



Kingston Bagpuize and Southmoor Bowls Club

Oxford Road, Kingston Bagpuize, Oxford. OX13 5AP

Affiliated to Bowls England, R.C.B.B.A, English S.M.B.A, Oxfordshire S.M.B.A.

Website: kbsbc.co.uk

Management Committee Meeting

Monday 10th June 2024, 19.00 pm Club House

Minutes

Members present:

Derek Rees - Chairman	Sue Byrne – Ladies Secretary / Safeguarding Officer
Ernest Bratt – Hon. Secretary	Claire Farrar – Short Mat Captain
Brian Garside - President	Charles Moorley – Bar Manager
Mike Fuller - Club Captain	Robert Woodford – Committee Member
Jean Potter – Ladies Captain	Vacant – Catering Manager
Tom Byrne – Men’s Captain	Vacant – Green Keeper

	Meeting Chaired by Derek Rees	ACTIONS
1.	Apologies – Robert Longstaff, Andrew Eastgate.	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 13/5/24 Proposed by Charles Moorley / Tom Byrne and agreed by the Committee.	
4.	<p>Actions and matters arising from previous Committee Meeting 8/4/24 Not on the Agenda.</p> <p>AGM Financial Report Correction – Agenda Item 7.</p> <p>H&S Risk Assessment Review.</p> <ul style="list-style-type: none"> David Butler is in the process of cleaning the slabs surrounding the green. <p>In Memoriam board – The board still needs updating and two or three names on the board put in chronological order. Andrew Eastgate has ordered the necessary lettering. He now requires some dedicated time to make the necessary changes and add recent names. Charles Moorley has offered to update the board when the lettering arrives.</p>	<p>Work in progress.</p> <p>Ernest – To liaise with Andrew ref: Charles offer to update the board.</p>



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	<p>Junior Recruitment Project – Tom Waring reported back to Ernest that there has been little progress so far on taking this project forward.</p> <p>Green Keeper / Gardening Project – Jack Gordon has met with several of the Gardening group to discuss a way forward, to ensure that gardening tasks are undertaken at the appropriate time and season. i.e. pruning, hedge cutting etc. Unlike the other Club rotas where specific tasks are expected during a shift, the gardeners tend to tackle gardening jobs on an ad hoc basis. Jack has asked the Committee for permission to purchase new gardening tools. The Committee agreed to this expenditure.</p> <p>The replacement of the rota with a ‘managed areas’ policy which would not be linked to specific days was discussed. The gardening team could work in pairs and have responsibility for specific areas / particular flower beds / lawns etc. Alternatively if the rota is retained, a list of gardening activities / tasks could be compiled and members on the rota tick tasks off when completed.</p> <p>Alan Hall has agreed to take responsibility for the Club entrance. Peter Fisher has agreed to take responsibility for the gardening tools.</p> <p>Match Raffles – Julie Bryan continues to purchase raffle prizes for Club matches. Julie keeps most of these at home due to lack of storage space in the cupboard.</p> <p>10 Year Plan – Sub-group to reconvene.</p>	<p>Charles - will liaise with Jack Gordon ref: compiling a list of gardening duties and areas of the site that could be allocated to ‘pairs’ to manage.</p> <p>Derek – To arrange in due course.</p>
<p>5.</p>	<p>Treasurers Report – Andrew Eastgate. 10/6/ 2024</p> <p>Barclays Community Current Account £12821.00 Deposit Accounts £48013.68(Barclays - £22638.22+£925.35+£122.75=£23686.32 Teachers B/S - £20577.36+£3750.00) Petty Cash £9.23 Bar Petty Cash £0.00 Key Deposit £829.60 Newbury B. S. £63116.00– Ring fenced for carpet replacement Total cash assets £123959.91 - Does not include key deposits.</p> <p>Hon. Treasurer was not present to confirm that the new 1 year fixed term electricity contract had been secured.</p> <p>Charles Moorley asked at the May Committee meeting if a third party agent has been used to secure electricity contacts in recent times? If so, compensation could be due.</p>	<p>Hon. Treasurer - to confirm contract.</p> <p>To Check with Hon. Treasurer if a third party agent has been used.</p>



