**Management Committee Meeting Agenda**

**Wednesday 13th October 2021 at 6.30pm.**

**Present:** Peter Atkin (President), Frank James (Chair), Ken Sproston (Treasurer), Nick Bickley (Secretary), Jim Stuart, Chris Robinson, Steve Turner, Ernie Hultquist, Dave Barrett, Trevor Laws, Rose Vance-Cotsford, Wendy Boult

1. Apologies

Howard Jones

1. Approval of minutes from 23rd June 2021 – the minutes were agreed as a true reflection of the meeting
2. Matters arising
* The electrician is still ill and so the path lights have not been attended to.

**Action: Nick to contact another electrician**

* Jim Stuart concerned that it is not HS2 that pose a problem to us but other agencies.

Frank James has talked to the owner of the land with the Shoe Shed on it and they have indicated that they will be selling their land.

Biggest threat to club is losing the carpark land.

**Action: Nick to write to Lord Stafford, his agent and Rachel Hall (Savils) to seek assurance regarding the car park**

Frank James has received support from Mark Bircumshaw who will take the clubs situation to national level if required

Trevor Laws reminded the meeting that our land cannot be compulsory purchased.

1. Secretary’s report

The Secretary has been keeping members informed about aspects of club life including social events, club competitions and use of the club by outside agencies. I have worked with the Club Captain and Treasurer to communicate with new members and welcome them into the club.

I have dealt with communications from club members regarding concerns they have about aspects of the running of the club and brought them to the attention of the general committee.

Along with Rhys Powell and Chris Robinson I have kept the club website up to date with regards to social events and keeping the calendar current.

Following the failure of the floodlights I contacted an electrician and had them repaired.

I communicated with Ken Lancaster, Secretary of the Stafford Vets League, to arrange for their end of season meeting to be held at the club on the 29th September.

I have been in contact with HS2 who confirmed that their plans do not include any proposals relating to the clubs site.

Frank James thanked Nick Bickley for keeping people informed about events relating to the club.

1. Treasurer’s report

Ken Sproston explained that the figures presented to the meeting will be the basis for the end of year accounts which will be prepared for December in readiness for the AGM. He then reported on all aspects of the accounts and matters regarding membership.

Jim Stuart asked about the deficit in the accounts.

Ken explained that this was an agreed deficit as the Committee had agreed to the extra work done to the clubhouse during the refurbishment of the toilets.

Trevor Laws asked about the insurance and Ken confirmed that the premium had increased this year.

Ken also stated that expenditure on gas/electricity looked low as utility bills are presented after the period the accounts referred to and that these amounts will be carried over into the next financial period.

Chris Robinson asked whether the income from solar panels was in this figure and ken explained this was shown on another line and that there was an amount to come in as this is also calculated outside the period covered.

Frank James noted that waste collection had gone up.

Ken explained that whilst we had only been charged the £52 standard charge for each collection this figure also included the skip hire from the work done on the clubhouse.

Concern about the possible rise in the cost of gas and electricity was raised and Chris Robinson suggested that if the suggested rise of 30 to 40 per cent happened this could be covered by an increase in membership fees.

Ken explained that he had planned to keep full membership at £74 and Frank James supported this as he had talked to other clubs who have falling membership.

This fee would lead to a slight increase in income, if all the new members stayed with the club.

Rose Vance-Cotsford said this was important as we need to consider what income we need to run the club and membership is one of our biggest sources.

Ken pointed out the another main income source was the 49 Club.

Frank James noted that our new Social Committee will also bring in income.

**Action: The cost of membership will be discussed at the December meeting.**

|  |  |
| --- | --- |
| Lloyds Bank Treasurers Account  | page3image1046605408page3image1046603424£3,916.79 page3image1046606352page3image1046607216 |

|  |  |
| --- | --- |
| page3image1046608576page3image1046609168page3image1046610304Lloyds Bank Savings Account page3image1046570128page3image1046570784page3image1046571920 | page3image1046575200page3image1046573472£15,037.73 page3image1046576416page3image1046577280 |

|  |  |  |
| --- | --- | --- |
| page3image1046581008page3image1046578976Accounts Totals  |  | page3image1046016592page3image1046341744£18,954.52  |

Membership Numbers.

Full 117

Life 11

Junior 0

Associate 5

Total 133

A discussion regarding membership took place and it was agreed that, following a proposal by Peter Atkins, a sub committee will be formed to look at the club rules including a revision of the category of associated members, as suggested by Trevor Laws.

