



# 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 8<sup>th</sup> April 2024, 19.00 pm Club House

### Minutes

#### Members present:

Brian Garside- President	Sue Byrne – Ladies Secretary / Safeguarding Officer
Derek Rees - Chairman	Claire Farrar – Short Mat Captain
Ernest Bratt – Hon. Secretary	Robert Woodford – Committee Member
Mick Fuller – Club Captain	Charles Moorley – Bar Manager
Tom Byrne – Men’s Captain	Vacant – Green Keeper
Jean Potter – Ladies Captain	Vacant – Catering Manager

Meeting Chaired by Derek Rees		ACTIONS
1.	Apologies – Robert Longstaff, Andrew Eastgate	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 29 /2 /24. Charles Moorley / Claire Farrar and agreed by Management Committee subject to amending the date from '29 to 1/2/24'.	
4.	<p><b>Actions and matters arising from previous Committee Meeting 29/2/24 Not on the Agenda.</b></p> <p><b>AGM Financial Report</b> – Scheduled to be updated.</p> <p><b>Club Insurance</b> – Oxford Roofing and Maintenance Co. has reviewed the condition of the felt roofs. Roof 1. (changing rooms) Large flat roof, no immediate work required. Roof 2. (dry equipment shed) Showing signs of wear and starting to bubble, new roof required. <i>To remove and dispose of old felt roof and supply and fit high performance mineral felt torch on cap sheet to flat roof.</i> £680. Roof 3. (Jumble / bowls shed) The roof has lost all of its mineral and tar, so membrane is exposed. New roof needed. <i>Removal and disposal of side trims</i></p>	<p><b>Hon. Treasurer – Action outstanding. Hon Sec to email Hon Treasurer to express concern.</b></p> <p><b>Completed.</b></p>



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<p><i>and old mineral felt and supply and fit new high performance mineral felt torch on cap sheet to felt roof: £1550.</i></p> <p>Roof 4. (Cleaning shed) The roof has a lot of moss growth and nail holes are coming through, signs of bubbling. <i>Cost to remove and dispose of flat roof felt and supply and fit new high performance mineral felt torch on cap sheet to flat roof. £985.</i></p> <p>Total : including 20% VAT. £3,858.00</p> <p>General feeling is that the rework is not urgent. Moss to be removed from cleaning shed (roof 4). The Jumble shed is in worst condition. All should last until next summer.</p> <p>It has been suggested that further quotes are obtained from local roofing companies.</p> <p><b>Club Marketing</b> – Tom Waring has placed an advert for 10 editions in the Kingston Bagpuize and Southmoor Newsletter.</p> <p>The same advert and a summary of club activities, (based on the Club website) has been sent to Sheila Dunford, Marcham Society, for inclusion in a revised Marcham Village welcome pack.</p> <p><b>Draft Fixtures list</b> circulated to Committee and League Captains. Some anomalies found, corrected and passed back to Steve Bryan who then sent to the printers. Copy sent to Steve Fraser who has now loaded the Match Booking page. Fixtures booklets have been received and will be available soon.</p> <p><b>H&amp;S Risk Assessment Review.</b></p> <ul style="list-style-type: none"> <li>• <i>The new fire extinguishers are now secured in place.</i></li> <li>• <i>David Butler is in the process of cleaning the slabs surrounding the green.</i></li> </ul> <p><b>Social Programme 2024</b> – Events suggested to-date include: Whist, Bingo, Board Games, Quiz, Wine Tasting, Coffee Morning. Hon Sec expressed concern that an undue burden is falling on the Chairman and that the club needed a social programme coordinator.</p> <p><b>Confirmation of Outstanding Fixtures</b> –</p> <p>Pre-season match with Oxford City &amp; County – No pre-season match organised.</p> <p>Friendly match with Milton Hill - Due to rearranging the 1<sup>st</sup> round of the Club Triples to avoid the Jumble Sale, the only weekend available is 1<sup>st</sup> June. Milton Hill BC are fully committed but suggest a post season or pre-season match next year.</p> <p><b>In Memoriam board</b> - Having spoken to Gary, Christine Vail's name will be added to the Memoriam Board. It was noted that Irene Underhill's name</p>	<p><b>Completed.</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>David Butler – Action in progress</b></p> <p><b>Chairman</b> – In the process of pulling together a social events programme for the forthcoming year.</p> <p><b>Completed.</b></p>
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	<p>should also be added to the Memoriam board. Andrew Eastgate has ordered more letters which should arrive in the next few days.</p> <p><b>New KB&amp;S Bowls Stickers</b> – Bowls Stickers are supplied free of charge to new members and replacements are now available free of charge. The stickers are kept behind the bar. This was mentioned in the recent Newsletter.</p> <p><b>Complaint</b> – Following a complaint from a local pedestrian ref. the speed of cars approaching KB&amp;S BC. Hon. Secretary has written to the Parish Council regarding local speed limits and the lack of pavements along the Oxford Road. Apparently Oxford County Council are planning to implement 20mph speed limits in Kingston Bagpuize within the next twelve months. The enquiry regarding pavement provision was passed onto another department within OCC. The Parish Council clerk commented that: there is a condition in the forthcoming legal arrangement (section 106) regarding the future development east of Kingston Bagpuize to provide a pavement in the area. It may be some time however before this materialises.</p> <p><b>Bowls Coaching Qualification</b> – Andrew Eastgate has recently qualified as a Level 1 Coach.</p> <p><b>GDPR Privacy Policy</b> – GDPR document in pdf form has been circulated to all members and a copy of the policy has been added to the club website. A hard copy of the policy is on the wall by the Meg Plass blackboard.</p>	<p><b>Andrew Eastgate</b> - to update Memoriam board.</p> <p><b>Completed.</b></p> <p><b>Completed.</b></p> <p><b>Andrew</b> - to liaise with Steve Fraser ref coaching sessions for members. <b>Hon Sec</b> to email Steve &amp; Andrew</p> <p><b>Completed</b></p>
5.	<p><b>Bar Report – Charles Moorley Bar Manager 8<sup>th</sup> April.</b></p> <p>Takings for February/March combined were about £790, which is about £60 less than last year. There were no social events in the Clubhouse during this period, although there was floodlit bowling.</p> <p>No cash was available to the Treasurer as Charles has heavily re-stocked with wine, buying about nine dozen bottles, mostly red. The receipts for some of these have been held over until April because takings were not sufficient to cover total expenditure.</p> <p>Charles has continued with the policy of buying better quality of wine, and the Californian Zinfandel of which has been bought in some quantity and has been well received. Charles does not expect to have to buy any more wine until close to the end of the season, although this will depend on what activities may be arranged in the Clubhouse during the season.</p> <p>Charles mentioned the possibility of increasing prices to cover the increased cost especially of wine and beer, although he noted that the price of full-fat Coke is now double what was paid last month for diet Coke. Certainly our profit margins are reduced on alcoholic drinks, though they remain high on most non-alcoholic. To maintain margins we would need to add 50p to Doom Bar and Old Speckled Hen, and at least 50p to a large glass of wine. However, if possible Charles would like to delay any price increases to see whether we can maintain income though increased sales, and to revisit the question of prices in a couple of months.</p>	



