



Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL

Executive Meeting

Meeting held on 13 August 2019 at 2pm.

Present: John Sims – Chairman; Tom Bowden – Secretary & Treasurer; Jeanne Pinney – Vice Chairman; Sonia Bowden – Club Captain; Ham Sampford & Pauline Manfield – Committee Members.

Chairman's Introduction

The Chairman welcomed everyone to the meeting which was called primarily to hear from our Captains' on the seasons progress and thoughts for next season.

Captains' Report

Stuart Shaw started the debate and reported that it has been a bad season. The A team had been let down by people not turning up, not wanting to play, and a range of excuses from players. There were 4 or 5 players who have let the Club down. There was not a lot of difference between standard of A & B team players, there was not enough concentration.

David reported that the B team also have had a bad season. Communication is a problem with people not returning calls or messages. It was difficult to know who was available which has led to a new approach to ascertaining who is available to play, similar to way in which the Ladies operate. Will mentioned the problems with 2 buildings, ie notices are in 2 different places. There were also problems of people moaning to others instead of going to Captain and having a private word.

Shirley reported that the Ladies have done well considering the number of Ladies we have. Shirley emphasised that the "team sheets system" works well for the Ladies.

There were different views on the prospects for next year and the future generally. It was reiterated that without a B team we would be in danger of losing several Members.

There was general agreement that we need more friendlies, although there are several Ladies who think these are not competitive.

We should try and ensure, as far as possible, that our fixtures are arranged to suit our working members.

The Chairman thanked the Captains' for their thoughts and the Captains' then left the meeting.

Minutes of Previous Meeting:

The minutes of the Executive Meeting held on 3 July 2019 were signed by the Chairman as correct.

Matters Arising:

1. Bar Duties

The notice requires amendment to include clearing away the rubbish after each session.

Action: TB

2. Competitions

Ham volunteered to organise the Family day and will supply ideas to Tom in order that a poster can be put up to advertise the event.

Action: HS/TB

Jeanne will arrange for the return of all trophies and for prizes/cash to be given to the competition winners.

Action: JP

Regarding the Annual Dinner, Tom has spoken with Dartmoor Lodge and they require 2 weeks notice if we were to cancel the Annual Dinner.

Therefore, we have until the end of October to make that decision.

However, if there is only a relatively small number of Members interested in an Annual Dinner it may be that Furzeleigh Mill might be a more suitable venue. Tom is going to an event at Furzeleigh this coming Saturday and will make enquiries.

Action: TB

3. Fire Extinguishers

A notice needs to be put on the notice board saying where the extinguishers are and what they are for.

Action: TB

4. Neil Edmunds

Jeanne has sent a card to Neil on behalf of the Club.

5. Plastic Glasses

A sign is needed that only plastic glasses be allowed outside the Clubhouse.

Action: TB

6. Honour Boards

Jeanne had arranged for the new signwriter to update the honour boards at no cost to the Club. It was disturbing to hear that another Member, without the authority of the Committee, had also approached to signwriter.

Correspondence:

A letter had been received from Bowls Alliance with a cheque for £210 in respect of our recruitment drive in May.

Treasurer's Report:

Tom presented his report and accounts, a copy of which is attached to these minutes.

The Green:

Ham presented the Green Report, a copy of which is attached to these minutes.

Ham also circulated a copy of the thanks he wishes to send to Vic Manfield, Mike Raggett and Terry Deemer. The contents of which was agreed by the Committee.

Responsibilities of Club Officers:

Tom presented a list of duties and responsibilities of both Executive and Non-Executive Officers of the Club. These had been largely derived from those in place at other clubs. A general discussion followed and together with the changes required to the Constitution, they were agreed by the Committee to be put forward for adoption at the AGM.

Both documents are attached to these minutes.

Action: TB

Any Other Business:

1. Action regarding a certain Member

Discussion was had regarding the recent action by a Member, which shall remain confidential within the Committee.

