

Harperbury Bowls Club
Minutes of Committee Meeting
MONDAY 13TH MARCH 2023

	ACTION	BY WHEN
<p>37 playing men, 26 playing women, 3 playing life members, 2 nonplaying life members, 22 associates and no junior members. Competition money will only be collected on subs night for the five single competitions with Sheila collecting the pairs money when entries are nearer the time</p> <p>After a long discussion the committee agreed that in the present day it is unrealistic to maintain a reserve fund of £20,000 as previously requested by the Trustees as we believe the risk of moving is medium/low. The committee agreed an operating budget of £12,000 would be more realistic with no ringfenced reserve budget. Peter to write to Trustees and advise Dave L proposed that free first year membership should be abolished, and new members should pay a nominal amount for first year. After discussion the committee agreed that first year new bowlers join as associate members</p> <p>GREEN TEAM UPDATE</p> <p>Sue had provided the following report, The Green Team have a number of points to bring to The Committees attention, but firstly I would like to report that the schedule for the green is currently slightly behind. This I am sure you are aware is the continuing change in the weather, which is a constant concern. We have still to verti cut/light scarify, but due to the ground, has been impossible to do. We have however been able to slit and deep tine the green along with some fertilization. We are still awaiting to continue with feeding from this point and carryout spring seeding this month. Again, all determined by the weather.</p> <p>Sisis As you are aware the Green Team put out a request for help in obtaining a roller from an obsolete machine to help in a modification to our Sisis Auto Slitter. This has now been done by our very own engineers, Michael and Geoff who have devised a roller for the back of the machine to avoid damage to green when in operation.</p> <p>Water Tanks These have had their annual clean out again carried out by the team and in accordance with Health & Safety (Legionella) The Irrigation System will be back in operation by the end of March all being well.</p> <p>Green Surround Throughout the closed season Dennis Hill, who is now a valuable member of The Green Team has assisted in many ways. He is currently cutting the grass surround and in front of the club when the weather permits. I would like to thank Dennis for his hard work so far on the team. I understand Aaron is working on a Rota for this work. Please consider Dennis for this. Again, we would request that this be done on a Monday Morning so that games and competitions are not interfered with.</p> <p>Drainage Toward the end of last season, you may have noticed that we were suffering from flooding in the bottom left hand corner of the green and ditch. We are hoping that this has now been resolved as Ken has painstakingly dug out a soak away on the bank in that corner and so far appears to have been successful. Time will tell.</p> <p>Green Bank As you can see the grass area in front of the club house has also had some work carried out in levelling off the slope away from the patio area as requested. There is still some to be done, but again can only be carried out in the right weather, and with the materials that we have at hand.</p> <p>Risk Assessments & COSHH Again, in accordance with the clubs Health & Safety Policy I have on behalf of The Green Team carried out our Pre-Season Assessments and Reviews on all our Machinery and Materials and updated them.</p> <p>Bowling Season - Mats At the beginning of last season and in our report dated March 2022, we requested of The Committee that the Protection Mats, that we now have, be used for the opening weekend and the open day. This will again be in force for this opening weekend. This is to protect the green from early damage. If The Green Team feel that these mats should go down at the beginning of a match or during, due to damage being caused, that decision should be wholly down to The Green Team.</p>	<p style="text-align: center;">Peter</p> <p>Peter/Jan</p>	<p style="text-align: center;">ASAP</p> <p style="text-align: center;">May</p>

