



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 12th August 2024, 19.00 pm Club House

Minutes

Members present:

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| Derek Rees - Chairman | Jean Potter – Ladies Captain |
| Brian Garside – President | Sue Byrne – Ladies Secretary / Safeguarding Officer |
| Ernest Bratt – Hon. Secretary | Claire Farrar – Short mat Captain |
| Andrew Eastgate – Hon. Treasurer | Robert Woodford – Greenkeeper Co-ordinator |
| Mike Fuller – Club Captain | Robert Longstaff – Committee member |
| Tom Byrne – Men’s Captain | Vacant – Catering Manager |

| | Meeting Chaired by Derek Rees | ACTIONS |
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| 1. | Apologies – Charles Moorley. | |
| 2. | Declarations of Interest - NONE | |
| 3. | Approval of Management Committee Meeting minutes 8/7/24 Proposed by Ernest Bratt / Claire Farrar and agreed by the Committee. | |
| 4. | <p>Actions and matters arising from previous committee meeting 8/7/24 Not on the Agenda.</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. Derek to liaise with David ref: the area in front of the Changing rooms. <p>Junior Recruitment Project –</p> <p>10 Year Plan – Sub-group to reconvene.</p> <p>Corporate Events – The 41 Club have asked for a second social and bowls evening at the Club on the 7th October. The process, structure and cost of these events has not yet been fully worked through. Currently there is a</p> | <p>Work continues.</p> <p>No progress to report</p> <p>Derek – To arrange in due course.</p> <p>Hon. Secretary - To liaise with 41 Club rep.</p> |



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| | <p>lack of volunteers to assist with the catering side of corporate events. The Committee discussed the request. Due to the timing and lack of volunteers to make the event work this request will reluctantly be declined. Hon. Secretary to liaise with The 41 Club representative.</p> <p>Floodlight Repairs – It has been identified that the lower unit on the near rink 6 corner pole is letting water in. The Flood lights have a three year guarantee. The unit will be replaced when the tower is next available.</p> <p>Membership Renewals Sub Group – Report to Management Committee will be available Sept/ Oct.</p> <p>Club Jacks – Hon. Treasurer will check with Tom Waring where the recently purchased Jacks were purchased from. Jacks suitable for grass rather than carpet were purchased in error. We are hoping that the supplier will exchange the product for the slightly heavier carpet Jacks.</p> <p>Application for RCBBA Bannerette game 2025.</p> | <p>To review process and structure and content of corporate evenings.</p> <p>Action – Geoff to organise tower.</p> <p>Report - Sept / Oct Meeting</p> <p>Hon. Treasurer – To check where Jacks were purchased from.</p> <p>Chairman – still to liaise with Peters Rogers about what this would entail.</p> |
| <p>5.</p> | <p>Treasurers Report – Andrew Eastgate. 12/08/2024</p> <p>Barclays Community Current Account £14145.37 Deposit Accounts £48013.68(Barclays - £22638.22+£925.35+£122.75=£23686.32 Teachers B/S - £20577.36+£3750.00) Petty Cash £9.98 Bar Petty Cash £0.00 Key Deposit £829.60 Newbury B. S. £63116.00– Ring fenced for carpet replacement Total cash assets £125285.03 - Does not include key deposits.</p> <p>Charles Moorley asked at a previous meeting if a third party agent had ever been used to secure electricity contracts. Hon. Treasurer confirmed that no third party agent has never been used to secure electricity contracts.</p> <p>Hon. Secretary asked if the 2023 AGM Financial Accounts had now been resigned off by the independent examiner. Hon. Treasurer confirmed that they are due to be signed off on 13/8/24.</p> | <p>Completed</p> <p>Hon Treasurer - To re-sign off 2023 Accounts and provide copy to Hon. Secretary.</p> |
| <p>6.</p> | <p>Bar Managers Report – Charles Moorley. 12/08/2024</p> <p>Bar takings for July were lower than usual mainly due to fewer events being held at the Club i.e. Home matches etc. However takings remain strong for the year as a whole.</p> | |



