



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 8th July 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
Mike Fuller - Club Captain	Robert Woodford – Committee Member
Jean Potter – Ladies Captain	Vacant – Catering Manager
Tom Byrne – Men’s Captain	Vacant – Green Keeper

	Meeting Chaired by Derek Rees	ACTIONS
1.	Apologies – Brian Garside, Charles Moorley, Robert Longstaff. Hon. Treasurer not present at the meeting.	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 10/6/24 Proposed by Claire Farrar / Ernest Bratt and agreed by the Committee.	
4.	Actions and matters arising from previous committee meeting 10/06/24 Not on the Agenda. H&S Risk Assessment Review. <ul style="list-style-type: none">David Butler is in the process of cleaning the slabs surrounding the green. Junior Recruitment Project – 10 Year Plan – Sub-group to reconvene. Membership Application – Hon. Secretary has contacted Carol Smith welcoming her as a new member to the Club. Ashley Baker Gala Day – Three Triple Teams have entered this event which will take place on 15 th September. A fourth team are keen to play if further entries become available.	Work continues. No progress to report Derek – To arrange in due course. Completed. Completed.



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	<p>Corporate Events - A minimum of 24 people will be required in future before further Corporate Events will be considered. This is due to the amount of work involved by club members to make this a successful and worthwhile event for visitors. Sue Byrne questioned if these events could continue without a dedicated catering lead, or at least someone within the club who holds the <i>Level 2 Food Safety Certificate</i>. Currently no one holds a valid certificate. The required food safety standards continue to be maintained within the Club but no one currently holds the 'official' qualification.</p> <p>Floodlight Repairs – Due to the continued damp weather it has been difficult to establish if / where the shorting of the flood lights is triggered. The Flood lights have not been used over the last few weeks to see if the problem has resolved itself.</p> <p>Membership Renewals Sub Group – The sub group met on 17th June. Further draft of renewal timetable is in hand with consideration of separate letters for different membership groups. Report to Management Committee will be available Sept/ Oct.</p>	<p>Action – Remains open. Review next meeting.</p> <p>Report - Sept / Oct Meeting</p>
<p>5.</p>	<p>Treasurers Report – Andrew Eastgate. 08/07/ 2024</p> <p>Barclays Community Current Account £13,429.54 Deposit Accounts £48,013.68 (Barclays: £22,638.22 + £925.35 + £122.7 = £23,686.32 Teachers B/S: £20,577.36 + £3,750.00) Petty Cash £9.98 Bar Petty Cash £0.00 Key Deposit £829.60 Newbury B. S. £63,116.00 – Rin- fenced for carpet replacement Total cash assets £124,569.20 - Does not include key deposits.</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 at the May Committee meeting if a third party agent has been used to secure electricity contacts in recent times? If so, compensation could be due.</p> <p>a) Vale of White Horse District Council S106 Funding for LED Floodlights. Kingston Bagpuize & Southmoor Bowls Club has received confirmation of funding towards the improvement of the outside LED Floodlights. £1,518.15 will be released in due course. KB&S BC Management Committee voted and unanimously agreed to comply fully with the terms and conditions of the S106 funding. KB&S BC are delighted to receive this funding and thank the</p>	<p>Hon. Treasurer - to confirm contract.</p> <p>To Check with Hon. Treasurer if a third party agent has been used.</p>



