

# Totnes Bowling Club

**Management Committee meeting held at the Clubhouse, Borough Park**

**On Monday 11th April 2022 at 10.00 am**

## **Minutes**

**1. Present:** - Alan Mitchell, Mike Hannaford, Tom Bowden, Lynda Joseph, Tudor Joseph, Paddy Harris, Lydia Stocks, Graham Sowerby, Ernie Knight (For Item 5).

**Apologies:** - Fred Martin, Hilary Saffery, Paul Brown, Paul Eames and Ruth Hughes.

**2. Chairman's welcome:** - The chairman welcomed Tom Bowden and Graham Sowerby to the meeting as the new Treasurer and Welfare Officer respectively.

**3. Minutes of last meeting:** - Agreed as a true record of the last meeting and signed by the chairman Alan Mitchell.

## **4. Matters Arising:**

### **4.1 Club Website:**

Tom volunteered to update and maintain the website, which was agreed by the committee.

## **5. Green Maintenance:**

Ernie outlined the work performed by the green team, cutting the grass on Monday, Wednesday and Friday mornings each week. Additional work such as cutting the grass on the surround and weed control and clearing the ditch was also carried out as well as other sundry items around the green.

The team has lost the services of Mike Keats and all remaining members of the team aren't getting any younger. It was agreed that an email be sent to all members asking for volunteers to help in any way they can with the maintenance of the green. It was also agreed that we should look at the membership list and approach possible helpers on a personal basis for help.

Help is also required to sweep the dew off the green on Tuesday's, Thursday's, Saturday's and Sunday's.

The contract with Avon SMC is due for renewal in October and the committee agreed that we should have a meeting with them during the summer to identify the work (and cost) required for the 2023 season.

## **6. Treasurer's report:**

Tom introduced his report, a copy of which had been circulated to committee members prior to the meeting and is included as an annex these minutes. The report included the finalisation of the 2020/21 accounts which will need to be presented to the AGM in October. Also included was the current years financial statement which showed a predicted loss for the year of £1,559.

Tom also outlined ways in which the financial control of the club's finance can and will be improved, including improved cash control via a signed record form for each monies received from catering and the bar for each match/event and also an expenses form for members expenses etc.

Tom also circulated to the committee a paper showing a draft of the following years budget with a few scenarios of possible membership fees and their effect of the club's reserves. There followed a general discussion on possible ways of improving the club's financial position, including bar takings, sponsorship and other items.

Rather than bouncing around ideas at committee, it was agreed to form a small sub-committee comprising Tom, Graham and Lydia (and possibly co-opt other members) to discuss various financing options.

## **7. Playing section matters:**

### **7.1 Bob Perkins**

A request has been received from the late Bob Perkin's daughter, Sam, to scatter Bob's ashes in the rose bushes on the surround. Additionally, Sam has requested that an annual tournament be played in his name for which the family will provide a trophy and a cream tea.

It was agreed to hold the competition, the format of which is still to be decided, on Saturday 17 September, and also to allow the family to scatter his ashes privately.

## **8. Catering matters:**

### **8.1 Price of teas**

We have previous agreed to provide a higher quality of biscuit for matches and Lydia suggested that we should increase the amount members pay. It was agreed that the charge should be increased to £1.50 per member and £2.00 where a cream tea is provided.

### **8.2 Surplus cups, saucers & crockery**

Lydia has tried to sell these items via facebook marketplace without success. She suggested approaching some tea rooms and asked what price she should ask. The committee felt that any amount was better than none.

### **8.3 Tea Rota (for friendlies??)**

Lydia has nearly finalised the tea rota and it will be posted on the notice board shortly. She will also email it to members.

### **8.4 Tea Rota for MDL A & B teams**

Traditionally the A team has provided members for the B team matches and vice-versa. The new captains, Cliff Watts and Gary Hooper, need to be made aware and provide a rota to be posted on the notice board.

## **9. Bar matters:**

### **9.1 Bar helpers**

There has been a reluctance from the membership to assist behind the bar. The committee felt that all members should actively take part in club activities and not just "turn up and play". It was agreed that the A & B team captains provide a bar rota for their matches and Paul should provide a bar rota from the whole membership for the remaining matches.