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| <p>7.</p> | <p>In Memoriam Board – Progress Report Hon -Treasurer has ordered the lettering to update the memoriam board. Andrew will update ASAP when the lettering arrives. He is aware that two names are not in chronological order and these will be re-listed as required.</p> | <p>Hon. Treasurer – To update the Memoriam Board as a priority.</p> |
| <p>8.</p> | <p>Safeguarding - OCSMBA Vulnerability Form – Claire Farrar OCSMBA have produced a Vulnerability form for the use of local Short mat Bowls Clubs, with copies ideally being sent to OCSMBA. Information collected includes personal information, emergency contact details and information regarding a persons stated vulnerability. The Committee reviewed the proposed form and all felt uncomfortable about sharing any information outside the club as this would breach our own GDPR policy. Most of the information is captured within KB&S BCs own new membership / annual renewal form. The OCSMBA form is not a mandatory requirement, therefore the Committee agreed that it would not be adopted by the club.</p> | |
| <p>9.</p> | <p>Captains Plate – Jean Potter Jean Potter, Ladies Captain and Robert Gardner, KLV A Captain have liaised and agreed that a cream tea would be supplied after the forthcoming Captains plate match on Thursday 15th August. Robert will be away on holiday at the time but has already purchased and paid for the cream. Jam supplied by Sue Rees. Scones are on order and will be collected on the day. All funded by Robert Gardner. The Committee felt this was very generous but unnecessary. It was agreed that the Club would consult Robert and offer to refund this expenditure. Jean asked if players would consider donating some quality raffle prizes for this event.</p> | <p>Hon Treasurer - Offer to refund expenditure.</p> |
| <p>10.</p> | <p>Cadman Trophy Mk 11 – Closing day. 21 September 2024 It has been suggested by one member that a Gala day for the Cadman Trophy could be played for on the KB&S closing day this year. Bryan Durrant has offered to organise and co-ordinate this fun packed event and Pat Durrant has offered to assist on the day. The Committee agreed that this was a splendid idea if there was sufficient interest from members. In order to make this viable 36 players are required due to the format of play on the day. Mike Cox and Gary Vale have offered to BBQ if someone would be willing to purchase the food supplies. The Chairman wishes to thank Bryan and Pat in coming forward to organise the event and to Mike and Gary for offering to man the BBQ and to Max for providing the onions. In previous years a cream tea has also been available to purchase during the afternoon. This was discussed by Committee. It was agreed that on this occasion, tea and biscuits would be available during the afternoon instead. This will be included in the price of the BBQ lunch of £5.</p> | |



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| | <p>It was agreed that some members may not be aware about how much fun this type of event is. It was agreed this event needed to be marketed widely.</p> <p><i>Actions discussed and agreed:</i></p> <ul style="list-style-type: none"> • Chairman to write a piece for the Newsletter stating how such an event would run on the day. • Posters to be displayed in the clubhouse and bus shelter. • The Match booking page for the Closing day match needs to be changed to the new all day timing and Gala day title and format. • Players already booked to play in the afternoon closing day match need to be notified of the changes. • Confirm with Bryan and Pat Durrant • Confirm with Mike & Gary ref BBQ • Place a food sign-up sheet in the Clubhouse for BBQ • Purchase Sausages / burgers nearer the time • Purchase Rolls on the day • Ask selected members to provide various salads to accompany BBQ food. <p>There will be a push now to make this a viable event. However, if there is insufficient interest from members it will not go ahead. This will be reviewed 10 days beforehand by Hon. Secretary. Members will be notified by email if the event is not going ahead.</p> | <p>Chairman</p> <p>Tom Byrne Chairman</p> <p>Mick Fuller Chairman</p> <p>Sue Byrne Sue Byrne Claire Farrar Sue Byrne</p> |
| <p>11.</p> | <p>Membership Application – Keith Pooley Keith’s application has been approved. He will be notified by Hon. Secretary and arrangements made to collect his Club key etc.</p> | |
| <p>12.</p> | <p>Vacant Position – Catering Manager Robert Longstaff had been considering taking on some of the administrative aspects of the role. He may however need to be out of the UK for some while and asked if this would be a problem. It was agreed that any help even in the short term would be very beneficial. One urgent and outstanding requirement is for a member of the club to hold the level 2 Food Hygiene Certificate. Robert has held this certificate in the past and has agreed to renew it.</p> | |
| <p>13.</p> | <p>Green Report – Derek / redesignation Greenkeeper to Green Co-ordinator The green is currently playing well. Cosmetically the green could look better but the tiger- stripping water marks are slowly fading. Regular power washing is removing any patches of moss. The maintenance team have worked hard to keep the green in good condition and prolong the life of the carpet. Derek has noticed that the egg boxing at the far end of the green still needs removing and power washing. This should be done during routine maintenance. Tom Byrne mentioned that the upstands on the left</p> | |



