



# 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.

## Management Committee Meeting

Monday 4<sup>th</sup> December 2023, 19.00 pm Club House

### Minutes

#### Members present:

Brian Garside- President	Sue Byrne – Ladies Secretary & Safeguarding Officer
Ernest Bratt – Hon. Secretary	Claire Farrar – Short Mat Captain
Mick Fuller - Club Captain	Robert Woodford – Committee member
Tom Byrne – Men’s Captain	Vacant – Catering Manager
Jean Potter – Ladies Captain	Vacant – Green Keeper

	Meeting Chaired by Brian Garside Club President	ACTIONS
1.	<b>Apologies</b> - Andrew Eastgate , Derek Rees, Steve Bryan, Charles Moorley	
2.	<b>Declarations of Interest</b> - NONE	
3.	<b>Approval of Management Committee Meeting minutes 6<sup>th</sup> November 2023.</b> Claire Farrar, Mick Fuller	
4.	<p><b>Actions and matters arising from previous Committee meeting 6/11/2023</b></p> <p><b>AGM</b> The Header and Footer used in the Clubs Constitution &amp; Rules and the KB&amp;S Letterhead have now been up-dated by Derek Rees. The new documentation will be used for all KB&amp;S’s official paperwork.</p> <p><b>AGM</b> – Minutes still need to be corrected regarding the financial information, i.e. typo error. Before KB&amp;S BC financial position can be agreed as correct at time of 2023 AGM.</p> <p><b>14. Junior Recruitment initiative</b> – this needs to be discussed with Geoff Pritchard ref moving this initiative forward.</p> <p><b>15. Club Insurance</b> – An electric copy to be forwarded to Chairman</p>	<p><b>Update - COMPLETED</b> <b>Chairman</b> - To circulate revised and updated Header doc. to Committee members.</p> <p><b>Agenda item 6</b></p> <p><b>Geoff Pritchard –</b></p> <p><b>Action still outstanding</b></p>



