



# 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 9<sup>th</sup> September 2024, 19.00 pm Club House

### Minutes

#### Members present:

<b>Brian Garside - President</b>	<b>Jean Potter – Ladies Captain</b>
<b>Derek Rees - Chairman</b>	<b>Sue Byrne – Ladies Secretary / Safeguarding Officer</b>
<b>Ernest Bratt – Hon. Secretary</b>	<b>Robert Longstaff – Committee Member</b>
<b>Andrew Eastgate – Hon. Treasurer</b>	<b>Charles Moorley - Competitions Secretary &amp; Bar Manager</b>
<b>Tom Byrne – Men’s Captain</b>	<b>Vacant – Catering Manager</b>

	<b>Meeting Chaired by Derek Rees</b>	
1.	<b>Apologies – Claire Farrar, Mike Fuller, Robert Woodford, Andrew Eastgate</b>	<b>ACTIONS</b>
2.	<b>Declarations of Interest - NONE</b>	
3.	<b>Approval of Management Committee Meeting minutes 12/8/24</b> Proposed by Ernest Bratt / Tom Byrne and agreed by the Committee.	
4.	<p><b>Actions and matters arising from previous committee meeting 12/08/24 Not on the Agenda.</b></p> <p><b>10 Year Plan</b> – Sub-group to reconvene.</p> <p><b>Corporate Events</b> – Hon. Secretary agreed to liaise with representative from The 41 Club, declining request to host a second event for their club on October 7<sup>th</sup>. The process, structure and cost of these events still needs to be reviewed for 2025. Robert, Sue and key individuals involved in organising these events to review for 2025.</p> <p><b>Floodlight Repairs</b> – The tower has now been returned to the Club premises and the replacement of the lower unit by the bus shelter can be scheduled.</p> <p><b>Membership Renewals Sub Group</b> – Report to Management Committee will be available Sept/ Oct.</p>	<p><b>Chairman</b> – To arrange meeting in due course.</p> <p><b>Hon. Secretary - COMPLETED</b></p> <p><b>R Longstaff / Sue Byrne / Tom Waring</b> - To review organisation and cost of corporate events going forward.</p> <p><b>Chairman</b> – To organise via Geoff Prichard</p> <p><b>Report</b> – October Meeting</p>