There was also a discussion about the impact of increased membership on our insurance and fire regulations. Ken Sproston and Jim Stuart said that whilst there was a limit in the past this was no longer inplace.

It was agreed that 50-60 was a suitable number for social events.

Ken reported that all sponsors had contributed except for Stone Acre. Jim Stuart suggested we contacted other companies seeking sponsorship.

**Action: Frank James to contact Stone Acre and other companies, including Allott, when Ken Sproston gives him a list.**

**Chris Robinson to contact Glynn Humphries**

A discussion took place regarding the use of standing orders or bank transfer to pay membership and it was agreed that bank transfer was best and this would be included in the letter to members for next years membership.

1. Captain’s Report

Dave Barrett gave a report about competitions and how the teams had performed in the leagues.

Two leagues were played on a friendly basis this year.

Saturday teams - A team in Division 1

 B team in Division 2

55 league – A team won league. Congratulations to Howard Jones and the team who go up into Division 1.

Club Competitions:

Howard Johnson Cup – won by Presidents team

Pat Craig Doubles – Roger Barker and Chris Robinson

Doubles Cup – Phil Allman and Peter Elliott

Mens Cup – Ryan Boult

Friendly Cup – Jim Stuart

Presidents Cup – Simon Davies

**Action: Dave to produce a full list of winners for Frank so that he can get the trophies engraved.**

All competitions have been well supported this year with a lot of new members tking part.

Frank James offered thanks to Dave Barrett and Peter Atkins for organising all the competitions.

1. Greens and Grounds report

 Sub Committee members

 Chris Robinson

 Jim Stuart

 Tom Fellows

 Stan Hugill

First and foremost I would like to express my appreciation to Jim Stewart, Stan Hugill and Tom Fellows for the support they have given me this last twelve months and indeed since they became members of the Green and Grounds Sub Committee their support is exceptional, and words cannot express how grateful I am. It is our combined input that develops and refines the management practices that we put in place to endeavour to provide club members with a first class bowling green despite natures best efforts to thwart us.

In support we are also indebted to the following members Howard Jones, JimThomas, Roger Barker, Phil Allman, Chris Haynes and Ken Lancaster who inclusive of committee members cut the green and maintain the grounds throughout the bowling season.

During the winter members of the maintenance teams will meet on Friday mornings weather dependent to keep the green and grounds in best order.

We recently commissioned a soil survey along with recommendations for future green nutrition based on the results of the soil survey. See attached documents.

John Quinn comments that the soil chemistry is in fairly good order and the soil texture is very good so I've laid out a fairly light programme for you that concentrates on boosting the biology within the soil, although there is maybe more aeration than you would normally do.

Before we reach any decisions about how to proceed we are awaiting Jim Stewarts return from Saltex early in November. SALTEX is the annual one-stop-shop for thousands of individuals working to install, manage and maintain the UK’s outdoor leisure spaces – from sports grounds personnel to park & leisure amenity officers, from landscapers to greenkeepers, and foresters to estate managers. Jim will be seeking advice from Emma Kilby one of the exhibitors who is regional sales manager of ICL (formerly Scott’s) who also looks after Penn Bowling green. Like Chris Knowles she is a fully qualified Agronomist. Jim is hoping Emma will accept an invitation to visit our club review our current practices and considering the recent report from John Quinn make recommendations on what should be our future programme. Chris Knowles will also be given the opportunity to advise.

Roger and Ann Barker, Wendy Robinson and Peter Elliot continue to maintain the flower beds for which we are extremely grateful. You will have noticed however that we have converted the top flower bed to grass as it had become impossible to control the ground elder.

Our thanks to Helen Sammons who has been re oiling some of the benches.

We have had the hedge cutting carried out by contract costing £280 and we are very pleased with the results. We have asked for a quote for cutting twice a year which theoretically would increase our G & G budget, but we are hoping to make product savings elsewhere.

Worms continue to be a major headache and we have started to use a product called Angus Downcast which is an irritant and should keep the worms from casting to such a degree. Unfortunately, it will need regular application during damp periods and after rain to be effective. It is particularly important to reduce worm casts as it is causing havoc with the mowers.

We hope to be able to re grout the paving during the closed season.