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<p><b>Bingo Nights</b> –The second event took place on 1<sup>st</sup> December. It was a successful evening enjoyed by those attending. Peter van de Mortal is happy to run further sessions if requested. Bingo nights will be planned into next year’s social calendar.</p> <p><b>Bowls Tour 2024</b> – Claire expressed concern about the lack of interest when explored previously and wondered if a Bowls tour is viable going forward. Those present felt that a tour in the UK was probably of more interest to members, as for many the cost of foreign travel insurance was prohibitive. Claire to contact Tour Companies for options and to lobby membership interest through the Club Newsletter.</p> <p><b>Whist Drive</b> – 16 players attended the first Whist Drive on Friday 17<sup>th</sup> November. Robert Longstaff reported that the evening went very well and was enjoyed by all. Rather than running as a trial session as originally planned, it ran as a Whist Drive should. Robert said that it was nice to see everyone chatting together and enjoying the evening. Robert is happy to run further Whist Drives next year. These will need to be planned into the social calendar. Running a Whist Drive on a night other than Friday was briefly discussed.</p> <p><b>Christmas Squares Draw</b> – Claire asked how the draw would work? In the past one grand prize was won. On this occasion there is not just one main prize on offer. Tom Byrne has secured prizes from Edwards Vehicle Services and Marcham Village Stores and PO. Several bottles of spirit and wine have also been donated. The winning numbers will be selected on Sunday 10<sup>th</sup> at the Mulled Wine morning and allocated to specific prizes.</p> <p><b>Club Marketing</b> – to readvertise in KB&amp;S Village Newsletter early spring.</p> <p><b>Trial Wine Tasting Evening</b> – Trial taster evening agreed at a previous meeting. This will be explored more next year.</p> <p><b>First Aid session</b> - 12 people have signed up for First Aid training. The cost of this training is £25 pp. Claire felt that some people may withdraw if they were expected to pay the full £25. The Club may be able to subsidise the training costs depending on final numbers. To discuss at next meeting when Hon Treasurer and Chairman are present.</p> <p><b>Authorised Signatories</b> – KB&amp;S BC Chairman / Hon Treasurer. The process of changing the authorised signatures for KB&amp;S financial accounts has been torturous for the Hon. Treasurer. For a short time Barclays Bank stopped payments made by KB&amp;S as the bank had set-up the mandate incorrectly. This was obviously extremely stressful because internal and external payments could not be made. The Hon. Treasurer &amp; Chairman are working with the Barclays Bank electronically to resolve the issue.</p> <p><b>Update Defib Training list.</b></p>	<p>Add to 2024 Social Calendar</p> <p><b>Claire</b> – To contact Tour Companies for options and to lobby membership interest via the Club Newsletter. Also speak to Frank Davidson for info.</p> <p><b>Agenda item Jan 2024</b> – Social Calendar for 2024</p> <p><b>Agreed:</b> prizes would be drawn ahead and winning numbers attached</p> <p><b>February / March 2024</b></p> <p><b>Sue / Claire</b> to liaise with J Gordon in New Year.</p> <p><b>Agenda Item – Jan 2024</b></p> <p><b>Update</b> – Agenda Item Jan 2024</p> <p><b>COMPLETED</b></p>
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	<p><b>Winter Members Affiliation fees to Bowls England &amp; RCBBA</b> The Hon. Secretary has liaised with Bowls England &amp; RCBBA regarding Affiliation fees. (See Hon. Secretary’s Report. Item 7.</p> <p><b>Royal County of Berkshire Bowls Ass. IT system - New for 2024 season</b></p> <p><b>Friendly Game with Oxford City &amp; County next season.</b></p> <p><b>Runners Up Awards</b> – Action for Hon. Secretary regarding cost of Trophies. <b>Autumn Triples / Winter Madness</b> is a self - financing members competitions. No funds requested. Any surplus match fees go back into the Club coffers.</p> <p><b>Cadman day</b> – Three keepsake awards purchased and covered by match fees.</p> <p><b>Club Competitions</b> – Keepsake awards are usually covered by entry fees. However through the effects of COVID and supply problems the cost of glass rose dramatically. Providing runners up and winners awards would have meant buying tacky inappropriate products. The Competitions Secretary made the decision to purchase winners awards only.</p> <p><b>Syd Illott</b> – No fees required to enter this competition but the cost to cover the glass awards and engraving the trophy are redeemed from the Syd Illott account.</p> <p><b>Steve Bryan – Bowls Equipment Retailer.</b> Steve was asked to contact the retailer ref dates for next year. Steve was not present at the meeting</p>	<p><b>Agenda Item 7.</b></p> <p><b>Agenda Item 16.</b></p> <p><b>For Inclusion in 2024 Fixtures</b></p> <p><b>COMPLETED</b></p> <p><b>Trophies and Runner up Awards 2024 – Agenda item Jan 2024</b></p> <p><b>Steve Bryan – to update Committee Jan 2024 meeting</b></p>
5.	<p><b>Hon. Treasurer’s Report 4.12/23</b> Barclays Community Current Account £7081,37 Deposit Accounts £47,508.77 (Barclay - £22,469.84 + £918.47 + £121.41 + £23,509.72 Teachers B/S - £20,249.05+£3,750.00) Petty Cash £26.83 Bar Petty Cash £0.00 Key Deposit £829.60 Newbury B. S. £63,116.00– Ring fenced for carpet replacement Total cash assets £117,732.97 - Does not include key deposits.</p>	
6.	<p><b>AGM Revised Financial Report – Andrew Eastgate</b> Hon. Treasurer was not at Committee meeting to provide progress report.</p>	<p><b>Hon. Treasurer-</b> To provide updated AGM financial report</p>
7.	<p><b>Hon. Secretary Report – Ernest Bratt</b> Hon. Secretary had a very useful discussion with Bowls England regarding Winter members affiliation fees. B.E. proposed that KB&amp;S reclassify Winter members as temporary members to avoid a second affiliation fee. However on examination of the constitution this did not make sense as Temporary Members can only join for a specified period. B.E. acknowledge that whilst the affiliation fee is for a year, in practice the outdoor season is April to September. Outdoor play on an all-weather</p>	



