Wellesbourne Bowls Club Management Committee

Wednesday, 26 February 2025 at 1400
in the Clubhouse

Membership

Andy, Anne, Carol, Chris, David V, Denise, Geoff, Malcolm, Marilyn, Pat, Peter, Richard

Agenda

1.	Apologies (Denise)		
2.	Minutes of the meeting on 29/1/25 – for review/approval + any matters arising which are not covered on today's agenda: • Circulation of minutes to Club members – yes/no?	Chris	Attached
3.	Finance update.	Andy	Verbal
4.	Club and Women's Captain updates.	Pat/Carol	Verbal
5.	Fixtures update.	Marilyn/Anne	Verbal
6.	Centenary events (matches and club events) + fundraising and publicity update.	Peter	Verbal
7.	Green maintenance update.	Malcolm	Verbal
8.	Clubhouse/bookings update.	Chris	Verbal
9.	Governance update.	Richard	Verbal
10.	Draft agenda for Club Spring Meeting on 15/3/25.	Richard	Attached
11.	Club Health Checker (if we have time).	Richard/all	Verbal
12.	AOB.		
13.	Next meeting - 19 March.		

Wellesbourne Bowls Club Management Committee

29 January 2025

Attended

Andy, Anne, Carol, Chris, David V, Geoff, Malcolm, Marilyn, Pat, Peter, Richard. Julia, David, Jon for specific items

Notes/actions

1. Apologies – Denise

2. Minutes of the Management Committee on 20/11/24 and matters arising

These were agreed and adopted as an accurate record subject to the following tweaks:

- The bank account signatories was work in progress
- The date for the lock code change was still to be agreed. Chris would inform everyone when it had been completed.

Chris explained that he would be attending the WSA meeting on Friday as the Club's representative. He was also due to meet the Parish Council on Friday.

The meeting with the Beer Festival organisers had gone well. They had supported our suggestion of opening up the green on the Saturday to attract new members.

Decisions/actions	Who	When
a) None.		

3. Safeguarding update

Julia and David attended for this item.

Richard explained that David had been registered with Bowls England as the Club's Safeguarding Officer. Julia would also be added when the BE online system allowed more than one office to be registered. The next steps were for Julia and David to complete the required training and to come back to a Committee meeting with advice on how the Club should address and take forward its safeguarding responsibilities.

In the meantime, a Club Safeguarding Statement had been produced. Julia and David were happy with this and the Committee agreed to sign it off. It would be uploaded to the website and each member would receive a copy when they signed up for 2025.

Decisions/actions	Who	When
a) Julia and David to complete the training and report back to a future meeting. They would pay for the training and claim the cost back from the Club.	Julia, David, Richard, Andy	Ongoing
b) That the Club Safeguarding Statement be approved.	Richard	Completed

4. Competitions update

Jon attended for this item.

Jon explained that he was in the process of drawing up the application form for 2025 entries. This would be available at the Spring Meeting. The Committee suggested that the cut off for entries be the end of April.

He proposed an increase in the entry fee from £2.00 to £2.50, which was supported. He also mentioned the suggestion made at the AGM of a competition in memory of John McKenzie. The Committee supported this and suggested it be run as a single day event on similar lines to the Whitehouse Triples.

The Committee also supported the suggestion that substitutes be allowed for the team competitions should a member not be able to play.

Decisions/actions	Who	When
a) Agreed the cut off for entries of end of April and an entry fee of £2.50 per player per competition.	Jon	Ongoing
b) Agreed to run a new competition in memory of John McKenzie.	Jon	Ongoing
c) Agreed that substitutes be allowed for team competitions.	Jon	Ongoing

5. Finance update

Andy explained that the final accounts for the last financial year would be available for the next meeting prior to going to the Club Spring Meeting. He would also bring the results of the bar prices review at the same time.

He presented the latest income and expenditure position for the current financial year and asked the Committee to note that the actual position on income was higher than shown as a number of invoices for clubhouse hire were yet to be issued.

The expenditure figure took account of the new arrangement of paying Avonmore monthly, including VAT.

