**Management Committee Meeting Minutes.**

**Wednesday 13th April 2022 6.30 p.m.**

Present: Frank James (FJ) (Chair), Peter Atkins (PA) (President), Ken Sproston (KS) (Treasurer), Nick Bickley (NB) (Secretary), Chris Robinson (CR), Stan Hugill (SH), Trevor Laws (TL), Wendy Boult (WB) (Safeguarding), Vilma Allman,

1. Apologies

Rosie Vance-Cotsford, Jim Stuart, Dave Barrett

1. Approval of the Minutes from 19th January 2022

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

Proposed: Wendy Boult

Seconded: Stan Hugill

1. Matters Arising

(P1) TL explained that he had provided copies of the Car Park Agreement to the Club Secretary and Chairman and stated that copies of all documentation regarding this matter had been passed to Club Secretaries in the past.

NB and FJ confirmed they had received copies and NB confirmed that he had found the folder containing the documents in the filing cabinet in the storeroom.

KS reported that the new jacks had arrived.

He confirmed that Allotts had renewed their sponsorship. TL enquired who had given the Allots sponsorship and KS said it was the Managing Director.

**FJ will contact Stone Acre, again, to see if they wished continue sponsorship**

NB confirmed that John and Gill Morley are continuing with coaching working alongside Diane Williams

1. Secretary’s Report

I have put all club fixtures and meetings on the club calendar and been in communication with team captains to help them communicate with their players.

Members have been kept up-to-date with events at the club organised by the Social Committee via the website and email.

Enquiries regarding new membership have been passed on to the Membership Secretary.

Members were informed about the passing of Paul Craig and funeral arrangements.

I have worked with Diane Williams and Gill and John Morley to look at setting up coaching at the club.

WB asked if explanations about the tournaments could be added to the calendar as some new members were usure of how they were organised? She also asked if the tournaments could be identified as club or external?

PA explained that:

American Doubles: pairs are drawn and then each pair plays all other pairs in a round robin format.

Round Peg: the jack has to describe an arc when bowled out. There can be no straight marks, no firing and no turning over.

All doubles tournaments are drawn pairs, unless stated.

**NB to update club calendar to reflect this information**

1. Treasurer’s Report Including monthly statement, account balances and membership

KS reported on the financial data which had been shared with the Committee.

He was pleased to say that over £3,000 had been collected in subscriptions during March.

On the Finance Statement the amount of £6,080, on the miscellaneous row, labelled as capital, is for the purchase of the new mower as agreed at the last meeting.

On the Standing Charges the Club Administration costs are higher due to:

* Repairs to the floodlights
* The purchase of the new jacks
* Cutting of new keys
* New fridge

NB asked if the Gas/Elec costs reflected the new or old tariff?

KS explained that it was the old tariff and stated that, due to the high rise in costs, this line would have to be increased to cover the expected rise.

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| Lloyds Bank Treasurers Account  | page3image1046605408page3image1046603424£10,452.64 page3image1046606352page3image1046607216 |
| page3image1046608576page3image1046609168page3image1046610304Lloyds Bank Savings Account page3image1046570128page3image1046570784page3image1046571920 | page3image1046575200page3image1046573472£9,038.40page3image1046576416page3image1046577280 |
| page3image1046581008page3image1046578976Accounts Totals  |  | page3image1046016592page3image1046341744£19,492.04 |

 He reported that new members were:

Dave Halley, Dawn Halley, Stuart Halley, Kevin Downey, Kevin Mellor, John Lynch, Ducan Watson, Steve Sutton, Lesley Cawte, Chris Chilton, Frank Stretton and Stephen Thomas.

Teminations were:

Christine Lawson, Geoff Mcara, Pauline Mcara, Albert Myatt, Eddie Smith and Jean Wibberley.

The following have applied for Associate Membership:

Eddie Belcher, Mike Deakin, Gerald Lane and Mary Lane (Made Associate Members in 2021)

PA also proposed that Margaret Cooke and Ernie Hultquist become Associate Members for their service to the club.

It was agreed that all the above would become Associate Members.

WB enquired whether Christine Lawson had resigned her membership?

NB confirmed that an email had been received saying that she was leaving the club.

KS said that she may re-join if her health allows and so her membership would be deferred.

KS reported to the Committee about the replacement auditor. He has spoken to Dave Shelley who said that he was willing to take up this role.

The Committee were happy to confirm that Dave Shelley will be the club auditor.

KS listed members who had not renewed their membership for 2022. He will contact them to ask if they are renewing and ask for payment by the end of 22nd April 2022.

In the cases of Betty Pelter and Peter Elliott membership would be deferred as they may be able to join again in the future.

CR reminded the Committee that Peter Elliott had planted the flower beds out by the green at no charge.

CR asked that Alan Waddison be made an Associate Member.

The Committee agreed this course of action.

**VA was asked to talk to Bob MacDonald re membership on 14/4/2022**

VA asked if Brian Wibberley had renewed his membership in light of Jean’s illness?

KS confirmed that he had renewed.

VA is going to visit Brian and Jean and take some flowers from the club.

1. Captains Report

No report

1. Green and Grounds

CR reported that the new mower arrived last Friday (18th April) and will be used to cut and scarify the green. He stated that when the greens team had been working they had seen surveyors working on the car park and the old rugby club grounds.

