



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

Executive Meeting

Meeting held on 9 December 2020 at 7pm.

Present: Shirley Williams – Lady Chairman; Jeanne Pinney – Vice Chairman; Tom Bowden – Secretary & Treasurer; Mike Anderson - Club Captain; Jenny Goss – Lady Captain; Ham Sampford – Green Manager; Terry Humphries – Men’s Representative.

Lady Chairman’s Welcome:

Shirley asked for 1 minutes silence for life member Vic Manfield and former member Ian Howkins who had, sadly, recently passed away.

Matt Bowen’s Appeal:

It was agreed to take Matt’s appeal against the payment of his Membership Fee for 2020 when he wasn’t bowling before the rest of the agenda items.

Matt then made his presentation which was followed by a number of questions and answers, after which Matt left the meeting.

Tom than reminded the Committee that Membership Fees should be paid on one of the 2 Winter Social Nights in January and February.

Tom then read out the minute agreed unanimously at the Committee meeting on 24 June 2020, highlighted in blue on the Secretary’s Report.

At this point Ham left the meeting.

After further discussion it was agreed to accept an anonymous donation for Matts 2020 Membership Fee.

Action: TB

Tom reiterated that our Club acted no differently than many other clubs up and down the country in collection Membership Fees, not donations, for the 2020 season.

Apologies:

None.

Minutes of Previous Meeting:

The minutes of the Executive Meeting held on 22 October 2020 were signed by the Lady Chairman as correct.

Matters Arising:

1. Honour Boards

Tom will chase Teign Signs, who haven't replied to an email sent to them. Jeanne also said there was someone in the town who would do them at no cost.

Action: TB

2. Blower/Sucker

This has now been purchased at a cost of £271.

3. External Fence at the entrance

The work was planned for the end of October. It will now take place in mid January. The hedge on the A38 side of the green has been cut at a cost of £100, but will need further tidying up during the Spring.

Action: TB

Secretary's Report:

Tom presented the Secretary's Report which had previously been circulated. The first item had already been dealt with at the start of the meeting.

It was agreed to purchase a new trophy, the Vic Manfield Memorial Trophy, the competition being a 4 wood singles open to Men and Ladies.

Action: TB

Ian Howkins's cousin has said that Ian wishes to have his ashes scattered over the green and have a bench with a suitable inscription placed around the green. She also said that he wanted to donate £500 towards a fish and chip supper.

Action: TB

Treasurer's Report:

Tom presented the Treasurer's Report which had previously been circulated. The centenary stickers have been received. The shirts are apparently being produced in Lichtenstein, who are currently under a 2 week lockdown. Fingers crossed they'll arrive in time!

Green Manager's Report:

Although Ham had left the meeting, the Green Manager's Report was accepted in its entirety.

Any Other Business:

1. Internal and External Painting

Jeanne commented that the painting of the buildings looks very nice.

2. Loft Hatch

Tom pointed out that whilst painting the Clubhouse, Neil had also installed a new loft hatch, which is far more accessible than the one over the kitchen worktop and cupboards, at a cost of £190.

3. Rules of the Club

Mike has kindly examined the Rules of the Club and has made a number of changes, mainly cosmetic so that the document reads a lot better. Some members may remember that the Rules were amended earlier in the year to incorporate 'job descriptions' for the Officers of the Club. These were mainly cribbed from sources online and were always a 'work in progress'. The changes were circulated to the Committee at the meeting and are attached to the minutes.

It was agreed that they be adopted by the Club.

Action: TB

Tom also produced a booklet containing the Rules which could be distributed to every Member. Mike suggested that perhaps they could be incorporated within the Fixture Booklet. Tom will see what that would look like.

Action: TB

4. Rules of Bowls

It was also agreed that the Club should acquire a few copies of the Rules of Bowls from Bowls Devon/Bowls England.

Action: TB

Date of next meeting: TBC

There being no further business the meeting closed at 7.43pm.

