



# 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 13<sup>th</sup> May 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
Mick Fuller – Club Captain	Charles Moorley – Bar Manager
Jean Potter – Ladies Captain	Vacant – Green Keeper
	Vacant – Catering Manager
Tom Waring present for Item 9.	Tom Byrne present for AOB

Meeting Chaired by Derek Rees		ACTIONS
1.	Apologies – Robert Longstaff, Andrew Eastgate, Robert Woodford, Brian Garside, Tom Byrne.	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 8 / 4 /24. Proposed by Mick Fuller / Claire Farrar and agreed by the Committee.	
4.	<p><b>Actions and matters arising from previous Committee Meeting 8/4/24 Not on the Agenda.</b></p> <p><b>AGM Financial Report</b> – AGM Financial Accounts are now corrected but clarification was needed as to which item was corrected. Ernest felt that the present position was irregular in that members had approved at the AGM an incorrect set of accounts, which had not been circulated ahead of the AGM. Some discussion ensued as to how best to scrutinise the corrected accounts. Ernest would e-mail Andrew, Charles and Derek with a view to resolving this issue such that item 4 in the AGM minutes could be drafted.</p> <p><b>H&amp;S Risk Assessment Review.</b></p> <ul style="list-style-type: none"> <li>David Butler is in the process of cleaning the slabs surrounding the green.</li> </ul>	<p><b>Charles Moorley</b> – To check through revised Accounts.</p> <p><b>Andrew Eastgate</b>- Clarify which item corrected.</p> <p><b>Ernest Bratt</b> email Andrew, Derek &amp; Charles to resolve the scrutiny of the corrected accounts</p> <p><b>Work in progress.</b></p>



# 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

	<p><b>In Memoriam board</b> – The board needs to be updated to include: Irene Underhill, Christine Vail, and Frances Rothwell. (with Gordon’s permission).</p> <p><b>Memorial plaque to Vic Potter</b> – Jean was thanked for the plaque which is now in place.</p> <p><b>Inscription of Competition Trophies</b> – It was queried where the trophies for President v Captains plate should be taken for engraving. Barry Dillion does the engraving. Charles felt that the trophies could be done along with the Club trophies later in the year.</p> <p><b>Update on Kennet League</b> – Previously several KL Clubs were opting out of providing refreshments after home matches. All Clubs have now agreed to provide food following a home match.</p> <p><b>Purchase of new Bench</b> – Charles Moorley co-ordinated the purchase and delivery of a new bench. This is now in position and looking very smart outside the changing rooms. The bench has been sealed for protection but over time will become weathered if not re-treated. Charles mentioned that in previous years the benches have been put away over the winter months for protection. The bench could be secured to the ground if required.</p> <p><b>Mobile Contacts</b> – Jean Potter mentioned last month that mobile telephone numbers had been used for the membership contact list. However, in her area, mobile signals are poor and messages not always picked up. This could be problematic for the Ladies Captain if players were unable to play in upcoming matches. A new landline telephone list has now been circulated to members and posted on the clubhouse wall. This is for internal use only.</p> <p><b>Emergency Contact Folder</b> – Derek Rees has created a folder containing important information shared by club members to be acted upon in case of emergency. e.g. bee allergy, requiring use of epi-pen. The folder holds relevant medical information and contact details. The contents are protected, names are in alphabetical order, in sealed plastic wallets. The folder will be kept in the locked bar area, in the drawer under the window and should only be accessed in case of emergency.</p>	<p><b>Andrew Eastgate</b> – To update the Memoriam Board ensuring that names are in chronological order.</p> <p><b>Derek Rees</b> – To liaise with Jane Fry ref. Frances Rothwell.</p> <p><b>Completed.</b></p> <p><b>Completed.</b> Thanks to Charles.</p> <p><b>Completed.</b></p> <p><b>Derek Rees</b> – Produce a notice pointing to the folder so it may be located in an emergency.</p>
5.	<p><b>Treasurers Report – Andrew Eastgate. 13/05 2024</b></p> <p>Barclays Community Current Account £13313.47          Deposit Accounts £47925.42(Barclays -          £22553.87+£921.90+£122.29=£23598.06 Teachers B/S -          £20577.36+£3750.00)          Petty Cash £26.83          Bar Petty Cash £0.00</p>	



