



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

Tuesday 4th February 2025, 19.00 pm Club House

Minutes

Members present:

Brian Garside - President	Yvonne Longstaff – Ladies Captain
Hon. Treasurer – Vacancy	Sue Byrne – Ladies Secretary
Ernest Bratt - Hon. Secretary	Robert Woodford – Green Co-ordinator
Tom Waring – Club Captain	Claire Farrar – Short Mat Captain
Tom Byrne – Men’s Captain	Robert Longstaff – Committee member
Charles Moorley – Bar Manager	Catering Manager - Vacant

Meeting Chaired by The President - Brian Garside		ACTIONS
1.	Apologies: Derek Rees	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 7/1/2025 Proposed by Tom Byrne, seconded by Tom Waring and approved by Committee.	
4.	<p>Actions and matters arising from previous committee meeting 7/1/2025 Not on the Agenda.</p> <p>Monitoring the safety of the trees along the clubs boundary line and Oxford Road. It has been agreed that the grounds maintenance team will visually monitor the condition of the trees adjacent to the carpark on a quarterly basis and report back any concerns to the committee. The Hon. Secretary will liaise with the grounds team leader to develop a proforma that can be used on each inspection. A record will be kept as evidence of due diligence which would be available in the event of a claim.</p> <p>10 Year Plan – Sub group to reconvene in 2025</p>	<p>Completed</p> <p>Hon Sec: develop pro forma with grounds team</p> <p>Chairman – Plan to reconvene meeting.</p>



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	<p>Corporate Events –The process, structure and cost of these events will be reviewed for 2025. Robert, Sue and key individuals involved in organising these events to review for 2025.</p> <p>Replacement of cordless strimmer – Hon. Secretary to ask Peter Fisher to look into the type and cost of replacing the strimmer for discussion at the next committee meeting.</p> <p>Honours Board Lettering – 2024 competitions completed. New officials lettering updated apart from C Farrar and new Hon. Treasurer when appointed.</p> <p>Job Description review – Hon. Secretary has sent draft JDs out to individual officials for comment. The current working draft versions will be collated into a paper file for reference and will be available in the Clubhouse. Review again in 12 months.</p> <p>Charity Donation payment to Motor Neuron Disease – It is unclear if the payment to MND has been paid.</p> <p>Replacement of outside clock – The weatherproof clock is now in position outside the clubhouse and the other clock has had a face lift and is in position in the Clubhouse.</p> <p>The Chairman has found that there is a RCD (earth leakage trip) as part of the distribution board installation in a cupboard in the bar. It covers all circuits inside and out, so no extra plug-in device is needed for the outside sockets.</p> <p>Hon. Secretary was asked to find out if funding is available from RCBBA for the friendly County v KB&S BC match on 29th June. It was confirmed that the County team will pay for their meals.</p> <p>The President reissued the password to access policies and past minutes on the KB&S BC website. The password is issued annually with the new membership card.</p>	<p>Agenda item 11.</p> <p>Peter Fisher – to research cost of replacement strimmer.</p> <p>Chairman – C Farrar lettering to be ordered.</p> <p>Review JDs again in 12 months-time.</p> <p>C Moorley / B Garside - Confirm that a payment to MND has been made. Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>5.</p>	<p>Financial Management</p> <p>a). Handover update Both Brian Garside and Charles Moorley have been working hard to ensure that KB&S BC financial accounts are up to date and accurate. The KB&S club laptop has been returned but has not been used for club business in the last 18 months. The Hon. Treasurers current email address and emails will be deleted from the laptop. Going forward a new email address will be created for the incoming Hon. Treasurer. The plan now is to clear old information from the laptop and reload the financial software package purchased by KB&S a few years ago.</p>	