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	<p>The bar rota for the next six months has been sent to all volunteers. The number of volunteers remains unchanged – Alan Holmes has stepped down, but Peter Rogers has joined the team. Charles has put a double crew on most last Fridays in the hope that there will be social events arranged. After discussion with Geoff Prichard I bought a plinth fan heater for the bar, and Geoff and Fred will install it over the summer – the need for it has passed until next autumn.</p>	
6.	<p><b>Treasurers Report – Andrew Eastgate. 29/2/2024</b></p> <p>Barclays Community Current Account £12,784.42          Deposit Accounts          £47,837,925.42(Barclays = £22,553.87 + £921.90 + £122.29 = £23,598.06)          Teachers B/S = £20,577.36 + £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 £123,852.67 - Does not include key deposits.</p> <p>Hon. Treasurer not present to confirm that the new 1 year fixed term electricity contract had been secured.</p> <p>Our insurers, Sutton Winson, have offered £10 per quote via them for home and car insurance (£20 if taken up).</p>	<p><b>Hon. Treasurer</b> – to secure new Fixed 1 year Electricity Contract.</p> <p><b>Chairman</b> – to mention this in the next Club Newsletter.</p>
7.	<p><b>Card Machine – SumUp / Zittle</b></p> <p>SumUp Card reader. The machine is still not operational and is causing both club members and the bar manager some considerable frustration. Hon. Treasurer has set time aside to liaise with the company about this outstanding issue. Charles Morley has offered to speak to Andrew to see if he can help resolve the problem. Zittle is another company offering a card reader but this relies on the use of a mobile phone. There are other card readers available but these require internet connection.</p>	<p><b>Bar Manager</b> – to liaise with Hon. Treasurer to help move this issue forward.</p>
8.	<p><b>Club Opening Day – Mick Fuller</b></p> <p>To-date 32 members have entered the Opening Day match on 20<sup>th</sup> April. Ideally another 4 people are required. Mick is concerned that the match booking page is not up to date with the current membership list. Derek circulated the new membership list to the committee and to Steve Fraser earlier and reassured Mick that the list should now be correct. Mick will therefore use the match booking page to ask for more players.</p>	<p><b>Action</b> - Mick to use match booking system to request more players</p>
9.	<p><b>Club Competitions 2024 – Charles Moorley</b></p> <p>Charles is slightly disappointed with the number of entries in some of the competitions, especially the singles, and very especially the Men’s 4-wood singles.</p> <p>Number of entries as follows:          Archer Mixed Singles 16</p>	



