



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 7th October 2024, 19.00 pm Club House

Minutes

Members present:

Brian Garside - President	Jean Potter - Ladies Captain
Derek Rees - Chairman	Mike Fuller - Club Captain
Ernest Bratt - Hon. Secretary	Claire Farrar - Short Mat Captain
Vacant - Catering Manager	Charles Moorley - Competitions Secretary & Bar Manager

	Meeting Chaired by Derek Rees	ACTIONS
1.	Apologies – Sue Byrne, Ton Byrne, Robert Woodford, Robert Longstaff, Andrew Eastgate	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 9/9/24 Proposed by Derek Rees / Claire Farrar and agreed by the Committee.	
4.	<p>Actions and matters arising from previous committee meeting 9/9/24 Not on the Agenda.</p> <p>10 Year Plan –Once the busiest time of the year coming up to the AGM had been navigated the Chairman would reconvene the sub group with its existing members. (see also Minute 8 AGM)</p> <p>Corporate Events –The process, structure and cost of these events needs to be reviewed for 2025. Robert, Sue and key individuals involved in organising these events to review for 2025.</p> <p>Floodlight Repairs – With the tower now back, Fred is willing to do the electricals if the unit is lowered. The supplier has agreed to swap out faulty unit under 3-year guarantee. A suitable time to organise a work party is required, to complete the work ideally before floodlit bowls on Friday Nov 15.</p>	<p>Chairman – To arrange meeting after the AGM</p> <p>R Longstaff / Sue Byrne / Tom Waring - To review organisation and cost of corporate events going forward.</p> <p>Chairman – To organise working party for 9th Nov.</p>



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	<p>Membership Renewals Sub Group – Letters to Full, Social & Winter Members have been redrafted and circulated to the sub group with the aim of reporting at the November Committee meeting</p> <p>Club Jacks – Hon. Treasurer to check with Tom Waring where the recently purchased Jacks were purchased from. It is hoped that the supplier will exchange the grass jacks for the slightly heavier carpet Jacks.</p> <p>New Parasol- Two new parasols have been purchased in the autumn sales at a cost of £34 each (normally £82). New bases (25kg) to be purchased next year. The temporary strut repair has been ineffective and a new method is now being tried.</p> <p>Phone line repair – After very considerable efforts by the Chairman, Open Reach now had the correct postal address for the Club. An engineer had visited and rectified the fault off site</p> <p>Stepping up to Captain for the day – Mike Fuller has offered to produce two Captain’s responsibilities lists. One covering the full responsibilities of the League / Club Captain and a second covering the responsibilities on match day.</p> <p>Purchase of new gardening tools – Funding agreed at last meeting.</p> <p>Club Competitions – Charles Moorley Competition Secretary Following feedback from Committee members at the September meeting the Competition Secretary had sourced & arranged for engraved paperweights, to be awarded to runners up. The additional cost of this provision (about £60) to be borne by the club. There was a brief discussion as to the 2025 competition fee which was agreed to be set at £3.50.</p> <p>Charles would prepare for general circulation a short piece to advertise this to encourage attendance at the Awards evening. Derek had ordered the lettering for the competition boards including ‘OCSMBA Div 2 Runners Up’. Draft menu produced for approval.</p> <p>Cadman Day The Chairman reported a successful day due to the flexibility of members, and numerous people stepping forward in various capacities. Although the numbers were down and there was no final to focus on it was a tight finish. The raffle raised £86. It is suggested that the entry fee be reviewed next year to reward second place.</p>	<p>Hon Sec Report – November Meeting</p> <p>Hon. Treasurer – To check where Jacks were purchased from. <u>ACTION OUTSTANDING</u></p> <p>Chairman - To report back on strut repair and purchase new bases as & when</p> <p>Action completed</p> <p>Action completed.</p> <p>Hon . Treasurer – To update Committee at October meeting ACTION OUTSTANDING</p> <p>Competition Secretary; Prepare short piece to advertise runners up awards</p>
5.	Treasurer’s Report – Andrew Eastgate.	Hon Sec to request from Hon Treasurer