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<p>b). Signatories; Barclays, Newbury BS, Teachers BS Chairman and Hon. Secretary have spent considerable time changing Barclay signatories to D. Rees and E. Bratt. The new Hon. Treasurer will be added in due course. On-line banking has been set up for the Chairman and Hon. Secretary is in the process of doing so. A. Eastgate has now been removed as a signatory. Both Chairman and Hon. Secretary are now able to make reimbursements and pay bills. Hon. Secretary now has a club debit card, pin no. and card reader.</p> <p>It would appear that the two signatories for the Teachers Building Society accounts have not been updated for the past three years. The signatories currently live on the account are Keith Marley Hon. Secretary 2022 and Brian Garside Hon. Treasurer 2022. K. Marley is no longer a KB&S club member. It was proposed by Tom Byrne, seconded by Tom Waring and agreed unanimously by the committee that Keith Marley's name should be removed as a signatory from both Teachers Building Society accounts. For the short term, Brian Garside will remain a signatory until the new Hon. Treasurer is in post.</p> <p>The Sid Illott legacy account currently has two parts. The original deposit account which requires two signatures to withdraw funds and a working account where funds can be deposited and withdrawn for purchases such as of the Sid Illott competition trophies. Going forward the Sid Illott account and where its annual interest is deposited will be reviewed.</p> <p>It is currently unclear who the signatories are for the Newbury Building Society savings account which still has the original passbook. The annual interest on this account has not been updated for some while. Post meeting note: Brian Garside is the sole signatory. To be reviewed. Interest now added see Financial Report.</p> <p>c). Bookkeeping / receipts & payments reconciliation. Both Chairman and Hon. Secretary can now reimburse claims made by members for expenses. The Treasurers green box file located under the trophy cabinet in the Clubhouse has been restocked with the 3 types of financial income / claim forms. All claims will be reimbursed providing it is accompanied with the correct claim form. Charles Moorley will check the Treasurers box regularly for members claims. Hon. Secretary will make all payments while Chairman is on Annual Leave.</p> <p>SumUp card machine remains in A Eastgate's name. Charles will endeavour to find out how to change this.</p> <p>d). AGM 2024 close out. At the AGM held on 17th October 2024 several questions were raised regarding the 2024 Financial Accounts. As the Hon. Treasurer was not present the Hon. Secretary undertook to request that the (ex) Treasurer provided a speedy response to the queries raised. Despite numerous reminders since the AGM, the answers to the queries have not been forthcoming.</p>	<p>Financial Subgroup</p> <p>President – To liaise with Newbury BS ref signatories and interest.</p> <p>Hon. Secretary – To inform members that claims will be reimbursed providing the correct form is used.</p> <p>Charles Moorley – Investigate SumUp.</p>
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	<p>In order to bring this matter to a close, at today's committee meeting it was proposed by Charles Moorley, seconded by Robert Longstaff and agreed unanimously by the committee that the following statement be minuted:- <i>'Following the resignation on the 7th January of the Hon. Treasurer for personal & family reasons, the committee are confident that the accounts reflect the Club's financial position. However, the book keeping protocol for the last financial year does not have the detail to answer the member queries. Following the transfer of the books and club laptop to Brian Garside and Charles Moorley the book keeping arrangements for this current financial year will be reviewed, pending the appointment of a new Hon. Treasurer.'</i></p> <p>Charles has already spoken with the individual members who raised the queries to explain the situation. This statement will be available to members through the published minutes and will appear as a Hon. Secretary footnote in the AGM 2024 minutes.</p> <p>On behalf of the committee Ernest thanked Brian, Charles and Derek for the hard work and commitment they have all shown to ensure that the Clubs financial situation is secure, safe and operational</p> <p>Summary Financial Position</p> <p>Barclays Bank 27 January 2025 (based on bank statements generated by Derek) Total £37,676.94 Community Account (Current Account) £13901.78 (as at 31 Jan) Syd Illott acc. £123.67 Deposit acc. £22,807.86 Key deposit £932.28</p> <p>Teachers BS. £21030.06 as at 31 Dec 2024 £3750 (Syd Illott)</p> <p>Newbury BS. £62,487.70 (Note: Interest from 30 Oct 2021 to be added) Post meeting note: account with interest added now stands at £68062.95</p>	
<p>6.</p>	<p>Bar Report. Charles Moorley Bar Manager 4/2/2025 Takings for December/January combined were about £670, rather higher than last year, although year to date was still slightly lower than 2023-24. About 40% of takings were via SumUp. Takings at the Games evening were very good, and demonstrate that where there is a Friday night function the bar will do well - where there is not takings are usually poor.</p>	
<p>7.</p>	<p>Safeguarding Nothing to report at time of meeting.</p>	