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	<p>Ladies' 4-wood 9  Ladies 2-wood 10  Don Woodward Men's Singles 10  Davidson Never-Won 13  Beeson Mixed Pairs 16 – giving 8 entries  Gordon Cobb Mixed Pairs 11 pairs, 22 competitors  Triples 23, giving 8 triples teams if I find one more  Syd Ilott Mixed 2-wood pairs 22, giving 11 pairs</p> <p>The Draw will be made this week and entrants notified. It will also be posted on the club website.</p>	<p><b>Charles</b> – Competition draws will be made later this week.</p>
<p>10.</p>	<p><b>Club Presentation Evening – Sue Byrne</b>  <b>Progress report.</b> If holding the event at Marcham Centre the best evening would be Friday 1<sup>st</sup> November. This is half term and the hall is available for longer on this date. Hire of the hall and kitchen for 4 hours at local user rate from 19.00hr – 23.00hr would be £136.  <b>Catering</b>  <b>Thirsty Café</b> : Two course meal including dessert. Chicken / Pork £12.00 pp, Beef / Venison £13.00 pp, Lamb £15.00pp. Vegetarian option available. Guests would queue at the serving hatch to collect food. Puddings are sourced locally and made by volunteers. Happy to provide tea/ coffee.    <b>Delicious of Wantage:</b> James Hart. 3 options served at buffet table. Vegetarian / GF, lasagne or beef casserole or chicken in a sauce, served with salad/ new potatoes / mixed vegetables. Crème Brulee / Apple crumble &amp; Custard. Approx: £13.50. Happy to discuss other alternatives / options if we are interested. Cooks food off site and brings ready to heat up.    <b>Nicci Sawney</b> : Buffet served at the Club House. Hot soup if required. Cold Buffet and desserts. £10.00 pp    <b>The Fox Denchworth.</b> The Pods outside under cover and with outside heaters would accommodate 30/35 people. Would require further investigation if interested. However committee members felt the lack of car parking and the distance to travel at night in the winter made this option less favourable.  Discussion followed ref. the various options. It would be a squeeze if held at the club but would benefit bar takings.  If held at Marcham, could the Club take its own wine? Would corkage apply? Do Thirsty Café clear up and wash up?  Would James Hart be willing to travel to Marcham? What other options would be available etc. Who does the washing up?  The Committee decided to provisionally book Marcham Centre for 1<sup>st</sup> November. Sue to discuss options in more detail with Thirsty Café and James Hart.</p>	<p><b>Sue Byrne</b> – to provisionally book Marcham Centre for 1<sup>st</sup> November 2024</p> <p><b>Sue</b> – To liaise with Thirsty Café / Nicci Sawney / James Hart ref options.</p>



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<p>11.</p>	<p><b>Report from Kennet League EGM - 7<sup>th</sup> April Tom Byrne</b>  <b>Emergency General Meeting.</b>          The committee recommendation is to agree the removal of the role of a KL representative from the RCBBA committee in line with Bowls England streamlining of committees. The recommendation was carried in a vote of 26 for, 2 against, 2 abstentions.  <b>Pre- season KL Meeting.</b>          The post KL AGM open forum discussion last November produced several thoughts on the way forward for the KL (see feedback Dec. minutes). The committee took these ideas away and came back with the proposal. The one which received most support was the reduction of the Rink game (4's) from 4 teams to 3 and thus reducing players required from 16 to 12.          In order to progress this, a vote was reqd. ( 50% majority) to gain the support of the clubs. Following a discussion with comments both for and against the proposal, a vote was taken, 18 for , 8 against , 4 abstentions .          The committee will now speak to clubs and put together a proposal for the revised structure of the league for a vote at the next AGM in November 2024 requiring a 2 thirds majority to pass.          Currently the KL has 40 clubs/teams with a 2 region structure , East &amp; West. There is potentially an increase to approx. 60 clubs/teams with the increase of the larger clubs going from 1 or 2 teams to 2 or 3 teams. In addition, some of the smaller clubs currently not in the league due to inability to raise 16 players per week may be able to raise 12 player per week and join the league.          This would require a restructure, similar to the KLV which has 80 clubs/teams and is split into 3 regions East , Central &amp; West.          This restructure and reduction to 12 players would greatly benefit KB&amp;S as the club could easily raise 12 player per week without stress and matches would be more local with less travelling.          The proposal will be available for discussion within KB&amp;S prior to the KL AGM in November 2024.          The Chairman thanked Tom B for representing the club at the KL meetings. Tilehurst will only cater after KL matches if reciprocated. Catering after KBSBC home KL matches will continue to be rolls and snacks. Offers to prepare them came from Sue &amp; TomB (ham) and Derek (cheese).</p>	
<p>12.</p>	<p><b>Membership Application Form</b>          A revised version of the document has been prepared by the Chairman and Hon. Secretary to fit onto a single side of A4, to align with the revised GDPR statement. The current document '<i>what happens next</i>' will be used by Hon. Secretary when responding to a new applicant. Copies of the Club Constitution &amp; Rules and Club policies will be sent to all new members.          It was suggested that the KB&amp;S website address should be added to the form. This could be added below the KB&amp;S Header. Proposed by T Byrne seconded S Byrne.  <b>Membership Renewal Process.</b>          All forms are now in. 4 members have not renewed their membership this year. The new membership list was circulated to committee members and Steve Fraser (for uploading to the match booking page) earlier in the day. It</p>	<p><b>Action –</b> Chairman to add KB&amp;S BC website address to Club Header and Hon Sec to the foot of the membership form.   <b>Action -</b> Hon Sec to draft a renewal process for 2025 in consultation with committee and e mail Stewart Wright concerning the new RCBBA database on affiliation dates</p>



