



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

Executive Meeting

Meeting held on 06 November 2019 at 2pm.

Present: Bob Dowdell – Chairman; Tom Bowden – Secretary & Treasurer; Jeanne Pinney – Vice Chairman; Ham Sampford - Green Manager; Terry Humphries & Jenny Goss - Committee Members.

Apologies:

None.

Minutes of Previous Meeting:

The minutes of the Executive Meeting held on 9 October 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

2. Defibrillator

After discussion it was agreed to reverse the decision taken at the previous Executive meeting and to install a defibrillator within the clubhouse. Terry will find out further details with a view to taken a final decision at the next meeting.

Action: TH/TB

3. Plastic Glasses

Tom has asked Ken Bamsey to laminate some posters.

4. Fixture Book

The fixture book is largely complete. We are just awaiting the Ladies fixtures.

Action: TB

5. Letter of thanks

It was agreed that rather than send letters of thanks, those who have gone 'above and beyond' for the good of the Club should be recognised at the Annual Dinner.

Action: BD

6. **Mixed Matches**

Kelvin Clark has been asked to select the teams for mixed matches next year, along with the Club Captain (when appointed).

Action: TB

Secretary's Report:

1. **Co-op Grant**

Tom reported that the Club had applied for a grant from the Co-op and had received a letter from them saying we were unsuccessful in our application.

The Fund Raising Sub Committee will be meeting this winter to discuss various ways in which we can raise funds for the Club.

Action: TB

2. **Fraudulent / Spam Emails**

Tom reported that committee Members had been receiving spam emails purporting to come from John Sims and latterly Bob Dowdell. More recently, Tom has also received emails asking for funds transfer and they had even supplied bank details. The Police and Action Fraud (the National organisation which deals with these type of fraudulent approaches) has been informed and we await the results of their investigations. In the meantime will Members please ignore these type of emails.

Action: All

Treasurer's Report:

Tom presented the Treasurer's Report, a copy of which is attached to these minutes.

The Committee agreed that the Club premises should be painted before the Club's centenary. It was also agreed that we should approach Neil Edmunds to quote for the works.

Additionally, the 'Welcome to Buckfastleigh' sign needs removing/improving/attention, along with the reseating of some of the surround paving slabs.

Action: TB/TH

Green Manager's Report:

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

It was agreed that we need a small mower in addition to the current mower. Additionally, it would be ideal if we had a machine that 'trims' the fringes around the green. The committee also agreed to purchase a small mower for the bank and a leaf collector.

Action: HS

Any Other Business:

1. **Club Captain**

After discussion, it was agreed that the Chairman should approach Paul Hoff at the Annual Dinner.

Action: BD

2. Men's B Team

At the AGM held in October, the Members agreed that the social nights in January and February would serve as subscription nights where Members could pay their 2020 membership fees, (by post dated cheques if they wished). It is important that we know how many Members we have for the purposes of league registrations, particularly with regard to the Men's B team. Providing we have enough Members to run a B team, Tom offered to be the B team captain for next year and this was agreed by the Committee.

A debate then followed concerning recruitment, including press advertising and the local magazines.

Action: TB

3. BBC Development

Ham presented a report, copy attached to these minutes, outlining some possible ways the Club should develop over time. This was well received by the committee and it should provide the basis of a constructive Development Plan for the future.

Action: All

4. Notice Boards

The Chairman brought up the question of notice boards. The main notice board inside the Clubhouse is obviously not seen by those Members who turn up to bowl but don't stop afterwards. The Chairman proposed that we should have a notice board outside the Clubhouse by the bushes immediately to the left of the main gate. One problem with that idea was that it could cause congestion. Another option was to improve the notice board on the wall outside the Clubhouse by the disabled toilet. It was agreed to get a larger notice board for the Clubhouse and to obtain further information regarding an outside notice board.

Action: TB/HS

5. Key Safe

It was generally agreed that the positioning of the current key safe for the Clubhouse is not ideally placed.

6. Smoking

It was reiterated that the smoking areas are in the far corners of the Club. (This was agreed at the Executive Committee on 3 October 2018 and also on 16 January 2019)

7. Bringing out equipment for play

The Chairman raised the issue of bringing out the equipment and thought it was the same people who bring out the equipment and there were a number of players who always turn up 5 minutes before the game. After discussion it was agreed that the Captains should assign players to bring the equipment out. This could be on a rota basis, but will be left to the Captains.

Action: All Captains

8. Club Coach

Terry pointed out that we no longer have a coach and offered to take the courses to qualify as our coach. This was welcomed and accepted by the committee. Tom said he will find out when and where the Bowls England level 1 and 2 courses are held and would let Terry know.

Action: TB/TH

9. Club Rules

Following matters that have arisen during the year and at the previous committee meeting, Tom suggested that we add an item to the Club Rules:

"3.10 Members must at all times be respectful of other Members."

This was agreed by the committee.