2. Thank you's to certain Members

These will be addressed at the AGM.

Action: TB

3. Defibrillator

The Fire Service have recently installed 3 defibrillators in the town, one of which is situated at the Football Club. After much discussion, the Chairman agreed to contact the Fire Station to ascertain how much it would cost to install one at this Club.

Action: JS

Date of next meeting: Wednesday 9 October 2019 at 2pm.

There being no further business the meeting closed at 4.20pm.

Signed as correct:

Chairman



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**Treasurer's Report for Executive Meeting 13 August
2019**

Income

Annual Subscriptions

We now have 53 adult members, including 2 life members. 4 of these are 'new to bowls' and have paid the reduced fee of £20.

We have 2 junior members, 1 of which is 'new to bowls' and has paid a reduced fee of £5.

We also have 4 social members.

Annual subscriptions for the year will be £3,597.

Grants

The grant from Teignbridge DC has been received for this year and last year, £5,000 in total. Next year, unless things change, the grant will be the final one at £1,000.

We have also received the small grant from Buckfastleigh TC for works still to be carried out.

We have also received the recruitment grant from Bowls Alliance of £210. This is £40 less than anticipated because only those new to bowls qualified.

Bar Sales

The bar is performing very well and should realise a profit of around £1,800, compared with last year's £1,100.

Social Events

The recent quiz night generated £86 from bar takings. It was a shame that more Members didn't attend, but it was enjoyed by all those who took part.

Overall the financial position looks healthy. But as this is my first year of being Treasurer, I need to 'see out' a full year, particularly expenditure, in order prepare more accurate financial forecasts.

The balance at the bank, as at 13 August was £18,024.

Buckfastleigh Bowls Club

Revenue Account 2017/2018		£	£	£	£
Actual	Income	2018/2019 To Date		2018/2019 Estimate	
3,430	Annual Subscriptions	3,558		3,597	
0	Grants	5,710		5,710	
200	Sponsorship	200		200	
185	Donations	78		78	
2,167	Teas & Draws	1,470		1,972	
1,352	Annual Dinner	1,032		1,032	
1,138	Bar Sales	2,376		3,306	
389	Competitions	300		300	
102	Green Fees	204		304	
325	Clothing	232		232	
0	Social Events	133		233	
42	Other Income	16		16	
9,330			15,308		16,980
	Expenditure				
3,628	Green & Machinery	3,209		3,836	
3,296	Premises & Grounds	246		1,388	
186	Rent	0		200	
158	Electricity	346		396	
269	Water Rates	371		371	
0	Fire Extinguisher Check	165		165	
690	Insurance	693		693	
0	Advertising	216		216	
188	Printing, Postage & Stationery	228		230	
502	Members Expenses	0		0	
70	Bar Licence	81		81	
0	Website	5		5	
85	Sundries	27		29	
1,193	Annual Dinner	912		912	
1,114	Affiliation Fees & Trophies	854		854	
543	Food & Draws	459		661	
0	Clothing	109		109	
0	Bank Charges	0		0	
0	Bar Expenses	1,062		1,495	
11,922			8,982		11,641
(2,592)	Surplus/(Deficit)		6,326		5,339

BBC Executive Committee Meeting Tuesday 13th August 2019

Report on the Green for July/August 2019

WORK DONE:

- Grass cut regularly by members of the Green Team as per rota, or with swapped personnel.
- Grass cut diagonally to 5mm, as advised and recommended by our consultant in discussion with Green Manager.
- Mower adjusted to suit prevalent conditions, and wearing of cutting edges. [Ken/Ham]
- Hand weeding of rinks 1 to 4, [this takes considerable time]. [From clock notice board to hedge].
- Liquid feeds applied [Sue], and an extra minimal dose of liquid iron (200mg/30L) [Ham] to help keep down the fungus (dollar spot).
- Edging strip of grass next to gully left uncut to allow bowls to rest on green.
- Light scarifying crosswise to relieve thatch and moss, assisting drainage and grass speed.
- Dollar spot treatment by consultant [price to be included within the new monthly costings].
- Use of irrigation at 11.30 pm. during the dry spells. Grass allowed to 'dry out' for three days into dry period, and irrigation stopped two days before new rain definite.
- Inspection of the green taken place on a regular basis.
- Some rinks protected and taken out of play by Mike Raggett with Green Manager's support.
- White edgings painted by Terry Humphries.
- Seeing other Greens with fungus attack, teams advised to wash bowls and shoes with mild bleach before introducing them to our green, as the fungus is directly transferable.
- Filling in bird holes with soil/sand/seed combination.

WORK TO BE UNDERTAKEN:

- Further cutting of grass by green team in rota.
- Possibility of raising the cut later in September to retain strength of sward (keep at 6/7).
- Consultation with Tim Wakeman, as to preparing green for end of season.
- Gradually increasing frequency and depth of scarifying towards the end of the season.
- Continue liquid feeding regularly.
- Introducing liquid iron spray in September to harden up the grass and
- Deter moss spread.
- Spiking with short spikes in early September and longer spikes later in the month to help aeration and drainage in Autumn.
- With view to work effective for closing the green arrange team to spread topsoil.
- Arrange/initiate general tidy up of the whole area prior to winter!

Many thanks must be given to all who have helped during the season in whatever capacity, either by support, advice or active work. It can be seen that The Green is making considerable improvement, much due to the

diligence and hard work of The Green Team. Such standards could not be attained without the voluntary help of all concerned.

Next year, 2020, the Green will be even better.

Ham

Green Manager ['new title' and function]!

Proposed changes to Club Constitution, August 2019

Change all references from the Management Committee to the Executive Committee.

4.1 The Executive Officers of the Club shall be as follows:

Chairman
Vice Chairman
Secretary
Treasurer
Club Captain
Green Manager

4.2 The Non-Executive Officers of the Club shall be as follows:

Ladies and Men's Fixture Secretary
Ladies and Men's Team Captains
Competitions Secretary
~~Bar Manager and Bar Treasurer~~
Press Officer

4.3 **The duties and responsibilities of the Officers are detailed in Annex 1 to this Constitution.**

Annex 1 Responsibilities of Club Officers

President

- The President is an ambassador for the Club representing the Executive Committee to Club Members and the public.
- The President, although not a member of, may attend any meeting of the Executive Committee.

Executive Officers

Chairman

- Chairs the Executive Committee and Annual General meetings; ensures opportunities for all committee members to participate fully in meetings; has the casting vote in the event of a tie but does not have a vote otherwise.
- Be present and assist with the running of all club competitions and present prizes with the help of the Secretary.
- Be a signatory on the Club's bank account.
- Has the power to oversee all day to day aspects of running the Club with the help of the Secretary.
- Has the overriding vote in any disputes regarding Club business including team selection.
- Be present at all social functions relating to the Club including the annual presentation of trophies and prizes.

Vice Chairman

- Will deputise in all matters for the Chairman in their absence.
- Be a signatory on the Club's bank account.

Secretary

- To be the representative of the Club and be the contact for all other Clubs and league officials.
- Prepare the agenda for meetings of the Executive, General and Special meetings of the Club.
- Record minutes of the Executive, General and Special meetings of the Club.