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| | <p>hand side of the green are coming away in places. Derek and Andrew to review and see if appropriate adhesive will be sufficient to deal with the issue. If not, Derek will contact Dales ref; maintenance of the upstands. Robert Woodward is due to go on holiday imminently. He will take up the new position of Green Co-ordinator on his return. While he is away he will continue research for a new self-propelled wet / dry vacuum for the green. The Committee approved £45 to be spent on a new filter for the current machine, should cleaning not improve it.</p> | <p>Derek / Andrew to review the condition of Upstands around of green.</p> |
| <p>14.</p> | <p>Ground Report – Jack Gordon arranged for Arboricultural Services to provide a quote to: Pollard a Sycamore in far corner, back to fence line. Prune an overhanging branch from neighbours property, prune back and crown lift Leylandi hedge adjacent to carpark. The Committee felt that a second quote should be obtained before agreeing for the work to be done. Robert Longstaff will ask a company he has worked with previously to provide a second quote. There are various tasks including removal of dead branches, killing stumps and box hedging that needs attention. There are plans for members of the gardening team to tackle these in due course.</p> | <p>Robert Longstaff – To arrange for a second quote.</p> |
| <p>15.</p> | <p>AGM Preparations – Hon. Secretary Preparation for the forthcoming AGM which is planned for Thursday 26th September is very tight. Ernest proposed that the AGM is re-scheduled to Thursday 17th October. This will allow for the revised 2023 Accounts to be circulated, the 2024 Accounts audited and circulated one week prior to the meeting and for Committee nominations and any changes to the constitution be noted and circulated. The Hon Secretary will present arrangements at the September Committee meeting and at the October meeting (before the AGM) to finalise the Agenda. Proposed by Hon. Secretary, seconded by Hon Treasurer and agreed by the Management Committee. Hon. Secretary to email members ref: change of date for the AGM.</p> | <p>Hon. Secretary - email members and post notice ref; change of date for 2024 AGM. AGM agenda item at Sept committee meeting</p> |
| <p>16.</p> | <p>Suggestions – Steve Bryan Steve suggests that it is time to throw out the old sun umbrellas and concrete bases and replace them with new larger ones. If necessary bore out holes in the tables to house new umbrellas. Three new sun umbrellas and bases were purchased two years ago. These are frequently used during afternoon matches and leagues. The older umbrellas are rarely used. It was mentioned that placing an umbrella centrally through the table was not always the answer and could be unstable. Having a shade to the side of the table that could be moved as the sun moves around was much better. The Committee agreed to look at the three older umbrellas to review their current condition.</p> | <p>S & T Byrne – To review condition of Umbrellas. Chairman – To review with Steve Bryan</p> |