Signed as correct:

Lady Chairman



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

Secretary's Report for Executive Meeting 9 December 2020

Matt Bowen

At the Executive Committee meeting on 24 June 2020, the Committee decided the following:

Tom presented the Secretary's Report which had previously been circulated.

Tom outlined the issue regarding members who may want to re-join in the 2021 season, but who haven't paid their 2020 annual membership fee. It had been agreed by email, whilst the Club was in total lockdown, that there would be 'no free ride' for members.

The Committee unanimously agreed that members in that category should pay a joining fee equivalent to this year's membership fee (£75) plus the 2021 annual membership fee.

Action: TB

The background surrounding this decision was that given the 1st lockdown and not knowing if any bowling would take place in 2020, we followed the advice from Bowls England in that we should collect membership subscriptions because we still had costs to bear. (All of the clubs we played in friendlies this year followed the same approach).

I sent 3 emails and texts to all members (I telephoned those without either), the 2nd of which is attached. The previous Chairman also wrote to every member. That letter is also attached.

The following was the response:

Matt Bowen - won't pay if he can't bowl

Richard Cooper - intends to give bowls a miss this year, for financial and time reasons.

Gill Davies - left part way through 2019.

Terry Deemer - moved to Paignton.

Colin Hayman - didn't reply to 3 emails and 1 letter.

Barbara Haywood - too busy with business.

Tim Haywood - too busy with business.

Stuart Hodson - didn't reply to 3 emails and 1 letter.
Roger Joint - left for personal reasons.
Shirley Joint - left for personal reasons.
Darren Lee - didn't reply to 3 emails and 1 letter.
Malcolm Lee - didn't reply to 3 emails and 1 letter.
David Palk - didn't reply to 3 emails and 1 letter.
Colin Raggett - joined Newton Abbot.
Keith Stow - didn't reply to 3 emails and 1 letter.

Matt has appealed against the decision to impose a rejoining fee and will be present at the meeting for this item.

The reasons for the original Committee decision remain, in that it would be unfair on those members who paid their subscriptions in 2020 – all them before we were allowed to reopen and play some friendlies.

If we were to not impose a rejoining fee, then it would be equitable to refund all the membership fees paid in 2020. This would cost the Club £2,790.

Vic Manfield

As you all know, Vic sadly passed away on 7 November. Jeanne has kindly sent a sympathy card to Pauline from the Club.

Like a few others, I think we should have a competition in Vic's name, open to Men and Ladies, so I would like to suggest a 4-wood singles competition, the Vic Manfield Memorial Trophy. Pauline has kindly offered to pay for a new trophy and is insistent on doing so.

Ian Howkins

As you know, Ian sadly passed away a few weeks ago. I have received notification from his cousin that he wishes to have his ashes scattered at the Club. He would also like to have a bench placed around the green and would also like to bequest £500 towards a fish and chip supper.

Tom Bowden
Secretary



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

Treasurer's Report for Executive Meeting 9 December 2020

Special Fund

This is the 'ring fenced' government grant we received in May to aid businesses affected by the Coronavirus Covid-19. To date, we have used it as follows:

		<u>£</u>
Initial receipt		10,000.00
 <u>2019/20</u>		
Display Cabinet	87.98	
Can Crusher	<u>30.39</u>	
	118.37	
 <u>2020/21</u>		
New Clock	22.99	
Hedge Trimming	100.00	
Drill 'n Fill	3,000.00	
Centenary – Bowls Stickers	<u>96.00</u>	
	3,218.99	
 <u>Commitments:</u>		
New Fence	1,847.00	
Centenary – shirts	160.00	
Centenary – other	<u>744.00</u>	
	<u>2,751.00</u>	
Total		<u>6,088.36</u>
Balance uncommitted		<u>3,911.64</u>

Centenary Bowls Stickers

These were ordered from Willowbridge Labels Ltd at a cost of £96 for 500 stickers and arrived on 21 November 2020.

