**Management Committee Minutes**

**Wednesday 19th January 2022 at 6.30pm.**

Present: Frank James (FJ) (Chair), Nick Bickley (NB) Secretary, Ken Sproston (KS) (Treasurer), Peter Atkin (PA) (President), Chris Robinson (CR), Wendy Boult (WB), Rosie Vance-Cotsford (RVC), Jim Stuart (JS), Dave Barrett (DB), Vilma Allman (VA), Ernie Hultquist (EH), Howard Jones (HJ)

1. Apologies

Trevor Laws (TL)

1. Approval of minutes from 8th December 2021

The minutes were passed as a true reflection of the meeting.

Proposed: Jim Stuart

Seconded: Dave Barrett

1. Matters arising:
* (P1) PA informed the meeting that he had agreed with John Cussons that the league needed to be cancelled.
* FJ thanked PA for the work he had done in organising the league.

It was agreed that Stafford Bowling Club is not a gentleman’s club.

* (P2) NB apologised to the meeting for not having sent the link regarding indoor bowling to VA.
* (P5) TL has not sent copies of the car park agreement to the club

**Action: NB to contact TL to ask for a copy of the car park agreement.**

* FJ has still to enquire about the cost of jacks from the CGBA
* FJ asked KS to let him know how much organisations paid, last year, for sponsorship

**Action: KS to send amounts to FJ**

* PA and Roger Barker have made the new plinths for trophies and they are in the clubhouse
* John Morley still needs to be contacted regarding how much he wanted for his equipment

**Action: NB to contact John**

* A meeting will be arranged for Vets League players to pay subs for the season. It was agreed that Captains would collect £7 per player as KS informed the meeting that we need to cover the £150 for green hire and engraving.
* (P6) CR asked about the grants available. KS explained that qualification for a Covid grant was dependent on a fall of income of 30% and as such we do not qualify.
* (P7) VA has talked to Diane Williams, who is a Level 1 qualified coach is willing to continue coaching at the club and will do Saturdays, but would like help.

**Action: Vilma to talk to Diane about how often she would want to coach.**

* (P8) NB informed the meeting that there are cups and saucers in the cellar store.
1. Secretary’s report

The Treasurer

I have acted as the liaised with team captains keeping them informed with regards to the names of members who expressed a wish to represent the club in the various leagues next season.

The date has been agreed for the Old Edwardians to hold their annual bowls night at the club on the 22nd June. (This will involve rescheduling the June Management Committee meeting).

On behalf of the Social Committee I have informed members about events planned by the Committee.

Since the last meeting I have sent emails to Stafford Borough Council and also to Russell Poole meeting concerning the car park. Russell Poole has replied stating that they are still looking for the document regarding the car park but no reply has been received from Michelle Smith at the Borough Council.

On behalf of Chris Robinson I have contacted the owner of 127 Newport Road regarding their tree which is overgrowing our grounds.

1. Report from Social Committee

VA reported that, due to concerns around Covid19, the Christmas Party had been cancelled. The act booked agreed to cancel without any charge. This will be rearranged at a later date and tickets will still be valid.

2 more quiz nights have been arranged: 29.01.2022 and 23.04.2022. There will be quizzes every three months throughout the year.

The 55 league competitions have been booked at the club. VA will put a list of all the 55 league competitions on the board so that members, who play in this league, can ask their Captains for entry forms.

The Social Committee are considering and event for the Jubilee Weekend.

1. Treasurer’s report; including membership

KS reported on the financial data which had been shared with the Committee. As these were the first figures of the year they are only an indication of costs. He asked the Committee to note that gas and electricity costs are likely to increase over the year.

The Committee were asked to approve the statement, included in the annual accounts, explaining that an adjustment had been made to ensure the accounts balanced.

This was approved by the Committee.

Proposed: Jim Stuart

Seconded: Wendy Boult

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| page3image1046581008page3image1046578976Accounts Totals  |  | page3image1046016592page3image1046341744£19,337.91 |

There have been no changes to membership.