He asked if the Committee were happy to continue to use a contractor to cut the club’s hedge?

This was agreed by the Committee.

CR also requested that more volunteers come forward to help look after the green particularly on Mondays as Jim Thomas is unable to help which has meant that CR and Wendy Robinson have had to come and help Roger Barker.

VA said that two members had said they were willing to help.

**VA to pass names onto CR**

CR has been in contact with Challenger Lighting who are willing to look at the floodlight that is not working.

**CR to contact Challenger.**

PA asked about the security cameras that are around the clubhouse.

CR explained they have been put in place as a deterrent.

PA enquired where the switches were from outside the clubhouse?

CR explained that they had been stolen and said that members would have to get them out of the store.

WB said that some members did not have keys to the store and asked if they could be stored by the kitchen?

A discussion took place and it was agreed, following WB’s suggestion, that a key to the store will be put in the clubhouse next to the Post Trays and that it would have a large fob to stop members taking it home by accident.

FJ thanked the green’s team for the work they had done.

**Once fob made, by SH, NB will let members know about the new arrangement. NB to produce sign reminding members to check they have locked the store door.**

1. Social Committee Report

VA reported that there had been a successful Music Night on the 19/3/2022 but profits were down as there were some tickets left over.

Two more tables have been purchased.

There will be a Quiz on 23rd April with a buffet. It is also hoped to have another quiz in the summer.

On Jubilee Sunday (5th June 2022) there will be a Fun Day and Barbecue with a raffle. This will require the Men’s and Ladies Singles Tournament to be moved to August 7th.

FJ said we will need to know numbers for barbecue to help with ordering food.

**NB to change dates on calendar.**

PA asked if the tables and chairs could go away after the next quiz.

VA agreed this would happen.

KS explained to the Committee that he had had £145 given to him as a result of the Coffee Mornings organised by Isobel Aspinall and Dee Turner.

Thanks will be sent to Isobel and Dee.

Coffee Mornings will resume later in the year.

**NB to contact Isobel and Dee and thank them on behalf of the Committee.**

1. Safe Guarding

There was no report although WB expressed her thanks to VA in supporting a member who she felt need support with their welfare. She feels that the welfare of members need to be included in her role.

1. Bar Managers Report

SH explained to the Committee that the bar has now moved over to using cans as this makes for greater ease of serving and accountability.

The new till is working well.

The Club Card has been useful in aiding the purchase of stock in greater numbers.

CR asked if the card could be used to purchase other items such as petrol?

KS said that, at this time, it is only for bar use. Other uses could be looked at tin the future.

SH is concerned that volunteers have not come forward to help run the bar.

Following a discussion it was agreed that the bar could be covered by Committee members, on match nights, as there were enough involved in the teams.

CR volunteered to staff the bar, with Wendy Robinson, on the 15th April when the league were using the club for a qualification tournament.

1. Any other Business

TL asked if the new Club Rules had been sent to Stafford Borough Council Licensing Committee and the Chase Police Licensing Unit?

**NB to send rules to these bodies.**

TL also pointed out that the role of Safeguarding Officer had been left off the rules.

**TL to discuss this with FJ and NB.**

He also asked that, following Paul Craig passing away, the Committee recognise the role that he had played in the club.

FJ suggested that the club sent flowers to the funeral.

It was agreed that the club would donate £10 to a nominated charity at the funeral.

PA suggested that the Pat Craig Trophy be renamed the Craig Brothers Trophy.

This was agreed by all.

PA asked if it was possible to move the coat hanger to a spot by the door?

It was agreed that, following a suggestion by WB, the coat hanger would be moved to the left of the door and the notice board will be moved to cover the hatch on the end of the bar. The mobile coat rack will be kept in the store and only used for larger events.

CR asked members to email photos to him if they wished their picture to be updated.

CR asked that, as Jim Stuart would miss a number of meetings, did we want to move the meetings to Thursdays.

It was agreed to stay on Wednesdays as members had other commitments on Thursdays.

KS brought to the attention of the meeting the problems Captains had had organising their teams for the 2022 season as they had so many players. He felt the Committee need to look at arrangements for the organisation in 2023.

PA suggested that at the February AGM members needed to indicate which days members wished to play on and then teams can be sorted from there.

NB stated that Captains needed to meet to discuss how to allocate members to teams.

CR said that this always used to happen. He also asked that if there are so many wanting to play do we need to consider entering other leagues such as the Thursday evening league?

**NB to agenda this for next meeting.**

KS asked if we needed another ladies’ team?

WB and VA felt that there were not enough players to do this.

NB asked Committee members to complete their declaration of interest form.

FJ asked about the present for John and Gill Morley and it was decided that this would be held over as they are resuming coaching.

FJ told the meeting that he had been to the Playing Fields Association meeting and asked if we had given our contribution as they had £15,500 available to give loans.

KS said that he paid this if he is billed.

SH asked if any County matches had been booked at the club?

FJ said nothing had been booked yet as they had to take into consideration coach parking. He said that County representatives had attended meetings at the club and had been impressed by the condition of the green.

Meeting closed at 20:05

Next meeting: 22nd June 2022 at 6.30pm.