

## DESBOROUGH BOWLING CLUB

### MANAGEMENT COMMITTEE

#### MINUTES OF MEETING HELD ON TUESDAY 23rd August 2022.

**PRESENT:** John Bucknell (President and Chair)  
Roger Wyatt (General Secretary)  
Jasbir Notay (Treasurer)  
Michael Whittingham  
Brian Harris  
Paul Patel  
Bruce Adams  
Geoff Lofthouse} P/T  
Jenny Macleod} P/T  
Mark Essex  
John Davis  
Maureen O'Reilly  
Jacinta Monteiro

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1.0 The President welcomed all.

#### 2.0 Apologies for Absence

None

#### 3.0 Reports from:

##### 3.1 Indoor Section

- a) JM reported that next years' Indoor fixtures have now been scheduled and confirmed. 25 home matches, 12 away, 13 GOL and 8 unallocated dates.
- b) It was agreed we would look to organising an internal competition(s) on the "free" days if matches are not scheduled for any weekend.

##### 3.2 Outdoor Section

- c) The Outdoor Friendly fixtures have been badly affected by cancellations, mainly by opposition clubs. The main reasons cited are lack of players, not willing to pay for post-match meals and members not willing to travel for away matches.
- d) We are reviewing again the fixture list for next year to potentially remove any clubs who we feel will not honour any fixture arrangements in the future.
- e) As for "Indoor" above, it was agreed we would look to organising an internal competition(s) on the "free" days if other matches are not scheduled for any particular date.

*At this point the Outdoor and Indoor Secretaries left the meeting.*

#### 4.0 Minutes of Previous Meeting

- 4.1 It was proposed by John Davis and seconded by Brian Harris, that the Minutes of the previous meeting, held on Wednesday 27<sup>th</sup> July 2022, should be agreed as a correct record, and were therefore duly signed.

## **5.0 Matters Arising on the Minutes of 27<sup>th</sup> July 2022**

5.1 Item 9.9 – see below item 8.

### **5.0 General Secretary's Report**

5.1 Organized roll-ups, Indoors, on Mondays and Wednesdays are now attracting on average 20 members.

5.2 The Outdoor Friday Club started of the 13<sup>th</sup> of May and continues, although attendance is limited, thought to be due to the busy schedule of internal competitions and Kennet League matches scheduled for Friday afternoons.

5.3 The purchase of the new approved Club kit is costing £2,200. 27 Men and 27 Ladies have ordered shirts and trousers and an official order has been placed. Delivery is quoted as 6 to 8 weeks. The cost of the shirts etc. is to be met by the members, as per their order. (N.B. Since meeting the new Shirts have now been delivered and now awaiting shorts/trousers)

As previously reported, our Club Sponsors, Shanly Foundation, Mortgage Required and A-Plan Insurance have had their logos incorporated in the shirt design.

5.4 The detailed research, required for the new honours' boards, has now been completed and the information provided to produce the printed sheets which will then be mounted in display cases. It is hoped the new displays will be installed by the end of August

5.5 The Three Way "Mortgage Required" Tournament took place on Sunday 17<sup>th</sup> July. A very successful tournament played in a great atmosphere with the other clubs, Thicket and Town. Desborough triumphed at the end (144) - Desborough -129 (Town) and Thicket (123). A big thank you to our sponsors Mortgage Available for their support (£1,000)

5.6 The Malaysian National Bowls team arrived at Desborough mid -July and using the Club as their training base pre-Commonwealth Games, played matches against DBC, Town and Thicket.

5.7 Friendly Matches against Ad Finem, Iver Heath, Bracknell, Great Hollands and Oxford & City cancelled – all, partly at request of opposition and due to lack of players on their part and partly due to extreme weather being experienced over the month.

5.8 The Last-Ditch Trophy started on Monday 8<sup>th</sup> August.

5.9 A review of the Club's Constitution, Rules, and The Deed of Trust, including Trustees duties and obligations relating to the new club operations, is underway. Any recommendations for any changes, to either of the former, to be prepared and submitted to the September Finance and Management Committees for approval. Final approval to be sought at the November AGM.

5.10 The next (Indoor) Open Day will be held on Saturday, 24<sup>th</sup> September. The event to be promoted over the next 3 weeks with signs being erected on main roads, banner to be fixed to neighbors' fence and through social media – On Facebook members to be reminded to hit the "SHARE" button to send to all their friends and increase circulation

5.11 The planned social events are well in hand with the last Bingo session having 80 players and achieved a profit of £273.00. The next event is Bingo followed by the bank Holiday BBQ on Monday 29<sup>th</sup> July, the End of Season Bash on 17<sup>th</sup> September, Ukele Band on 23<sup>rd</sup> September and Abalicious on 15<sup>th</sup> October.

## **6.0 Financial**

6.1 The completion of the Club's historical Corporation Tax /VAT submissions, in relation to the last 4 years accounts, are now being finalised by Ellora.