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	<p>surface is an anomaly. It is left to KB&amp;S to make a proposal to Stewart Wright at RCBBA to take forward to B.E. Further discussion under item 16.</p> <p><b>Action</b> - Hon. Secretary agreed to obtain a copy of Royal County of Berkshire Bowls Association (RCBBA) General Data Protection Regulations (GDPR). Action completed and regulations circulated to the Committee. The present GDPR is inadequate but the proposed revised version complies with Bowls England national templates.</p> <p><b>Action</b> - Hon. Secretary agreed to liaise with Hon. Treasurer regarding the on-going issues with the SumUp card machine. Issues remain on-going and unresolved.</p> <p><b>Action</b> - Hon. Secretary has liaised with Charles Moorley regarding the current Bar Licence. The current certificate is on the wall in the bar area. A new bar licence invoice from Vale of the White Horse was received on 1<sup>st</sup> November and has now been paid.</p> <p>Hon. Secretary and Chairman both attended the recent RCBBA AGM. Further discussion under Item 16.</p>	<p><b>COMPLETED</b></p> <p><b>Hon Treasurer</b> aware of the SumUp issue and will take action to rectify</p> <p><b>COMPLETED</b></p>
<p><b>8.</b></p>	<p><b>Bar Report – 4/12/23 Charles Moorley</b></p> <p>Another quiet month, but helped by the Fireworks / Floodlit Bowls evening, which generated more than half of Novembers takings, amounting to £360. Purchases for the month were minimal. £300 has been sent to the Treasurer for the Club's account.</p> <p>Takings for the first three months of the year are £1,835 against £1,342 for the same period last year, which is an increase of about 36%.</p> <p>Future winter takings will depend very much on the number of Friday night events. If the Floodlit Bowls on 5<sup>th</sup> January attracts sufficient people, and if soup can be served again there is no reason why bar takings should be any less than they were on 4<sup>th</sup> November.</p> <p>The lack of a card machine is a continued irritation for members. From a quick check on the internet I think it would be difficult to find a provider other than SumUp who would provide an economic service for our low monthly turnover, and after over four months I would hope that we could sort things out with SumUp.</p>	
<p><b>9..</b></p>	<p><b>H&amp;S Risk Assessment Review &amp; No Smoking Policy - Brian Garside H&amp;S Officer</b></p> <p><b>Annual Risk Assessment undertaken November 2023.</b> Separate Report available.</p> <p><b>Actions from report -</b></p> <p>The two new vacuums need to be added to the PAT testing checklist.</p> <p>All Fire extinguishers checked 5/22. Review policy on replacement and re-testing. BK&amp;S have 3 extinguishers 1 CO2 x 2 water, purchased in July 2018. H&amp;S Officer recommends that new Fire extinguishers are purchased. CO2 extinguisher cost: £36.50, (10 year life) Water extinguisher cost: £31 x 2. (5 year life).</p>	<p><b>H&amp;S Officer</b> - to purchase new Fire extinguishers.</p>