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<p>8.</p>	<p>Green Management Report February 2025</p> <p>The green continues to weather the winter well although there is some new growth of moss in places. The aggressive removal of moss from the near ditch has proved effective and this protocol needs following on the other three.</p> <p>The plan is still to go ahead with the spring Qualgex application but there is a case for spot soaking with the rucksack sprayer rather than a blanket covering to reduce costs. Full coverage is 3x 5 litre containers of Qualgex at £95 each, £285 in all. We have none in stock, so it needs ordering.</p> <p>This will need to be followed by a concerted effort of efficient power washing to remove the dead moss and tidy the areas where mud has been brought to the surface giving a stripey look. The timings will have to be arranged to give us enough time to complete before the start of the playing season.</p> <p>Thanks to the parsimony and insight of Gary Vail, an old N^o 1 rink marker was found in the metal container. This is now on the green to replace that which went missing.</p> <p>Hon. Secretary asked Robert Woodford (Green co-ordinator) if he could produce a green report for the March meeting.</p>	<p>Chairman – To order Qualgex for spring application.</p> <p>Rob Woodford – To write March report.</p>
<p>9.</p>	<p>County Affiliation Process 2025 & Renewals</p> <p>The affiliation window is 1st – 28th February with options to lapse a member and rejoin. KB&S starts from a good place with information in the RCBBA database corresponding with our current membership list. Officer & Competitor information will be entered in the same time scale. A competitor cannot be entered unless affiliated first.</p> <p>The problem arises because KB&S BC along with many other clubs renewal process is out of synch with the new system. RCBBA have tried to take account by adopting a three-part Affiliation Process. We will have to make an informed view as to who might NOT rejoin and show them as ‘lapsed’ (before Feb 28th) to avoid paying unnecessary fees. This can be reversed in April. (first late affiliation). There will be a ‘second late’ affiliation in September. Bear in mind that if you are not affiliated you cannot play on the green.</p> <p>To assist this process, Hon. Secretary proposes to bring forward the renewal letter issue for Full Members to Feb 10th with a request for those who are not intending to renew to advise him by February 21st. Ernest will be working with Tom & Sue Byrne to ensure competitor information is entered. All county competitors will in future have their own log in to the system with full details to follow.</p>	
<p>10.</p>	<p>Constitution & Rules</p> <p>With the Hon Treasurers resignation and upcoming workload with the new RCBBA ‘Affiliation process’ and club membership renewals, Hon. Secretary suggested that the review of the Constitution is delayed, particularly as the new Bowls England model will not be available until later in 2025 at the earliest. There</p>	



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	<p>may be a need to look at specific issues as they arise e.g. Renewals date in light of RCBBA Affiliation changes. This approach was agreed by the committee.</p>	
11.	<p>41 Club Request</p> <p>Chris Allen on behalf of the 41 Club has requested another Bowls evening and supper for its members and has suggested Monday 19th or Monday 26th May. It was agreed by committee last year to review corporate events as the last one organised for the 41 Club was labour intensive for little reward due to low numbers attending. However in previous years corporate events have proved to be a good source of income.</p> <p>Sue has spoken to Chris about the proposed event for 2025. Ideally we would like a minimum of 24 attending. Chris felt that given sufficient time this would not be a problem. We also discussed the catering and agreed a simple cold buffet would be acceptable. The buffet has not yet been priced, but Sue suggests that the price should remain the same as last year. Sue has agreed to co-ordinate the catering and Tom Waring has agreed to organise the bowling event. Unfortunately the two dates suggested by Chris in May are not suitable. Monday 26th May is a Bank holiday and few helpers would be available. On the 19th KB&S have a Ladies County Triples match. It is unclear at the moment if this match will be played at home or away and therefore the date needs to be kept clear.</p> <p>The first two Mondays in June are both clear and Chris will be offered these dates in the first instance.</p>	<p>Sue Byrne – To liaise with Chris Allen ref June dates.</p>
12.	<p>KB&S joining South Oxford Bowls Club Afternoon League – Sue Byrne</p> <p>Sue has been made aware of the South Oxford mixed Triples Leagues. The three separate afternoon leagues run on Monday, Tuesday and Wednesday. Triples teams are entered by groups of 4 -5 individuals rather than at a Club level. Sue is interested in putting forward at least one triples team in the Monday afternoon league. KB&S members currently have no other league commitments on Mondays. KB&S male bowlers have a choice of leagues in which to play. Kennet League, Ashley Baker, KLVA & KLVB and mixed friendlies. The men’s captains would clearly prefer KB&S male bowlers to commit to the current leagues available. However the Ladies Ridgeway for the 2025 summer season has been reduced from 3 to 2 triples teams and fewer Ladies friendlies have been arranged. A very small number of KB&S ladies play in the AB league. The South Oxford afternoon league would provide a further opportunity for KB&S members, and particularly our lady members to take part in the sport.</p> <p>The committee agreed for Sue to email KB&S lady members in the first instance to gauge interest but as the league is mixed, it is also open to men.</p>	<p>Sue Byrne – Email ladies ref interest.</p>
13.	<p>Date of Annual Dinner 2025 – Sue Byrne</p> <p>Sue asked for feedback on last year’s venue for the KB&S Annual Dinner and Presentation Evening. The committee all agreed that Marcham Centre was an</p>	<p>Sue – To provisionally book Marcham Centre</p>