- Oversees the timely performance of actions as agreed in meetings.
- Keep the Club's notice boards up to date.
- Prepare a notice of election for officers of the Club and display the notice on the Club's notice boards. Such notice, shall, in the Clubhouse, include space for the nomination of officers.
- Prepare and maintain a database of all Club Members.
- Submit the names of Club Officers, following the elections, to Bowls Devon.
- Submit and maintain player affiliations to Bowls Devon.
- Submit player registrations to the MDL, South Devon Over 55's, Ladies PDL and Ladies SDLBL leagues.
- File incoming and outgoing correspondence.
- Communicate with Members and outside bodies as required to maintain awareness and facilitate Club activities
- Hold the Clubs legal documentation including the liquor licence and insurance policies.
- Present correspondence received to the Executive Committee for consideration and action.
- Place magazines, periodicals, pamphlets and other handouts in a visible location in the Clubhouse where members may collect a copy.
- Be a signatory on the Club's bank account.

Treasurer

- Shall receive all fees and monies due the Club and deposit the same to the credit of the Club in an accredited financial institution, as directed by the Executive Committee.
- Make such payments as are authorised by the Executive Committee.
- Maintain an account of receipts and expenditures.
- All books and vouchers shall at all times be subject to inspection by the Executive Committee.

- The Treasurer shall present a Treasurer's report at each Executive and General meeting.
- Ensure that the accounts are formally audited prior to the Annual General Meeting.
- Prepare an Annual Budget as soon as feasible after the Annual General Meeting.
- Be a signatory on the Club's bank account.

Club Captain

- Has overall responsibility for all matters relating to the playing of bowls.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions upon all Members, and upon guests and members of the public.
- Will captain the Club in all Mixed Matches.

Green Manager (new position on committee)

- Responsible for coordinating the activities necessary to manage the green and ditches.
- Scheduling routine and ad-hoc green work.
- Prepare a rota for routine work on the green.
- Other maintenance activities necessary to keep the green in a playable condition.
- Prepare the green ready for playing at the beginning of the season.
- Prepare the green for the closed season at the end of the season.
- The Green Manager shall present a Green report at each Executive and General meeting.

Men's Representative

- To represent the Male membership of the Club at Executive Committee meetings.

Ladies Representative

- To represent the female membership of the Club at Executive Committee meetings.

Non-Executive Officers

Ladies Captain

- Responsible for selecting the Ladies teams to play in the PDL and SDLBL leagues.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of Ladies matches.

Men's A Team Captain

- Responsible, in consultation with the B Team Captain and the Chairman, for selecting from the Male membership those players who will play for the A team in the MDL.
- Responsible for selecting the A Team for MDL matches, Top Club and Foxlands trophies.
- Will provide a rota from the A Team members to supply teas and bar duties for A Team home matches.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of A Team matches.

Men's B Team Captain

- Responsible for selecting the B Team for MDL matches.
- Will provide a rota from the B Team members to supply teas and bar duties for B Team home matches.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of B Team matches.

Men's X Team Captain

- Responsible, in consultation with the Y Team Captain and the Chairman, for selecting from the Male membership those players who will play for the X team in the South Devon Over 55's league.
- Responsible for selecting the X Team for Over 55's matches.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of X Team matches.

Men's Y Team Captain

- Responsible, in consultation with the X Team Captain and the Chairman, for selecting from the Male membership those players who will play for the Y team in the South Devon Over 55's league.
- Responsible for selecting the Y Team for Over 55's matches.
- Will make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of Y Team matches.

Men's Fixture Secretary

- Arrange, in consultation with the Ladies Fixture Secretary, all the Men's MDL (A&B Teams) and Over 55's (X&Y Teams) matches.
- Arrange, in consultation with the Ladies Fixture Secretary, all Mixed Friendly matches, including County and touring teams.

Ladies Fixture Secretary

- Arrange, in consultation with the Men's Fixture Secretary, all the Ladies PDL and SDLBL matches.

Competitions Secretary (new position)

- Makes arrangements for all Club competitions including but not limited to arranging the 'draw'; adjudicating over disputes; posting results; and making arrangements for trophies and trophy presentations.

Bar Manager

- Responsible for ensuring that the bar is sufficiently stocked at all times.

Press Officer

- Responsible for producing copy to the local press of all results of Club matches.
- From time to time provide promotional material to the local press.