



# Wymondham Dell Bowls Club

54B, Norwich Rd, Wymondham. NR18 ONT

Minutes of the Management Committee Meeting  
Thursday 16<sup>th</sup> January 2025

	<p><b>Present</b> Bill Blackburn (Hon. Club Treasurer), Alan Coombe (President &amp; Trustee), Tony Dunton (Committee), Barry Platt (Committee), Diane Gibbins (Committee), Gary Goodrum (Committee), Peter Harlow (Hon. Assistant Club Secretary), Rosemary Leeder (Committee), Jean Webb (Hon. Bowls Secretary &amp; Trustee), Stephen Williams (Chair &amp; Hon. Club Secretary).</p>																																
1	<p><b>Apologies for absence</b> were received from Maureen Hardy (Hon. Assistant Club Treasurer), John Ottaway (Trustee).</p>																																
2	<p><b>Minutes of the meeting for Thursday 24<sup>th</sup> October 2024</b> were approved and signed as a true record by the chair of the meeting proposed Tony Dunton, seconded Peter Harlow.</p>																																
3	<p><b>Matters Arising –</b> Item 7.1.5 – Rectified. Item 8.1 – Strips replaced. Item 8.2 – Rumours are still circulating, perhaps due to a lack of information being put out there.</p>																																
4	<p><b>Club Secretary – Stephen Williams</b></p>																																
4.1	<p><b>Report</b></p>																																
4.1.1	<p>The leak in the bowls storage cupboard and water was running through to the coffee machine has been found by John Hardy and Peter Harlow and rectified. A dehumidifier has been borrowed to dry out the area.</p>																																
4.1.2	<p>A large water leak outside the dining room has been traced. Mike Moore (Plumber) has hopefully fixed the fault and the water usage has reduced dramatically. My thanks go to Peter Harlow for all his efforts and hard work resolving this problem.</p>																																
4.1.3	<p>A leak on the radiator in the ladies upstairs toilet has been fixed.</p>																																
4.1.4	<p>Membership figures as at 09/01/2025</p> <table><tr><td>Membership Type</td><td>Male</td><td>Female</td><td>Total</td></tr><tr><td>Full</td><td>200</td><td>82</td><td>282</td></tr><tr><td>Life</td><td>4</td><td>4</td><td>8</td></tr><tr><td>Hon. Life</td><td>3</td><td>1</td><td>4</td></tr><tr><td>U25</td><td>1</td><td>-</td><td>1</td></tr><tr><td>Total</td><td><u>208</u></td><td><u>87</u></td><td><u>295</u></td></tr><tr><td>Social</td><td>30</td><td>22</td><td>52</td></tr><tr><td>Total Membership</td><td><u>238</u></td><td><u>109</u></td><td><u>347</u></td></tr></table>	Membership Type	Male	Female	Total	Full	200	82	282	Life	4	4	8	Hon. Life	3	1	4	U25	1	-	1	Total	<u>208</u>	<u>87</u>	<u>295</u>	Social	30	22	52	Total Membership	<u>238</u>	<u>109</u>	<u>347</u>
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4.1.5	<p>Notices have been placed on the rink tables asking members to be courteous to bowlers during the session change overs. This will be monitored periodically.</p>																																
4.1.6	<p>Due to a few technical issues with our present website, Bob Smith is working on rebuilding the website.</p>																																
4.1.7	<p>A replacement microwave for the bar kitchen has been donated by Adie Fox.</p>																																
4.2	<p><b>Social</b></p>																																
4.2.1	<p>The first event run by VP Promotions went very well. Only problem was getting the customers to leave the Club.</p>																																
4.2.2	<p>Christmas draw was a success and all the prizes have been distributed/collected.</p>																																
4.2.3	<p>Bingo is ongoing. Due to events elsewhere numbers have fallen. Thanks to Di Gibbins and Jamie Austin-Mills for running this event.</p>																																