The suggestion was made that we increase the hire rate during the winter to reflect the increased cost to the Club of heating. It was felt that this would over-complicate the charging process. However, it was agreed that we should carry out a building energy assessment before next winter. Chris agreed to contact an officer he knew at SoA District Council who could arrange the assessment for free and also give us advice on grant funding to improve efficiency. He would also mention this to the Parish Council.

Andy added that a cash float was in the safe behind the bar. The safe code would be given out to those helping behind the bar. The Bookers Card would also be left in the safe.

Decisions/actions	Who	When
a) Final accounts for 2023/24 and bar prices review to come to the February meeting.	Andy	26/2/25
b) Chris to contact SoA DC with regards to an energy assessment and the availability of grant funding. Also, to mention this at the meeting with the Parish Council.	Chris	Ongoing

6. Constitution and handbook

Richard ran through the further changes to the document since it had been circulated with the meeting papers. He asked the Committee to consider a few outstanding issues:

- The need for someone to take oversight of health, safety and risk on Club premises. It was felt that this needed to be a formal role going forward. In the meantime, Chris agreed to hold the reigns and put in place any actions required.
- The need or not for a document setting out the conditions of hire to be supplied to all hirers. This would help overcome the issues which arose during a recent booking. Chris agreed to produce a draft of this for consideration.

Richard proposed that the Committee recommended the approval of the Constitution and Officer Responsibilities document to the Club Spring Meeting. This was seconded by Andy and agreed unanimously.

He also proposed that the Committee signed off the various policies, statements and guidelines at this meeting. This was seconded by Pat and agreed unanimously.

He added that the copies of the whole document would be handed to members as they signed up for 2025. The likely printing cost would be £150-£200.

Decisions/actions	Who	When
a) Agreed to recommend the Constitution and Officer Responsibilities document to the Club Spring Meeting.	Richard	15/3/25
b) Committee approval given to the following documents: • Code of Conduct	Richard	Completed

• General rules, etiquette and other useful information • Club competitions and rules • Club policies and procedures: • Health and Safety Statement • Safeguarding Statement • Privacy and GDPR Statement		
c) Agreed that Chris would have oversight of health, safety and risk issues in the interim and until the role is formalised.	Chris	Completed
d) Chris to draft a document setting out the conditions of hire to be supplied to all hirers.	Chris	Completed

7. Fixtures update		
Marilyn and Anne circulated the fixture list as it stood. This included KDL, friendly and centenary matches. Pickering matches would be added now that the teams in our division were known. There was a discussion about the number of friendly matches on the list. This resulted in a general agreement that we should aim to play a team once during the season and that, for 2025, the preference was for a home fixture. The corresponding fixtures/venues could then alternate each year. It was suggested that we should adopt the principle of providing simple catering for home matches, except in those cases where there might be a need to reciprocate hospitality given at an away match. Marilyn/Anne were asked to see if they could find out which clubs would be providing food/buffet this year. It was asked whether we would be running any Club member only matches to mark the Centenary. This was referred to the Centenary Sub-Committee.		
Decisions/actions	**Who**	**When**
a) Agreed that, for friendly matches, we should aim to play a team once during the season and that, for 2025, the preference was for a home fixture.	Marilyn/Anne	Ongoing
b) Agreed the principle of providing simple catering for home matches, except in those cases where there might be a need to reciprocate hospitality given at an away match. Marilyn/Anne to see if they could find out which clubs would be providing food/buffet this year.	Captains, Marilyn, Anne	Ongoing
c) Updated fixture list to come to the next meeting.	Marilyn/Anne	26/2/25
d) The Centenary Sub-Committee to discuss the possibility of Club member only matches to mark the Centenary.	Peter	Ongoing

8. Centenary and Publicity update		
Peter circulated 2 papers and briefed the Committee on the progress of Centenary preparations. The Committee supported the arrangements for the Sub-Committee meetings which would take forward and finalise the arrangements listed in Peter's papers. Peter asked the Committee to consider the suggestions on new bowls stickers and the matchday MC role.		
Decisions/actions	**Who**	**When**
a) Agreed the membership, dates etc for the Sub-Committee meetings.	Peter	Completed
b) Agreed to acquire a supply of bowls stickers marking the Centenary.	Peter/Richard	Ongoing
c) Chris and Peter to share the MC and green handover responsibilities for Centenary matches.	Chris/Peter	Completed