# 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

	<p>Key Deposit £829.60 Newbury B. S. £63116.00– Ring fenced for carpet replacement Total cash assets £124381.72 - Does not include key deposits.</p> <p>Hon. Treasurer requests that all reimbursement claims are completed on the correct claim form which can be found in the Clubhouse.</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 if a third party agent has been used to secure electricity contacts in recent times? If so, compensation could be due.</p>	<p><b>Hon. Treasurer</b> - to confirm contract. To Check with Hon. Treasurer if a third party agent has been used.</p>
<p><b>6.</b></p>	<p><b>Bar Manager's Report - Charles Moorley 13/ 05 /24</b></p> <p>The good news is that SumUp is now working, and is being heavily used. Worth waiting ten months for! Takings for April were £763, against £409 last year. Takings for the year to date are £3,985, against £3,144 last year, a 25% increase. We have fewer home friendly matches this season than last, so a 25% increase may not continue through to the end of the season. We are fully stocked at present. Red wine sales continue very strong, though as mentioned last month, Charles is spending rather more money in order to get a better quality wine. This obviously impacts profit margins, but it is hoped that increased sales will offset this. Charles would expect to increase prices in September, depending on what whole-year profitability looks like then.</p>	
<p><b>7.</b></p>	<p><b>Match Raffles - Mick Fuller</b></p> <p>Mick reported that the Raffle ticket boxes i.e. Triples / Rinks selection packs were muddled up, causing problems for the after match friendly games. Charles and Claire offered to sort out the boxes to ensure that all the numbers correspond. Surplus ticket numbers will be disposed of. It was reported that there were very few raffle prizes in the cupboard and queried if Julie Bryant was still buying prizes. It was asked if raffles were a worthwhile thing to do. It was generally agreed that they provide a small profit for the Club and encouraged people to stay after a match to socialise. Hopefully adding slightly to bar profits. It was suggested that the Tesco wine offers should be utilised at the beginning of the season to stock up on raffle prizes and then claimed back from club funds. It was agreed that for most matches 3 prizes were sufficient. e.g. Wine, beer and a small third prize. e.g. chocolates.</p>	<p><b>Derek Rees</b> - to liaise with Julie. Also to ask for raffle donations in the next Newsletter.</p>
<p><b>8.</b></p>	<p><b>Club Presentation Evening Update – Sue Byrne</b></p> <p>Marcham Village hall has been provisionally booked for Friday 1<sup>st</sup> November. Deposit has been paid. <b>Thirsty Café</b> – Can provide a two course meal, roast dinner. Choice of two meats. Vegetarian / vegan options available. Choice of desserts sourced locally. (e.g. Fruit crumble, Limoncello tiramisu, &amp; something chocolate). Mainly cooked off site and brought in. Roast potatoes and vegetables</p>	