4.2.4	<p>Coffee and rolls served on a Monday and Wednesday prior to the muddle sessions is still going well and has so far raised over £800.00 for the Club</p> <p>— Are members still able to attend the events run by VP Promotions? Yes, events are advertised within the Club. Also members are still allowed to use the bar and lounge on the nights of the events.</p>
5	<b>Treasurer's Report – Bill Blackburn</b>
5.1	<p><b>a) Accountancy</b></p> <p>Transfer of accountancy matters from Aston Shaw to MLA Advisory Ltd. has now been completed. The books and associated paperwork for 2023-24 are currently being collated for submission to MLA for preparation of the Annual Accounts. Provisional results indicate a net trading profit of £6,062 (4.53%) for the year, including the Bar which recorded a net profit of £547.91 (1.41%). These figures are subject to adjustment according to accountancy practice.</p>
5.2	<p><b>b) VAT Q3</b></p> <p>There was a VAT refund of £393.16 for Q3 (September-November)</p>
5.3	<p><b>c) Banking</b></p> <p>The era of 'free' Business Banking enjoyed by the Club since 2009 has come to an end. On 14<sup>th</sup> January Lloyds Bank changed our existing 'Treasurer's Account' to their new 'Community Account' designed for not-for-profit organisations with a turnover of less than £250,000. The effect of this is that Lloyds will begin to charge an 'Account Maintenance Fee' of £4.25 per month and implement charges for day-to-day banking services, with the first 100 free. Thereafter, typical charges range from 10p for electronic payments (OD, SO, FPI/FPO), cheques (in or out) at 50p, cash payments (in or out) at 75p for every £100, through to £1.25 for every cash exchange (e.g. coins into notes). For cash deposited in branch it will be cheaper to use a self-service immediate Deposit Machine rather than at the branch counter. To soften the blow there will be an 86% discount to charges (excluding the fixed monthly fee) until January 2026.</p>
5.4	<p><b>d) Grass Disposal</b></p> <p>Notice has been served to Ellgia to terminate the contract for grass disposal at the end of the current agreement period (31 March 2025). The cost in 2023-24 amounted to £808.10. The average cost of each lift was £31.08 which included a charge of £10.39 for a Waste Transfer Note, which was not specified when the original contract was proposed. In December it was £134.83 as a result of excess weight charges (17p/kilo) due wholly to disposal of the tree branch which fell on the garage roof. Grass cuttings are currently being added to the former heap.</p>
5.5	<p><b>e) The Bar</b></p> <p>Net purchases in December totalled £2,039 and with Employment Costs of £1,290 the total expenditure amounted to £3,329. Net Sales were £3,366, giving a net profit of £37.00 (1.10%).</p>
5.6	<p><b>f) Income / Expenditure Summary</b></p> <p>Next Expenditure (13,086) exceeded Income (7,731) by £5,355. Principal expenditure, accounting for 89.61% of the total, consisted of Honoraria (3,319), Bar purchases (£2,039), Electricity (£1,688), Wages (£1,671), heating oil (1,505) and E.I.B.A. Levies (1,505). For Income, 89.88% was contributed by just three sources; the Bar contributed £3,366 (43.54%), Token sales £2,566 (33.19%) and Rink Fees £1,017 (13.17%). The Bank Balance at 31<sup>st</sup> December, allowing for payments pending was £27,033.45.</p> <p>— Treasurer is to contact South Norfolk Council to enquire about green waste removal.</p>
5.7	<p><b>Water Leak (Summary of verbal report)</b></p> <p>The Club was first made aware of a suspected water leak in a letter from Anglian Water (AW) dated 19<sup>th</sup> October 2024. This stated a previous letter was sent on 10<sup>th</sup> October but no such letter was received. A smart meter had been installed in June'24 and this is probably how AW were able to determine a potential leak. There were no obvious signs on the premises. An AW engineer made an extensive search on 23<sup>rd</sup> October and said the meter was operating normally but was unable to discover anything else amiss. He advised seeking the services of a specialist Leak</p>

