



# Wymondham Dell Bowls Club

54B, Norwich Rd, Wymondham. NR18 ONT

Minutes of the Management Committee Meeting  
Thursday 25<sup>th</sup> April 2024

	<p><b>Present</b> Bill Blackburn (Treasurer), Alan Coombe (President &amp; Trustee), Tony Dunton (Elected Member), Barry Flatt (Elected Member), Gary Goodrum (Elected Member), Maureen Hardy (Asst. Treasurer), Peter Harlow (Club Asst. Secretary), Rosemary Leeder (Elected Member), Jean Webb (Bowls Secretary &amp; Trustee) &amp; Stephen Williams (Club Secretary).</p>
1.	<p><b>Appointment of Chairperson &amp; Vice-Chairperson</b> - It was agreed that Stephen Williams (proposed Gary Goodrum, seconded Barry Flatt) will act as the meetings Chairperson and Alan Coombe (proposed Peter Harlow, seconded Rosemary Leeder) as the Vice-chairperson. <b>All in favour.</b></p>
2.	<p><b>Apologies for absence</b> were received from John Ottaway (Trustee).</p>
3.	<p><b>Minutes of the meeting for Thursday 14<sup>th</sup> March 2024</b> were approved and signed as a true record by the chair of the meeting proposed Alan Coombe, seconded Rosemary Leeder. <b>All in favour.</b></p>
4.	<p><b>Matters Arising –</b> Item 3.1 – Ditch Mats – 3rd party no longer requires them. Item 3.1 – Temporary Membership – Deferred to a later meeting. Item 3.2 – Greens Contract May to October – Accepted. Contract to be issued by Treasurer. Item 3.2 – Advertisement posted on notice board. Item 5.3 – 2024/25 Subscription fees – Treasurers recommendations which were accepted. Item 6.4 – Big Bowls Weekend - Sunday 26<sup>th</sup> May. Item 8.2 – Alarms – Actioned. Item 8.3 – Government’s asbestos survey requirements – Ongoing. Item 9.1 – Club Lockup – Actioned. Item 9.3 – Water Dispenser – Actioned. Item 9.7 – Short Mat Bowling – Ongoing. Alan Coombe to update Stephen Williams.</p>
5.	<p><b>Club Secretary’s Report – Stephen Williams</b> This being my first meeting and only a short period has passed since the AGM, I do not have a lot to report.</p>
5.1	<p>On Monday’s starting on 22<sup>nd</sup> April and for a trial period of one month coffee and rolls will be available to purchase at mid-day. This is aimed at the muddle session players and if successful will continue but may be on a Friday instead of Monday.</p> <ul style="list-style-type: none"> <li>– It was pointed out that during September to March a volunteer member holds a coffee morning on the last Friday of every month, and this could deter her from continuing.</li> <li>– It was questioned that the rolls were not individually packed and have no dietary information.</li> </ul> <p>Stephen Williams to check food hygiene and safety regulations.</p>
6.	<p><b>Treasurer’s Report – Bill Blackburn</b></p>
6.1	<p><b>a) Insurance</b> Legal Expenses cover has been renewed at the same premium as last year (£58). The Personal Accident policy, which provides cover in respect of Committee and Voluntary Member help whilst on Club duties, has also been renewed at £166.88, an increase of £8.40 over last year. However the Age Limit has been raised from 80 to 85 years.</p>
6.2	<p><b>b) The Bar</b> Net Bar Income in March, at £4,000, was exceeded by net Expenditure of £4,318. This deficit cancelled out the YTD credit at the end of February by £115.</p>