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	<p>Some areas of slabs in front of the clubhouse have broken away. Not dangerous but will need replacing. All paving slabs surrounding the green appear secure but ideally could do with cleaning to reduce chance of slippage.</p> <p>Maintenance, Blue cable extension reel – no label for PAT testing. No flammable label on petrol container.</p> <p><b>Observations –</b></p> <p>Old bowls store untidy, old curtains used for theme nights need to be disposed of.</p> <p>Green sweeper left in a dirty condition.</p> <p>Insurance certificate by main door out of date.</p> <p>Kitchen – all records i.e. allergen forms, fridge / freezer temperature checks etc. up to date. The vacant Catering Manager post will be an issue on keeping these records up to date.</p> <p>During the recent replacement of the Floodlight bulbs, an object was dropped from the tower and narrowly missed a person below. In future members who are working with the tower will need to wear hard hats. These have now been purchased.</p> <p>Hon. Secretary thanked Brian Garside for undertaking the Risk assessment on behalf of KB&amp;S.</p> <p><b>Non Smoking Policy -</b></p> <p>The current Non Smoking Policy was written in 2019. The Policy requires updating in view of the fact that there are now 2 Designated Smoking and Vaping areas at either side of the Clubhouse.</p> <p>The current Policy states that ‘ Smoking / Vaping on the bowling green or within 1 metre of the green is not permitted’. This statement will be removed and replaced with a sentence highlighting that people are expected to use the designated Smoking / Vaping areas on the Club premises.</p>	<p><b>President –</b> To update the Non- Smoking / Vaping Policy.</p>
10.	<p><b>Green Condition Report - No Report available at time of meeting.</b></p> <p>The Chairman has spoken to a member about the role of Green Keeper. The person is not keen to take on the full role and responsibility but might be willing to oversee the Green Maintenance equipment.</p> <p>Robert Woodford mentioned that one of the Bowls green sweepers was not working properly. The battery was not charging fully. Robert was unsure which battery it was but thought it might be the ‘orange’ one. Brian will liaise with Derek and ask him to speak to the member who may be willing to keep the equipment up and running to see if they can check the sweepers efficiency.</p> <p>Tom Byrne mentioned that it had been agreed at the last meeting to change the direction of bowling over the Winter months. The ditches would need to be emptied and the egg boxes removed and jet washed. Tom to liaise with Derek about this.</p>	<p><b>Tom Byrne:</b> To organise a small group to lift the strips out of the ditches, jet wash them &amp; ditches and move rink markers.</p>



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11.	<p><b>Vacant Posts</b>  <b>Greenkeeper – Vacancy.</b>          Discussions are in progress with a club member regarding some aspects of the position. i.e. the maintenance and up - keep of the Bowls green equipment. Robert Woodford would be willing to help with this when he is able to.          The post could be divided into component parts.          e.g. The rota , The green, gardening /estates, hedges, etc., making the post less onerous.</p> <p><b>Catering Manager – Vacancy</b>          This post could also be split into manageable portions, e.g. Food Hygiene and administration requirements, Club events, Corporate evenings.          Robert Longstaff mentioned that he might be willing to take on some of the food safety requirements but would like to see the Job description before committing to this. Brian Garside had at hand an old copy of the JD. Sue to email Robert the current JD.</p>	<p><b>Agenda Item January 2024 - Chairman:</b> to follow up previous conversation with potential equipment maintenance volunteer.</p> <p>Committee members to consider how the posts could be broken down into manageable parts.</p> <p><b>Sue Byrne</b> – to email Catering Manager JD to Robert Longstaff.</p>
12.	<p><b>Membership Applications</b>          No further applications have been received. The Application forms has been revamped with the new Hon. Secretary’s contact details. The new forms have been placed in the Clubhouse. It is hoped that forms will also be available via KB&amp;S website. Brian Garside will contact our web developer for costs and practicality.</p>	<p><b>Hon. Sec</b> to provide pdf to President for uploading</p> <p><b>President</b> – Contact web developer ref costs.</p>
13.	<p><b>New Membership Process &amp; Application form for Approval</b>          Ernest thanked members for their constructive input in reviewing the current membership application process. The process has been reviewed and updated. Ernest suggests that the process is reviewed again in 6 months’ time in order to iron out any glitches.</p>	<p><b>Membership fees for 2024 –</b>          Agenda Item Jan 2024</p>
14.	<p><b>Revision of Membership Listing</b>          There are several versions of the membership listing currently in circulation. The format and software used to hold data has varied in recent years depending upon the preference of the post holder. The database / spreadsheet needs to hold lists of Full / Social / Winter &amp; honorary members which can be manipulated and used for membership renewal, the match booking system, rotas &amp; email circulation etc. It has become apparent that in recent times the Membership listing is not up-to-date. This is an urgent matter that needs to be resolved ASAP.</p>	<p>A meeting to be convened between – Chairman, Hon. Treasurer, Hon. Secretary and President to agree a preferred software format and manually update the database.</p> <p><b>Meeting scheduled for Dec 19th</b></p>
15.	<p><b>Constitution &amp; Rules – November 2023 A4 PDF</b>          The new version incorporates the June 2023 rule change (61) to address the situation of a member being unable to compete in a final. Changes were approved at the September 2023 AGM. A further amendment will need to be included to reflect the change in the Non Smoking policy ref: using the designated areas for Smoking / Vaping. The Non Smoking Policy will need to be updated and then the Constitution and Rules can be amended. This rule</p>	<p><b>Committee/Hon Sec:</b> Change Non Smoking Policy &amp; then change wording in the Constitution and Rules. Under rule 9c.</p>