	<p>Detector. In the meantime AW noted that "consumption" was running at 78 litres per hour (1.872 cu. metres every 24 hours).</p> <p>I contacted our insurance brokers to lodge a claim for "loss of metered water" and sent a completed claim form and copy of water bill on 5<sup>th</sup> November and, receiving no response, tried on several occasions to make further contact by telephone with no success. I therefore sent duplicates by Recorded Delivery on 19<sup>th</sup> November with a repeat request for a Leak Detector. Attempts to locate a leak continued: parts of the system were able to be isolated but not the supply to the kitchen even after a seized stop valve had been replaced. A second visit by an AW engineer only confirmed the meter to be working correctly.</p> <p>On 17<sup>th</sup> December a further letter from AW, dated 5<sup>th</sup> December, was received. This noted that the leak had still not been fixed and required the Club to repair the leak within 14 days of the Notice i.e. 21<sup>st</sup> December, or face one or more actions, including a maximum fine of £1,000. In the meantime I had made further approaches to the insurance brokers and eventually received confirmation that the Insurers (NIG) had appointed Chartered Loss Adjusters QuestGates "...in respect of water damage at Wymondham Dell Bowls Club".</p> <p>I next contacted AW to advise that the leak was now subject of an insurance claim, whereupon I was assured no action would be taken on potential penalties whilst the Loss Adjusters were dealing with the matter. QuestGates gave the go-ahead to effect repairs once the leak was found and to forward the invoice for "trace and access" and request AW to provide a water bill for loss of metered water</p> <p>On 2<sup>nd</sup> January a leak was finally discovered following an inspired hunch by Peter Harlow. Digging a hole outside the Function Room revealed a previous repair which had broken. The new repair was not without some difficulty as the location was partially under the footings but was successfully completed.</p> <p>AW were due to ring on 9<sup>th</sup> January to ascertain progress but failed to do so. I therefore rang on 10<sup>th</sup> January to advise the repair had been completed and to ask for the current flow rate. This was confirmed as 3 litres per hour</p> <p>Under the terms of the Insurance Policy, in addition to 'loss of metered water', cover also includes 'trace and access' but excludes the actual repair costs. There is also an excess of £500</p> <p>Particular thanks are due to Peter Harlow for all his hard work to trace the leak over the whole period (including the physical excavations). Thanks also to Mike Moore for assistance with the repairs and Club Secretary Steve Williams for supporting Peter throughout.</p>
6	<p><b>Bowls Secretary's Report – Jean Webb</b></p>
6.1	<p><b>Bowls Committee</b> – Last met on Monday 25<sup>th</sup> November 2024. At this meeting the following was discussed and agreed:</p> <ul style="list-style-type: none"> <li>• Entries into the Bowls England and Norfolk Bowls Association team competitions for 2025.</li> <li>• Entries into the Ashill &amp; District Mixed Triples and Age Concern Leagues.</li> <li>• The Club's vote on the motions put forward at the Men's section of the Norfolk Bowls Ass.</li> </ul> <p>At the next meeting on 27<sup>th</sup> January the summer domestic programme will be discussed.</p>
6.2	<p><b>Indoor Bowls</b> – The domestic leagues are running smoothly, with no major issues being reported. County league teams are progressing well and despite the increase in the number of teams entered this season, all the Captains have been able to field teams.</p> <p>Unfortunately, this season, we have not managed to progress any further than the 2<sup>nd</sup> round in any of the National Team competitions.</p> <p>Internal competitions are now underway, and the Club has seen a rise in the numbers entered. Team Leaders have been contacted reminding them of their outstanding league games. A list has also been displayed on the notice board. This exercise will be repeated next month.</p> <p>Both iPads are up and running with heightened tamper proof security. Since the rebuild we have not experienced any problems.</p>
6.3	<p><b>Annual fees and subscriptions</b> – 275 members have been affiliated to the EIBA and with the Club subscription of £130.00, a total amount of £1,505.00 has been paid to the Association.</p>