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	<p>VoWH District Council for their financial contribution. Thanks also to the club Chairman for his commitment to securing the funding.</p> <p>b) AGM Accounts 2023 & 2024.</p> <p>Hon. Treasurer not present to update the Committee ref: the sign off of Financial Accounts by the external examiner.</p>	<p>Hon. Treasurer - to report back at next meeting.</p>
<p>6.</p>	<p>Bar Managers Report – Charles Moorley. 8 /7 / 2024</p> <p>Takings in June totaled £1,173, which is probably a record. Of this, £730 represented card payments.</p> <p>Stock levels at the month end were fairly high, though given the level of turnover Charles is having to re-stock frequently. Charles will be able to drive again by the end of next week, which will make things easier.</p> <p>Because one of the two stock red wines became unavailable, Charles held a tasting of six possible replacements at last Friday’s Club Night, which was enjoyed by the eight people who turned up. Four of the six wines were eliminated, and Charles will be stocking up with one or other of the preferred wines. Despite the wet evening, the lure of the Euros (though not England), and the short notice, it was disappointing that so few people turned up. Charles would think twice before doing anything similar in the future.</p> <p>Because so few did attend, there are four unopened bottles of wine in the kitchen, which can be considered the Bar’s contribution to the Club raffle prizes. The Committee thanked Charles for giving his time for the wine tasting and for his contribution to raffle prizes.</p>	
<p>7.</p>	<p>Safeguarding – Sue Byrne</p> <p>Bowls England Safeguarding Survey results: 36% of Clubs responded to the survey. 91% Counties responded. 29% Clubs have a safeguarding officer. 69% Counties currently have a Safeguarding Officer. 24% Safeguarding concerns have been raised to Bowls England. Bowls England would like to emphasize the importance of designating a Safeguarding Officer at club level. Having a designated Safeguarding Officer at club level creates a safe space for open communication – a healthy environment for a bowling environment. All safeguarding concerns should be reported to Bowls England. Based on feedback Bowls England are busy creating the resources needed including further Safeguarding training.</p> <p>Claire Farrar mentioned that she has received a <i>Vulnerability form</i> from Oxfordshire Short Mat Bowling Association which can be used by OCSMBA, KB&S for members within the Club who would like their vulnerability noted. Claire to circulate to Committee members. Hon. Secretary in particular would like to know what information the form asks for, to ensure that it complies with KB&S BC GDPR policy.</p>	<p>Claire Farrar: Circulate OSMBA vulnerability form</p>



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<p>8.</p>	<p>In Memoriam Board – Progress Report Hon. Treasurer not at meeting to update regarding the progress of updating the Memoriam board.</p>	<p>Hon. Treasurer – To provide progress report at next meeting.</p>
<p>9.</p>	<p>Report OCSMBA AGM – Claire Farrar, Short Mat Captain. 18/6/24 The recent AGM for Oxford Short mat was well attended with representatives from most clubs KB&S included. The committee were pleased to be able to announce after a concerted effort last year that there has been an increase in members registered to play for the Oxford Short mat teams. There are now 526 registered members. OSMBA’s safeguarding policies will become a combined policy covering both adults and children, and the age at which children can be registered will drop from ten to eight years of age. There has also been an increase in entries to both county and national completions 49% and 66% respectively. Due to the increase going forward there will be a set of games played per day. There has been a good uptake of people joining SPOND with some clubs having 100% of members signed up. This is a very efficient way of disseminating information, to all members, all clubs should encourage members to join. There was discussion around dress code, with the decision being that everyone should wear club shirts unless it is a new member playing who has not yet obtained a club shirt. In this case the committee should be informed. Team registration and payment is due by the 31/07/2024 Claire will contact all KB&S members who have traditionally played Short mat asking them to sign up again for this year’s Short mat League. Should any new member decide to play for the League in the months to come, this will not be a problem and Claire can notify OCSMBA with any additional names.</p>	<p>Claire Farrar - To contact KB&S Short mat players ref registration for this year’s SM League.</p>
<p>10.</p>	<p>Cadman day - Sat 13/07/24 The numbers who have signed up to play in this year’s Club Cadman day are very low. Only 18 members are currently down to play and a further 22 are unavailable. Unfortunately, 18 is insufficient to make the full day Gala event viable. The Chairman has recently emailed members asking for more players to come forward. After much discussion, and with great reluctance the Committee reached the decision to cancel this year’s Cadman day. This was proposed by Claire Farrar, seconded by Jean Potter and agreed unanimously by committee. Mike Fuller will notify those who have signed up to play through the Match booking system. The Chairman will notify KB&S members via email of the Committees decision.</p>	<p>Mike Fuller – Contact players via the match booking system. Chairman – to notify Club members that the event is cancelled.</p>