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<p><b>Club Jacks</b> – 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><b>Application for RCBBA Bannerette game 2025</b> - The Chairman has spoken to Peter Rogers regarding hosting a Bannerette in 2025. Apparently Bannerettes are no longer held. However, Peter as County President has three matches to arrange including County v President’s Club. Peter offered for this to be held at Kingston Bagpuize and Southmoor Bowls Club and Derek accepted the honour on behalf of the Club. The match would be 6 rinks, men only, (Club level not Middleton Cup). Derek agreed to ask Peter Rogers if the home team could be a mixed side. Peter may also know of someone who has the appropriate food hygiene qualification which would support the catering requirements. Peter will liaise with Barry Dillon regarding a date for the diary next year.</p> <p><b>In Memoriam Board</b> – Has been updated, thanks to the Chairman.</p> <p><b>New Parasol suggestion</b> – the 3 large grey parasols are adjustable and give better coverage than the yellow / green ones. The Committee agreed to purchase a new one in the ‘end of summer’ sales. One of the existing grey parasols which had been repaired once was damaged again in the recent strong winds. This will need to be repaired again.</p> <p><b>Phone line repair</b> – The Club phone alternates from no signal to a crackly line. It was reported last month and was thought to be on the works list for OutReach. The Chairman followed this up to discover there is no previous report on the phone number. BT could not find a record against the number 01865 821996. A direct debit is paid quarterly for the phone line. Chairman to ask Hon. Treasurer for account details before pursuing further.</p> <p><b>Friday Evening Music night</b> – One member has a relative who is a semi-professional musician and suggested hiring them to entertain one Friday evening. The musician’s fees and the cost of the music licence which depends on the type of venue, recorded or live music and number of attendees does not make this an affordable entertainment option for KB&amp;S.</p> <p><b>Club Singles Competition Dispute</b> – Positive conversations have taken place with the two parties involved, separately. No further action required.</p> <p><b>Stepping up to Captain for the day</b> – 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><b>Purchase of new gardening tools</b> – Funding agreed at last meeting.</p>	<p><b>Hon. Treasurer</b> – To check where Jacks were purchased from. ACTION OUTSTANDING</p> <p><b>Chairman</b> – To update Committee next month ref; further developments.</p> <p><b>Action – Completed</b></p> <p><b>Chairman</b> - To investigate purchase of a new parasol.</p> <p><b>Chairman</b> - To repair grey parasol if possible.</p> <p><b>Chairman</b> – To liaise with Hon. Treasurer ref Direct Debit or Account N<sup>o</sup> details.</p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Mike Fuller</b> – Not at September meeting. Report back October.</p>
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		<b>Hon . Treasurer – To update Committee at October meeting</b>
5.	<p>Treasurer’s Report – Andrew Eastgate 16 09 2024</p> <p>Barclays Community Current Account £14,458.11  Deposit Accounts £48,102.26(Barclays - £22,722.88+£928.81+£123.21=£23,774.90 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– Ring fenced for carpet replacement  Total cash assets £125,686.35 - Does not include key deposits.</p> <p><b>Hon. Secretary</b> – Has the amended and signed copy of the 2023 KB&amp;S Financial Accounts.</p>	<b>Action - Completed</b>
6.	<p><b>Bar Managers Report – Charles Moorley. 9/9/2024</b></p> <p>Takings for August were £1,012 and takings for the year £8,035. Previous year £7,602. The increase of around 6% was probably down to the comparatively small increases to bar prices in September last year – the first increase for two years. The number of home friendlies and social events is at its lowest level for many years, and taking account of this, sales have held up well.</p> <p>Charles commented that food and drink prices have risen considerably - by a third over the last three years – and bar prices have not risen commensurately. Red wine costing around £5 a bottle for 2022-23 now costs nearer £7, an increase of 40%, although this is partly a reflection of improved quality. Doom Bar and Old Speckled Hen now cost almost £2 a bottle, against £1.55 during 2022-2023; San Miguel is up over the year by about 20%; full-fat Coke by 25%. Sales of high margin spirits have fallen to such an extent that apart from rum, only a couple of bottles of spirits have been purchased in the last 12 months, and these have been little drunk. Charles recommended approximately 50% profit on sales, which has been achieved historically. Over the past twelve months however profitability has fallen dramatically, and is now less than 30%, against 47% last year. This amounts to a profit over the last year of about £2,300 against £3,600 last year and £3,300 the year before that.</p> <p>On reflection a price increase earlier in the year would have helped. Charles recommends that bar prices rise sharply from 1<sup>st</sup> October, and proposed a new tariff.</p> <p>The price increases were discussed and it was queried if they were in fact high enough. After further discussion the Committee agreed to support the suggested price rises which will come into effect on 1<sup>st</sup> October. It remains</p>	



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	<p>the case that all bar prices will continue to be much lower than you would expect to pay in any pub or restaurant. The Committee thanked Charles his hard work over the past twelve months.</p>	
<p>7.</p>	<p><b>Club Competitions – Charles Moorley Competition Secretary</b> The 2024 Competitions (almost) finished on Sunday 8th, with a very wet conclusion to the Finals Weekend. By and large the 2024 competitions ran smoothly. Entries were roughly on a par with last year. Charles suggests that eight entries, be this singles, pairs or triples, is the minimum requirement to run a valid competition – even this means the first round is a quarter-final. This was achieved, although in four out of nine competitions this number was all that entered. Charles had to do some persuading in all of these. The other competitions were better supported, although the great majority of competitors did not need to play their first match until nearly the end of June. Charles extended the period allowed for all rounds, but was disappointed that several competitors could not arrange their matches within the allotted time. It appeared that whatever time competitors were allowed, some would overrun. There was one unfortunate occurrence in a semi-final, from which there are learning points for markers, players and club. The downpour half way through the final matches was unfortunate, but both matches did finish in the end, and the escape of spectators into the Clubhouse did wonders for bar profits. Unfortunately the Fox Triples had to be postponed due to Covid. It is hoped that the match will be re-scheduled for Saturday 14<sup>th</sup> September thus avoiding having to award the trophy on a walkover. Charles will now arrange the engraving of the trophies, and glassware for the winners. Traditionally the engraving has been done by Barry Dillon, but due to his increased prices and heavy workload at this time of year, Charles suggested using the glassware engraver who will engrave the trophies as well. There is approximately £400 available from competition entry fees. The Syd Ilott trophy and glasses are funded separately. There is sufficient to provide a nice engraved glass for all winners, but not enough to do the same for runners-up. Charles suggested dispensing with runners-up awards. Several Committee members felt quite strongly that runners up should be rewarded for their achievements in reaching the finals. Charles agreed to explore the cost of runners – up prizes. Derek asked for the names of winners and runners up. He will order the lettering for the competition board. Robert asked if the Clubs only junior member could have special recognition for his dedication, hard work and achievement in preparing for the Club Competitions. He was a runner up in two Club Competitions this year. Charles was thanked for his flexibility with the dates of the earlier rounds of Competition. This significantly helped those entering County Competitions.</p>	<p><b>Charles Moorley</b> – To explore the cost of prizes for the runners up.  <b>Chairman</b> – To order the lettering for the 2024 Competition board.</p>