Centenary Shirts

These have been ordered from Bush Hill Bowls. Details of the order and its financing are:

Men (including 2 Juniors and 2 Life Members)	28
Ladies	17
Spare (for stock)	
Men	12
Ladies	5
Total	62
	<u>£</u>
Cost, 62 x £25	<u>1,550</u>
Member contributions, 44 x £10, 1 x £25	465 (Ham has ordered 2)
Furzeleigh Sponsorship, 2019/20	500
Special Fund	<u>160</u>
	1,125
Held in Stock, 17 x £25	<u>425</u>
	<u>1,550</u>

Bank

The bank balances at 30 November were:

	<u>£</u>
Current	4,303.28
Savings	<u>20,000.21</u>
Total	<u>24,303.49</u>

Tom Bowden
Treasurer

Buckfastleigh Bowls Club

Revenue Account		£	£	
2019/2020		2020/2021		2020/2021
Actual	Income	To Date		Estimate
2,837	Annual Subscriptions	0		3,210
3,670	Grants	0		0
500	Sponsorship	0		900
194	Donations	0		0
255	Teas & Draws	0		2,500
1,042	Annual Dinner	0		0
784	Bar Sales	9		3,509
13	Competitions	0		400
28	Green Fees	0		200
145	Clothing	45		495
109	Social Events	0		400
118	Special Fund	3,219		4,123
0	Other Income	0		0
<u>9,695</u>			3,273	15,707
	Expenditure			
2,617	Green & Machinery	3,555		5,602
792	Premises & Grounds	2,123		4,170
168	Rent	0		170
308	Electricity	58		329
512	Water Rates	0		500
189	Fire Extinguisher Check	0		190
752	Insurance	0		850
0	Advertising	0		200
143	Printing, Postage & Stationery	15		150
70	Bar Licence	70		70
0	Website	0		10
191	Sundries	0		100
0	Centenary	96		1,000
920	Annual Dinner	0		0
122	Affiliation Fees & Trophies	(31)		519
49	Food & Draws	0		800
485	Clothing	0		965
0	Bank Charges	0		0
381	Bar Expenses	0		1,499
<u>7,699</u>			5,886	17,124
<u>1,996</u>	Surplus/(Deficit)	<u>(2,613)</u>		<u>(1,417)</u>



*Buckfastleigh Bowling Club
Duckspond Road
Buckfastleigh
TQ11 0NL*

BBC Green Report to Executive Committee for 9th December 2020

No need to reiterate just how difficult this year has been, but the grass has kept growing and needed care and attention, especially in preparation for the late autumn and winter.

WORK DONE:

- ❖ After closing the green, grass cut to 6, and cut height raised further to 10 in late November. 7 barrow loads of grass cuttings taken off Saturday 28th November 2020.
- ❖ Purchased a vacuum blower [Stihl 86 C-E 2 stroke petrol, serial Number: 188844180] sourced from Radmore & Tucker Ltd. Exeter. Collected machine on 29th October 2020 directly from supplier, saving money! Machine proved to be very easy to use, changing from blower to sucker. It is a powerful and lightweight appliance. Old one taken to dump.
- ❖ New fertiliser spreader has been donated to the club, the very old one disposed of.
- ❖ The end of season work on the green completed; with scarifying several ways, seed dressing and with granular fertiliser applied. All being time consuming and requiring much effort.
- ❖ New venture attempted, by Ecosolve Ltd; 'Drill 'N' Fill'. **This has been a remarkable introduction to the end of year green-treatment programme, as suggested by Tim, our consultant. Saved Green Team members a huge physical input, that being the coring, and brushing up, then spreading of 5 tonnes of topsoil or sand, followed by working it into the grass.** Many members came and saw the machine in action on a beautiful dry sunny day, Wednesday 4th November 2020. Work undertaken by the machine was most impressive. It only required spreading the little piles of sand out over the green, but no simple matter! Thanks to Miles, Ken and Ham this was done very efficiently, shortly after the machine work had been undertaken. [It would have been more appropriate for the Drill 'N' Fill to have been completed earlier, straight after the green had been closed, but the weather did not play to our advantage! This is a point to remember in the future!]. The financial savings to the club should not be played down, something potentially in the region of at least £3000 over five years. **Perhaps BBC should budget and save up £600 to £800 per year ready for the second treatment in 2025?** The physical effort required by the green team and other willing members, to prepare the green for winter, has been reduced massively, even cut out. The benefits to the green will be seen in the fullness of time; better drainage, stronger and deeper root growth, drier playing surface with less moss intrusion, and the chance to speed up the playing surface, as the grass may be able to withstand a reduced cut height, when

appropriate. The machine drilled down to at least 12 inches, backfilling with sand, using 5 and a quarter-tonnes of sand. Remaining three-quarter tonne has been stored for later use.

