

**Totnes Bowling Club**  
**Management Committee meeting held at the Clubhouse, Borough Park**  
**On Saturday 18th July 2022 at 18.00 pm**  
**Minutes**

**1. Present** : – Alan Mitchell, Mike Hannaford, Fred Martin, Tom Bowden, Lynda Joseph, Tudor Joseph, Graham Sowerby, Paul Eames.

Apologies: - Hilary Saffery, Lydia Stocks, Ruth Hughes

**2. Minutes of last meeting:** - Agreed as a true record of the last meeting.

**3. Matters arising:**

**3.1 Fundraising**

The sponsorship received for this year so far is £1,950. (£1,600 shirts, £200 Churchill Retirement Homes & £150 Totnes Taxis.) For next year it will be at least £650. (£500 Churchill & £150 Totnes Taxis.) Churchill have also committed to a further £500 in 2023/24. Tom (and others?) have identified 6 or 7 more companies to target for sponsorship.

**3.2 Recruiting junior members**

No junior members turned up on the Open Day. The club needs a project plan if we are going to be serious about this.

**3.3 Club nights**

The “Bowls for fun” was enjoyed by all those who came along, and raised approximately £380 on the night.

The night was so successful that it was agreed that these should continue. For the next night additional equipment, already owned by the club in the store rooms, can be used.

**3.4 Bar matters**

There have been no complaints regarding the increase in prices.

**3.5 Changing room lockers**

No action has been taken since the last meeting, (appearance and not working,) and needs to be sorted out.

**3.6 Grounds maintenance contract**

Following a good meeting with the Avon Grounds maintenance company, the club asked for a new proposal from Avon to reduce the amount of work that they do, in order to reduce their costs. No such proposal has been received as yet, and Tom said he would keep reminding them until they do.

Ernie says that Avon advised that we do not need tigning every year, so that would save £500. If the club decides to use someone else, Ernie’s team will still cut and and work on the playing surface. All other treatment and chemicals will have to be controlled by the Committee.

**3.7 Contact details on the front door**

Gary Hooper reminded the committee that no contact details had been posted on the front door. Tom said that he would sort out during the following week.

**3.8 New members evening**

Tudor suggested that we should have an evening for new members, to be advertised in advance. This could be in the form of a roll-up, followed by a barbecue. The date suggested for this was Friday 19<sup>th</sup> August.

### **3.9 Training for markers**

It has been some time since most members have had training for doing marking. Graham is happy to be involved with this, and will liaise with Tudor to arrange some dates. Graham has a DVD for marking.

### **3.10 Publishing results**

Hilary Saffery has previously asked for the results of all league matches, so that they can be published in the local newspapers. She has received no reports since the last meeting. Hilary would like the results for every rink, as well as the overall score at the end. The team captains will be asked to provide this information.

## **4. Safeguarding**

Graham spoke about the role of safeguarding, both for adults and children. There should be a safeguarding document specifically for Totnes Bowling Club. Graham has all the qualifications necessary, plus police approval.

For more information, see the Bowls England website. Graham circulated a typical job description for a safeguarding officer from Bowls England.

Graham is doing further training for the safeguarding of children.

It is everybody's responsibility to look out for anything that is not quite right, and report it.

## **4. Treasurers report**

### **4.1 Accounts**

The accounts were circulated by Tom prior to the meeting, and the committee had no comments to make, and therefore they were approved. The current balance was around £17,665 with a probable end of year figure of £14,414.

### **4.2 Insurance**

A quote for our insurance was received, and is due in August. The quote had increased by 7 or 8% on last year. When looking at it closely, it included cover for equipment valued at £68,000. Tom and Mike looked at the equipment held by the club and decided that the current value was around £10,000. The policy also quoted other covered items.

As a result of the updated information, the premium was agreed at £490 – a saving of £370.

### **4.3 Boiler in kitchen**

The boiler only works periodically. The cost of repair would be £877. To replace it with a new one would be £567. The committee agreed that we should replace it with a new one.

## **5. Playing section matters**

### **5.1 Fixtures**

Tudor and Paddy are no longer available to arrange the fixtures for 2023. Therefore a volunteer (or two) is required. A blanket email to all members is not likely to be successful. An approach to individuals would be a better method. Mike will identify people who would be capable of doing this.

## **6 Catering matters**

### **6.1 Old China tea service**

Lydia has tried looking for someone on eBay who might like it, without success. Our next step will be to offer it to a charity shop.