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	<p>ideal venue, spacious venue and good parking. The feedback on the catering was mixed.</p> <p>It was agreed for Sue to provisionally book Marcham Village hall again for the 31st October 2025.</p>	<p>for the 2025 Annual Dinner. & Presentation evening.</p>
<p>14. Milton Hill Spring Competition</p>	<p>For information, Hon. Secretary circulated an email to KB&S members regarding The Milton Hill League competition which will run on seven consecutive Sunday mornings between March 2nd and April 13th. There are no plans for KB&S to submit a team. The email was circulated for information only in case individuals or a small group of people from the club wanted to enter a team.</p>	
<p>15. Suggestions – No suggestions at time of meeting.</p>		
<p>16. AOB</p> <p>Sue Byrne – asked the Committee to think about fund raising events that could be put on this year to raise necessary funds for the club. Tom Byrne mentioned that KB&S has a board outside advertising <i>Edwards Vehicle Services Ltd</i>. Edwards pay £250 for this advertising space. There is room for other boards if anyone knows of local businesses who might also be interested in an advertising with us. Future Agenda item.</p> <p>Claire Farrar – During a recent club cleaning session Claire and Carole found that one of the men’s toilets was leaking. Not knowing what else to do they contacted Derek Rees. Derek and Alan Hall resolved the problem. Claire asked if there should be a list of contacts available at the Club for future reference. Who do we have in the club who is a ‘handy man’, who would not mind being contacted in an emergency? Ernest agreed to speak to Alan Hall to see if he knows of any members who would have the necessary ‘handy man’ skills.</p> <p>Tom Byrne – Tom suggested that it is time to think about the lead-in time to replacing the bowls carpet. Do we have an up-to-date cost for replacement? How much notice do Dales require? When is the best time to replace the carpet and how long will the carpet be out of action? Future agenda item.</p> <p>Robert Longstaff – Yvonne and Robert have both been offered places on the forthcoming Markers course on 1st March. Both had applied for the November 2024 course but that was fully booked. They were not aware of the 1st March date and may not be able to attend. Hon. Secretary agreed to contact Keith Sawdon who runs the Markers courses to see if there are still places available. If so, these will be advertised for KB&S members.</p>	<p>Future Agenda Item</p> <p>Hon. Secretary – To contact Alan Hall.</p> <p>Future Agenda Item</p> <p>Hon. Secretary – To contact Keith Sawdon ref places on March Markers course.</p>	



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	<p>Yvonne Longstaff – The Ladies Ridgeway League will be holding their pre-season delegates meeting on the 22nd February at Didcot Bowls Club. Yvonne will attend on behalf of KB&S.</p>	
17.	<p>Meeting closed 9.10 pm</p> <p>DATE of NEXT MEETING Tuesday 4th March 2025 at 7pm in the CLUB HOUSE</p>	