The Drill 'N' Fill operation will be effective for at least five years, possibly up to ten years depending on the reaction of the substrates under the green surface. Advice was that we take on another operation in five years, considering the heavy nature of our soil. Not only will the ground benefit from the holes being drilled, but also breaking up panning and compaction, the deep implanting of sand to aerate the top layer and encouraging a stronger root zone activity. As the heavy rains in November had washed down sand into the holes a further application to back-fill drilled holes, as well as the rook activity has been undertaken.

WORK TO BE UNDERTAKEN: Gully clearance. General green treatment; weed removal, hole filling, light cutting, scarifying, chemical applications.

- Mower to be sent for servicing in January 2021, together with the scarifier.
- **Slowly preparing the green for opening in 2021, [date to be arranged].**
- Renewal of old, damaged, tools, equipment, and removal of obsolete items.
[Inventory]

Ham Sampford [BBC Green Manager] 28th November 2020



Buckfastleigh Bowling Club

RULES

(Adopted at the Executive Committee Meeting on 9th January 2020)
(Amended at the Executive Committee Meeting on 25th September 2020)

1. Duties of Officers

1.1 President

The President will:

- Chair the Annual General Meeting.
- Be an ambassador for the Club representing the Executive Committee to Club Members and the public.
- If they wish, attend any meeting of the Executive Committee, although they do not have a vote.
- Be appointed by the Executive Committee.

1.2 Chairman

The Chairman will:

- Chair the Executive Committee meetings; ensure opportunities for all committee members to participate fully in meetings; have a casting vote in the event of a tie.
- Be present, if possible, 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.
- Have the power to oversee all day to day aspects of running the Club with the help of the Secretary.
- Have the overriding vote in any disputes regarding Club business.
- Be present, if possible, at all social functions relating to the Club including the annual presentation of trophies and prizes.

1.3 Vice Chairman

The Vice Chairman will:

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

1.4 Secretary

The Secretary will:

- 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.
- Oversee 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 will display the notice on the Club's notice boards. Such notice, shall, in the Clubhouse, include space for the nomination of officers.
- Maintain a database of all Club Members.
- Submit the names of Club Officers, following their election, 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.

1.5 Treasurer

The Treasurer will:

- 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.
- Make all books and vouchers available for-inspection by the Executive Committee.
- 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.

1.6 Club Captain

The Club Captain will:

- Have overall responsibility for all matters relating to the playing of bowls.
- Liaise with Team Captains, Green Manager, Club Coach and the Fixture Secretaries for seeing that the policies agreed by the Executive Committee are adhered to by the aforementioned.
- Ensure that League and Club Rules are adhered to.
- Arbitrate in the event of disputes.
- Be the main focal point of the Club in bringing any problems to the attention of the Executive Committee.
- Make decisions to restrict play and have the authority to enforce such restrictions upon all Members, and upon guests and members of the public.
- Be responsible for selecting the teams to play in Friendlies.
- Be the Team Captain the Club in all Friendly Matches.
- In the case of a male Club Captain, become the Men's A Team Captain. In the case of a female Club Captain, she will become the Ladies Captain.

1.7 Green Manager

The Green Manager will:

- Be responsible for coordinating the activities necessary to manage the green and ditches.
- Present a Green report at each Executive and General meeting.

1.8 Men's Representative

The Men's Representative will:

- Represent the Male membership of the Club at Executive Committee meetings.

1.9 Ladies Representative

The Ladies Representative will:

- Represent the female membership of the Club at Executive Committee meetings.