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	<p>He was also thanked for his hard work in making the Competitions a successful activity this year.</p>	
8.	<p><b>Safeguarding</b> No further actions required by Bowls England at present. Nothing to report internally from KB&amp;S BC at this time.</p>	
9.	<p><b>Closing Day – Cadman Trophy.</b> There are currently 22 people signed up to play on the Gala day and 19 signed up for the BBQ. To run with two divisions there needs to be 36 players. However Bryan Durrant, the organiser has said if all else fails the day could be run with one division of 24 players. Derek will put a call out for two more players to come forward. Mike Cox has asked for someone to help him with the BBQ as Gary is no longer available. Gary Vail has donated ½ bottle BBQ gas. Charles also has a cylinder that he will donate. The Committee offered them their thanks. Sue, will purchase sausages and burgers at the weekend and place in the Club freezer for the event. Sue to notify Mike when purchased. Sue has asked various members to help by making salads to go with the BBQ. Green salad / rice salad / three bean salad / pasta salad and a coleslaw will be prepared off site for the event. Claire will purchase rolls, butter, and milk on the morning of the event. Pat Durrant and Pauline Pearce have agreed to make tray bakes to go with the afternoon tea.</p>	<p><b>Derek</b> – Email for 2 more players. Request help for Mike on the BBQ Remind people to sign up for the BBQ</p> <p><b>Sue</b> – Purchase sausages and burgers <b>Claire</b> – Purchase burger rolls and rolls for sausages, butter, milk, green salad and tomatoes on the day. <b>Max Bacon</b> – Onions</p>
10.	<p><b>AGM Arrangements Hon. Secretary</b> Ernest has set himself a PROJECT timeline for everything that needs to be done in the three week run up to the AGM. He thanked Charles for his help with this. The formal letter of notification is currently being redrafted and will be issued on 26<sup>th</sup> September. The Nomination form will go on the board on the 26<sup>th</sup> September. All being well the Annual Accounts 2024, signed by the Independent Examiner will be available by October 10<sup>th</sup> for circulation to members. Ernest will arrange for photocopying of reports and accounts. (50 copies) Ernest has written to Club Officers and Committee members asking if they wish to stand for another year. Those not seeking re-election are: Mick Fuller - Club Captain Jean Potter - Ladies Captain David Lawrence - KLV B Captain Charles Moorley - Competitions Secretary</p> <p>Vacant positions: Catering Manager / Co-ordinator</p>	<p><b>Andrew Eastgate</b> – 2024 Annual Accounts to Independent Examiner</p>



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	<p>One non- executive post Club Captain Ladies Captain KLV B Captain Competition Secretary.</p> <p>Jean mentioned that she was unaware of the responsibilities she was taking on when elected as Ladies Captain, i.e. Ridgeway &amp; County Delegate. The Committee suggested that Jean writes a Job Description for the role which would be available to anyone considering taking on the post. Charles Moorley offered to write a JD for Competition Secretary. Sue mentioned that Derek had asked several Committee members to provide JDs a year ago and these may still be on file. It was agreed that several documents would be emailed out to members prior to the AGM to allow time to read and digest. These include; 2023 minutes and financial accounts and 2024 agenda. The 2024 financial accounts and copies of the agenda will also be available in hard copy on the night. It was discussed if Club / League Captains should read out their reports in person at the AGM. There are 7 reports which could be time consuming. Tom Byrne offered to collate the seven Captains Reports for circulation to members to read prior to the meeting.</p> <p>Charles has suggested that we re- introduce a Ploughman’s supper after the AGM. This would be paid for from Club funds. Charles and Penny have offered to organise this. Agreed by Committee.</p>	<p><b>Jean Potter / Charles Moorley</b> – To write JDs for, Ladies Captain / Competitions Secretary. <b>Chairman</b> – to pass extant JDs to Hon Secretary.</p> <p><b>Charles &amp; Penny</b> - To organise Ploughman’s for the AGM</p>
<p><b>11.</b></p>	<p><b>Annual Dinner &amp; Presentation Evening – Sue Byrne</b> Sue has liaised with James Hart (caterer) who has agreed to the earlier start but has asked for more preparation time to get the hall ready. Hall is now booked from 16.30 to 23.00. Members will be invited to attend from 18.30 for a pre-meal drink at the bar. Meal is planned for 19.00. There will be a choice of three main meals and three desserts. James will provide Tea / Coffee after the meal. Sue to liaise with James ref the final menu. Wine for the table can be purchased separately. The cost and corkage has yet to be agreed. The cost of the meal will be £25 pp to include the cost of room hire and a gratuity to catering staff. Cost of wine to be confirmed. Chairman to remind members to keep the date free and advertise the event. A sign-up list with the meal options will be posted in the Clubhouse at the beginning of October. Members will be asked to pay for their booking prior to the event via BACs ideally. Cheques to Hon. Treasurer if this is difficult. Tom asked if the hall has a PA system or microphone. Sue will check. Charles has agreed to produce a KB&amp;S Annual Dinner and Presentation Menu listing the winners and runners up.</p>	<p><b>Sue Byrne</b> – To liaise with James Hart ref final menu <b>Sue</b> – To contact hall ref PA system <b>Sue / Tom Byrne</b> – To liaise with Hall ref cost of wine <b>Sue</b> - Menu sign-up sheet for Club house. Payment via BACs <b>Charles</b> - To produce a Menu Card with list of winners &amp; runners up. <b>Chairman</b> - To remind members about the Annual Dinner and ask for their support.</p>