The rule regarding shorts should also be changed to read:

"3.5 The wearing of shorts is not permitted unless the Team Captain grants permission for the duration of a specific match. Shorts must bear the Bowls England logo."

Action: TB

Date of next meeting: Wednesday 8 January 2020 at 2pm.

There being no further business the meeting closed at 4.00pm.

Signed as correct:

Chairman



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Treasurer's Report for Executive Meeting 6 November 2019

Income

Annual Subscriptions

Maintaining the same membership, would yield an income of just under £3,900. Whilst we may lose a couple of members, I am confident that another recruitment campaign in April/May next year can attract some more members.

Grants

The grant from Teignbridge DC this year will be £1,000. As things stand this will be the final year we will receive a grant from TDC. However, they did promise a complete review of funding for leisure activities. We need to follow up on this and ascertain what their current position is.

I am also confident that, given the works we need to undertake for our centenary, we can obtain further grants from the Town Council.

As we no longer have a coach, we will probably not be able to claim a recruitment grant from Bowls Alliance.

Social Events

I would like to see more frequent social events next year and also a bigger attendance from members. I think a Christmas Quiz night might go down well, maybe with mince pies and the like.

Premises

With our centenary just around the corner, I think it is essential that we spruce up the old pavilion, particularly the roof and exterior walls. Other works that need attention are the 'Welcome To Buckfastleigh' sign and the paving slabs.

The balance at the bank, as at 26 October was £18,230.

Buckfastleigh Bowls Club

Revenue Account		£	£	
2018/2019				2019/2020
Actual	Income		To Date	Estimate
3,617	Annual Subscriptions		0	3,900
5,710	Grants		0	1,500
200	Sponsorship		0	200
97	Donations		0	0
2,139	Teas & Draws		0	2,130
1,032	Annual Dinner		618	1,050
3,141	Bar Sales		53	3,400
377	Competitions		13	450
259	Green Fees		28	248
232	Clothing		0	0
256	Social Events		5	500
16	Other Income		0	0
<u>17,076</u>			<u>717</u>	<u>13,378</u>
	Expenditure			
3,620	Green & Machinery		273	4,019
761	Premises & Grounds		0	2,200
168	Rent		0	170
396	Electricity		25	300
371	Water Rates		40	340
165	Fire Extinguisher Check		0	170
693	Insurance		0	705
216	Advertising		0	100
228	Printing, Postage & Stationery		0	240
80	Bar Licence		0	70
5	Website		0	10
27	Sundries		(3)	50
912	Annual Dinner		0	920
1,042	Affiliation Fees & Trophies		492	1,040
618	Food & Draws		0	655
171	Clothing		0	0
0	Bank Charges		0	0
1,421	Bar Expenses		0	1,520
<u>10,894</u>			<u>827</u>	<u>12,509</u>
<u>6,182</u>	Surplus/(Deficit)		<u>(110)</u>	<u>869</u>

Green Report to Executive Committee Wednesday 6th November 2019

October 2019 having had twice as much rainfall as usual, has caused it to be a difficult month.

Work Done:

- Scarified twice and more in some areas of the green, to remove moss and thatch.
- Grass seed down, germinated and growing, with good coverage.
- Granular fertiliser spread and dissolved, grass visibly greened up.
- Top dressing down [3 tonnes] brushed into sward. Rain did the rest of the work.
- 8 Green Team helpers removed rubbers and stacked them, put benches in the changing room to dry, ready for painting, swept up gullies. Shifted sacks of topdressing around edge of green. A great help from all the volunteers.
- Green has responded well to the amount of rain received. For the most part it has allowed excess rain to drain away.
- Arranged for the mower to be serviced beginning of January 2020 for a fortnight absence.

Work to be done:

- ❖ As the grass has grown up, following successful germination, it needs to be tipped [cut] to 7 or 8 to help it strengthen.
- ❖ Short spiking to assist drainage, and possibly chiselled.
- ❖ Waiting for Verti-Draining still. Work held up by backlog due to poor weather conditions.
- ❖ Application of soluble iron compound [300 to 30L] to deter moss and harden grass.
- ❖ Will Wale and Will Lithgow will cut bottom hedge back when weather permits.
- ❖ Purchase consumables [petrol, WD40, 2-stroke mix etc] ready for winter use and start of the next year's work.
- ❖ Apply stronger iron solution around edge of green to deter moss.
- ❖ Build up some specific edges with more top dressing to deter bowls run over!
- ❖ Weed killing and digging out across the whole of the green, back filling with soil and seed.
- ❖ Filling in bird attack holes, and necessary repairs.
- ❖ Mowing at 7/8 as weather allows up to Christmas and in the New Year.
- ❖ March, start procedures for getting green ready for new season; scarifying, fertiliser, lowering cut height to 6.
- ❖ Face up to any other challenges that might come along.
- ❖ Organise and effect the repair building works to entrance and mech-shed area [£500 grant from Buckfastleigh town council].
- ❖ Encourage and organise the green team for the next season.
- ❖ Start of season Open day for the Green [last Saturday in April].

