**Management Committee Meeting Agenda**

**Wednesday 8th December 2021 at 6.30pm.**

**Present:** Frank James (Chair), Ken Sproston (Treasurer), Nick Bickley (Secretary), Jim Stuart, Chris Robinson, Ernie Hultquist, Dave Barrett, Trevor Laws, Rose Vance-Cotsford, Howard Jones, Wendy Boult, Vilma Allman (Social Committee representative)

1. Apologies

Peter Atkin (President), Steve Turner,

1. Report from Social Committee by Vilma Allman

Vilma thanked Ernie for running the bar at the various events and Nick for advertising them. She also thanked the other members who helped out at events.

Vilma outlined the Social Committee’s aims and the original agreement that they would be able to organise events without having to go through the Management Committee. She highlighted events they had organised including social bowling with new members, a music night, quiz night, a fish and chip night for the Friday B Team and Saturday B Team and coffee mornings. There will also be a Christmas party, more coffee mornings and quiz nights.

In terms of finance the Treasurer oversaw funds. The first two events have raised £495 and the coffee mornings £110 (some of this will be used for a Christmas coffee morning).

The Committee have bought four tables.

They have been asked to cater for the Vets Doubles tournament in July and request that the club pay for any refreshments purchased for this event.

Vilma then requested, on behalf of the Committee, that the Management Committee considered the following:

* A concession for those who do not play bowls
* That the club be known as a social club not a ‘gentleman’s club’
* A key be supplied for the outdoor store for their use
* The Social Committee be allowed to organise events
* If there was agreement the Social Committee take over a reinstated Winter Games League with John Cussons taking the lead if Peter Atkin was in agreed

Frank James thanked the Committee for organising the events which have been excellent.

Ken Sproston seconded this and hoped that the Committee would continue to organise events during the bowling season and the Summer.

Vilma stated that they had been looking ahead and considering events and also were willing to support any league events/outside events.

Howard Jones said that there would be a 55 League event that would need refreshments.

A discussion took place about the role of the Committee with contributions from Jim Stuart and Howard Jones concerning the role of the Social Committee and it was agreed that:

* The Social Committee would continue to organise events and report to the Management Committee at Management Committee meetings
* Howard Jones would supply Wendy Boult with a store key
* The Club would pay for refreshments for outside events and the cost would be claimed form the organisers

The meeting then moved on to discuss the Clubs Winter League which had been cancelled due to Covid.

Dave Barrett felt that there was no reason for them to be cancelled.

Rose Vance-Cotsford explained that non attendance had been a problem.

A discussion concerning how the event should be organised took place and it became clear that due to the way the events had taken place in the past, with smaller number, there was confusion about how to take part with larger numbers involved.

It was resolved that Peter Atkin would be consulted regarding restarting the league in January with the Social Committee offering to take over the organisation if he wished them to.

**Action: Frank James to contact Peter and then to let Vilma know what was decided.**

Chris Robinson asked Nick Bickley to send an event advertised on Facebook to Vilma

**Action: Nick to send link to Vilma.**

Howard informed the meeting that Vilma was taking over the Captaincy of the 55 League A team. She had attended a league meeting with him and he passed on his thanks to her.

A discussion then took place regarding Vilma staying at the meeting. Jim Stuart felt that she should be able to stay, if she wished to. Jim, Howard, Chris and Trevor all contributed to the debate about the Club Rules and the need for anyone coming on to the Committee needing to be voted on at the AGM. It was agreed that Vilma could stay in a non-voting capacity. Vilma decided to stay at the meeting.

1. Approval of minutes from 13rd October 2021 – the minutes were agreed as a true reflection of the meeting. Proposed: Wendy Boult, Seconded: Dave Barrett
2. Matters arising – none were raised.
3. 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 been in contact with the Secretary of Stone Bowling Club and arranged the dates for next years friendlies with them and put them on the calendar.

I communicated with Ken Lancaster, Secretary of the Stafford Vets League, to arrange for pre AGM meeting to be held at the club on 19th January.

I have been in contact with the Borough Council regarding the future use of the car park and reported to the Committee their reply.

In response to the Borough Council response Frank James felt that we needed a meeting with Michelle Smith (SBC) to discuss with her the number of spaces needed for a club with 100 members. Chris Robinson and Jim Stuart had looked at our present arrangements and felt we needed at least 25 spaces. Frank also pointed out that if we have County matches at the club then we could need up to 100 cars.

Chris felt that at our meeting that we need to emphasise that the Committee is willing to be flexible in their request for parking.

**Action: Nick to contact Michelle Smith and arrange meeting in January involving Nick Bickley, Chris Robinson, Jim Stuart, Frank James and Trevor Laws.**

1. Treasurer’s report including membership

Ken Sproston had sent his reports to Committee members. He will bring a report to the next meeting regarding any fixed assets to be removed from list.