### **9.2 Moving the bar forward**

Paddy has found someone who would move the bar forward, which would take 3 days at a cost of £600. This would have to be carried out at the end of the season.

Lynda brought up the matter of the bar layout which was not ideal in that all the activity was at the left hand side of the bar because that's where the fridge and drinks are. The committee agreed that before any work was carried out the layout should be addressed, possibly with the help of someone like Ken Law to advise.

#### **10. Correspondence:**

Mike reported that there is very little written correspondence received now, most is received by email which is then circulated to members.

#### **11. Any other business:**

##### **11.1 Move more Saturday**

The Leisure Centre are organising this event on 30 April 2022, between 10am and 1pm to attract more people to use the facilities on Borough Park, eg the Leisure Centre, Tennis Club and the Bowls Club. They will provide all the publicity material for the day. Several members have responded to Mike's email and will be present on the green for the event to support the initiative by the Leisure Centre.

##### **11.2 Other publicity**

Graham brought up the publicity provided by Bowls Alliance which is still available even though they are not running the £250 open day function this year.

##### **11.3 Charity day**

It was proposed and agreed that the President should choose the charity. Alan decided that this year's charity should be Rowcroft.

Lydia suggested that we should revise what happens on the day as she felt certain things were old hat. Paddy suggested that we run a BBQ.

##### **11.4 Welfare**

Graham outlined items that were covered by the Welfare Officer. Graham is qualified with regard to adults and vulnerable adults and volunteered to take part in any training required for child protection if we recruit junior members.

##### **11.5 Coaching**

Graham, as a qualified coach, is willing to help in any way on the Saturday morning sessions. Graham will discuss this with Reg. He also has a quantity of booklets designed for new members outlining various aspects of bowls.

##### **11.6 Club shirts**

Tudor reported that the club shirts should be with us next week or the week after. Tudor also said that a letter of thanks be sent to the shirt sponsors.

##### **11.7 Contribution from member's for petrol costs**

With the rising cost of fuel it was decided that for local matches passengers contribute £3 towards the drivers costs. Where the match is further afield, then the contribution should be individually decided.

##### **11.8 Fixture booklet**

Tom offered to print next years fixture booklet at a cost of around £40 which will save the club £170 per year. We could also incorporate members telephone numbers.

### **11.9 Conservatory roof**

The outside of the clubhouse needs a good clean. Paddy has agreed to get a quote for the cleaning of the conservatory roof.

### **11.10 Kitchen**

A leak from the water heater was reported last Saturday but the plumber has found no leak. However, the cupboard above the water heater needs to be raised a couple of inches so that the water heater can be accessed properly. Paddy will ask Mike Richards to adjust the cupboard as necessary.

### **12. Date of next meeting: - to be arranged.**

There being no further business the chairman closed the meeting.

**Chairman**

**Date**

# **TOTNES BOWLING CLUB**

**Borough Park  
Totnes  
TQ9 5 XW**

## **Treasurer's Report for Management Committee Meeting 11 April 2022**

### **Introduction**

Firstly I would like to take this opportunity of thanking you for appointing me as your new Treasurer.

For those of you who don't know me, let me introduce myself. I was born and bred in Buckfastleigh and attended Totnes Grammar School (in the final year 1966/67 before it became a Comprehensive). I went to Southampton University and obtained my degree in Politics and Public Finance and qualified as a chartered accountant in 1980. I worked for SHDC until 1979 and various other local authorities and businesses before retiring to Portugal in 2012. Unfortunately, my wife passed away with cancer in 2017 so I decided to return to the UK.

I was Treasurer and Secretary of Buckfastleigh Bowling Club from 2018 until 2021. Like many small clubs, they have a reducing membership and have been unable to attract new members to make it a viable competitive club. So pastures new!

### **Accounts 2020/21**

I have revised the accounts for 2020/21 based on all the documents and information supplied by Mark and Mike. These are attached to my report. In line with the Constitution, I shall also present them to the AGM later in the year.