Ham

'Green Manager'

6th November 2019

Should BBC look towards the future 5/10/15 years and plan ambitiously for improvements within the Club in a proactive manner, rather than be yearly reactive?

POSSIBLE AREAS OF DEVELOPMENT/CONSIDERATION:

A] THE GREEN; **Already 4 years out of 6 years through planned development/improvement programme, as outlined by Green Team in reports to Executive and AGM's. Aimed to coincide completion with celebration of Club's 100th year anniversary in 2021. Tim Wakeham [our consultant] has come onboard with the planned programme involving treatments for the Green.**

- ❖ **Top dressing combined with Verti-Draining to improve aeration and long-term drainage of the green, most significant point.**
- ❖ **More rapid reaction to and treatment for disease [dollar spot and red thread being the two most dominant]. Also, appropriate treatment for insect invasion [crane fly/leatherjackets and other grass growth inhibiting activators].**
- ❖ **Checking the substrates chemical balance on a regular basis [soil sample analysis] in order to ascertain more precisely the requirements of the green.**
- ❖ **Possibly using radical iron treatment in spring and autumn, as opposed to only just ferrous sulphate.**
- ❖ **Not coring during autumn preparation for winter, but more varied spiking/slitting.**
- ❖ **Greater frequency of deep scarifying during the spring and autumn, together with light scarifying during the playing season, all intended to cut down the thatch, limit moss and speed up the green.**
- ❖ **Regular application of quality grass seed in autumn [October] to build up improved sward.**
- ❖ **Adjusting the top-dressing application. Reducing the amount of sand/topdressing from 5 or 6 tonnes per autumn down to 3 tonnes and combining it with Verti-Draining for three years, 2019 to 2021. [total application 24 tonnes instead of 30 tonnes as originally intended].**
- ❖ **Keeping the cut to 7/8/9 over winter and not going less than 5 during the playing period, unless changing conditions warrant an adjustment. [As the Green is heavy, improving drainage is of greater priority to allow grass root zone to develop more extensively].**
- ❖ **Changing the method of monthly payment so that unexpected 'larger' bills can be spread more evenly across the full year. This has meant an increase of the monthly payment, but allows the consultant more flexibility in planning costs and work.**

B] PERSONNEL

- **Already the responsibilities and roles of the officers have been appraised and made clearer. Accepted by the Executive Committee and the Members at AGM October 2019.**
- Should there be an automatic rolling appointment of vice chair to Chair after a fixed period to allow for more consistent planning?
- Same goes for Team Captains, should vice or assistant Captains automatically be appointed to Captain after a given period rather than present yearly ad hoc arrangements?
- Should all the Officers of the Club be reselected year on year, or be appointed for a known given period, to allow for greater continuity?
- Should Chair, and/or Vice Chair have a known objective to aim for over and above their roles or responsibility as outlined, over their given time in office?

- Advantages and pitfalls need appraisal?
- More active press releases by press officer across all media outlets? Not just limited to single local paper.

C] BUILDINGS

- Ought there to be greater ambition to develop/improve the buildings, internally and/or externally?
- A new mech./Storage/work shed releasing the old shed for development as a new visitor's changing room?
- Improve the structure/facilities of the old changing rooms and 'brick' them in?
- Extend the Changing rooms towards the lower gate?
- Extend the Pavilion by 5 metres to allow for a purpose-built kitchen and secure bar?
- Review the present 'convenience' facilities? Are they fit for purpose [H/S and equal opportunity/disability!]?
- Outdoor feature for shelter for bags/ notice board?

D] FACILITIES

- General review of all the facilities the club has to offer, including improved parking.

E] FINANCIAL

- ✓ Review of membership fees with intention of increases over the next 5/10/15years.
- ✓ Budgeting across the year in line with income/expenditure and cost of developments.
- ✓ Seeking sponsorship, advertising etc!
- ✓ Other ways of increasing income; events, 5-year fixed subscription payment etc.
- ✓ Donations, bereavement awards!

These are just some thought-provoking ideas for meetings and discussions! Not intended as definitive plan, as some aspects might not be considered appropriate, but at least it gives the opportunity to review what is happening, or not, at the moment! Ambitious planning might give the members a longer-term view of where the Club is heading other than just playing bowls on a yearly basis!

EVIDENCE/EXPERIENCE:

The 6-year plan for the Green has borne impressive and favourable results, after just four years. The green is draining better and playing better, as generally acknowledged by members and visitors. The long-term plan, with regular annual reviews and subsequent adjustments, has been useful to steer the improvements of the Green in the right direction.

Ham

Green Manager [with volunteered 2 years left to run! Is a successor actively being sought/encouraged/trained to take over the responsibility/organisation after 2021?].

26th October 2019

Amended 6th November 2019.