

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

	ACTION	WHEN
<p>ATTENDEES: Dave Trollope, Gillian Carvin, Debbie Trollope, Sheila Roberts, Aaron Langley, Keith Williams, Nigel Dickinson, Dave Leggatt</p> <p>APOLOGIES FOR ABSENCE RECEIVED: Peter Carvin</p> <p>MINUTES OF PREVIOUS MEETING 20/10/2022</p> <p>Proposed by: Debbie Trollope Seconded by: Sheila Roberts</p> <p>Dave opened the meeting wishing everyone a Happy New Year and welcoming new members of the committee</p> <p>MATTERS ARISING FROM MINUTES – None</p> <p>UPDATE ON ACTIONS – As per below</p> <p>NOTICE BOARDS Keith presented the following report I undertook an audit in June '22 and the following is a list of boards and display area at the time.</p> <p><u>Main Clubhouse (excluding kitchen)</u></p> <ol style="list-style-type: none"> 1. Health & Safety 2. Hertfordshire Bowls Association Competition entry forms 3. Tuesday evening league 4. Cleaning, Tea rotas 5. Social events 6. Competition and welfare officer 7. Fixtures list (on window) 8. Minutes & Membership forms 9. Photos - 1 10. Photos - 2 11. Committee / Chairman / President board 12. Bar info / emergency contact 13. W&D Selection notices 14. Honours boards 15. Selection sheets / Ladies / Mens / Club News <p><u>Mens Changing room</u></p> <ol style="list-style-type: none"> 1. SADBA 2. Mens County 3. Les 4. Dave L 5. W&D BA 6. Items for sale <p><u>Ladies Changing Room</u></p> <ol style="list-style-type: none"> 1. Ladies County 2. SADLA Board 3. SADBA expansion onto wall 4. Fire Plan <p>Subsequently further areas, particularly windows have been used for additional notices, some temporarily.</p> <p>The notices on the boards range from important, such as emergency access; contact details; fixtures selection; etc. to less vital such items as Chinese takeaway menus and adverts. There are also a number of (very) outdated notices, some from previous seasons. It is also curious that the fire plan is displayed in the ladies changing room, but not the gents – an issue I suggest for the H&S Officer to look into.</p> <p>There is a potential for an over proliferation of notices, which potentially means most do not get viewed. However, I accept that everyone's need for notices differs and it is difficult to differential vital information from the less so.</p> <p>Having reviewed and discussed Keith report & recommendations the committee accepted recommendations that District & County boards are kept up to date by the delegates. The large wooden honours boards will continue to be updated by Les whilst Keith will update and maintain the A4 honours boards</p>		

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

	ACTION	WHEN
<p>Dave L proposed two notice boards be upgraded to magnetic boards at a cost of £185.95 the main board and a new board outside the men's changing room. Discussion was had with regards to relocating honours boards and other boards and wall mounted items including the membership list.</p> <p>The committee agreed in principle to the magnet boards and asked Keith & Dave L to review where all notice boards should be located and those that will be included on the magnetic boards., additionally, it was agreed to protect the members personal information, all addresses would be removed from the displayed list</p>	<p>Keith/Dave</p> <p>Peter</p>	<p>Next Meeting</p> <p>April</p>
<p>CAPTAINS REPORT</p> <p>Debbie advised played that we had played 3 indoor games and lost all but the game played yesterday we only lost by one shot. Remaining games, 29/1 against Hatfield, they may not be able to field a team.</p> <p>Joyce Terry advised that there was discontent at Hatfield amongst the members, and she was requesting to re-join Harperbury. Keith proposed that questions on reapplication should be asked regarding re-joining. Committee discussed how a previous member was to apply and agreed it was the same process as a new member but agreed that the application form was updated.</p> <p>Debbie to discuss with Jan</p> <p>Feedback received, the Presentation lunch a success, consequently it has been re booked for next year 3rd December 2023 @ £23pp, but a £140 booking fee to be clarified, the venue is paying this year & next</p>	<p>Debbie</p> <p>Debbie</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<p>FINANCIAL UPDATE</p> <p>In Peters absence Gillian presented the following financial report prepared by Peter</p> <p>We have yet to hear if we have been successful in any of our hosting bids for 2023</p> <p>We will have to rely on our Subs and any profit from the Martin Daly as our primary source of income</p> <p>I am reluctant to agree to any capital spends until such time as we can clarify what monies we have available</p> <p>The income and expenditure sheet shows the anticipated figures after paying the Warner's (Isle of Wight) account within the next two weeks</p> <p>I have noticed a number of proposals already for expenditure. Whilst we have already agreed to look at patio furniture etc. from the Christmas quiz profit and possible use of the Katten's cheque I would advise a little caution in going ahead, until such time (hopefully by Subs renewal) that we ascertained what our membership is likely to be</p> <p>I'm aware that we make money from our raffles, London Welsh games and many other social events etc during the year but we treat this income as extra and not "MAIN SOURCE"</p> <p>The committee discussed Peters comments and Dave T informed the committee that the Trustees had expressed concern that the holding money in the bank account was not sufficient if we had to move and requested that it be built up again.</p> <p>Gillian agreed to generate a list of all Proposed Purchases for the committee to prioritise for when money became available</p> <p>Nigel and Aaron suggested that we should be looking for more grants as Hatfield appeared to be more successful than we had been. Gillian agreed that there were potentially other grants available and suggested that all of the committee should be looking for grants and determining if we meet the criteria and if so pass to Gillian for formal application. Nigel proposed that he would undertake a search for grants and associated criteria, whilst Aaron to clarify which grants and criteria that Hatfield have been successful and how much they have received</p>	<p>Gillian</p> <p>Nigel / Aaron</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<p>GREEN TEAM UPDATE</p> <p>In Peters absence Dave presented the working party report</p> <p>Working Party</p> <p>The additional patio has been completed apart from the odd finishing touch of safety paint etc. This has proved to be an asset already with being able to attend to the machinery without churning up the grass area in front of the sheds, I am sure this will also prove to be a great asset for seating area enhancement.</p> <p>It has been mentioned to me by members of the working party that perhaps when it comes to dealing with the ground under the gazebos that imitation turf be considered, instead of paving slabs.</p> <p>The club house gutters have been cleaned out of debris etc.</p>		

