreed to hold an Open Day in 2023 and Yvonne will ensure that the relevant forms are completed to claim the money.

Yvonne informed the meeting that Bowls Devon are waiving 2023 fees for new bowlers who weren't affiliated the previous season.

Yvonne noted that Pat Blake's Honorary Membership was not dealt with properly at the AGM and asked that this could be address at the Spring Meeting. All agreed.

Yvonne thanked Bob Smith for his extensive hand-over notes.

Treasurer

Mike informed the meeting that the bank balance at 30th January was £9,219. Like for like expenditure had increased by £120 vs the same period last year. Energy costs are likely to rise by more than 100% when the fixed rate tariff ends in April. Mike asked the Committee to consider how much should be held in the bank account for future unknown costs. Colin G suggested 2 years' expenditure and this was accepted as a sensible amount, - the Club should endeavour to maintain a balance of £10,000. Mike suggested a further increase in the membership fee of £10 and reminded the Committee that the Club can't rely on fundraising activities to keep it afloat. The increase was generally accepted by the Committee as reasonable. Members will be offered the opportunity to pay in instalments should they wish to.

Club Captain

Mixed friendly matches (14 in total) have all been agreed and the dates are on the website. Andy thanked Bob for setting everything up.

There are some spare weeks in the fixtures calendar but these have been offered to the Competitions Committee to help in avoiding a mad dash towards the end of the season.

Men's Team Captain

Colin G informed the meeting that the Men's P&D League had amended their rules as follows:

- Clubs will not be penalised for rescheduling matches in the event that the Met Office issues an extreme weather warning;
- Coloured shorts/trousers can be worn if approved by BD. (The whole team must wear the same colours);
- The Saturday & Evening Leagues will be played with 3 rinks of 4 players, or by mutual agreement, 4 rinks of 4 players.

The Triples League can be played at any time. Colin has agreed with Drake to play at 2pm.

The order for new club shirts has been placed and delivery is expected prior to the start of the season.

Ladies Team Captain

Annette thanked Bob for his assistance in arranging the Ladies fixtures. All ladies P&D matches will be 2 rinks of triples. A couple of ladies friendlies have also been arranged.

7 ladies have entered various County matches.

Barbara Kidd & Lin Hexter are both hoping to play again this season.

Annette is working hard to recruit some new lady members.

Fixtures Secretary

Bob confirmed that all fixtures had been arranged and all matches were on the website – Men's League & Cup 35 matches, Ladies League & Friendlies 18 matches and Mixed Friendlies 14 matches. All MF matches, with the exception of Devon Patrons are 4 rinks, but adjustment can be made closer to the match.

Bob is developing a paper copy of the fixture list in case Members require it.

Green Keeper

Mark informed the meeting that Winter maintenance is ongoing. Soil core samples have been taken and results are awaited. Following the Spring maintenance the green will be seeded and treated.

The small mower which is used to cut the banks has broken. It is not viable to repair. Mark was authorised to purchase a new mower with the cost expected to be circa £220.

Petrol mowers will only run on E5 petrol and Mark will put a note on the jerry can in the unlikely event of someone else needing to purchase the fuel.

Mark will request helpers/donut eaters for the pre-opening green work.

Club Coach

Colin B sent a report for the Committee's consideration. With the help of Bob Smith, coaching will take place on Tuesday mornings and Friday evenings and will commence on 25th April. Bob will cover for the period when Colin is on holiday in May. Colin would like to encourage a couple of members to join the coaching team to assist with coaching and mentoring of new members. Whilst Colin has not found Open Days for new members to be very

successful in the past he is willing to support an Open Day if the Committee wish.
The Committee agreed to hold an Open Day during the 2023 season.

Volunteers Reports

Estate

Ian informed the meeting that Mark's shed was leaking – the roof needs to be re-felted. The electricians in the shed did not meet the criteria for an EIC to be issued. The EIC is an insurance requirement so works will need to be authorised. The electrician has quoted £440 to carry out the remedial work. Ian will contact the electrician to see if costs can be reduced in any way – maybe Ian carries out the work and the electrician makes the final connections. Additionally, the kitchen area needs to be painted and the pin boards need tidying. There is a hole in the fence. Mark noted that he has found dog mess on the green once, but if this continues to be a problem the fence will need to be repaired. The hole, has, in the past, been a trade-off for no damage being done by kids retrieving their footballs.

Website

In Peter's absence, Bob informed the meeting that Peter had been busy preparing the website for the coming season. Match result sheets for all matches are on the website and Peter hopes that these will be completed by the relevant Captain this year. There will be selection forms for ladies matches only if agreed by the meeting. Rink booking forms will be added to the website when appropriate. Captains will be responsible for updating the fixtures list after the start of the season. Peter asked the Committee to consider the retention of blogs. It was agreed that this would be six months and effected by the Website Manager. Peter asked the Committee to consider the duplication of documents on the website & Notice Board. The Committee accepted that this was unavoidable at the present time.