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<p>This decision became apparent when during one game when a visiting association was bowling at Harperbury the green was left in a state of pitch marks at both ends of the green. This is a message that has been conveyed to Peter the Green Ranger.</p> <p>Bowling Season - Monday Games Referring back to our report of March 2022, the following was submitted: <i>"The Green Team have one request when booking club fixtures and competitions, that it is borne in mind, that Mondays is the day that all the specific green work is carried out, such as cutting, aerating, feeding among other green tasks. During the bowling season this is from early morning 8.30 until 2pm when work is completed. "</i></p> <p>It was further asked that: <i>"In the future could these games be booked to start at 2.30pm on a Monday to give The Green Team time to put things away and finish off before visiting teams arrive".</i></p> <p>As I understand, this was agreed and that the Green Team would be borne in mind when these decisions were made. Apparently not the case, I see in this year's fixtures. Monday 26th June and Monday 31st July are both 2pm starts. As these fixtures are now set in stone, we shall again endeavour to get the work completed as early as possible. Once again, I ask that consideration and consultation are give to the Green Team.</p> <p>Jan Taylor has leased with me regarding her requirements for the coaching sessions and we will be giving Jan all the assistance we can and going through how to position protection mats.</p> <p>Working Party As you can see the working party have been considerably busy in maintaining the club house, the decoration work has improved the inside considerably. We have a request for members to help in carrying out some wood preserving work with wood stain to the external areas of the surrounding club house. Anyone free on a Monday morning would be great. If people could let us know, we can organise a morning. We are looking forward to a successful and enjoyable bowling season. The committee discussed the green team report and agreed that the use of mats should be a joint a decision between the captain of the day and the green team which must be decided before the match starts</p> <p>The committee agreed that the green needs to be handed back on Monday in time for the games to start 2.00/2.30pm and if this proves difficult could the maintenance programme be readjusted throughout the week</p> <p>The committee also requested that the green team review the fixture card to ensure maintenance programme enables the green and surrounds to be presented to visiting clubs in the best possible condition, especially prestigious matches Green team were thanked in person by the committee during the committee meeting</p> <p>SADLBA UPDATE Sheila advised that a competitions secretary had still not been appointed, if a competition secretary had not been appointed by 31/5/23 all monies will be returned as competition will be cancelled New players are to complete an GDPR forms A point of reference and a subcommittee will be formed to address individuals' issues</p> <p>SADBA UPDATE All competitions are on the web site, handbooks should be available for next meeting</p> <p>COUNTY UPDATE All draws completed and fixture card adjusted as needed</p> <p>SUGGESTION BOX See above, green team report re matts on the green</p> <p>Dispense with the DVDs & bookcase – Committee agreed DVDs to be disposed of one bookcase of books to be kept, members to be advised in newsletter not to bring DVDs</p> <p>FIVE YEAR PLAN & PRIORITISED PURCHASE LIST Gillian provided the current 5-year plan and prioritised purchase list and requested if any</p>	<p>Peter</p> <p>Peter</p> <p>Peter</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
	Debbie	Next Newsletter