9. Club and Women's Captain updates		
Pat explained that the Pickering League will want results to be reported on same evening as the match. There appeared to be specific IT requirements for this, which were still unclear. Carol explained that she was still pursuing the idea of friendly fixtures for women members on Wednesdays to tie in with Pickering League games.		
Decisions/actions	**Who**	**When**
a) Pat, Peter and Richard to discuss and agree the Pickering results reporting when the process becomes clearer.	Pat, Peter, Richard	Ongoing

10. Greenkeeping update		
Malcolm reported that Gary Delday was happy to support the Club, but mostly on equipment maintenance. He had offered to service the mover for £40, excluding parts. Avonmore had carried out another round of green maintenance and the playing surface was looking good. There had been a slow response to the request for working party volunteers. A reminder would be sent out next week. Malcolm explained that he had a solution to getting the rubber mats into the ditches in those places where the measurements were tight. He added that finding a solution to the disposal of cut grass etc was work in progress. He had been contacted by Mark Revell who had offered to update the Club signage for free. Mark was after the Club logo. Richard agreed to follow this up with Mark.		
Decisions/actions	**Who**	**When**
a) Malcolm to arrange for Gary to service the mower.	Malcom	Ongoing
b) Working Party reminder to be sent.	Malcolm/Richard	Completed
c) Richard follow up on the club signage with Mark Revell	Richard	Completed

11. Clubhouse update		
Chris reported that action had been taken to renew/update the Club's alcohol licence, Waste Carrier Certificate and Commercial Recycling Permit (all on the clubhouse noticeboard – RT). He added that the booking for the Cubs and Squirrels on a Monday had been replaced by the Choir. He thanked everyone for their support in opening and closing. We would be hosting the SWBA AGM on 8/2/25 and needed a volunteer to help support it. Pat volunteered. A couple of housekeeping issues were raised. Firstly, the need to stack the chairs sideways to avoid them falling into the middle of the room. Secondly, we needed to ensure that the latch on the main door had dropped as there had been a couple of instances recently when it hadn't.		
Decisions/actions	**Who**	**When**
a) None		

12. Other Business		
Decisions/actions	**Who**	**When**
a) Agreed to take part in the Bowls Big Weekend (in addition to the April and May club open days)	Richard – to register for BBW	Completed
b) Agreed to hold etiquette/training sessions for members in mid-April. Dates to be put in the calendar and communicated.	Pat/Richard	Ongoing
c) Social evenings/events to be arranged (March/April)	Tbc	Ongoing

Wellesbourne Bowls Club Spring Meeting

Saturday, 15 March 2025 at 10am in the Clubhouse

The Clubhouse will be open from 9am and after the meeting for membership renewals, applications, payment and also refreshments.

Agenda

Notes:

- For items 1-3, the meeting will operate as a Special General Meeting of the Club. Only current full playing members of the Club can participate and vote.
- From item 4 onwards, the meeting will operate as the Spring Club Meeting and all attending are welcome to participate, including new members joining from April.

14.	SGM introduction.	Chris Howarth	
15.	Updated Club Constitution and Club Officer Responsibilities for approval.	Richard Tapson	Attached
16.	Final Statement of Accounts for the year ending 30/9/24 for approval (the version presented to the AGM was the provisional position).	Andy Beach	Attached
17.	Welcome to the 2025 Season.	Chris Howarth	?
18.	Club and Women's Captain reports (including update on fixtures and open days).	Pat Keogh and Carol Baker	?
19.	Centenary report.	Peter Vale-Humphreys	?
20.	2025 Competitions update.	John Waight	?
21.	Green maintenance report.	Malcolm Chard	?
22.	Open forum - thoughts, questions and ideas for the season ahead and the future of the Club.	All	