AGM 2022

KS has the following items ready for distribution to members for the AGM:

1. Accounts 2020/2021
2. Income and Expenditure Account for the year ending 30th September 2021
3. Balance Sheet for the year ending 30th September 2021
4. Members Questionnaire
5. Annual Subscriptions 2022

Full Member £74

Associate Member £37

Social Member £37

Junior Member £5

 JS commented that we may have issues as members see the fees going back to full amount.

 DB proposed that fee goes back to normal £74

 The Committee voted on this and it was passed with no objections.

**Action: NB to remind members that the fees are going back to the normal level as last years fee was a special price to reflect the disruption caused by Covid19.**

1. Report of Sub Committee on rules and membership

The Committee considered the report of the Sub Committee regarding categories of membership. They also took into account the submission by TL on this matter following a question to him from CR.

KS felt that we needed to make a change to the rules to reflect the membership categories.

DB raised the matter of asking prospective members to make three visits to the club. He pointed out that during the last two years new members had only met with him and submitted a Treasurers form and there had been no problems. He was also concerned about a role that would involve him interviewing candidates and possibly turning them down and felt he was not willing to be put in this situation.

PA could not see a problem with the three visits being made.

WB is concerned that these visits could be quite intimidating, especially for prospective lady members and that we also have to be careful about discrimination.

A discussion then took place concerning comments being made about ladies being present on Tuesday club nights with WB, VA and CR explaining that they had either heard comments or been told of them.

FJ stated that whilst these comments had been made, in the past, we must move forwards and ensure that the do not happen again.

The meeting returned to consider the matter of new membership.

KS asked what do we need new members to complete?

DB proposed that in light of our experience of the last two years prospective members should complete an application form and then have one visit to the club, on a Tuesday club night, when he would meet them. After this they would complete the treasurers form.

This was agreed by the Committee.

Porposed: Ken Sproston

Seconded: Ernie Hultquist

A further discussion took place about the club rules. It was agreed that:

1. Prospective members make one visit to the club on a Tuesday club night and meet the membership secretary
2. There will be no limit on the number of Associate Members and that they can only bowl on Tuesday club nights.
3. Junior Members will only pay a subscription of £5 and will only have to make one visit to the club, on a Tuesday, on application. There will be no interview conducted.
4. A new category of Social Member will be created and applications will be made to the Membership Secretary and the same procedure followed as for other categories. There will be no limit on Social Members

These changes were agreed by the Committee and the Club Rules will be changed to reflect them and presented to members at the 2022 AGM.

Proposed: Ken Sproston

Seconded: Jim Stuart

CR raised the issue of Rule 7 concerning the Committee and the limitations brought about by this rule.

It was agreed to take out the requirement for membership for two years being a requirement and that no person under 21 being able to serve on the Committee.

NB also asked about Committee Members who do not attend for 3 meetings may be asked to resign. It was agreed that as the rule said ‘without good reason’ this was fine.

CR and JS reported that they had been looking at other club’s rules and felt that we should have a paragraph about discrimination.

It was agreed that this would be put in.

 **Action: CR/JS to send links to statements to NB for insertion.**

1. Project TAPAS report

JS reported on the Sub Committees work on bringing the club’s accounting and stock taking processes up to date.

FJ was concerned about the additional costs involved.

JS explained that the main cost was £350 plus VAT for a new till and that a card machine was not being considered as too costly.

FJ asked if a second hand till could be purchased.

CR stated that second hand tills cost about the same as new ones.

JS explained that the main reason for this process being brought in is to help with accounting and stock control. He also said that we would have to consider how we are going to staff the bar but that this should not stop the process going through. There would need to be a person overseeing the process in the role of bar manager and JS knows a member with experience in hospitality and bar management who was willing to take on the role.