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	<p>change can be agreed through the Management Committee rather than wait until the 2024 AGM.</p> <p>An A5 booklet has, in the past, been produced by Charles Moorley and supplied to every new Club member. Hon. Secretary proposes that in future all members can view the C and R on the website with the proviso that a A4 hard copy could be provided on request. The Management Committee agreed to the proposal. Current version Nov 23 is on the website.</p>	<p>Hon. Secretary to send hard copy of the document to Jean Potter.</p>
<p>16.</p>	<p><b>RCCBA AGM report Winter Members / affiliation fees / new IT system, GDPR</b></p> <p>The Chairman and Hon. Secretary attended the AGM on 25<sup>th</sup> November. Congratulations to Peter Rogers from Abingdon BC and a winter member with KB&amp;S for his appointment as Senior Deputy President of the County.</p> <p><b>Affiliation fees 2024</b> – For the past 15 years Bowls England (BE) and Royal County Berkshire Bowls Association (RCBBA) have not revised affiliation fees despite the RPI rising by 80%. For 2024 BE fees will increase from £5 to £7 , RCBBA fees will remain at £4. Totalling £11 per affiliated member. RCBBA will consider an increase in 2025. In future the fees will be index linked. Impact: our full member fees will have to rise by £2 in April 2024.</p> <p><b>Winter members</b> – Useful discussion with Stewart Wright Berkshire County Administrator. BE previously advised reclassifying our winter members as ‘temporary members ‘ to resolve the double affiliation problem for winter members who have already paid one annual affiliation fee. Both BE and RCBBA recognise the need for a definitive position for all weather surfaces.</p> <p>Following discussion at the meeting the Hon Secretary proposed writing to RCBBA/BE along the following lines:</p> <p>That there is an ‘apparent affiliation anomaly’ for clubs with all-weather surfaces</p> <p>Bowls England affiliation fee is ‘annual’ but effectively is for the outdoor season only, nominally April – September. Effectively the period October – April is outside the jurisdiction of BE. Any competitions are internal to the club.</p> <p>Winter members can only be members from 15<sup>th</sup> September to 31<sup>st</sup> March. That is to say a 15 day overlap with the outdoor season.</p> <p>Suggest to RCCBA that we have a ‘non problem’ already catered for in the constitution with Winter and temporary members. All full members already pay affiliation fees to their outdoor clubs and where appropriate pay affiliation fees to their respective indoor clubs. Those members of two outdoor clubs pay two affiliation fees.</p> <p>In our reporting for affiliation purposes, it is suggested we exclude winter members, current total 13.</p>	<p><b>Hon. Secretary</b> - to write to RCBBA /BE ref. affiliation fees.</p>