He then explained some figures in the reports:

The membership line was down due to the reduction offered members in light of the disruption caused by Covid19.

The donations line was lower as we did not have the grants from the Borough Council we had received the previous year.

The club competitions line had an increase as we had been able to run competitions again.

The 49 Club has increase reflects the addition of numbers up to 59. This is a main source of revenue for the club. There is one number available.

The solar feed line and gas/electricity lines show a decrease due to the late submission of bills.

Waste collection has increased due to the extra weight charge that was brought in.

The overall cost for the work on the clubhouse was £41,298.

This was paid for by a £25,000 grant from Sport England and a £10,000 Covid grant from the Borough Council. The balance of the work was paid for from club funds.

Ken thanked Jim for all the work he has done on the audit and the support he has given to Ken.

Frank thanked Ken for all the work he has done with Jim.

Ken highlighted that the current assets of the Club were £123,828.

The Committee then considered an issue raised by Jim Stuart from the audit.

Due to an oversight the opening balance in the 2021 accounts did not reflect the closing balance of the 2020 accounts. This was due to cheques that had not been presented before the closure of accounts leaving a difference of £202.

The Committee agreed that a note should be added to the 2021accounts that should state that adjustments had been made to reflect this £202 difference.

Proposed: Frank James

Seconded: Chris Robinson

Jim commended Ken for the work he has done on the accounts.

Trevor Laws, Frank James and Ken Sproston all asked Jim to reconsider his decision to step down as auditor. Jim said that he will see the changes being looked through.

Jim also raised the issue of members having to sign and date receipts when presenting them for payment. Trevor Laws said that this was standard practice in the past.

Ken agreed that in the future this practice will be resumed.

A further discussion was held around the need for regular stock takes to take place and also the need for new procedures to be put into place regarding balancing the bar takings. This would involve the need to purchase a new till and, possibly, a contactless payment machine.

The Committee agreed that this whole area needed looking at by a sub committee. This committee would look at the running of the bar, till, accounting, stock taking and core security. Jim Stuart stated that, in the short term, he was willing to oversee the balancing of the till.

**Action: Sub committee of Jim Stuart, Ken Sproston, Rose Vance-Cotsford, Chris Robinson, Trevor Laws and Ernie Hultquist to meet early in the new year to consider these matters.**

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Ken reported on the membership numbers.

There has been one new member, James Shearer , three new associate members have been added, Gerald and Mary Lane and Steve Turner. There have been three terminations: Chris and Sharon Haines have moved and Harry Harte has passed away.

Membership Numbers.

Full 112

Life 11

Junior 0

Associate 7

Total 130

A copy of correspondence from Lord Stafford was given to members of the committee which stated that the new Lord Stafford had taken up his role in February 2021. This document needs to go with the original lease agreement.

Trevor Laws pointed out that we needed to request a copy of the original agreement from Lord Stafford using headed notepaper as the document we had been given had Ken Sproston’s address on it and not the club address.

**Action: Nick Bickley to write to Lord Stafford’s agent, Russell Poole asking for details of the of the agreement regarding the lease of the car park.**

Chris Robinson asked if a copy of the documents held by Trevor Laws should be held at the club?

Frank James agreed that copies will be done.

Ken Sproston informed the meeting that the date stamp on all the club’s competition jacks had run out and that we needed to purchase eight replacements.

Jim Stuart said that match jacks needed to be kept separately from the jacks used for practices.

It was agreed that the jacks should be purchased and that SCBC should be stamped on them.

**Action: Frank James to enquire about cost through the county bowling association.**

Ken asked what was happening about John Morley’s coaching equipment?

Howard said that John was leaving it and that we should make him an offer for it.

It was agreed this need to be considered.

1. Report of Sub Committee on rules and membership

Following a discussion about membership it was found that there were a range of Club Rules being looked at which caused confusion. The discussion led to a decision that changes to the categories of membership could not be made until all members of the sub committee had a copy of the rules that had been amended in 2018. Chris Robinson stated that all the rules needed updating to make it easier to attract new members. Ken Sproston also felt it was important that the new Social Membership was not lost. Chris also asked that consideration be given to family membership.

It was agreed that the sub committee would meet as soon as possible to consider the rules again and up date them with the new rules and categories of membership being implemented immediately.

**Action: Nick Bickley to send out copies of the 2018 version of the rules.**

1. Captain’s Report

Dave Barrett had no report to give but asked Frank about the engraving of the trophies. Frank reported that they had all been done except two which needed new plinths which had been made by Roger Barker.

Following a discussion about league bowling in 2022 it was agreed that Nick should contact all members regarding which teams they wished to lay for. This will be done via email and, where necessary letter.