## 6.2 Tea making rota

Some members appeared on the rota at the same time that they were playing in the match. This has been resolved.

## 7 Bar matters

### 7.1 The tea making/bar rota

This has been resolved

### 7.2 Re-stocking the bar

Tom and Wendy are re-stocking the bar.

## 8. Green maintenance

### 8.1 Workshop doors

The door on the workshop that was broken into is about to fall apart.

Mike will ask Chris Beaman to have a look at it and come up with a proposal for a solution.

## 9. Correspondence

All correspondence comes in email format and Mike H forwards them to appropriate members.

## 11. Any other business

### 11.1 Life membership

The club needs to decide what the contributing factors are in order to make someone a life member.

### 11.2 Shirt prices

Tudor confirmed that the first shirt in the new design for all members is £10. If anyone requires an additional shirt, they will be charged at £29.

### 11.3 Charity Day

The charity day will be arranged for a date in September. The charity this year will be Rowcroft Hospice. This will be a Fun Day with competitions and a barbecue. Tudor will phone Alan to arrange a date. It will be held on a Sunday. Mike and Kay will be asked to organise the day.

### 11.4 Centenary Year

Tom drew the committee's attention to the fact that 2025 will be the club's centenary year, and asked if we want to make it a special year to celebrate it.

It was suggested that Bowls Devon and Bowls England could be invited, and include a celebration match using all 6 rinks. We would need to write to Bowls England to make a firm commitment, and a phone call to do the same for bowls Devon. Food would be supplied to all players. Mike agreed to progress this.

### 11.5 Annual Dinner

The dinner will be held in early November, probably at Dainton, and include music. Tom will organise.

### 11.6 Club competitions

A dress code is needed for all club competitions. Tom will make a draft and circulate to members of the committee.

### 11.7 Captains vs. Presidents Day

There are insufficient players on the list for this event to go ahead. Members will be asked to sign up for this event.

**11.8 List of club members**

The list of club members is updated several times each year. This list is not routinely distributed when it is updated. Members have to make a request to Mike in order to obtain the latest copy.

**11. Date of next meeting – to be arranged.**

There being no further business the Chairman closed the meeting.

Chairman

Date

## Totnes Bowling Club

2020/2021	Revenue Account	2021/2022		2021/2022	
Actual		Actual		Probable	
£	Income	£	£	£	£
4,034	Annual Subscriptions	6,165		6,165	
0	Sponsorship	1,950		1,950	
0	Grants	5,000		5,000	
3,438	Bar Sales	2,536		4,306	
1,158	Catering	839		1,200	
0	Raffles	377		750	
131	Competition Fees	251		251	
81	Clothing	1,060		1,350	
0	Annual Dinner	(46)		(46)	
0	Social Events	0		0	
409	Green Fees	122		122	
0	Donations	241		250	
520	Charity	40		500	
0	Sweepstake	21		50	
99	Other Income	119		175	
9,870			18,675		22,023
	<b>Expenditure</b>				
8,503	Green & Machinery	6,704		8,302	
6,411	Premises & Grounds	2,897		3,597	
1,176	Administration	571		1,472	
814	Affiliation Fees	740		740	
2,052	Bar	1,200		2,200	
440	Catering	453		700	
0	Raffles	166		300	
460	Competitions	0		500	
34	Clothing	2,032		2,322	
0	Annual Dinner	1,304		1,304	
520	Charity	0		500	
729	Depreciation	0		729	
21,139			16,067		22,666
(11,269)	<b>Surplus/(Deficit)</b>		2,608		(643)
	<b>Capital Account</b>				
	<b>Fixed Assets</b>				
2,189	Mower	2,189		1,460	
2,189			2,189		1,460
	<b>Current Assets</b>				
13,220	Bank	14,301		11,779	
108	Cash in Hand	430		430	
340	Bar Stock	893		893	
0	Clothing	732		732	
0	Debtors	0		0	
13,668			16,356		13,834
	<b>Less: Current Liabilities</b>				
0	Creditors	0		0	
800	Key Deposits	880		880	
800			880		880
12,868	<b>Net Current Assets</b>		15,476		12,954
15,057	<b>Total Assets</b>		17,665		14,414
	<b>Financed by:</b>				
	<b>Members Fund</b>				
26,326	Balance B/F	15,057		15,057	
(11,269)	Surplus/(Deficit)	2,608		(643)	
15,057	Balance C/F	17,665		14,414	

Signed as a correct record:

Treasurer:

*Tam Buckle*

10 July 2022