Wymondham Dell Bowls Club

54B, Norwich Rd, Wymondham. NR18 0NT

Minutes of the Management Committee Meeting

Thursday 25th January 2024

	Present Geoff Batley (Club Secretary), Bill Blackburn (Treasurer), Alan Coombe (Trustee), Diane Gibbins (Elected Member), Peter Harlow (Club Asst. Secretary), Rosemary Leeder (Elected Member) & Jean Webb (Bowls Secretary & Trustee).
	Due to the Chair & Vice-Chair not being present Alan Coombe was invited to take the Chair for this meeting.
1.	**Apologies for absence** were received from Peter Bailey (Vice-Chair & Elected Member), David Chadwick (Chair & Elected Member), Maureen Hardy (Asst. Treasurer) & John Ottaway (Trustee).
2.	**Minutes of the meeting for Thursday 14th December 2024 –** Geoff Batley (Club Secretary) was not present at this meeting. Minutes were amended then approved and signed as a true record by the chair of the meeting, proposed Peter Harlow, seconded Rosemary Leeder. **All in favour.**
3.	**Matters Arising –** Item 4.2 – Name should read Teresa Cary.
4. 4.1 4.2	**Club Secretary's Report – Geoff Batley** Matters dealt with as they arise. Membership numbers as at 24/01/2024: Full - 306 (male 211 & female 95). Life - 9 (male 4 & female 5). HLM - 5 (male 4 & female 1). U25 - 1 (male). **Total - 321** Social - 79 (male 35 & female 44). Social Events – Christmas events went well. Made approx. £400.00 over the two events.
5. 5.1

This game is played on home and away rinks and I ask this committee to consider paying travelling expenses to the away driver.

- It was proposed by Bill Blackburn, seconded by Jean Webb to pay the driver £50.00 travelling expenses for the game at Saffron Walden and Chelmsford. **All in favour.**

Domestic league games are running smoothly. At the moment only one iPad is in use, this should be resolved soon. Currently there are 68 un-played games, almost half being from the Mixed Pairs league.

Competitions are underway. Unfortunately, ladies' competitions will not run due to lack of entries. However, entries have increased in the Men's, Open and Mixed competitions.

Sadly, it has come to my attention that not all members playing in National and Club competitions are paying the rink fees set by this Management Committee of £4.50 for a double session. The only way to be certain is to carry out a full analysis of the rink fees collected.

5.3 **Outdoor Bowls**

The first competitive games start on Wednesday 1st May with both the Men's County league teams away at Freethorpe and Harling Rec.

Entries have been accepted to join the Ashill & District Mixed Triples League and the Age Concern League.

So far, 3 friendly games have been confirmed against the Essex VP's and Cromer Marrams.

A number of County and National competitions have been entered for both Men and Mixed teams.

5.4 **Annual Fees & Subscriptions**

This seasons Club annual fees and subscriptions of £1,645.00 to the English Indoor Bowling Ass. Ltd has been paid.

5.5 **Coaching Course**

Coach Bowls Ltd is running a level 1 coaching qualification course for this area starting in March and using our rinks for the practical and assessment days on 23rd March and 11th May respectively.

5.6 **Jack & Bowls**

Mark Royal is bringing his bowls roadshow to the club on Wednesday 21st February.

6. **Treasurer's Report – Bill Blackburn**

6.1 **a) Accountancy**

Books and supporting documentation for 2022-23 are with Aston Shaw for preparation of Annual Accounts.

6.2 **b) Telephones**

Three new digital phones have been purchased but are not operational. The problem appears connected to the 'internal distribution panel'. This facilitates the transfer of a call from one phone to another elsewhere on site. This facility is not essential and therefore the panel should be de-commissioned. There is uncertainty as to when and who installed the panel, but Keith Richards has provided contact details for Fine Line Communications (01493 441114) who may be able to assist in resolving the problem.