1.10 Ladies Captain

The Ladies Captain will:

- Be responsible for selecting the Ladies teams to play in the Ladies leagues.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of Ladies matches.

1.11 Men's A Team Captain

The Men's A Team Captain will:

- Be responsible for selecting the A Team for MDL matches, Top Club and Foxlands trophies.
- Provide a rota from the A Team members to supply teas and bar duties for A Team home matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of A Team matches.

1.12 Men's B Team Captain

The Men's B Team Captain will:

- Be responsible for selecting the B Team for MDL matches.
- Provide a rota from the B Team members to supply teas and bar duties for B Team home matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of B Team matches.

1.13 Men's X Team Captain

The Men's X Team Captain will:

- Be responsible, in consultation with the Y Team Captain and the Men's A Team Captain, for selecting from the Male membership those players who will play for the X team in the South Devon Over 55's league.
- Be responsible for selecting the X Team for Over 55's matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of X Team matches.

1.14 Men's Y Team Captain

The Men's Y Team Captain will:

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

1.15 Men's Fixture Secretary

The Men's Fixture Secretary will:

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

1.16 Ladies Fixture Secretary

The Ladies Fixture Secretary will:

- Arrange, in consultation with the Men's Fixture Secretary with regard to home matches, all the Ladies league matches.

1.17 Competitions Secretary

The Competitions Secretary will:

- Make 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.

1.18 Bar Manager

The Bar Manager will:

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

1.19 Press Officer

The Press Officer will:

- Be 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.

1.20 Safeguarding Officer

The Safeguarding Officer will:

- Keep up to date with any relevant legislation concerning Safeguarding issues and ensure that the Club's Safeguarding Policies are updated where necessary.

- Take all complaints, allegations or suspicions of abuse against Vulnerable Adults or Children seriously and pass that information to the Bowls England Designated Safeguarding Officer and inform the appropriate Club Officers where relevant.

1.21 Auditor

The Auditor will:

- Audit the accounts of the Club at year end before the Annual General Meeting of the Club.

2. Dress and Etiquette

- 2.1 Anyone wishing to play bowls on the Green must wear footwear with plain bottoms (no heel or tread).
- 2.2 Dress for afternoon matches shall be whites.
- 2.3 Dress for evening matches, club competitions shall be white above the waist and grey below.
- 2.4 Smart casuals and shorts of an acceptable length may be worn for roll ups and Club nights.
- 2.5 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.
- 2.6 All rainwear must be white.
- 2.7 Whites and blazers should be worn on open days.
- 2.8 The use of mobile phones is not allowed during any match.
- 2.9 Members must at all times be respectful to other Members.
- 2.10 Smoking, including Vaping, is not allowed anywhere on Club premises.

3. Woods

- 3.1 Whenever a member plays for a Club team, they must have Club stickers on their woods.

4. Competitions

- 4.1 The Competitions Secretary shall make arrangements for the following competitions each year, for both Men and Ladies:

- 4.1.1 Four wood singles.
 - 4.1.2 Two wood singles.
 - 4.1.3 Four wood handicap singles.
- 4.2 In addition, the following competitions shall be arranged and be open to all Members:
- 4.2.1 Four wood pairs.
 - 4.2.2 Novices four wood singles.
 - 4.2.3 Over 55's four wood singles.
- 4.3 The entrance fees and value of prizes for each competition will be decided by the Executive Committee. The Cups and Trophies will be presented at the Club's Family Day or at the Annual Dinner. The Cups are perpetual and shall be returned before the following year's presentations.

5. Use of Facilities

- 5.1 The Green may be used by Members (other than Social Members) at any time between the fourth Saturday in April and the Saturday nearest to 30 September between the hours of 10.00am and dusk unless the Green has been declared unfit for play.
- 5.2 The Green Manager or Members delegated by the Executive Committee shall have the power to close the Green when any one of them considers it unfit for play. Notice to this effect shall be posted in the Clubhouse.
- 5.3 Members of the public may play bowls on the Green upon payment of the appropriate hourly fee.