**Action: Nick Bickley to email members**

1. Greens and Grounds report

Sub Committee members

Chris Robinson

Jim Stuart

Tom Fellows

Stan Hugill

Emma Kilby regional Sales Manager of ICL recently visited the club to review current practice and give us her provisional thoughts prior to submitting a full report once she has returned to the club to take her own soil samples.

Once Emma’s report is to hand your sub committee will have the benefit of recommendations from three competing companies, ICL, Agrovista and Bowls Central. Whatever the outcome and decisions taken on future practice we have enough product in stock to last until the back end of the 2012 season due to covid restricting operations.

Allett Mowers will collect our two mowers on the 10th December for their annual service. The C20 which we purchased in 2008 is showing signs of wear to the extent when the service was carried out last year it was reported that the main roller would need replacing at the time of its next service. As such we have asked Allett’s to quote for a new mower in part exchange for our existing C20. The Committee needs to be aware that machines do need eventually replacing and the current cost of the C20 power unit is £6000 including VAT. The cutting blade cartridge is £399 including VAT so we are talking of an investment of £6399 less part exchange.

In October we reported about creating a safer passage into the club for less able members and visitors. We have now removed the cladding to the side of the club house, moved the bench alongside the wall and made good the surface where the cladding was removed. We feel that this work may fulfil our needs and any further works may not be necessary. We await Committee’s consideration.

Arrangements have been made for Cress Security to visit the club on Friday 17th December to look at our security lighting, advise and quote for upgrade and maintenance. You will be aware that Cress Security are contracted to provide current club security.

All other winter maintenance programmes are to hand including an extensive program over the last four weeks to clear the grounds of leaf litter.

Further to this report Chris informed the Committee that Emma Kilby will be coming to the club on the 9th December to collect soil samples. He also said that the mowers will be collected by Allots on the 10th December for servicing and depending on their report we may have to consider replacements.

Chris and Jim informed the meeting that the cost of a new machine will be around £6,000.

Frank James said that there are council grants available and we could put one in for this and also for the work to improve our disabled access.

**Action: Ken Sproston to put bid together.**

Chris informed the meeting that Cress Security were coming to look at the security lights on the 17th December to look at upgrading the lights.

Frank James thanked Chris and the team for the excellent work they had done and he work they would do throughout the winter.

1. Safe Guarding – nothing to report.
2. Survey of members

There had been 58 responses from members.

The main highlights were:

* That members felt the club was open enough during the week
* The Social Committee had been well received by members
* A majority felt there should be a Social Membership category
* There was a request for the bar to be open during matches (to be considered as part of sub committee remit)

The Committee felt that this had been a worthwhile exercise as it had engaged with the members and sought their views.

Frank James thanked Ken for the work he had done on the survey.

A copy of the survey will be brought to the AGM.

1. Frank James raised the issue of coaching following the Morley’s retirement. Previous requests to members to find someone interested had brought no response.

Jim asked what was required for someone to become a coach?

Rose and Frank explained that there was a course that had to be completed which was quite intense.

It was noted that Diane Williams had completed the last coaching course and it was suggested that she be approached to see if she was interested in taking up this role at the club.

Howard stated that whoever took the role up would need support from other club members.

**Action: Vilma Allman to approach Diane Williams about coaching**

Frank then led a discussion about a suitable gift for John and Gill Morley in recognition of their time given to coaching at the club and the number of new members they had attracted.

It was agreed that they would be invited to the AGM and presented with a clock and Life Membership.

**Action: Frank James to purchase clock**

1. Bar report including bar staffing December 2021

Ernie is willing to continue helping with the bar after he steps down from the Committee. This is one of the areas to be considered by the sub committee. Howard is unable to commit the time to helping behind the bar, due to personal reasons, but will continue to ensure the bar is stocked. Rose Vance-Cotsford volunteered to help Ernie with running the bar.

It was generally agreed that members should be approached about helping at events, especially helping to clear up.

Frank James said this needs to be raised at the AGM.

Frank and Rose informed the Committee that they had opened the club for a wake, for the previous secretary’s family, but had found that there were no cups and saucers. They felt that we needed to purchase at least 24 cups and saucers.

1. Suggested dates for Management Committee 2022 and AGM

The Secretary had sent suggested dates for 2022 to be considered by the committee. These were agreed as a good working basis.

1. Any other business:

* Ernie Hultquist enquired about the work done to improve the disabled access. Chris Robinson explained what had been done. Ernie stated that he had found the work had improved access for his motorised wheelchair and that this was quite large and so others would find it easier.
* Jim Stuart asked if we could look at how Vilma could come onto the Committee Nick Bickley pointed out that we will have three vacancies by the AGM and so Frank James said that she could be proposed tonight in readiness for the AGM.

Jim Stuart proposed her joining and this was seconded by Ken Sproston.

Frank James wished everyone a happy Christmas and New Year.

The meeting closed at 21.10.

Next meeting 27.01.2022 at 6.30 pm.