# 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

	<p>cooked onsite. Served through the hatch. Will serve tea /coffee afterwards. Marcham Centre has crockery and cutlery. Team will clear up afterwards. We cannot take our own wine to the event, but Marcham Centre will do a good deal on wine for the table.</p> <p><b>Delicious of Wantage – James Hart.</b> Sue has emailed James and will report back via email before next committee meeting.</p> <p>It was agreed to ask members to <b>save the date</b> for 1<sup>st</sup> November for the Presentation Evening. Further details to follow in due course.</p>	<p><b>Sue Byrne:</b> Report back conversation with James Hart</p> <p><b>Derek Rees –</b> Include Save the Date for 1<sup>st</sup> Nov. in Newsletter</p>
9.	<p><b>Junior Recruitment; Proposal – Tom Waring</b></p> <p>In previous years the Club has attempted to recruit young bowlers to the sport of lawn bowls. Tom Waring would like to see a more pro- active recruitment programme taking place. Kingston Bagpuize &amp; Southmoor is a growing area with plenty of young families moving into the village and surrounding area.</p> <p>Tom would like the committee to consider offering free lessons to young people from the village during the summer holidays. This would require a core group of members willing to be involved in teaching the youngsters on a regular basis. Practicalities such as the design, printing and distribution of advertising leaflets would need to be considered. Discussion followed and various options and possible obstacles outlined. Organising a one-off recruitment day for young people was one suggestion muted. Tom Waring agreed to lead on the project. He plans to liaise with individuals / clubs who have been involved in similar projects and will report back to the committee in due course.</p>	<p><b>Tom Waring -</b> To develop a junior recruitment proposal and report back</p>
10.	<p><b>Membership Renewals – Hon. Secretary</b></p> <p>Total number of members – 108          Total playing members – 73          Total winter members – 7          Total affiliation fees – 80</p> <p>8 members have not renewed membership for 2024.          KB&amp;S membership renewal process is currently under review.          Hon. Secretary is currently documenting the renewal process so that steps are in place to ensure that the correct people have the information they require in a timely manner next year. When completed Hon. Secretary will consult with the sub- committee comprising of Derek, Brian, Andrew &amp; Charles for comment and approval.</p> <p>Don Ash will not be renewing full membership for 2024. The Committee agreed by email to offer him Hon. Social membership for his longstanding hard work and commitment to the club. The Committee confirmed this decision at the meeting.</p> <p>In line with the Clubs Privacy policy, the master membership spreadsheet is password protected. If Captains have a need to access the information please speak with Ernest.</p>	<p><b>Hon. Secretary –</b> To set up meeting with Sub- group as appropriate.</p> <p><b>Chairman –</b> has spoken to Don Ash ref Hon. social membership.</p> <p><b>Action already Complete.</b></p>
11.	<p><b>RCBBA Affiliation &amp; Database – Hon. Secretary</b></p> <p>In January 2024 KB&amp;S submitted its playing member information. (First name &amp; surname, M/F). In April 2024 the new database was activated and all club secretaries provided with an activation code. Hon. Secretary successfully accessed the system and cross checked (with help) our playing</p>	



# 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

	<p>member entries against the latest membership list following renewals, making one or two adjustments.</p> <p>Next stage is to complete Affiliation information by 15<sup>th</sup> May. The database affiliates have been checked against the current membership list and all is well.</p> <p>County competition entries will not be entered this year onto the database. For 2024 the manual method of generating the Affiliation invoices will continue.</p> <p>We will need to keep a watch on developments because it is already clear that two people are needed at each 'data entry' stage to cross check.</p>	
<b>12.</b>	<p><b>Green Report – Derek Rees</b></p> <p>Work on the green has now been completed by the team of volunteers. The moss on the surface has died off but now needs brushing away with a broom. Comments were made that the surface appears a different colour in different areas of the green. Dales offer a deep cleaning service and it was suggested that Derek makes enquiries regarding cost.</p> <p>It was also mentioned that the ditch eggbox's are looking dirty and flora is growing there. Some members had expressed to Ernest that the wet/dry machine was too heavy and that they could not use it. Charles suggested that the Club investigates a self-propelled machine.</p>	<p><b>Derek</b> - To obtain a quote from Dales for a deep clean of the carpet. Also if a self-propelled wet/dry machine might be available.</p>
<b>13.</b>	<p><b>Vacant Posts</b></p> <p><b>Green Keeper – No Change</b></p> <p><b>Gardening Projects –</b> Charles has spoken with Jack Gordon and Jack is willing with Charles help to co-ordinate the gardening jobs and activities. Jack suggests inviting those on the gardening rota to a meeting to discuss the way forward. There are obviously several gardening projects to be undertaken. Mowing, pruning, removing and burning dead box hedging, weeding the flower beds etc.</p> <p><b>Catering Manager –</b> Sue has not yet spoken to Robert Longstaff regarding requirements.</p> <p>Charles mentioned the lack of communication regarding the up-coming 41 Club Corporate evening to be held next Monday. Sue and Charles were both copied into an email between Chris Allen and Steve Bryan confirming the date for the event. In previous years Frank Davison co-ordinated these events ensuring that help with the catering and running the Bowls evening was well organised. The committee would have been involved. This year no one has taken a lead on organising the evening. Numbers are very low and questions raised regarding the work involved for very little club income. With only a week to go it was agreed to proceed with the event. Thereafter the process, criteria and co-ordination of any future corporate evenings will be reviewed.</p>	<p><b>Jack Gordon / Charles Moorley</b> to convene a gardening meeting.</p> <p><b>Sue</b> to liaise with Robert Longstaff.</p> <p><b>Charles/ Sue/ Tom W</b> - To Review process for the organisation of corporate events</p>
<b>14.</b>	<p><b>Social Calendar – Derek Rees</b></p> <p>Derek has created a template to which Friday night activities can be added throughout the year. Currently activities agreed include; Whist drive, Quiz's, Board game evening, Bingo. Other suggestions include a Cheese and Wine evening. Indian / Chinese / Italian meals. Other suggestions most welcome.</p>	