6.3  6.4	<p><b>c) Credit/ Debit Summary</b>  With Expenditure totalling £12,798 and Income £10,545 there was a net shortfall of £2,253 in March. Whilst most regular expenses were at or below usual monthly levels, quarterly payments of Honoraria and VAT were principal causes of the Expenditure excess. Employment costs were also higher than normal because accrued holiday not taken by 31<sup>st</sup> March was commuted to a cash payment. The YTD net deficit now stands at £8,980.</p> <p>The Bank Balance at 31<sup>st</sup> March, allowing for payments pending and adjusted to include final income for the month, credited to the account on 3<sup>rd</sup> April, was £19,646.30.</p> <ul style="list-style-type: none"> <li>– It was emphasised that due to the low bank balance we must be careful with expenditure and any purchases must be authorised.</li> </ul>
7. 7.1   7.2  7.3	<p><b>Bowls Secretary's Report – Jean Webb</b></p> <p><b>Bowls Committee</b>  The Bowls Committee last met on 27th March. At this meeting the following was agreed:</p> <ul style="list-style-type: none"> <li>– Team entries into the County Leagues and O60 County Competition.</li> <li>– Questions and topics to be raised at the open forum.</li> <li>– Club kit has been delegated to other members on the Committee.</li> </ul> <p>I'm pleased to say that after the AGM Phil Norton offered to Captain the Outdoor Age Concern league team and Richard Harvey to Captain the Indoor Men's County League 'A' Team. Also Bob Smith has agreed to take on the role of Hon. Assistant League Secretary. These appointments will be ratified at the next Bowls Committee meeting.</p> <p><b>Indoor Bowls</b>  Leagues and competitions for the winter season have drawn to a close. However, there are still a number of outstanding games. Numbers I will report at the next meeting.  This summer there will be the usual indoor leagues run on a Wednesday and Thursday morning:</p> <ul style="list-style-type: none"> <li>– Wednesday league – 8 teams entered, starts on 8th May.</li> <li>– Thursday league – 9 teams entered, starts on 9th May.</li> </ul> <p>Muddles will continue to run throughout the summer on a Monday and Wednesday. Sunday evening is yet to be decided.</p> <p><b>Outdoor Bowls</b>  I'm afraid to report that there will be no outdoor internal leagues this summer due to a lack of entries.  The two Captains for the Men's County League 'A' and 'B' teams met last Monday to agree on the 12 players to be registered for the 'A' team. Unfortunately at this moment in time only 27 male members have registered an interest in playing.</p> <ul style="list-style-type: none"> <li>– What is the procedure to pay for league entries?  Put fee in an envelope and clearly mark on the envelope the entrants name and league.  Post envelope in the office white box.</li> <li>– Shortage of yellow entry forms. Jean Webb to replenish.</li> </ul>
8. 8.1 8.2 8.3 8.4 8.5 8.6  8.7	<p><b>Premises Report – Peter Harlow</b></p> <p>8.1 All safety checks on fire alarms, lighting etc. carried out.</p> <p>8.2 Installed an internet cable to the TV display unit and alarm system.</p> <p>8.3 Under the present contract with Dales the carpet is to be stretched two more times. The first being on the 3<sup>rd</sup> September this year.</p> <p>8.4 Cater-tech visited to carry out annual safety checks on the cooker.</p> <p>8.5 Plastic fascia boarding is to be fitted on the front of the club by the outdoor entrance.</p> <p>8.6 Heating is usually turned off at the end of the indoor season, however, the temperature is seasonally low.</p> <ul style="list-style-type: none"> <li>– After discussion Peter was authorised to leave the heating on and instructed to liaise with the Club Secretary as to when to turn off.</li> </ul> <p>8.7 Telephone on the bar – awaiting replacement.</p>
9.	<p><b>Grounds Report – Peter Roseblade – No report.</b></p>