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<p>11.</p>	<p>Open day with Potters Bowls Shop 03/08/24 Hon. Secretary has contacted local Bowls Club twice informing them of our open day and Bowls shop. No club has responded to-date. Currently only 5 KB&S members have signed up to play that day. There followed a lengthy discussion about the format and plans for the day. Concerns were raised about the sole trader travelling some considerable distance with no guarantee they would have a profitable day. A decision in principle was taken by the Committee to cancel the Bowls Shop on the 3 August if numbers do not increase sufficiently, but subject to conferring with Steve Bryan, and allowing more time for Club members to support the event on the match booking system. The Hon. Secretary will keep other clubs informed. It was suggested that we could have a Bowls shop on-site at the Captains Plate or the Club Closing day. Inviting the Bowls Shop at Lyford was mentioned.</p>	<p>Chairman - to speak to Steve Bryan ref: committee decision in principle Chairman – To communicate via Club newsletter. Hon Secretary - To keep other clubs informed.</p>
<p>12.</p>	<p>Club Presentation Evening 01/11/24 Sue Byrne It has been agreed that Delicious of Wantage will provide the catering for the Presentation evening on Friday 1st November. This booking is now confirmed. James Hart will provide a choice of three main courses and has agreed to provide a choice of three desserts as well. James and team will set the room up with tables and will provide table linen. He produces the food off site and will bring it to the hall for serving. Coffee will be served after the meal. The hall and kitchen have now been booked from 5.30pm to allow time for setting up. It was agreed by committee to bring the timing slightly forward. Agreed that everyone will meet at Marcham Centre for a pre-dinner drink at 6.30 at the bar and the meal will be served at 7pm. This should allow plenty of time for the Presentations after dinner. Tom Byrne has spoken to the Bar manager at Marcham Centre and has been assured that wine for the table will be very reasonably priced.</p>	<p>Sue Byrne – To liaise with James ref earlier start time. Chairman – To ask that a ‘<i>save the date</i>’ message is in the Club Newsletter every month to remind people to put it in the diary.</p>
<p>13.</p>	<p>Refreshing Clubhouse Decoration – Steve Bryan Steve has written to Hon. Secretary suggesting that the Clubhouse is looking tired and in need of a makeover. He suggested removing the Bannerettes and pendants from the walls, which highlight where a previous generation played and won bowls competitions. Following a considered discussion the Committee felt that in line with other local Bowls Clubs the banners and memorabilia on display are part of the clubs heritage and history. It was acknowledged that some cosmetic painting and sprucing up was necessary in places. Derek agreed to speak to Alan Hall to see if this would be something he would be willing to take forward with help.</p>	<p>Hon. Secretary – to Report back to Steve Bryan. Chairman – To liaise with Alan Hall ref ‘sprucing up’ the Clubhouse in places. i.e. skirting boards, Bar door some areas of wall.</p>



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<p>14.</p>	<p>Vacant positions: Green Keeper / Catering Manager / Competition Secretary. Robert Woodford is currently considering taking on aspects of the Green Keeper role. Robert's wife who is computer literate has offered to help with the Green maintenance rota. Robert quite rightly is reluctant to take on the role single handed. It was discussed that a change of title to something along the lines of <i>Maintenance Lead</i> or <i>Green Maintenance Co-ordinator</i> would help; thus implying that the role was the head of the team signed up to green maintenance. The role would co-ordinate and supervise the weekly and seasonal routines undertaken by the green maintenance team and ensure the ongoing condition of the carpet and equipment. The Committee are delighted that Robert is considering taking on the role. There are lots of experienced members who can help and advice and ensure that this is not a role undertaken in isolation. Catering manager replacement. No progress to-date. Competition Secretary. Charles Moorley will be stepping down from this role at the end of the season. He has agreed to continue in post for the rest of the season until the Club Competitions are completed. A replacement will need to be found at the next AGM.</p>	
<p>15.</p>	<p>Green / Grounds Report: As the Green is looking in good shape and the 'tiger striping' water marks are slowly fading, the proposed plan of a post-season resumption of power washing areas requiring it, and an overall application of Qualgex still applies. Brian Garside was asked to review the <i>Billy Goat</i> outdoor vacuum which he mentioned at the previous committee meeting. The LB352 machine has a small petrol engine which is recoil started and is self-propelled. Price £1,190 inc VAT. Initially the machine looked promising but on speaking to the UK suppliers it is only suitable for dry conditions. The collecting bag is a cloth material, acts as a filter and may become clogged if used in the wet: it cannot hold water. The mission to find a new suitable wet /dry machine continues. Grounds & Gardening Group Report. Jack Gordon Mike Newman & Jane Fry have kindly volunteered to 'adopt' the carpark area and adjacent borders. They will need support for this and Lynne Larkman has offered to help. They suggest that the hand-held gardening tools should be kept in the old Bowls Store. The larger equipment will remain in the steel container. Mike has kindly donated a Bow Saw which is now in the Bowls store. Alan Hall has cleared the area outside the gates and ground covering sedum will be planted there. Charles Moorley has 'adopted' the Catalpa near the bowls store and will maintain it as appropriate. This tree was planted some 20 years ago in memory of the Archers. The Japanese Cherry (The Peter Beeson Memorial tree) in the grass near the Bar boarder is in need of pruning.</p>	<p>Brian, Charles, Derek – continue to look for a W&D machine</p> <p>J</p>