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

	ACTION	WHEN
<p>We are in need of a wet vac to clean out the tanks before they come back into use in the spring. Can the possibility please be looked at. Nothing expensive. The tanks have to be cleaned out every spring as a matter of safety. Ask Batchwood if George Tutt left his and could we loan, Dave L to suggest to Sue. Dave T to ask Sue to get hire costs</p> <p>Green</p> <p>The green has had continual care throughout the winter so far, weather permitting. It was fed last week and with continued reasonable weather will be treated regularly. Cuts have been carried out again when weather has allowed.</p> <p>I shall over the next couple of weeks be putting together the green maintenance materials order as per last year, ready for all the spring and bowling season needs.</p> <p>I hope that everyone agrees that green is currently on course for the new season. Let's hope that the weather allows us to continue with the schedule</p> <p>Committee agreed the green had been in an excellent condition all last year and looked to be on course for this year and thanked Sue and the team for all their hard work</p>	<p>Dave L Dave T</p>	<p>ASAP Next Meeting</p>
<p>SADLBA UPDATE</p> <p>Sheila advised at the AGM all officers were elected to posts except the competition secretary. Jackie Bell will continue to do the league but wishes to give up competition secretary Phil Scarburgh is SADLBA President (she is leaving Hatfield and may be going to North Mymms) District sheets will be displayed in the ladies changing room</p> <p>SADBA UPDATE</p> <p>Aaron advised Council meeting held and AGM Wednesday week, competitions triples league, Barnet, delegates and associations all included on agenda. SADLBA delegates attending SADBA meeting if no SADBA delegate elected or available was rejected. The impact of ULES on having Barnet and Oakhill in the district triples league was discussed with a decision pending</p> <p>COUNTY UPDATE</p> <p>Aaron advised he attended AGM, some by laws have been changed which will be displayed in clubhouse, all county players to be in same shirts and bottoms. Selection will be done by committee and delegates may be approached</p> <p>Progress to National Competitions to be reviewed. BE considering increasing the affiliation fee by 50p. Competition entry fees are fixed for this year. There is a general decline in club membership, southern clubs are stronger than northern</p> <p>Tuesday 1st August to be considered as host, we have two evening fixtures, advise can't offer</p>	<p>Dave T / Peter</p>	<p>ASAP</p>
<p>AOB</p> <p>Proposed 2023 Meeting Dates</p> <p>The following dates were agreed for future committee meetings</p> <ul style="list-style-type: none"> Monday 9th January 10.30am Monday 13th March 10.30 am Monday 17th April 10.30 am Monday 15th May 10.30 am Monday 12th June 10.30am Monday 10th July 10.30 am Tuesday 29th August 10.30 am Monday 25th September 10.30 am Pre AGM Meeting - Monday 16th October 10.30am AGM Monday 6th November 7.00pm <p>Carpet Cleaner</p> <p>Aaron proposed that a carpet cleaner be purchased for the clubhouse as opposed to borrowing a members' machine in case a replacement was required due to breakage. Sheila proposed that the club continue to use her cleaner as had happened for many years. Gillian suggested that hiring a machine on a need basis would be more cost efficient</p> <p>Committee rejected proposal for new cleaner and use Sheilas' or hire as necessary</p>	<p>Aaron</p> <p>Aaron</p>	<p>ASAP</p> <p>ASAP</p>
<p>Proposal for competition entry format for 2023</p> <p>Due to availability difficulties experienced last year, Sheila proposed entry lists for all PAIRS competitions be displayed nearer the fixed dates (included on the fixture card) and not included on the subscription form. The draws would be made two weeks before play date and payments made at that time. Singles & two woods fixed dates would remain on the subscription form</p>		