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	<p>was agreed that the process was a little clunky with renewal forms going to different officers. Pertinent information did not necessarily get to the right person in a timely fashion. i.e. Competition entries, Club rota managers. With all three senior officers new to post, the Hon. Secretary agreed to draft a process for next year, incorporating the learning from this year, consulting experienced committee members. It was suggested that bringing the renewal membership closing date forward to the end of February may reduce the pressure on getting everything in place for the 1<sup>st</sup> April. This would mean that the renewal process would begin in the new year. The Hon Sec would check with Stewart Wright the impact of the new RCBBA affiliation dates.</p>	
13.	<p><b>Memorial plaque to Vic Potter on flagpole – Jean Potter</b> Jean and her family have agreed the wording and type of plaque to be placed on the Flagpole given to the Club by Vic Potter. The Committee thanked Jean and agreed that she should go ahead with the inscription of the plaque.</p>	<p><b>Action:</b> Jean to arrange plaque inscription</p>
14.	<p><b>Green Maintenance Report – Derek Rees</b> The carpet currently is not in good condition. Jet washing has stopped at present. The areas of black spots and ingrained dirt have been very stubborn to remove. Areas of moss are now growing. Derek would like volunteers to help apply the Qualgex this weekend. Approx. 6 volunteers working in pairs to mix the Qualgex and spray the green. The green should be left thereafter for a couple of days. Members should be advised to wash their hands after using the green for a couple of weeks after application. Derek has compiled a green maintenance rota for the next few months and this should be out by the end of the week. The Hon Sec commented that this is not the job of the Chairman who is bearing an undue burden on behalf of the club. He is also in the process of compiling a Garden maintenance rota. It was agreed that ideally someone was needed to lead on gardening tasks. i.e. to advise those on the gardening rota when certain tasks such as pruning were required. Charles suggested that Jack Gordon might be a good person to approach for this.</p>	<p><b>Action –</b> Circulate Green maintenance rota. Approach J Gordon ref Gardening projects.</p>
15.	<p><b>Vacant Posts – No Change</b></p>	
16.	<p><b>Suggestions -</b> Steve Bryan has suggested the purchase of another bench to be placed outside the changing rooms. To allow supporters to sit and watch matches with a drink. Two benches were suggested. Charles offered to look into purchasing the one from Robert Dyas.</p>	<p><b>Charles –</b> to look into purchase of a new wooden bench.</p>
17.	<p><b>A.O.B.</b> <b>Jean Potter –</b> Mobile Phone numbers have been used for the membership contact list. However Jean lives in an area where mobile signals are poor and her mobile phone does not always pick up messages. Jean would like her landline to be used. This is important as Ladies Captain particularly with team selection.</p>	<p><b>Chairman:</b> to amend listing</p>



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	<p><b>Chairman</b> suggested that the emergency contacts and medical notes supplied on renewal forms should be available within the club, in a secure form, so they may be acted on if required.</p> <p>No further AOB.</p>	<p><b>Action - Chairman</b> to create a folder</p>
18.	<p style="text-align: center;"><b>DATE of NEXT MEETING:</b> <b>Monday 13<sup>th</sup> May 2024 7pm in the CLUB HOUSE</b></p> <p><b>Agenda Items to be included May 2024</b></p> <p>Social Calendar 2024 i.e. Fund raising for the next carpet. Club Open day – For potential new members. 10 year Plan –</p>	