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<p>additional items should be added to either Following discussion of the hardness and unworkable ground under the grey gazebo, it was agreed to remove the slabs being re-laid Nigel suggested, how the membership and the club will grow and how to retain current members should be considered for the 5-year plan. After discussion the committee agreed that the club will maintain its "family" ethos and not stive to be a highly competitive club. Currently this is working well in the recruitment campaigns and should remain there for the foreseeable future How to get more from our current members was considered for the next meeting</p> <p>AOB.</p> <p>BLOORS UPDATE Peter advised the £100 lease has been paid for this year, next year this increases to £150. In discussion with the new project manager Jason Woolscroft, Peter enquired when the car park would be handed back to us and was advised that the compound is scheduled to be removed June/July this year, reinstatement works should be completed August/September. There may be expenditure required by us or the potential to apply for a grant, particularly for the fencing at the bottom end of the car park if this is not supplied by Bloors Peter has arranged an on-site meeting 16/05/23 to discuss and will invite Andy Thomas to attend.</p> <p>PATIO FURNITURE The committee agreed the £1,090 purchase of, 18 Patio Chairs, 3 Glass Patio Tables, 3 Patio Umbrellas, 1 pop up gazebo. Funds were raised from quizzes and donation from Katten. The pop up gazebo will have a person on the day nominated to put it up and take it down to ensure its longevity and patio furniture is not to be moved by members</p> <p>INCORPORATTE LADIES & GENTS DISABILITY TOILET Dave L offered the use of his late wives' wheelchair to enable persons needing to use a wheelchair inside the clubhouse to use the ladies toilet facilities. The committee thanked Dave for his offer and members are to be advised that it is not available for personal use outside the club Sign to be purchased identifying the ladies toilet for disabled</p> <p>COMPETITION SECRETARY Sheila expressed concern that the competition notice board had been moved to the wall by the mens changing room which has a table permanently in front of it preventing easy access. After some discussion of pro's and con's it was agreed the competitions will remain in the new location and the table will be removed and a table in front of the kitchen area will replace it</p> <p>NEW CLUB SHIRTS Aaron presented a timeline for his proposal of new club shirts. As previously agreed, the members will all change to the new shirts at the beginning of the next season if the members support the change Next meeting Aaron to provide details of proposed new shirts and sponsorship details. The committee will then shortlist the design to one for the members to decide if they wish to change. New shirt proposals to be circulated in advance to the committee</p> <p>SKILLS WORKSHOP Gillian presented Jans proposal of a Skills Workshop to be delivered by the County coaching team for the afternoon of Monday May 22nd. The range of activities will be appropriate for both newer bowlers and the more experienced. In response to many requests from Club members last year there will be a session on Etiquette. The session will be for approximately 3 hours and the cost is £3.00 per. person. Committee agreed Jan's proposal</p>	<p style="text-align: center;">Gillian</p> <p style="text-align: center;">Peter</p> <p style="text-align: center;">Debbie</p> <p style="text-align: center;">Debbie</p> <p style="text-align: center;">Dave L</p> <p style="text-align: center;">Aaron</p> <p style="text-align: center;">Gillian</p>	<p style="text-align: center;">Next Meeting</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">Next Newsletter</p> <p style="text-align: center;">ASAP</p> <p style="text-align: center;">Next Meeting</p> <p style="text-align: center;">ASAP</p>

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<p>LIFETIME MEMBER CERTIFICATE Certificate was handed to Dave T & Dave L to sign in preparation of presentation at President V Captain game</p> <p>VARIOUS Agree location of all club notices/fixtures/picture frames etc. Committee agreed the new location of notice boards together with the additional photographs of committee members and Club Champions The committee extended thanks to Dave L and Keith for their work</p> <p>Update on decorating and material costs. Dave L advised cost of clubhouse decoration £86.84 plus shed patio area £80, the majority of the cost were donated by the volunteers.</p> <p>Fixtures reissued Gillian advised that some recent changes has necessitated the reissue of the fixture card which will be clearly labelled as V2</p> <p>John Murphy John had sent a request to move Les's painting from the mens changing room to the main clubhouse which he thought would enhance the clubhouse. The committee immediately actioned it and moved the painting</p> <p>Meeting Closed at 13.55</p> <p style="color: red;">Next Meeting Date: Monday 17th April – 10.30am</p>		