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

	ACTION	WHEN
<p>Committee accepted the proposal, Peter to update the subscription form Sheila also proposed a new competition, over 75 short fixed jack using obsolete cups as the trophy. After some discussion the proposal was accepted and it was agreed in addition there would be a new bowlers singles competition to be introduced on play by date Gillian to draft rules for both the new competitions and Debbie to include in newsletter Sheila advised that she would generate and display a list of markers for all single competitors to contact as needed Discussion was had with regards to the presentation of the competition information and Gillian agreed to provide Sheila with printed A3 templates It was also noted that winners of Kelly competitions enable winners to enter external champion competitions, a fact that not everyone was aware of</p>	<p>Peter</p> <p>Gillian / Debbie Sheila</p> <p>Gillian</p> <p>Debbie</p>	<p>Next Meeting</p> <p>Next Meeting April</p> <p>April</p> <p>March Newsletter</p>
<p>New club shirts proposal Aaron presented to the committee that believes that our club shirt does not represent our club well, a more colourful shirt would enhance our appearance and status. He proposed that we should have a more colourful shirt, in line with BE recommendations, maintaining our blue and gold colours. He also proposed that he would look to obtain a sponsor for the first shirt purchased for all members Aaron also proposed a consultation period with members and a phased implementation After a considerable amount of discussion, the committee agreed that Aaron should design a new shirt, obtain a sponsor and develop a time line, including member consultation, to enable the new shirt to be available at beginning of 2024 season if agreed</p>	<p>Aaron</p>	<p>Next Meeting</p>
<p>Use of Monies from Dec Quiz Night - £400 and donation from Solicitors £900 Debbie proposed to undertake an audit of all current furniture and provide a recommendation of replacements and additional furniture to be considered and added to the Proposed Purchases list</p>	<p>Debbie</p>	<p>Next Meeting</p>
<p>Received Letter Gillian advised that she had received a letter from a past member noting that the presidency of Andy Thomas at London Welsh had not been updated on the honour's boards Keith apologised for this, the form had been updated but his printer had cut off the line and he had not noticed. Gillian to reply to letter accordingly</p>	<p>Gillian</p>	<p>ASAP</p>
<p>Green surround cutting rota Aaron agreed to develop the new rota for 2023</p>	<p>Aaron</p>	<p>Next Meeting</p>
<p>Five Year Plan Gillian requested that all committee members consider which works, if any, should be added to the current Five-year plan</p>	<p>All</p>	<p>Next Meeting</p>
<p>Meeting Closed at: 13.24</p> <p>Next Meeting: Monday 13th March 10.30 am</p>		

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

	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	Postcode provided, TBC
	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	Ongoing, meeting November
	ACTIONS 11th APRIL 2022 MEETING			
	ACTIONS FROM 9th MAY 2022 MEETING			
	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 in kitchen
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	Ongoing
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
4	Application form to be updated to accommodate past members re-joining, discuss with Jan	Debbie	Next Meeting	
5	£140 booking fee to be clarified with presentation lunch venue	Debbie	Next Meeting	
6	Undertake a search for grants and criteria	Nigel	Next Meeting	
7	Clarify which grants Hatfield have received and how much	Aaron	Next Meeting	
8	Ask Batchwood if George Tutt left his wet vac and could we loan, suggest to Sue.	Dave L	ASAP	
9	Ask Sue to get hire costs for wet vac	Dave T	Next Meeting	
10	Thank Sue and the team for all their hard work last year and throughout the winter on the green	Dave T /Peter	ASAP	
11	Display the County by laws changes in the clubhouse for both men & women	Aaron	ASAP	
12	Tuesday 1 st August cannot offer to host, we have two evening fixtures	Aaron	ASAP	
13	Update the subscription form to exclude all PAIRS competitions applications but include dates	Peter	Next Meeting	
14	Draft rules for both new competitions and include in newsletter	Gillian/Debbie	Next Meeting	
15	Generate and display a list of markers for all single competitors to contact as needed	Sheila	April	
16	Provide Sheila with printed A3 templates for competitions	Gillian	April	

Harperbury Bowls Club
Minutes of Committee Meeting
Monday 9th January 2023

17	Advise members that winners of Kelly competitions enable winners to enter external champion competitions	Debbie	March Newsletter	
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	
19	Audit of all current patio furniture and provide a recommendation of replacements and additional furniture	Debbie	Next Meeting	
20	Reply to the members letter regarding honours board	Gillian	ASAP	
21	Develop surrounds cutting rota for new season	Aaron	Next Meeting	
22	Committee members consider which works, if any, should be added to the current Five-year plan	All	Next Meeting	