# 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

15.	<p><b>10 Year Plan</b> Sub group to re-convene. Report back to committee as appropriate.</p>	<p><b>Chairman</b> – To reconvene a meeting with the sub- group.</p>
16.	<p><b>Suggestions -</b> No suggestions</p>	
17.	<p><b>A.O.B.</b></p> <p><b>Hon. Secretary</b> – Ernest has received a flier from South Oxford Bowls Club advertising an Open Fours competition on 7<sup>th</sup> July. This will be displayed on the club notice board and advertised via the Club Newsletter.</p> <p>There will be no electricity at the Club on 24<sup>th</sup> May due to routine maintenance.</p> <p>Ernest asked what was happening on the 4<sup>th</sup> August when the Potters Bowls trader was due to visit the club to sell Bowls equipment etc. A club competition has been added to the booking page but nothing else has been decided. Ernest suggested emailing other local Clubs informing them that the trader will be visiting the Club and offering them to come along for a friendly game. This could be run along the line of Winter madness. Review situation at next meeting.</p> <p>Ernest has received an enquiry from someone staying in Abingdon for a few days who would have liked to try out our green one evening. As the Club is locked up most evenings and members are involved in away League matches, Ernest politely pointed them to Abingdon Bowls Club.</p> <p><b>Jean Potter</b> - Tracey Tingle has bowls for sale which have been left in the Clubhouse. It was suggested that they are removed and that Tracey puts an advert in the Club Newsletter. Jean mentioned that Hannah would also like Tracey's two trophies to be removed from the Clubhouse.</p> <p>Tom Byrne – Edwards Motor Vehicle services has kindly agreed to sponsor KB&amp;S for another year and will donate £250. Their advertising board will remain on display outside the changing rooms. Andrew Eastgate will invoice Edwards.</p> <p>No further AOB.</p>	<p><b>Hon. Secretary</b> - to email local Clubs regarding the trader and inviting bowlers to come along for a fun day of bowls. Also to consult club captains how the bowls side might be organised.</p> <p><b>Jean Potter</b> – To liaise with Tracey regarding sale of bowls and removal of trophies.</p>
18.	<p style="text-align: center;"><b>DATE of NEXT MEETING:</b> <b>Monday 10<sup>th</sup> June 2024 7pm in the CLUB HOUSE</b></p> <p><b>Agenda Items to be included June 2024</b></p> <p>Financial Accounts Examiner for 2024 AGM Presentation Evening 4<sup>th</sup> August Bowls event &amp; Bowls Trader.</p>	<p>Please <b>NOTE</b> this is the second Monday of the month. Committee meetings will take place on the second Monday of each month until further notice.</p>