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	SUMMARY OF ACTIONS	BY WHOM	BY WHEN	
	ACTIONS FROM 1ST MARCH 2020 MEETING			
5	Follow up with BT the new line and broadband	Peter	ASAP	Ongoing
	ACTIONS FROM 10TH JANUARY 2022 MEETING			
14	Discussion with Charlie Walmsley, internet/broadband supply, water leak near bowlers' green, car park entry & availability for matches, clubhouse address, broken manhole cover in car park	Peter	ASAP	Completed
	ACTIONS FROM 13TH JUNE 2022 MEETING			
5	Reassessment of all chemicals kept in clubhouse together with storage and revert with recommendations	Nigel	ASAP	Child lock – O/Standing
6	CCTV equipment in cupboard by bar needs to be in secure lockable cage	Peter	ASAP	Ongoing
	ACTIONS FROM 30TH 2022 AUGUST			
1	Match visitors are to use the biscuits in the clubhouse not those provided by the catering team, restraint on quantity as always is appreciated	Debbie	Next Newsletter	Completed
2	Members are to be requested to return all bowls at the end of the season	Debbie	Next Newsletter	Sue O - TBA
	ACTIONS FROM 26TH 2022 SEPTEMBER MEETING			
3	Safe storage and access to club documents, including finance, secretary, captain	Committee	December	Ongoing
	ACTIONS FROM 9TH JANUARY 2023 MEETING			
1	Review where all notice boards should be located and those that will be included on the magnetic boards	Keith/Dave L	Next Meeting	Completed
2	Generate a list of all proposed purchases for the committee to prioritise for when money became available	Gillian	Next Meeting	Completed
3	Remove members addresses from the list displayed in the club house	Peter	April	Completed
4	Application form to be updated to accommodate past members re-joining, discuss with Jan	Debbie	Next Meeting	Completed
5	£140 booking fee to be clarified with presentation lunch venue	Debbie	Next Meeting	Completed
6	Undertake a search for grants and criteria	Nigel	Next Meeting	Completed
7	Clarify which grants Hatfield have received and how much	Aaron	Next Meeting	Completed
8	Ask Batchwood if George Tutt left his wet vac and could we loan, suggest to Sue.	Dave L	ASAP	Completed
9	Ask Sue to get hire costs for wet vac	Dave T	Next Meeting	Completed
10	Thank Sue and the team for all their hard work last year and throughout the winter on the green	Dave T /Peter	ASAP	Completed
11	Display the County by laws changes in the clubhouse for both men & women	Aaron	ASAP	Ongoing
12	Tuesday 1 st August cannot offer to host, we have two evening fixtures	Aaron	ASAP	Completed
13	Update the subscription form to exclude all PAIRS competitions applications but include dates	Peter	Next Meeting	Completed
14	Draft rules for both new competitions and include in newsletter	Gillian/Debbie	Next Meeting	Ongoing
15	Generate and display a list of markers for all single competitors to contact as needed	Sheila	April	Completed

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16	Provide Sheila with printed A3 templates for competitions	Gillian	April	Completed
17	Advise members that winners of Kelly competitions enable winners to enter external champion competitions	Debbie	March Newsletter	Completed
18	Design new shirt, obtain sponsor and develop timeline, including member consultation, to enable new shirt to be available at beginning of 2024 season if agreed	Aaron	Next Meeting	Ongoing
19	Audit of all current patio furniture and provide a recommendation of replacements and additional furniture	Debbie	Next Meeting	Completed
20	Reply to the members letter regarding honours board	Gillian	ASAP	Completed
21	Develop surrounds cutting rota for new season	Aaron	Next Meeting	Ongoing
22	Committee members consider which works, if any, should be added to the current Five-year plan	All	Next Meeting	Ongoing
ACTIONS FROM 13TH MARCH 2023 MEETING				
1	Develop a process sheet to enable authorized members to introduce new cleaning products	Nigel	Next Meeting	
2	Provide bank details to Peter for donation transfer	Aaron	ASAP	
3	Write to Trustees and advise £12,000 operating budget and no ring fenced reserve budget will be maintained	Peter	ASAP	
4	First year new bowlers join as associate members	Peter/Jan	May	
5	Use of mats should be a joint a decision between the captain of the day and the green team which must be decided before the match starts	Peter	ASAP	
6	Green needs to be handed back on Monday in time for the games to start 2.00/2.30pm and if this proves	Peter	ASAP	
7	Green team to review the fixture card to ensure maintenance programme enables the green and surrounds to be presented to visiting clubs in the best possible condition, especially prestigious matches	Peter	ASAP	
8	DVDs to be disposed of, one bookcase of books to be kept, members advised in newsletter	Debbie	Next Newsletter	
9	How to get more from our current members was considered for the next meeting	Gillian	Next Meeting	
10	Invite Andy Thomas to attend Bloors meeting	Peter	ASAP	
11	Order patio furniture to the value of £1,090	Debbie	ASAP	
12	Advised members that the donated wheelchair is not available for personal use outside the club	Debbie	Next Newsletter	
13	Provide details of proposed new shirts and sponsorship details	Aaron	Next Meeting	
14	New shirt proposals to be circulated in advance to the committee	Aaron	ASAP	
15	Advise Jan Skills Workshop approved	Gillian	ASAP	