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<p>6a.</p>	<p>Annual Accounts 2023: Scrutiny & AGM Item 4 The Management Committee can now confirm that the mathematical error detailed in the Annual Accounts 2023 has been corrected. The Hon. Treasurer will arrange for the Independent Examiner (Joan Prichard) to re-sign off the amended accounts and provide a copy to the Hon. Secretary. Hon. Secretary to circulate the amended Annual Accounts 2023 with the notice of the 2024 AGM. At the 2024 AGM members will be asked to NOTE the amended 2023 accounts.</p>	<p>Hon Treasurer to arrange with Internal Examiner for accounts to be re-signed off</p>
<p>6b</p>	<p>To avoid this problem again in the future it has been agreed that:</p> <ul style="list-style-type: none"> Proposed AGM date is 26th September 2024. However, it was agreed to put back the date to Thursday Oct 10th to allow more time for the accounts to be prepared and examined. (latest date for AGM 31 October). Notice of AGM: Hon. Secretary to send out by Thursday 19th September the AGM 2023 minutes and amended Accounts. Affix nomination forms to Club notice board Thursday 19 September. Nominations to be received by Hon. Secretary by Thursday Oct 3 The Independently Examined Accounts to be circulated to members 1 week ahead of the 2024 AGM. i.e. Circulate Agenda and Annual Accounts 2024-Thursday Oct 3 Provide sufficient paper copies of the Annual Accounts and Agenda for the meeting. Note: This time line requires that the Accounts are Independently Examined by Tuesday October 1st (This provides a working month from the end of the financial year (31 August) but this must be checked with the Hon Treasurer) 	<p>Hon Secretary to liaise with Hon Treasurer to review the proposed AGM date and timeline for Annual Accounts</p>
<p>7.</p>	<p>Bar Manager's Report – Charles Moorley 8/6/24 Bar takings for May were £1,137, which compares with £669 last year. We are currently running at about 35% higher than last year, but there is an element of swings and roundabouts. It all depends on the distribution of home matches, and June last year was much higher than May. Friday nights recently have however shown an improvement. Of the total takings for May, £766 was through SumUp as opposed to £371 cash. It's fairly clear that takings are higher when members and visitors can use a card to pay. Charles has retained a slightly higher than usual bar float of £233 (including about £120 in the till) as he will be making some substantial wine purchases shortly.</p>	
<p>8.</p>	<p>Membership Application: Carol Smith. Carol's membership application approved by Tom Byrne and seconded by Claire Farrar. Carol will be a welcome addition to KB&S BC. Hon. Secretary. To contact Carol confirming her application.</p>	<p>Hon. Secretary – To contact Carol Smith welcoming her to KB&S.</p>
<p>9.</p>	<p>Safeguarding - Sue Byrne Sue has completed the Bowls England Safeguarding Survey on behalf of KB&S BC. Questions included: Does the Club have a Safeguarding Officer /</p>	



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	<p>does the Safeguarding Officer have DBS clearance/ number of playing members including youths / how many safeguarding concerns have been raised / has any safeguarding training been undertaken to-date / Is safeguarding a regular committee agenda item.</p>	<p>Hon. Secretary – Safeguarding to be an agenda item each month.</p>
<p>10. Green Report For full Green Report please see attached doc. appendix 1. Our carpet is in its 15th season which is beyond the manufacturer’s quoted replacement period of 10 years. This is down to the careful and dedicated green-keeping over the years and a rigorous maintenance regime. Although it is still playing remarkably well, this year there are signs of aging appearing due to a number of reasons. Having been power washed then treated with Qualgex in mid- April there are no signs of growing moss on the playing surface. However the power washing brought a lot of ingrained dirt to the surface, leaving some areas with a ‘tiger-print’ left by the moving water jet. Dales are familiar with the carpet conditions we are currently experiencing and offer a cleaning service for those unable to do it themselves. This takes approx. 2 weeks using power washing and a brushing machine (this is about the time our volunteers took) and would cost between £10 - £12,000 which is unaffordable. The Committee agreed that it is essential that KB&S BC have a dedicated Green keeper who would take responsibility for the condition and ongoing maintenance of the carpet. The Green keeper would supervise the weekly / seasonal routines undertaken by the green maintenance team. Finding someone willing to undertake this important role is a high priority for the Club. The Committee also felt it important to pursue the purchase of a new wet / dry carpet cleaning machine. There are several currently on the market and Brian, Charles and Derek will look in more detail into the suitability of various machines.</p>	<p>Fill Green Keeper vacancy</p> <p>Brian Charles & Derek - Review suitable machines.</p>	
<p>11. Club Presentation Evening Friday 1st November – Sue Byrne Delicious of Wantage – Sue has spoken to James Hart who offers to provide a two course meal for the Presentation Evening. Choice of two mains and two desserts. Menu choices circulated to the committee prior to the meeting. Sue asked James if he would consider providing a choice of three main courses which included one vegetarian option and he has agreed to this. Looking at the menu options the committee have asked if James could offer a choice of three desserts as well. There are no limits or restrictions on numbers. James is happy to cater for as many people who wish to attend. He will need one weeks-notice. He can provide the cutlery and crockery but these essentials are also available at Marcham Village hall. Next steps – Sue to liaise further with James and report back to committee next month. James would also like to visit Marcham Village hall to establish what is available there, plus set up of room etc. Tom Byrne suggested booking the venue earlier to set up ready for the evening.</p>	<p>Sue Byrne – to liaise with James Hart ref: menu Choice.</p> <p>Sue – To inform Thirsty Café that their services will not be required on this occasion.</p> <p>Sue – to look into booking the venue earlier.</p>	
<p>12. Cadman Day Saturday 13th July - Catering</p>		