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	<p>Jack has undertaken an inspection of the grounds and has identified areas of serious attention. Hard pruning, weeding and in some cases removal of branches etc.</p> <p>Jack plans to hold another meeting of the Gardening group on 12th July and hopes for good attendance.</p> <p>Derek commented about the two Sycamore and Ash trees on the borders of the bowling green. These trees are the culprits which leave their seed pods strewn across the bowling carpet. Discussion followed regarding the pros- and- cons of removing these two particular young trees. Robert Woodford knows of a local tree surgeon who may be able to offer advice and help in this matter. It was suggested that Robert liaises with Jack Gordon about this in the first instance.</p>	<p>Jack Gordon – To update committee at next meeting</p> <p>Robert Woodford – To discuss the removal of the Sycamore & Ash tree with Jack Gordon.</p>
<p>16.</p>	<p>Suggestions: To apply for RCBBA Bannerette game 2025. Peter Rogers will be President.</p> <p>In principle the Committee felt this was an excellent idea as it is considered to be an honour to host such a County event. It would be particularly meaningful now that Peter is a member of KB&S. Concerns were raised regarding the catering for this event. One suggestion was to out-source the catering if insufficient help could be found within the club to organise this. Derek agreed to speak with Peter to gain a little more insight regarding what would be involved.</p>	<p>Chairman – To liaise with Peter Rogers ref: what would be involved in hosting a Bannerette.</p>
<p>17.</p>	<p>AOB</p> <p>a) Club Jacks - Derek Rees</p> <p>The Club at some point purchased 10 new Jacks. It has been discovered that the Jacks are actually weighted for grass rather than a carpet surface. The Jacks are unused and still in the original box. Derek agreed to contact the supplier to enquire if these could be exchanged for the slightly heavier carpet Jacks.</p> <p>b) Club phone-fault</p> <p>It has been reported by a member that the Clubhouse phonenumber is crackling making it hardly usable. Derek has checked the phone itself which appears to be fine. Derek will contact BT to investigate further.</p> <p>c) Wi-fi at the Club - Claire Farrar</p> <p>Claire suggests that Wi-fi at the Club should be considered again. Would Wifi help speed up the SumUp pay machine? It was agreed to explore the cost of Wifi connection. This is probably a good time to investigate in parallel with the phone problems.</p> <p>d) Provision of rubbish & waste bin on site - Claire Farrar</p> <p>Bar volunteers in particular are expected to take home several large bags of glass bottles and beer tins to dispose of in their home recycling bins. This issue has been raised before but those present had no history to why this problem had not been resolved. It was suggested that Hon. Secretary</p>	<p>Chairman – To contact supplier ref: exchange of new Jacks.</p> <p>Chairman – To contact Phone line provider.</p> <p>Chairman – To cost Wifi connection.</p> <p>Hon. Secretary - To discuss use of Waste Bins at the Club with the President and</p>



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<p>discussed the matter with the President who would have an understanding of any issues involved.</p> <p>e) Events: Posh BBQ - Claire Farrar The date of the BBQ will now be 30th August. This will need to be advertised in the Newsletter and via email.</p> <p>f) Short mat game v Faringdon in memory of Frances Rothwell. In previous years KB&S have played two friendly Short mat games against Faringdon BC. Two years ago Frances and Gordon Rothwell purchased a trophy for the winners of the two games. Faringdon would like to continue to hold this match annually and would like the trophy to be called the Frances Rothwell trophy.</p> <p>g) Markers course The next two markers courses will be held at Whiteknights on 24th November 2024 & 6th February 2025. Hon. Secretary will advertise these opportunities in due course.</p> <p>h) Lady Players Jean Potter Jean mentioned she has been struggling to find sufficient lady players for Ridgeway games this year. Jean also mentioned that if the Club decided to hold a Bannerette in honour of the 2025 County President , that this event has historically been an all-male team. Derek agreed to liaise with Peter Rogers to see if this is still the case.</p> <p>i) Exploring Bowls Tours. Claire Farrar Claire has explored various options for future Bowls Tours in the UK and abroad. There appears to be little appetite within the Club to go on tour and therefore Claire has decided to stop looking.</p>	<p>contact VOWH for information</p> <p>Chairman – To advertise the Event in the next Newsletter.</p> <p>Hon. Secretary – to advertise the Markers courses and display the details in the Clubhouse.</p> <p>Chairman - To speak to Peter Rogers ref: Presidents Bannerette event.</p>
<p style="text-align: center;">DATE of NEXT MEETING: Monday 12th August 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>