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<p><b>12.</b></p>	<p><b>Green Co-ordinator Report - Derek Rees</b></p> <p>The green has weathered well over the summer with dirt loosened but not removed by spring power washing being washed back into the pile to lessen the tiger-skin effect. There are a couple of moss witness marks on rink 1 – no signs of new moss yet. Qualgex needs applying in October. Suggest rigorous power washing regime before the spring application to remove any winter moss that survives.</p> <p>The state of the upstands in various places around the green edges is giving concern. There are problems due to ant damage behind the liner which could make a simple adhesive an unviable solution. Dales say they fit the vertical carpet to (usually) concrete block wall with spray carpet adhesive. They have known ants to eat the glue leaving a gap into which they pack soil as part of their nest. 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.</p> <p>A couple of noticeable runs have developed, e.g. woods go straight on the near backhand on rink 3. This is no more than on any grass green, just more reproducible, and - if anything - to our advantage.</p> <p>Weedkiller recently applied to far ditch and paving. Ditch liners there need power washing.</p> <p>Rink markers need replacing. They are thin plastic strips and some have lost the Velcro or have snapped. Suggest they be replaced by UPVC 'D' moulding with black centre line. Standard is 25mm wide – is that enough? Cost about £9.50.</p> <p>Derek thanked Jack, Chris and Andrew's team for dealing with the sycamore and ash. The keys and catkins will not be missed.</p>	<p><b>Action</b> – To lift paving slab to identify the extent of the problem.</p> <p><b>Chairman</b> – Purchase and replace rink markers.</p>
<p><b>13.</b></p>	<p><b>Grounds Report – Jack Gordon</b></p> <p>The Sycamore in the southwest corner has been pollarded to below fence height, and the Prunus branches from The Spinney in the southeast corner cut back to the boundary fence. The tree surgeon Chris Taylor has also provided a quote of £675 + VAT for removing the conifer branches overhanging the carpark. The quote is valid until the end of the year and the gardening group recommend that the Management Committee approve this expenditure a.s.a.p. The Committee queried if a second quote should be obtained to ensure transparency and governance. It was unclear from Jack's report exactly what work had been quoted for. It was also suggested that a further quote should be obtained to price the 'topping' as well as 'lifting' of the Leylandii trees. Charles agreed to liaise with Jack to establish further information.</p> <p>The Committee agreed expenditure to purchase various new gardening tools at the last meeting. Further tools are required. In particular a new cordless strimmer. In the absence of the treasurer, Robert Longstaff agreed to research suppliers for this item. Several gardening tools have also been donated by members of the gardening group.</p>	<p><b>Charles Moorley</b> – To liaise with Jack Gordon ref: Quote</p> <p><b>Robert Longstaff</b> – To research cost of new cordless strimmer.</p>



