



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

Executive Meeting

Meeting held on 7 June 2019 at 2.30pm.

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

Chairman's Introduction

The Chairman welcomed everyone to the meeting which was called primarily to review our recent recruitment campaign.

Apologies:

Ham Sampford.

Minutes of Previous Meeting:

The minutes of the Executive Meeting held on 24 April 2019 were signed by the Chairman as correct.

Matters Arising:

1. Fire Extinguishers

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

Action: TB

Correspondence:

None.

Treasurer's Report:

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

Recruitment:

Overall the recruitment campaign during May went very well. We managed to recruit 10 new bowlers: Mike Easterbrook; Peter Carter; Benjamin Hamlyn-White; Barbara Haywood; Tim Haywood; Darren Lee; Stuart Hodsoll; Patricia Friendship; Cecilia Young and Jenny Goss. 6 of those are “new to bowls” and paid the concessionary 1st year fee. The Committee formally approved the applications for those members listed above.

Action: TB

There was one lady who completed the application, but subsequently didn't return, probably because of the lack of evening Ladies fixtures.

There were also a number of people who turned up for one of the taster sessions but sadly we didn't manage to “capture them”.

The Committee felt if one thing was missing from our campaign it was that we didn't promote the £20 first year membership fee for new bowlers. It was also stated that recruitment is an ongoing process and is not just restricted to the taster sessions held in May.

The Committee would like to place on record their thanks to all those members who gave their time and assisted with the campaign.

It was agreed to recommend to the next AGM that for those joining during August and September, the subscription rate should be £40.

Action: TB

Bar Arrangements:

Following the resignation of Terry Deemer as the Bar Manager, Tom outlined the arrangements that have been put in place. Terry Humphries has agreed to step in as Bar Manager and will restock the bar as and when necessary. There is no longer a need for a separate Bar Treasurer as Tom, as Club Treasurer, will account for all monies collected. He will also undertake a monthly stocktake in order to verify that the overall margin is maintained, which will be around 120%-130% mark up.

For the Men's A & B team matches, there is always a rush at the bar at the end of the game. The tea rotas should include covering the bar for at least the initial period.

Action: A & B Team Captains

The need for a bar rota was discussed and it was agreed that a list should be put up asking for those members who are willing to undertake bar duties to put their names down. Team Captains can then ensure that adequate cover is provided for Club matches.

Action: TB

Constitution:

Tom reported that he had been advised by Bowls Devon that there is no formal legal duty to engage the services of a solicitor when making changes to our Constitution or Trustees.

Various changes that are required were presented to the Committee. These were agreed and would be presented to the next AGM.

Action: TB

Any Other Business:

1. Neil Edmunds

The Committee should send Neil a card from the Club in a month's time.

Action: JP

2. Plastic Glasses

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

Action: TB

3. Winter Indoor Fixtures

Mike Anderson has indicated that he wants to step down from organizing the winter fixtures. Kelvin Clark has agreed to take on this role.

4. Soar Valley Tourist Match

Soar Valley have asked us to have an open draw for the raffle prizes and not a 'home and away' draw.

Action: PM

It was also agreed that we should ask Members selected to play to make a donation to provide badges for our guests from our stock of badges.

Action: TB

5. Summer Social Evenings

Tom suggested that we should organize a few social evenings during the summer. Tom will look at the fixture list and come up with a few dates and get a few events organised.

Action: TB

6. Auditor

Under the Club's Constitution we require an Auditor. Mike Anderson has agreed to take on this role.

Action: TB

7. Darts Team

Tom has been approached by Matt Bowen to see if we could enter a darts team in the local Winter league. It was agreed in principle and to ask Matt to provide some more information, e.g. registration date, what days the matches take place, and the positioning of the dart board. Tom will report back further to the Committee before the green light is given.

Action: TB

8. Honour Boards

Jeanne reported that the person who has updated the boards in the past no longer provides that service. An alternative sign writer needs to be found.

Action: JP

9. Mixed Matches

It was agreed that, when present, the Club Captain should captain the mixed match friendlies.

10 Ladies Changing Room

The lock on the Ladies changing room is faulty. Jeanne will contact the locksmith at Johnson's, who is there on Wednesday mornings.

Action: JP

11 Hedges

These still need tidying up. Jeanne will contact Will Lithgow and Will Wale.

Action: JP

12 Annual Dinner & Presentation

It was felt that there should be the option for people to have only 2 courses and with our bargaining power, we should be able to negotiate with Dartmoor Lodge a reasonable price. Tom and Jeanne will visit them to discuss.

Action: JP & TB

Date of next meeting: To be advised.

There being no further business the meeting closed at 4.25pm.

Signed as correct:

Chairman



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Treasurer's Report for Executive Meeting 7 June 2019

Income

Annual Subscriptions

We now have 52 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 £3,652, possibly reduced by £75 should Neil Edmunds not re-join this year because of health problems.

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 will also qualify for the recruitment grant from Bowls Alliance of £250. The final application will be sent next week.

Bar Sales

The bar is performing very well and should realise a profit of around £2,000, compared with last year's £1,100.

Social Events

3 social evenings were held during the winter and produced an additional £133 on top of the bar sales. I will bring up an item under AOB concerning social events.

Expenditure

Premises

I propose to bring forward a budget for the club nearer the AGM. We should plan for the future and not just deal with items as they occur. My personal view regarding premises is that we need to improve the outside appearance of the changing rooms and the welcome signs, particularly with the centenary just around the corner. I think at the moment the appearance lets the club down.

Electricity and Water Rates

I have reduced the monthly standing order for Electricity from £39 to £25. I have also had the lock repaired on the meter housing so that I can supply meter readings. I have also registered an account online for both water and electricity. We will now pay for what we use, rather than on an estimated basis.

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 5 June was £16,902.

Buckfastleigh Bowls Club

Revenue Account 2017/2018		£	£	£	£
Actual	Income	2018/2019 To Date		2018/2019 Estimate	
3,430	Annual Subscriptions	3,521		3,652	
0	Grants	5,500		5,750	
200	Sponsorship	200		200	
185	Donations	36		36	
2,167	Teas & Draws	484		2,226	
1,352	Annual Dinner	1,032		1,032	
1,138	Bar Sales	1,035		3,087	
389	Competitions	332		350	
102	Green Fees	40		140	
325	Clothing	213		213	
0	Social Events	133		333	
42	Other Income	16		16	
9,330			12,540		17,035
	Expenditure				
3,628	Green & Machinery	2,417		3,462	
3,296	Premises & Grounds	152		2,044	
186	Rent	0		200	
158	Electricity	298		398	
269	Water Rates	341		500	
0	Fire Extinguisher Check	165		165	
690	Insurance	693		693	
0	Advertising	216		216	
188	Printing, Postage & Stationery	212		224	
502	Members Expenses	0		0	
70	Bar Licence	70		70	
0	Website	5		5	
85	Sundries	19		39	
1,193	Annual Dinner	912		912	
1,114	Affiliation Fees & Trophies	825		832	
543	Food & Draws	176		577	
0	Clothing	190		190	
0	Bank Charges	0		0	
0	Bar Expenses	558		1,267	
11,922			7,250		11,794
(2,592)	Surplus/(Deficit)		5,291		5,241