6.3 **c) Outdoor Green Maintenance Contract**

Copies of the Contractor Contract and job description for the Green Liaison Officer have been forwarded to Peter Roseblade. In response, Peter has raised a number of queries which appear to result from confusion between the two roles. The purpose of creating two documents was to segregate the two roles which Peter currently holds, so that in future, should a non- member be appointed the contractor, there is a clear understanding for managing the upkeep of the Green. Because Peter holds both roles it is obvious that common sense needs to apply in some instances e.g. point 3 (liaison). In respect of point 4 (car park), the Committee discussed and determined that weed control in the car park should be part of the Contractor's duties and this was put to Peter and agreed by him prior to his appointment. The Club will need to provide a portable pump-action sprayer and supply 'retail' weed-killer such as 'Pathclear', which though possibly less effective than more potent 'commercial' products, would obviate the need for a sprayer's licence. Some operations detailed in 'Schedule of Work' e.g. spiking to a depth of 100mm or hollow-tine spiking, have traditionally been undertaken by specialist sub-contractors. The reference to hedge-cutting to

	be deleted from the GLO job description as this is part of 'Property Maintenance' and thus the responsibility of the Assistant Club Secretary to arrange. – It was agreed to hold a Premises meeting in February to discuss and make recommendations on the outdoor green/area to the Management Committee.
6.4	**d) The Bar** Net sales in December totalled £3,632.95, whilst net expenses were £3,756.00, giving rise to a net deficit of £123.05 (3.39%).
6.5	**e) Credit/ Debit Summary** Total net Expenditure for December, at £15,504 was more than double net Income at £7,607. The deficit of £7,897 (103.81%) was less both in monetary terms and percentage of income than in the corresponding month in 2022-23. The deficit was largely due to energy costs (electricity and oil) totalling £3,147, Honoraria at £2,494, EIBA fees £1,645 and Dardan for annual 'Keyholding Service' at £490 which accounted for the bulk of this. Other expenses were more in line with normal levels experienced at this time of year. It should also be borne in mind that potential income was adversely affected by holiday closures and restricted domestic league activity for the weeks either side of Christmas, whereas expenditure liability was largely unaffected by these circumstances. The Bank Balance at 31st December, allowing for payments pending and adjusted to include final income for the month, credited to the account on 3rd January, was £22,118.55.
7.	**Premises Report – Peter Harlow**
7.1	Checks made on emergency lighting.
7.2	Flood lights at the top of the steps in the car park replaced.
7.3	Early January the heating locked out again. Cover made to go over the thermostat to stop members tampering with it.
7.4	Pat testing was carried out on 62 items.
7.5	Engineer called in to descale zip heaters. Under engineers advice these are now turned off when not in use.
7.6	Heating oil being delivered today (25th January).
7.7	Hedges to be cut on 26th January.
8.	**Grounds Report – Peter Roseblade** No report.
9.	**Any Other Business**
9.1	**Ex Indoor Green Ditch Mats** – Are these for disposal? If so, a member has expressed interest on behalf of an outside club. A reasonable charge would be appropriate as the replacements cost £702.00 net. – It was proposed by Bill Blackburn, seconded by Rosemary Leeder to offer it at £2.00 a length. **All in favour.**
9.2	Confidential Item (not to be published)
9.3	**Cleaner** – Teresa Cary left as she wanted a daytime job. Looking for a replacement to cover Saturday & Sunday is ongoing. Responses received from an advert on social media Wymondham Way's did were not arrive for interviews. Advert to go on social media once more.
9.4	**Temporary Membership** – Received a request for membership from now to April. – It was proposed by Jean Webb, seconded by Peter Harlow to offer a temporary playing membership of £10.00 a month, paid upfront. **All in favour**. – Possibility of introducing to the tariff a temporary membership e.g. outside membership to be discussed at next meeting.
9.5	**Annual General Meetings** – Date agreed Wednesday 10th April 2024 at 7.00pm.
9.6	**Parking Permit** – Request received to rent a parking space. – It was agreed that the Club Secretary meet and talk to the applicant.
9.7	**Official Wymondham Guide** – Received information and prices for the new town guide endorsed by Wymondham Town Council. Delivered Free of Charge to every home and business in the town and available at many pick-up points.

	– It was proposed by Geoff Batley, seconded by Bill Blackburn to place a quarter page advert in the guide. **All in favour**.
9.8	**Bowlers Shoes** – It has been noticed that not all indoor bowlers are wearing flat bottomed bowls shoes. – All Committee Members asked to be vigilant.
10.	**Date of Next Meeting –** Thursday 14th March 2024 at 10.00am

There being no further business the Chair closed the meeting (time not recorded).

Chairperson (print):…… Signed:…… Date:……