We also are seeking a cost of creating a safer passage from the left hand side of the club house round to the emergency exit. As such we will be asking for recommendations and quotes from paving contractors. We also propose to remove the lower portion of the white cladding to the left of the clubhouse to widen the pathway at this point. It may be sensible to move the fixed bench to the right-hand side of the club house swapping around with benches which will also create more room and a safer passage. Funding is being sought.

Frank James mentioned that members have been asking about the worm problem.

Chris Robinson explained that this is a problem being encountered by a number of different sports across the country and, at present, there does not seem to be a solution. The team continue to treat the green to try and tackle the problem.

Chris also explained that the greens team are reviewing the way they manage playing surface to find the best way forward.

Frank James said that the decision to extend the season to the end of October had been well received by the members.

1. Safe Guarding – nothing to report.

Frank James thanked Wendy Boult for the work she had done on safeguarding.

1. Membership – categories. This will be considered by the sub committee looking at the club rules. The members of this Committee are Trevor Laws, Ken Sproston, Rose Vance-Cotsford, Peter Atkins and Frank James

With the revision of the categories in mind the Committee considered a proposal by Frank James that, in light of their service to the club, Gerald and Mary Lane and Steve Turner should become Associate Members immediately.

Trevor Laws proposed this and the Committee agreed that this should go ahead.

1. Bar rota – names of people able to serve behind bar

Ernie Hultquist reported that Fred Meacock felt that he was unable to continue helping behind the bar. Rosie Vance-Cotsford offered to help behind the bar.

Howard Jones has given notice that he will be unable to give as much time to helping run the club bar. With this in mind the Committee looked at the list of names who are allowed to serve behind the bar especially on club nights and at social events to support Ernie. The general feeling was that this could be covered by **only** Management Committee members helping behind the bar. Rose Vance-Cotsford volunteered to buy stock for the bar and Frank James will go with her to help.

1. Competitions – with regards to letter from Lynne Randall

The Committee looked at the correspondence from Lynne Randall concerning the organisation of club events and her request for the dartboard to be put back up.

Peter Atkins and Dave Barrett explained what had happened at the competition in question and it was agreed that Nick Bickley would write to Lynne on behalf of the Committee.

The Committee agreed to reinstate the dartboard and this would be done as soon as possible.

1. Engraving of trophies

See Captain’s report

1. Social Committee

The Social Committee have been very active, since their formation, and organised a number of events including Scrabble, coffee mornings, entertainments and a quiz. The Committee recognise that the new Committee are doing a good job in organising events. Peter Atkins felt that the Social Committee should be supervised by the Management Committee and he was supported by Trevor Laws who said that the Management Committee should know what the proposals are for events. Peter also stated that this would help us organise staff for the bar.

Jim Stuart said that the events organised are moving the club forward and suggested having a list of events. Rose Vance-Cotsford suggested having a list of quarterly events.

Jim then suggested that the Social Committee nominate a member to attend the Management Committee meetings to report on events and highlight future plans.

The Social Committee Representative is not appointed under Club Rule 7 and therefore is not permitted to vote on any matter being considered by the Management Committee. This role is informative and advisory.

**Action: Nick Bickley to contact Vilma Allman to suggest this.**

1. Survey of members

Ken Sproston asked the Committee to consider an online survey for club members he has composed. He asked if there were any other areas that people thought should be included. It was agreed that this survey will be sent to members with a covering letter explaining that this was a canvassing their opinions to help us plan for the future.

Trevor Laws questioned whether we would be able to staff the bar if it opened more?

Ken Sproston explained that it was only seeking ideas.

**Action: Nick Bickley and Ken Sproston to send survey out once they had agreed the wording of the covering letter. The surveys need to be returned by 17th November so that Ken can collate the result to present them to the Committee.**

1. Bar report

Ernie Hulquist reported that the bar is doing very well.

Frank James thanked Ernie and his team for all the work they are doing.

1. Any other business:
* Ernie Hultquist asked Trevor Laws if he knew when the bar licence was up for renewal?

Ken Sproston said that this is done every year around October/November.

**Action: Frank James to look into this.**

* Chris Robinson informed the meeting that the boiler had lost pressure and that this would need checking on a regular basis.
* Chris also said that he had had no notification regarding the winter leagues. Peter Atkins explained that the lists had been up on the board in the clubhouse. Chris asked that in the future that events such as this are published on forums such as the websites and via email so that people who do not come to the club regularly or who may be on holiday are aware that they are on.

Frank James thanked the Committee for attending the meeting which closed at 8:35pm

**Next meeting: 8th December at 6.30pm**