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	<p>Treasurer's Report (07/10/24) Barclays Community Current Account £14319.75 Deposit Accounts £48102.26 (Barclays = £22722.88 + £928.81 + £123.21 = £23774.90 Teachers B/S = £20577.36 + £3750.00) Petty Cash £5.78 Bar Petty Cash £0.00 Key Deposit £829.60 Newbury B. S. £63116.00 Ring-fenced for carpet replacement Total cash assets £125543.79 Does not include key deposits.</p>	
6.	<p>Bar Managers Report – Charles Moorley. 7/10/2024 Takings for September were £679 down from last year circa £1000. 50/50 cash to card payments. The Club feeling the financial consequence of a much-reduced Friday night social programme. New bar tariff implemented 1st October 2024 which was likely to increase receipts by 25%.</p>	
7.	<p>Safeguarding No further actions required by Bowls England at present. Nothing to report internally from KB&S BC at this time.</p>	
8.	<p>AGM- Member Proposals under item 7</p> <p><i>Two responses had been received in response by October 3rd to the formal letter of 26th September notifying members of the 2024 AGM:</i></p> <p>10 year plan</p> <p><i>The member requested that under Item 7 the following proposal be put to the Meeting.</i></p> <p><i>"That the incoming Management Committee, together with the Membership, form a Focus Group tasked with preparing a rolling 10-year plan to establish the future requirements and development of the Club. The plan to include a yearly Action Plan.</i></p> <p><i>In the first instance the Management Committee reporting back to the 2025 A.G.M. or, if considered more appropriate an E.G.M., seeking members support and approval of the way forward."</i></p> <p>Referring to item 4 earlier, Members noted that there a sub group was already formed and that the Chairman had an action to reconvene the group. Whilst the member had followed the process and requested this item on the AGM Agenda it was felt that the matter was already in hand. Charles Moorley kindly agreed to speak with the member to more fully explain the position, especially that in the past 12 months the priority for the committee was enabling the Club to function in the short term.</p>	<p>Charles Moorley to speak to the member concerned and liaise with the Hon Sec as to the AGM Agenda</p>



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<p>Q & A session at the AGM</p> <p><i>Two other members jointly had proposed:</i></p> <p><i>‘We propose that every AGM should include a short time allowance (maybe max of 20 minutes) for a 'Questions and Answers' open session from Members (no need for prior admission). It may or may not be used by the Members present, but it gives them the opportunity to do so. It is not to be used as an opportunity to criticise the committee or arguments but used for a transparent information/idea exchange. The National Trust includes this in their AGM and it proves to be most interesting and helpful in keeping members up-to-date with information.</i></p> <p><i>The AGM is the only one time where many Members come together and therefore should be able to talk about anything relating to their club, which other Members may also be interested in knowing the answer. ‘</i></p> <p>The Committee discussed in some detail with reference to formal business that must be transacted at the AGM, recognising that this was also an occasion when the majority of the Club were gathered. It was proposed that the formal AGM could be closed and followed by informal and short Q & A session, prior to the Ploughman’s supper. It was felt that it would useful to have advance notice of any questions to make the session productive and any research undertaken beforehand. This was Agreed and the Hon Sec requested to communicate this to the members when the final AGM and 2024 accounts were circulated.</p> <p>Other</p> <p>Andrew Eastgate had provided the 2024 Annual Accounts certified by Independent Examiner to the Hon Secretary. Charles Moorley, Brian Garside requested early sight of the Accounts.</p> <p>Only one additional committee nomination had been received:</p> <p>Yvonne Longstaff - Ladies Captain</p> <p>Photocopying</p> <p>The Hon secretary would arrange 50 copies of:</p> <p>Agenda (once 10-year plan issue resolved) Captains’ reports 2024 Annual Accounts</p> <p>And circulate electronically ahead of the meeting</p> <p>Post AGM - Job descriptions to be reviewed. Charles to prepare a JD for Competition Secretary</p>	<p>Hon Sec to communicate to members the Q & A session</p> <p>Hon Sec to provide advance copy of 2024 Accounts</p> <p>Hon Sec to arrange photocopies of documents</p> <p>Charles Moorley prepare JD for Comp Sec.</p>
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		Hon Sec/Chairman -Review all JDs
9	<p>Membership - Previously approved by e mail:</p> <p>New Winter members Ray Park Wendy Park</p> <p>New full Member Ken Clark</p> <p>Winter members not rejoining Paul Curtis Lawrence Dunn (transferring to Social member)</p>	
10	<p>Green Management</p> <p>Previous actions from September minutes carried forward- <i>'Dales suggest we lift a paving slab at a corner to see what is behind the carpet. It might simply be in need of vacuuming out and re-sticking'</i></p> <p><i>'Rink markers need replacing. They are thin plastic strips and some have lost the Velcro or have snapped'</i>. The Chairman has purchased replacement material which needs to be cut into length and fitted.</p> <p>Moss- in certain place the green needs treating with Qualgex. Brian raised the possibility of applying a different formula eg 'Mossgo'. It was agreed to undertake an experiment in the 'upstand area'. The Chairman would organise a working party.</p> <p>Member e mail to Hon Sec extract : <i>'The Committee have redesignated the role of Green Keeper to Green Coordinator with no job description....the club has always had a greenkeeper and one should be appointed now... other clubs have to employ external contractors at great cost....the next few years will be critical as the carpet wears.....the Management Committee may be able to get away with managing the maintenance programme but a "hands on Green-keeper"....is the best option. Dumbing down the title of Green-keeper helps no-one, there is a role for a Coordinator and undoubtedly would be a useful support'</i></p> <p>There was a robust discussion and many views expressed. The Hon Secretary expressed unease about the tone of this e mail. The Committee had strived in vain for 12 months to find a 'green keeper' and have managed a very difficult situation, led by the Chairman. In previous meetings a new business model has emerged for catering and green management, with a 'team leader' or 'coordinator' who would not be solely responsible rather lead a number of volunteers drawing upon expertise within the club. We are now in the very fortunate position that, after much thought Robert Woodford, has agreed to take on in a 'coordinator' role and once back from</p>	<p>Chairman/Andrew Eastgate- To lift paving slab to identify the extent of the problem.</p> <p>Chairman – To fit replacement rink markers.</p> <p>Chairman-Organise a WP to apply moss treatment, 9th Nov</p>