6.4	<b>Coach Bowls Ltd</b> – The final assessment day for level one certification is taking place at the Club on the 1 <sup>st</sup> February. Once Harry Geary has completed the course, he has agreed to assist with coaching our members.
6.5	<b>Honours Boards</b> – Were updated last Monday.
6.6	<b>Outdoor Bowls</b> – To equalise the teams in the County League Central and South zones, Wymondham 'B' has been moved to Central, leaving both zones with 8 teams. The fixtures for the County League and competitions are now available on the NBA website. The league starts on the 30 <sup>th</sup> April with the 'A' team at home against Watton and the 'B' team away to Dereham St Nicholas. Tony is in the process of organising the friendly games against local teams.
6.7	<b>Norfolk Bowls Association</b> – At this year's Men's AGM two significant changes were passed with a large majority. <ul style="list-style-type: none"> <li>• Games in the County League and play-offs will be played over 18 ends.</li> <li>• The County League will be open, thereby allowing lady members to participate.</li> </ul>
6.8	<b>BDA/Bowls England Roadshow</b> – This is being held on Wednesday 26 <sup>th</sup> February at County Arts. The aim is to provide tips and support to clubs on Recruitment, Safeguarding and Club Management. Stephen Williams and I have registered to attend.
7	<b>Sub-Committee Reports: –</b>
7.1	<b>Premises – Peter Harlow</b>
7.1.1	With the help of John Hardy, the moss in the area behind the indoor changing rooms was cleared along with the debris caused from the fallen tree.
7.1.2	Replaced bulbs in the bar area and strip lights on indoor green.
7.1.3	3000 litres of oil ordered and delivered.
7.1.4	New tap outside the dining room has been fitted as old tap was faulty.
7.1.5	Water leak detected underground in a joint of the pipe situated where the outside tap is. Mike Moore repaired the leak, and the water usage has reduced significantly. The hole has yet to be filled and surface to be concreted over.
7.1.6	Taps in gents' toilets changed as taps were stiff and often left running. Also, toilet pods changed.
7.1.7	Dales stretched indoor carpet on 14 <sup>th</sup> January. Speed was 17.2 now 18.4. Annual contract needs to be renewed. <ul style="list-style-type: none"> <li>— It was proposed by Alan Coombe, seconded by Gary Goodrum to renew the annual contract with Dales for two visits per year. <b>All in favour.</b></li> </ul>
7.2	<b>Outdoor Green &amp; Grounds – Tony Dunton</b>
7.2.1	Alan Willer has now come on board and is doing the majority of work on the green using his own equipment, with Garry Oakley's assistance. The condition of the green is very good.
7.2.2	Treasury is compensating Alan for petrol used.
7.2.3	The Treasurer has authorised the purchase of seed and spray. Colliers has said that the fertilizer in the shed can be used and will issue a schedule for use. <ul style="list-style-type: none"> <li>— Management is satisfied and appreciates all of the work being done by the members.</li> </ul>
8	<b>Any Other Business –</b>
8.1	<b>Friendly Games</b> – Can we have more of a mixed team? <ul style="list-style-type: none"> <li>— This is not a Management Committee matter. Refer to Bowls Committee.</li> </ul>
8.2	<b>Function Room</b> – How often does the room get hired out? <ul style="list-style-type: none"> <li>— Young Farmers &amp; Photographic society once a week.</li> </ul>
8.3	<b>Bowls Shoes</b> - Has any action been taken on members going outside with bowls shoes on? <ul style="list-style-type: none"> <li>— No.</li> </ul>
8.4	<b>AGM</b> – Wednesday 9 <sup>th</sup> April 2025 at 7.00pm.
8.5	<b>Premises Committee</b> – Meeting arranged for Monday 20 <sup>th</sup> January at 10.00am.

8.6	<b>Volunteer Bar Staff</b> – Approval sought from Management Committee to advertise for volunteer Bar Staff. — Proposed Alan Coombe, seconded Tony Dunton. <b>All in favour.</b>
8.7	<b>Funeral</b> – David Tinsey’s funeral to take place on 10 <sup>th</sup> February at Breckland Crematorium at 11.00am followed by wake at the Club.
9	<b>Date of Next Meeting</b> – Thursday 13 <sup>th</sup> March 2025 at 10.00am

There being no further business the Chair closed the meeting at 11.52am

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