Peter reminded the Committee that his role is for technical support and facilitating the use of the website. The content is the responsibility of the authorised officer.

Competition Committee Report

New cups have been ordered and paid for. Annette will follow up with the trophy shop. Bob will liaise with the Ashcroft family regarding the final of the Ashcroft Trophy which is pencilled in for Sunday 3rd Sept. All other finals will be played over the weekend of 15th-17th Sept. The Herbie Chilcott will be played on 16th July.

Club Night/Afternoon & Post Match Refreshments

Andy proposed that Friday Club Night is removed due to poor support last season. Instead, the Thursday morning roll up would be replaced by a Thursday afternoon roll up from 2pm until 3:30pm. The bowling session would be followed by tea, coffee and a bar. This would be trialled for the 2023 season in the hope that it would increase social interaction within the Club. The session could also be used for instruction and Club etiquette.

It has been suggested by Don & Roseann that with the reduced number of Mixed Friendly matches a bar is not viable. Andy proposed increasing the use of the bar to include availability to Saturday & Evening Leagues and Thursday afternoon club roll up. This would be subject to additional volunteers being available to oversee it.

The committee agreed to trial this proposal. Ray Moorhouse asked if the Club was licenced. He was informed that there was no licence, but drinks could be purchased for a donation. There are clear signs around the Clubhouse to this effect.

Andy will arrange to meet with Don & Roseann together with the additional volunteers – Ray & Yvonne.

Team Selection Process

Bob's Team Selection Procedures were circulated in advance of the meeting. The Committee approved the process. Bob will issue the sign-up form, in paper format, to all members attending the Spring Meeting. Member responses will be required by 1st April. Those not attending will receive the form by post or email.

Clubhouse Cleaning

The issue of Clubhouse cleaning was raised at the September management meeting and the 2022 AGM. The Committee agreed that Mark Pope, Mel Eglinton and Bob Smith should be exempt from cleaning duties due to the

amount of time they spend on the green. All other members, including Committee Members will be expected to carry out at a cleaning duty so long as their health permits. Some members, but not Committee members, may be asked to carry out 2 duties in one season.

Redrafted Club Rules

Further updates are required following changes approved by the Committee, particularly in relation to Club Night/Afternoon, rink bookings. The dress code needs further review. Changes to the dress code will be trialled for the 2023 season. Colin G suggested that the H&S section is updated to reflect the Men's P&D rule change regarding match play when the Met Office has issued extreme weather warnings and the siting of the nearest defibrillator – Yealmpton Medical Centre.

Yvonne will update the redrafted rules and circulate to the Committee prior to issuing to members with the Spring Meeting Agenda.

Honors Board

The Committee were presented with 2 proposals. One was to draw off the current board and start afresh with new heading. The second was to draw off the obsolete columns, keeping the majority of headings in situ ensuring that the board reflects the current management structure and where competitions have been renamed, to reflect that within the same column. The estimated costs are £390 and £270 respectively. The committee agreed to proceed with the second proposal. Yvonne will liaise with Styles & Stripes.

2023 Subscriptions

These were covered in the Treasurer's report.

Safeguarding

Yvonne informed the meeting that, from 2025, all Clubs must have a qualified Safeguarding Officer. Qualification will be attained by attending an online course. Safeguarding Officers must have a seat on the Management Committee and hold an enhanced DBS. Colin B has informed Yvonne & Bob that it is his intention to stand down from this role at the end of the season. Volunteers will be requested to step forward at the Spring Meeting. The Club Coach must also hold an enhanced DBS. Yvonne will liaise with the Adam Durnin to get these done.

Portable Heaters

Yvonne informed the meeting that the insurance policy precludes the use or storage of portable heaters on the premises. The Committee decided that the risks associated with the use of the single portable electric heater was negligible. The heater is only used in the winter months when meetings take place and is always disconnected from the supply when the premises are vacated. So long as this continue to be the case the Committee deem the risk acceptable.

Risk Assessment

Yvonne informed the meeting that following the fire extinguisher inspection last summer Bob had received a lengthy booklet surrounding fire risk. This led Bob to contact BD for advice. Further risk assessment templates were given to Bob. The Club has a duty of care to its members and those visiting the Club. BD expect all bowls clubs to carry out risk assessments. Yvonne has found some useful templates on the internet and suggested that a working party be established to carry out the risk assessment, reporting back to the next meeting. Ray and Annette kindly offered to carry out this assessment. Yvonne will share the templates with Ray & Annette.

Advertising

The Committee agreed that the advert be placed in the Parish magazines. Further posters will be printed for local advertising.

18. AOB

- A Summer 'Bowl' to be held in July
- Members to be invited to assist with the pre-season cleaning.

YW

9/2/23