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	<p>Considerable work has been undertaken by the group in recent weeks. Bushes and trees have been cut back or trimmed in several areas around the grounds, bramble removed and borders tidied and new plants added. The gable end by the carpark has been repainted and the group recommend that a yellow 'KBSBC' sign be erected on the gable end, echoing the colours of the main gate.</p> <p>The Committee commented on the overall tidiness of the grounds and thanked the gardening group for their hard work in recent weeks.</p> <p>Robert Longstaff commented that after the heavy downpour on Sunday during the finals weekend a large area of the carpark was flooded. Was this a one off or something that will reoccur? The Committee agreed to monitor the situation for the time being, but the carpark may need further intervention if flooding becomes a problem.</p>	
14.	<p><b>Autumn Triples – Derek Rees</b></p> <p>Derek has emailed all playing members asking people to sign up for the Autumn Triples. He also asked for someone to organise this year's competition. Bryan Durrant has kindly agreed to organise it. Currently there are 32 signed up to play.</p>	
15.	<p><b>County Competitions - Ernest Bratt</b></p> <p>Ernest has forwarded an email to Tom &amp; Sue Byrne regarding the 2025 Berkshire County Competitions. Club Secretaries will be asked to enter the competition entries for 2025 on-line via the new Royal County of Berkshire Bowls Association (RCBBA) IT system. Ernest has asked RCBBA for Tom Byrne (men's entries) and Sue Byrne (Ladies entries) to have access to the new system so that between the three individuals the information can be uploaded.</p> <p>The draft dates for the men's competitions (2025) have been released, but currently no dates have been released for the ladies competitions.</p> <p>Tom &amp; Sue will both pull an email together for circulation to all playing members inviting them to enter the 2025 County Competitions.</p>	<p><b>Tom / Sue Byrne – draft email</b> inviting entries for next year County Competitions. Place entry forms in the Club House.</p>
16.	<p><b>Suggestions – Steve Bryan</b></p> <p>When the Clubhouse is repainted could the pendants and shields be reorganised before they go back up, creating a timeline of the Clubs history which might be more interesting than the current haphazard approach. The Committee agreed that at such time the Clubhouse is repainted the wall hangings could be revisited.</p>	
17.	<p><b>AOB</b></p> <p><b>Robert Longstaff</b> – Robert will look into the Club's requirement for someone to hold a Level 2 Food Hygiene Certificate. He has identified</p>	<p><b>Robert Longstaff</b> – To look into L2 Food Hygiene requirement.</p>





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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 3<sup>rd</sup> November at 10.30. They will ask Clubs how many teams they plan to enter next year for KL / KLVA / KLVB. Tom confirmed that for KB&S BC this would remain at 1 KL team and 2 KLV teams.

**Brian Garside** – Brian asked if the new Health & Safety Policy and No Smoking Policy should be placed on the KB&S BC website. It was agreed that both policies should be on the website.

**Brian** asked how many of our winter members were renewing their winter membership with the Club. Ernest said that names were still coming back in.

**Brian** asked that in view of the fact the Club Captain often had difficulties getting enough players for friendly matches should the numbers required be reduced to two or three triples per match as a standard. It was felt that this was unnecessary as some friendlies attracted quite a few players. Fixtures should remain unchanged, leaving it to the club captains to reduce numbers if insufficient players were available.

**Jean Potter** – Jean will be unable to attend the Ridgeway League Delegate meeting on 21 September because it clashes with KB&S BC Closing / Cadman day. Jean is very concerned that the Ridgeway League is under threat as fewer Clubs enter the League each year. Those Clubs that do enter are often unable to field three triple teams on a regular basis.

Jean also asked for the friendly match against Porters Bowls Club to be re-established on the 2025 Fixtures list. For some reason this match disappeared from the 2024 Fixtures list. It has been a very longstanding friendly match between the two Clubs.

**Ernest Bratt** – Circulated a flyer from WhiteKnights Indoors Bowls Club offering a free taster day on Sunday 6<sup>th</sup> October and Sunday 13<sup>th</sup> October. Fliers are available in the Clubhouse.

**Derek Rees** – The Posh BBQ held recently was over-subscribed. The event was successful and the evening went well. However it would seem that several members were disgruntled by the limited access to the event. Any future events should be available to the wider membership.

Derek mentioned that the annual PAT testing of heavily-used items was due. Buying a replacement for the aged white 30m cable reel was agreed. Brian Garside was asked when the next Health & Safety Assessment would be carried out. This is due in November.

The recent Milton Hill fixture was cancelled due to issues with the Milton Hill carpet. Unfortunately the match cannot be rescheduled this season due to both Clubs' other commitments.

**DATE of NEXT MEETING**  
**Monday 7<sup>th</sup> October 2024 7pm in the CLUB HOUSE**

**Tom Byrne** – Attend Kennet League AGM 3<sup>rd</sup> November.

**Steve Bryan** – To reinstate Friendly match between Porters in 2025 Fixture list

**Chairman** – organise relevant PAT testing and source a replacement extension cable.

Please **NOTE** this is the **FIRST** Monday of the Month



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