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	<p>Sue asked what arrangements had been agreed for the catering on the Cadman day. In previous years a lunch could be purchased, plus afternoon cream tea. The match booking page shows the catering to be 'a plate for one'. Due to the ongoing Catering Manager vacancy the committee agreed to go with 'a plate for one'. There will be no Cream Teas offered during the afternoon either.</p> <p>Members signed up for The Cadman day are currently very low. Chairman to remind people to book their place to play. Also to remind people what a 'plate for one' entails.</p>	<p>Chairman – To advertise Cadman day and plate for one in his newsletter article and circulate flyer to all.</p>
<p>13.</p>	<p>Potters Bowls Equipment Shop / Club day Saturday 3rd August – Bowls Arrangements.</p> <p>Hon. Secretary has emailed local Bowls Clubs informing them that the Potters Bowls equipment pop-up shop will be at the club on Saturday 3rd August 12- 00 – 16.00. Also inviting other clubs to come along for an informal game of bowls on our carpet. So far Ernest has received no response.</p> <p>It was agreed that the afternoon would run as an informal roll up event akin to Tuesday/Thursday afternoons. This could be an opportunity for new bowlers young and old to have a go.</p> <p>Mick Fuller suggested using the target mat as a fun way of having a go at bowls. One rink will be set aside to try out new bowls.</p> <p>Coaching should be on offer if possible.</p> <p>This event still needs to be advertised. Tom Byrne / Charles Moorley have agreed to design a poster.</p>	<p>Tom Byrne / Charles Moorley – To design a poster</p> <p>Hon. Sec – To email local Bowls Clubs with the poster.</p> <p>Hon. Sec. - To ask our Bowls Coaches to attend if possible.</p> <p>Chairman – remind members of this event in newsletter.</p> <p>Claire Farrar – contact MND for a charity box.</p> <p>All Committee members – Involvement on the day</p>
<p>14.</p>	<p>Events Items – Friday Night. 'Posh BBQ'. Tom W & Geoff Prichard</p> <p>Tom Waring and Geoff Prichard have offered to host a BBQ for Club members on 2nd August. They propose having nice BBQ food e.g. Kababs, Salmon etc. The Committee thought this was an excellent idea and thanked Tom & Geoff for offering. However the 2nd August would be the day before the Potters Bowls roll up which may not be ideal. Claire Farrar will liaise with Tom and Geoff to see if another date could be selected.</p>	<p>Claire Farrar – to liaise with Tom and Geoff ref alternative dates.</p>
<p>15.</p>	<p>A.O.B.</p> <p>Ashley Baker Gala Day – Faringdon Bowls Club 15th September.</p> <p>KB&S have received an invite to attend the Gala day. The club has taken part in previous years. Potentially KB&S could take up to three triples teams depending on interest from other clubs . There is no requirement for members to have played in the Ashley Baker League throughout the season. If anyone is interested please contact Sue Byrne.</p> <p>Following France Rothwell's funeral, Gordon Rothwell thanks everyone for their donations to Michael Sobell House, Hospice. In total donations have exceeded £1,364.25. Frances recently purchased a KB&S Club Jacket. Gordon would like to sell the jacket and asked for the proceeds to go to Micheal Sobell House. Sue to liaise with Jacq Ash ref, the sale of the jacket.</p>	<p>Sue Byrne – to liaise with Jacq Ash.</p>



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<p>Julie Bryan asks if non bowls related items could be advertised in the KB&S BC Newsletter. The Committee agreed that this was not really appropriate.</p> <p>RCCBA Ladies Presentation Lunch Saturday 5th October. KB&S Ladies are invited to attend this presentation event. They do not have to be Berkshire County Players to attend. Information will be advertised in the next newsletter and is also on the notice board in the Clubhouse.</p> <p>Kennet League Secretary vacancy. Ernest has been sent details regarding the current Kennet League Secretary vacancy.</p> <p>Sue Byrne – Asked how KB&S as a Bowls Club could improve players bowling standards. As a club we have many very good players but there is potential to improve skills further. Other local Clubs offer regular group coaching sessions. Would this be something KB&S would consider doing?</p> <p>Tom Byrne – asked how much profit the recent Corporate evening made for the Club. Charles thought that approx. £80 was made on the bar. It was acknowledged that less profit on catering was made this year due to the low numbers attending. The Corporate evenings requires high input from KB&S members to make it successful. Sue / Charles and Tom Waring to review process, criteria and co-ordination of future events.</p> <p>Jean Potter – Members are not checking their mobile phone messages ref: team selection. It is requested that if members are selected to play or are picked as reserve they must double check their status on the day of the match. Reserves may be asked to play at short notice.</p> <p>Hon. Secretary – The membership renewal process sub- group will meet next week.</p> <p>Flood light repairs – For safety reasons Fred Monk is no longer willing to go up the tower if the flood lights fail. The club will need to consider other options.</p>	<p>Hon. Sec. – to report back to Julie Bryan.</p> <p>Sue/ Charles/ TomW to review criteria and process for future events.</p> <p>Chairman – liaise with G Prichard / TomB to see if problem repeats and an electrician is required.</p>
<p style="text-align: center;">DATE of NEXT MEETING: Monday 8th July 2024 7pm in the CLUB HOUSE</p> <p>Agenda Items to be included July 2024 Membership renewal process.</p>	<p>Please NOTE this is the second Monday of the month. Committee meetings will take place on the second Monday of each month until further notice.</p>