To help with the process the club would need a credit card, with a limit of £500, controlled by the bar manger who would submit accounts to the treasurer who would check claims against stock and then pay the outstanding amount each month.

HJ was concerned that £500 would not be enough especially if an event took place requiring extra stock.

It was agreed that we should stick to this limit, for now, and see how it works in practice.

JS and KS have been in discussions with the bank about the credit card and the bank have agreed that on presentation of a letter signed by the Chair, Secretary and Club Trustees which gives permission for the club having a card they would action it.

The proposed bar manager would be Mr Stan Hugill who would become a member of the Committee and report on the workings of the bar. He is unsure about taking responsibility for staffing the bar and JS said he would take that role through the use of committee members and volunteers. PA will make a request for volunteers at the AGM and NB will pass the names to JS.

This proposal was passed by the Committee with no opposition.

Proposed: Chris Robinson

Seconded: Wendy Boult

RVC was concerned about what happened if someone did not turn up to run the bar.

JS said he would deal with this and could possibly have a reserve on standby.

JS raised issues brought up by EH/HJ at the sub committee:

1. People wanted to bring own drinks and be charged corkage. The Committee stated no drinks to be brought in
2. Members asked for specific wines to be sold. It was agreed that the club would supply the wine chosen by the bar manager.

JS then moved on to the hiring of the club as after one hiring all the glasses had been left to be washed up by the bar staff.

KS has produced a hire document that requires a £50 deposit to be paid which will be returned if the club has been left in the same state as it was found.

JS also asked for a notice to be put up stating that the club could be hired for members use.

HJ raised the issue of non members hiring the club and it was agreed that they would be subject to the same conditions of hire and there would be no hire fee.

FJ raised the idea that if bar staff cover hires should they be paid.

KS felt that this was against the principle of the voluntary work.

It was agreed to put this procedure in place.

1. Captain’s Report

No report.

1. Greens and Grounds report including security lights and floodlights

Security lights have all now been replaced.

The emergency lights over the exits have batteries which should be replaced every 3 to 5 years. The ones in place have never been replaced. CR suggested purchasing 3 LED emergency exit lights which we can fit ourselves.

This was agreed by the Committee.

Mowers

CR has received quotes regarding the servicing/replacement of the two mowers.

The C20 machine has been at the club for 13 years and has parts that need replacing at a cost of £1300 plus VAT and £30 labour. This may not solve all the issues with this machine.

We have received a quote to replace this machine of £5177.60 plus VAT taking the old machine in part exchange (value £1000)

The T20 machine will be serviced at a cost of £383.33 plus VAT

KS said that the savings account has around £15000 in it which if a new mower was bought would leave between £8500 and £9000.

FJ stated that the Social Committee was now bringing in money which should help and that we need the mower to keep the green on the condition it is.

CR stated that he had said, 13 years ago, that we should be putting money aside to cover the cost of a mower in the future.

CR raised the issue of one of the floodlight bulbs having broken. A firm has quoted for replacing all the bulbs or replacing them with LED

Like for like would cost £1308.80 plus VAT

LED would cost £4808 plus VAT

CR recommended like for like.

DB asked if halogen bulbs are being discontinued?

CR felt that the time the bulbs last would last so this would not matter.

CR also asked of any grants could be found?

FJ recommended that the mower be replaced.

KS felt that we should replace the mower and leave the light for the future as spending £10000 in one year would be a strain on the accounts.

Agreed that mower will be replaced and the lights replaced in the future.

Proposed: Peter Atkin

Seconded: Jim Stuart

 **Action: NB to see if he can find spare bulbs in the filing cabinet.**

CR informed the meeting that Emma Kilby will visit the club to bring the soil report.

1. Safe Guarding

 No report

1. Bar report

No report

1. AGM 2022

All documentation will be prepared and sent to members.

 **Action: NB to send Committee Nomination forms out to Committee Members.**

1. Any other business

No other business.

Meeting Closed: 21.25

Next Meeting: 13.04.2022 6.30pm