10.	<b>Elected Sub Committees –</b>
10.1	<b>a) Outdoor Green &amp; Grounds</b> – Stephen Williams, Tony Dunton, Barry Flatt, Gary Goodrum and Alan Willer (proposed Jean Webb, seconded Alan Coombe). <b>All in favour.</b>
10.2	<b>b) Premises</b> – Stephen Williams, Peter Harlow, Bill Blackburn, Alan Coombe, Tony Dunton and Rosemary Leeder (proposed Tony Dunton, seconded Barry Flatt). <b>All in favour.</b>
10.3	<b>c) Social</b> – Geoff Batley has volunteered to carry on with the dances and bingo. <ul style="list-style-type: none"> <li>– It was pointed out that records must be kept for ticket sales, attendees, raffles etc. All agreed to see how the event in June goes then review.</li> <li>– It was proposed by Tony Dunton, seconded by Barry Flatt to charge non-members £10.00 each for dance tickets. <b>All in favour.</b></li> <li>– Stephen Williams to speak with Geoff Batley and explain Managements decision.</li> </ul>
11.	<b>Future Management and Maintenance of the Outdoor Bowls Green and Grounds –</b> Tony Dunton is the only candidate to come forward and volunteer for the position of Green Liaison Officer. The Green Liaison Officer is to liaise with the contractors/service providers and organise working parties etc. The Officer will report to the Club Secretary and supply reports to the Management Committee. <ul style="list-style-type: none"> <li>– It was proposed by Stephen Williams, seconded by Peter Harlow to appoint Tony Dunton as the Green’s Liaison Officer. <b>All in favour.</b></li> <li>– Jean Webb proposed, seconded Alan Coombe for the Greens Committee to meet to discuss the future maintenance of the green and to present a plan to the Management Committee. <b>All in favour.</b></li> </ul>
12.	<b>Bar Management –</b> The Committee accepted the Bar Manager’s resignation.
13.	<b>Issues raised at the Club AGM Open Forum –</b>
13.1	What is the Club doing to attract younger players? <ul style="list-style-type: none"> <li>– The club will support any member if they wish to pursue recruiting youngsters.</li> </ul>
13.2	Large bags are being left on the concourse by members while playing. <ul style="list-style-type: none"> <li>– Already covered in the club’s bye-laws and with notices.</li> <li>– Committee members to be vigilant.</li> </ul>
13.3	Music in the bowls hall while playing on certain nights. <ul style="list-style-type: none"> <li>– Perhaps trial on Top Team nights next year.</li> </ul>
13.4	What’s happening about replacement chairs in the bowls hall? <ul style="list-style-type: none"> <li>– Moving chairs from dining room to bowls hall would look awful.</li> <li>– It was suggested to have two tub chairs at the head of each rink table.</li> <li>– Premises committee to investigate costs and make a proposal to Management.</li> </ul>
13.5	Mobile phones are being used on the green while playing <ul style="list-style-type: none"> <li>– Already covered in the Club’s bye-laws and with notices.</li> <li>– Committee members to be vigilant.</li> </ul>
13.6	Cold in the bowls hall while sitting watching. <ul style="list-style-type: none"> <li>– It is considered that this year the heating is acceptable.</li> </ul>
14.	<b>Any Other Business –</b>
14.1	<b>Plastic Cups</b> - Supply is needed behind the bar. <ul style="list-style-type: none"> <li>– Bill Blackburn to replenish.</li> </ul>
14.2	<b>Vacant Committee Places</b> - As we only have 11 members on the committee not the required 13, can we write to Diane Gibbins to offer her a place? <ul style="list-style-type: none"> <li>– Stephen Williams to write to Diane inviting her onto the committee.</li> </ul>
14.3	<b>New Members</b> - Have we any plans to look for new members? <ul style="list-style-type: none"> <li>– Big Bowls Weekend on 26<sup>th</sup> May.</li> <li>– Perhaps put an advert on Wymondham Ways face book page.</li> </ul>
14.4	<b>Sponsorship</b> – Do we seek sponsorship from local firms?

	<ul style="list-style-type: none"> <li>– Gary Goodrum to pursue. It was also suggested that Gary could look at selling the advertising boards.</li> </ul>
14.5	<p><b>Water Dispenser</b> – Received a request from a member for a water dispenser in the veranda. Cost is approx. £250.00.</p> <ul style="list-style-type: none"> <li>– It was proposed by Alan Coombe to buy a water dispenser, but was not supported by a seconder. <b>Not Carried.</b></li> </ul>
14.6	<p><b>Coffee Machine in the Veranda</b> – Stephen Williams to ask the vendor to remove the machine as it no longer works.</p>
14.7	<p><b>Bar Telephone</b> - Bill Blackburn is to contact BT for advice on model etc.</p>
14.8	<p><b>Bar Licence Supervisor</b> – Bill Blackburn to apply to remove Geoff Batley as one of the supervisors and replace with Stephen Williams.</p>
15.	<p><b>Date of Next Meeting</b> – Thursday 30<sup>th</sup> May 2024 at 11am.</p>

There being no further business the Chair closed the meeting at

Chairperson (print):..... Signed:..... Date:.....