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| <p>17. AOB</p> | <p>Phoneline repair / wifi The problem with the cracking line has been reported and is on the works list for Outreach / BT. Probably not seen as a priority for the phoneline company. However it was suggested that in view of the fact that KB&S BC membership is primarily over 65 and that the club has a defibrillator, priority should be higher. Wifi connection at the club has been quoted at £25 per month. The Committee did not feel that the convenience of wifi warranted this expense every month.</p> <p>Waste bins at Club Hon. Secretary has made enquiries with the Council ref: recycling bins. As suspected, Kingston Bagpuize & Southmoor Bowls Club premises is registered as a business and therefore not eligible for domestic refuse and recycling bins. The cost of Biffa collections are unaffordable for the club. Unfortunately this does not solve the problem of bar volunteers who have to take empty bottles and cans home to dispose of in their own recycling bins.</p> <p>Posh BBQ – fully subscribed Comments have been raised regarding the limited number of places offered at this event. Claire spoke on behalf of Geoff Prichard the event organiser. Geoff felt that it was a reasonable number of covers he could cope with. He would be using his own BBQ and due to its size felt this was an appropriate number that he could manage. Many members were disappointed because the places filled up very quickly. Overall it was felt that this initiative was trying something new for the club and should be encouraged. It is something we should learn from for future events.</p> <p>Potters visit Mk 11 Steve Bryan has suggested that due to the success of the recent Potters Shop visit we should invite Jack back at the beginning of next season. Jack was very pleased with sales and mentioned that it was the best ‘pop-up’ shop of the season. £4000 was taken during the day. It was a great opportunity to try out new bowls on the green. The proposal was discussed by Committee. It was felt that anyone wanting new bowls would have purchased them on the day. It was agreed that 2026 would be an appropriate timescale for Potters to revisit.</p> <p>Club Jacket – price The Club Jackets are ordered on request. One member would like to purchase a Jacket as a present. Since the previous bulk order, the price and delivery cost has risen. Jac Ash has asked if any of the cost would be covered by Club funds. It was agreed that most items ordered on-line are</p> | <p>Chairman – progress with BT</p> <p>Hon. Secretary – To liaise with Steve Bryan.</p> <p>Chairman – To liaise with Jac Ash.</p> |
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| <p>subject to delivery costs and this would need to be paid for by the member placing the order.</p> <p>Stepping up to Captain for the day – Steve Bryan On a couple of occasions recently Mike Fuller has had difficulty in finding someone to cover the Captains role on the day of a friendly match. Steve suggests putting together an aide memoir of the captains duties on the day of the match. Mike Fuller offered to produce two lists. One covering the full responsibilities of a league / club captain and a second covering the responsibilities on the day.</p> <p>Friday Evening entertainment – semi-professional musician. A club member has a relative who is a semi professional musician. They wonder if a music night one friday evening would be one way of attracting more club members along to a social event. In principle the Committee felt this was an excellent idea. Hon. Treasurer to check if the Clubs music licence covers live music.</p> <p>Club Singles Competition A dispute arose following the recent semi- final match of the Davidson Never Won trophy. The Competition Secretary was asked to resolve the issue. The incident highlighted a number of errors which resulted in the final dispute. The matter was concluded based on general sportsmanship and the matter closed. The circumstances surrounding the issue have left both players uncomfortable and dissatisfied. One player offered to replay the match. The circumstances were briefly outlined at the Committee meeting. Hon. Secretary highlighted that the welfare of the two players involved in this scenario is important and he felt a ‘duty of care’ to both individuals. Hon. Secretary has offered to bring the two players involved together, not to re-open the dispute but to offer a safe space for them to begin to re-build a Sporting relationship.</p> <p>Meg Plass 2024 – Tom Byrne The internal Meg Plass Short mat Competition will commence in October. Tom Byrne will be requesting entries in September. Competition entry forms are already available on the notice board. This Competition will be advertised in the next Club Newsletter.</p> <p>Gardening Group tools – Andrew Eastgate. It was agreed to purchase a small range of good quality gardening tools to support the gardening team. Andrew has ascertained that a budget of £250 should cover the expenditure. Proper use of the equipment with appropriate PPE was paramount to comply with H&S requirements, with users reading the safety operating instructions.</p> <p>Club / League Captains reports for AGM – Mick Fuller Mick mentioned that it is usual for all Club / League Captains to produce an annual report for the AGM. He asked if each Captain would be expected to</p> | <p>Mick Fuller – To produce two Captains’ responsibility lists</p> <p>Hon. Treasurer – To check KB&S BC music licence. Chairman – To liaise with Lynne L.</p> <p>Hon. Secretary – To convene a meeting between the two players involved.</p> <p>Hon Treasurer - To purchase gardening tools.</p> <p>Agenda item – September meeting.</p> |
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| | <p>read out individual reports or if these would be collated and circulated prior to the AGM. Various, apposing opinions were raised by Committee members. Agreed to revisit this item at the next meeting.</p> <p>Apologies for September meeting: Claire Farrar, Robert Woodford & Mick Fuller.</p> | |
| | <p style="text-align: center;">DATE of NEXT MEETING: Monday 9th September 2024 7pm in the CLUB HOUSE</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> |