### **Accounts 2021/22**

Going forward, at subsequent Committee meetings I shall provide an up to date picture of the Club's accounts. The current years accounts will also include a 'probable' – an estimate for the end of year position. We may break even this year, but that is only because the accounts include the SHDC grant of £5k which relates to items in last year's accounts.

The current position is also attached to my report.

The balance at the bank, as at 11 April was £18,390.

## **Budget 2022/23**

I am in the process of preparing a budget for next year. Decisions, hard decisions, need to be made this summer regarding our financial position. I will be blunt. At the present rate of expenditure and subscriptions, we have enough money for 5 years. In order to be viable, we must balance the books. Quite simply this means increasing our income and/or reducing our expenditure. In over 40 years in the business, I am yet to find a magic wand.

## **Financial Control**

It has already been recognized by the Committee that there is a lack of financial control within the Club. In accordance with the Constitution of the Club, I am responsible for the collection and payments of all monies due to/from the Club.

Sound financial control systems are there not just to mitigate the possibility of misappropriations etc., but equally important to protect those individuals from any suspicion that may arise. Therefore, from this season onwards, for each match/event/function the person(s) responsible for collecting cash (bar, teas & other catering), will complete and sign a record of those collections. I shall collect and bank these monies at least on a weekly basis. All expenses will be reimbursed and receipts must be provided.

## **Payment Options**

We now have a 'Sumup' device, which I believe was kindly donated by Paul, which allows us to process card payments. For cards presented at the time of sale, a 1.69% charge is incurred, whilst if the card is not present (and a link has to be sent), then a 2.5% charge is incurred. I have used the device to process 2 key deposits (mine and Jenny's) and also the shirt sponsorship of £1,600.

Payments are processed via an app on a mobile phone (at present only mine), which must be connected to the internet. If there is a demand for card payments, we may wish introduce this facility for bar sales etc.



**Tom Bowden**  
**Treasurer**

# Totnes Bowling Club

2019/2020	Revenue Account	2020/2021	
Actual		Actual	
£	Income	£	£
3,202	Annual Subscriptions	4,034	
0	Sponsorship	0	
10,000	Grants	0	
1,950	Bar Sales	3,438	
100	Catering & Raffles	1,158	
0	Competition Fees	131	
34	Clothing	81	
1,776	Annual Dinner	0	
0	Social Events	0	
181	Green Fees	409	
0	Donations	0	
520	Charity	520	
315	Other Income	99	
<u>18,078</u>			9,870
	<b>Expenditure</b>		
7,496	Green & Machinery	8,503	
1,688	Premises & Grounds	6,411	
2,446	Administration	1,176	
1,002	Affiliation Fees	814	
0	Bar	2,052	
0	Catering & Raffles	440	
87	Competitions	460	
273	Clothing	34	
196	Annual Dinner	0	
520	Charity	520	
730	Depreciation	729	
<u>14,438</u>			21,139
<u>3,640</u>	<b>Surplus/(Deficit)</b>		<u>(11,269)</u>
	<b>Capital Account</b>		
	<b>Fixed Assets</b>		
<u>2,918</u>	Mower	<u>2,189</u>	
2,918			2,189
	<b>Current Assets</b>		
23,690	Bank	13,220	
228	Cash in Hand	108	
250	Bar Stock	340	
0	Clothing	0	
<u>0</u>	Debtors	<u>0</u>	
24,168			13,668
	<b>Less: Current Liabilities</b>		
0	Creditors	0	
760	Key Deposits	<u>800</u>	
<u>760</u>			800
23,408	<b>Net Current Assets</b>		12,868
<u>26,326</u>	<b>Total Assets</b>		<u>15,057</u>
	<b>Financed by:</b>		
	<b>Members Fund</b>		
22,686	Balance B/F	26,326	
<u>3,640</u>	Surplus/(Deficit)	<u>(11,269)</u>	
<u>26,326</u>	Balance C/F		<u>15,057</u>

Signed as a correct record:

Treasurer:

*Tam B. Baker*

23 March 2022