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	<p>The Insurance position needs clarification</p> <p><b>RCBBA Constitution</b> – The County Secretary acknowledges that the Constitution needs major revision which would be undertaken in 2024</p> <p><b>RCBBA GDPR</b>– The current policy is inadequate. A new Policy, fully GDPR compliant with the regulations has been modelled on Wiltshire Bowling Association’s GDPR Privacy Statement. This is much better and appears to conform with the template on the Information Commissioner’s website. Several delegates voiced concerns that without the adoption by the County of the new GDPR <i>it would not be possible to transfer any data</i> to the County to populate the proposed new IT system.</p> <p><b>New IT system</b> – The driver for change is that the County needs a definitive list of affiliated members to comply with BE requirements that only affiliated members can enter county competitions. Secondly there is a great deal of paperwork currently involved in administrating the County Competitions and inter County matches. there is an inference that the incorrect fees are currently being collected from Clubs and that unaffiliated members are participating in county competitions. Surrey County Bowling Association have operated an IT system for the last 3 years. Its functionality was partially demonstrated at the meeting. Clubs will enter the data of affiliated members i.e. name, e-mail , contact number. The system will generate an affiliation fees invoice automatically. It is likely that there will be just one date for clubs to, have completed the affiliation register. The club will enter the names for County Competitions. The system will do the draw. Members will have access to their data, under restricted rights. Competitors will be able to see who they are playing with contact details, and after the game enter the results direct. County selectors will be able to view players eligible for a particular match. In 2024 the new system will run in parallel to the current manual system. The County are requesting names and email addresses so that the developer can populate the trial system. In 2025 the IT system will go live. Impact for KB&amp;S –</p> <ul style="list-style-type: none"> <li>• We must get our membership listing and contact list in order to comply with our existing GDPR.</li> <li>• We need to review our GDPR to check that it permits the transfer of any data to a third party. The County MUST implement a new GDPR before the club can consider transferring data.</li> <li>• Subject to GDPR concerns, a case could be made to participate in the trial to shape the system so that it could accommodate KLV for instance and to gain user experience.</li> <li>• In 2025 as an affiliate Club, we will not have a choice if we wish to remain affiliated and for our members to enter county competitions.</li> </ul>	<p><b>Hon Sec</b> : Check Insurance position with BE &amp; RCBBA</p>
17.	<p><b>Suggestion Box</b> Andrea Goddard has suggested that the Club hold a Boxed games evening one Friday night.</p>	<p><b>Hon. Secretary</b> to respond to Andrea Goddard.</p>





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		Boxed Games evening to be discussed at next meeting under Social Calendar / events.
18.	<p><b>A.O.B Club Mailbox additional key holders.</b></p> <p>The Hon. Treasurer and Hon Secretary both hold keys for the Club mailbox. However neither officer visits the club on a frequent basis and the mailbox is not checked routinely. Ernest would like one or two members who live locally within Southmoor / Kingston Bagpuize to hold mailbox keys so that any correspondence / bills can be dealt with promptly. Mike Fuller offered to hold a key and check the mail box regularly. One or two members who live very near to the Club will also be approached. The President enquired if the Hon Treasurer has a master key to cut two keys. <i>(NB after the meeting Hon Sec advised that he does not hold a key)</i>. Hon Sec experiencing some difficulty with key replacements cut from a spare key.</p>	<b>Hon Sec:</b> Consult locksmith to obtain two extra keys.
19.	<p><b>A.O.B.</b></p> <p><b>Julie Bryan</b> - asks if members could use the Newsletter to sell personal items.</p> <p>The Committee agreed that this would be a good idea for members who wished to sell 'Bowls related items.' Negotiations should be between the buyer and seller. Items should not be left in the changing rooms as these could then be confused with items donated to the Club for sale. It was agreed that no fee / donation would be expected by the Club for advertising sale item.</p> <p><b>Sue Byrne</b> – asked what was happening about a potential Christmas or Post Christmas Meal out for members. Apparently those signed up on the list in the Club house had been approached about a Christmas lunch on 20<sup>th</sup> December. Sue queried why the Committee were not aware of this.</p> <p style="text-align: center;"><b>DATE of NEXT MEETING:</b> <b>Thursday January 4<sup>th</sup> 2024 7pm in the CLUB HOUSE</b></p> <p><b>Items to be included January 2024</b></p> <ul style="list-style-type: none"> <li>Charity for 2024</li> <li>Competition Trophies &amp; Prizes</li> <li>Safe Guarding</li> <li>Social Calendar 2024 to include boxed game evening</li> <li>First Aid Course</li> <li>Non Smoking Policy and Rule Change</li> <li>Revision of Club Privacy Statement</li> <li>Membership Fees</li> <li>KB&amp;SBC GDPR review and update</li> </ul>	<p><b>Hon Sec:</b> email Julie.</p> <p><b>Members please note date change.</b></p>