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	<p>holiday a job description will be developed. Charles Moorley kindly agreed to speak with the member to explain the back ground to present situation.</p>	<p>Charles Morley to speak with member</p>
11	<p>RCBB President v Senior VP Match -The Hon Secretary had received a letter from Richard Heathman, RCBBA hon Fixtures Secretary proposing a match at KB&S BC on Thursday 11th September 2025 as part of the Celebration Match Program 2025. This would be a Men only match followed by a two-course meal arranged by the Club. A <i>second</i> MIXED game was proposed President v KB&S BC. It was agreed to accept the sept 11th date on the basis that the catering requirements were more modest than first thought, e.g. ham salad with dessert. The proposal for a mixed game was very much welcomed with a request that it be mid-season. The Hon Sec would liaise with our Fixtures Secretary and RCBBA.</p>	<p>Hon Secretary – To liaise with KBSBC & RCBBA Fixtures Secretaries.</p>
12	<p>RCBBA Late Affiliation fees- The Hon Secretary had circulated the auto invoice generated by the new RCBBA system. It was gratifying to report that there was excellent correlation between the Club’s membership listing and the RCCBA affiliation information, although some diligence is required to keep these in step. The club had received a correct net invoice of £22.</p>	<p>Action-Hon Treasurer to pay RCBBA invoice</p>
13.	<p>Grounds Report – Tomorrow Jack Gordon is meeting with local tree surgeon Chris Taylor to scope the work for ‘lifting’ and ‘topping’ the Lawsoniana trees in the car park. The trees are owned by the club who would be liable in the event of a falling branch damaging property or a person. The Hon Sec requested a second quote be obtained as a matter of good governance. Others were more relaxed as the contractor is well known and offers the club advantageous rates. It was agreed that a full report be brought to the next meeting</p> <p>Cordless strimmer-Robert Longstaff had undertaken some research as had Peter Fisher. A costed proposal & justification to be brought to the committee.</p>	<p>Chairman/jack Gordon– Report on scope of work and cost</p> <p>Andrew Eastgate/Jack Gordon - Costed proposal with justification to be made to the committee for a new cordless strimmer.</p>
14.	<p>‘Bonfire Night Bowls’-The John Blandy School are not holding a bonfire and fireworks night this year. Dates for floodlit bowls only were discussed and Friday Nov 15th settled upon. Charles Moorley very kindly agreed to provide soup and a roll. The Match Booking system would need to be updated.</p>	<p>Hon Sec liaise with Steve Fraser Chairman – organise soup cooks & servers</p>
15	<p>Suggestions – Andrea Goddard A ‘posh pudding & prosecco’ night was proposed. Andrea sought agreement to place an advert on the board to gauge likely take up. This gave rise to the need for a coordinated Friday night Social programme but as ever we are light on resources to take on this task.</p>	
16	<p>AOB Claire Farrar - had on behalf of Tom Waring brought a request that Winter Members be eligible for club keys. After some discussion it was agreed to</p>	<p>Hon Sec Place Level 2 Hygiene Certificate on next Agenda</p>



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leave the rule as it is, primarily because of the administrative burden to recover and reissue keys each year. Most days of the week the gates are open. More information on which days these were needed to be made available to Winter members.

Mike Fuller - asked who would provide the information to the KBS Village Newsletter now he was standing down.

Robert Longstaff – *'CARRIED FORWARD* Robert will look into the Club's requirement for someone to hold a Level 2 Food Hygiene Certificate. He has identified several companies who offer the course / certificate for £25 /£30. Robert asked if the Club would pay for this. The Committee agreed.

Tom Byrne – The Kennett League AGM will be held on Sunday 3rd November at 10.30. The proposal to reduce from 4 rinks to 3 rinks looked like failing at the AGM.

Andrew Eastgate - Day of the week for MC meetings. Suggestion to change to a Thursday night in Winter or possibly a Tuesday. After a brief discussion it was decided to defer this item to the new Committee.

Charles Moorley – we need to decide fees and comp fees before the renewal letters are signed off.

Derek Rees - Proposed a vote of thanks to Mike and Jean for their long service to the committee which was greeted with applause.

Hon Sec- Place on next Agenda

Tom Byrne – Attend Kennet League AGM 3rd November.

DATE of NEXT MEETING

Monday 11th November 2024 at 7pm in the CLUB HOUSE