- 6.2 When we have settled the outstanding issues, completed the tax returns, and agreed the latest audited annual accounts then we will report to the next Annual General Meeting (November 2022) and advise members accordingly.
- 6.3 The general increase in ALL costs relating to Utility charges, food and beverage and inflationary service costs have resulted in a projected increase in costs for the Club. A recommendation for changes in Annual Subs, Green Fees etc., required to off-set these additional costs, was tabled at the July Finance and Management Committees. With the approval of both the committees the recommendations for increases in subs and green fees etc. have been included in the General Secretary's letter to members issued in August.
- 6.4 The approved increases in subs etc. to be reported to AGM in November 2022.
- 6.5 The 5-Year Plan has been amended to illustrate a scenario, whereby we achieve a break-even point after 3 years and with manageable losses over the next 2 years. All very necessary to ensure the Club's financial position is viable and sustainable in the future.
- 6.6 The 5-Year Plan referred to in 2.4 above to form the basis for the new operating budget for the next 2 years. Jaz has now completed the budget forecast for incorporation in future accounts and financial reports.
- 6.7 The cost of coach hire has risen dramatically over the last few months. The coach hire for Southampton was £490 and Poole Park (Away day) was £595. It is recommended that we review our policy regarding future coach hire with either, a greater contribution to the cost by members travelling or a possible alternative being car share.
- 6.8 At long last we have managed to "persuade" Castle Water that their invoices raised on Green Lane for the period 1<sup>st</sup> March 2019 to 14<sup>th</sup> May 2022, amounting to £6,734.65 were incorrect. We have subsequently paid £733.34 for the year 2021/22 and now have an invoice for £661.04 for the year 2022/23.
- 6.9 The Management Review has been completed and it was agreed that we would proceed with the recruitment of two new posts – Administrator and Commercial Manager. Job Descriptions to be prepared for both the roles and then advertised, firstly within Club and then, if unsuccessful, via Chamber of Commerce and selected Social Media sites.
- 6.10 A copy of our current Trust Deed has been requested from our solicitors. If this Deed is not deemed to be suitable for our present situation, then a new Trust Deed may have to be introduced which will reflect the Club's new operational status more accurately. Likewise, the current composition of the Board of Trustees to be reviewed and members added/removed as necessary.

## **7.0 Treasurer's Report**

- 7.1 The June 2022 Management Accounts were distributed for discussion.
- 7.2 The budget for the next financial year 2023/24, based on both historical data and an agreed phased strategic operational plan has been agreed and loaded into Xero. This will now be included in the monthly trading statements.
- 7.3 The first outstanding set of accounts (2020) have now been submitted to HMRC and once these have been accepted then the next two years will follow. The Corporation Tax liability can now be assessed including roll-over relief as applicable year-on-year.
- 7.4 The over-claim of Vat has been assessed at circa £50K and we are endeavouring to agree a monthly repayment plan with HMRC.

7.5 A meeting to be held with the Ladies section officials to discuss the financial arrangements currently being used by the ladies regarding match fees etc and the associated banking facility. The meeting to be convened with the Ladies' members and Mark Essex, Roger Wyatt and John Bucknell

## **8.0 AOB**

8.1 Concerns were expressed by several Committee Members as to the unacceptable behaviour of certain members, reported over recent months.

8.1.1. RW advised the meeting as to the Complaints Procedures contained in the Constitution, namely: *Clause 15 a) "Complaints from Members will be accepted only in writing and should be submitted to the General Secretary for consideration at the next Management Committee meeting or sooner if warranted"*

**AND**

*Clause 15 b) "Improper behaviour or language is not permitted on the Club's premises and every such offence should be reported to the General Secretary"*

8.1.2 Those members expressing concern about certain individuals were asked to submit the details of any such complaint, to the Gensec and, based on the content of those complaints, if appropriate, a warning letter will be sent to the individual(s) concerned. advising as to the complaints made and, confirming that, if the complaints are upheld, the sanctions that may be made, by the Management Committee, in respect to their future conduct and/or membership of the Club.

8.1.3 A specific complaint, brought to the Management Committee on the 27<sup>th</sup> of July (item 9.9), regarding the Club's expulsion from the County Men's Club Two Fours competition, for using an "ineligible player", has been fully investigated by the Club Manager. The player in question, Keith Roper, has apologised, in writing, for his inadvertent mistake, to the Management Committee, President, and all Club Members (See attached e-mail from Keith dated 28<sup>th</sup> July). This apology to be forwarded to ALL outdoor playing members.

8.1.4 It was agreed that KR must now also make personal apologies, on a one-to-one basis, to any other members of the Desborough playing squad, who are still very disappointed as to his actions.

8.1.5 Once the personal apologies referred to in 8.4.4 above have been carried out, then this matter will be deemed closed,

8.1.6 it was agreed that, to ensure we are not put in this position again, a general notice to all members will be issued by the General Secretary, on behalf of the Management Committee, confirming the current Bowls England Rules and Eligibility for Inter-County Competitions. Any future transgressions will result in **IMMEDIATE** suspension and possible expulsion from the Club.

8.2 New promotional leaflets to be prepared for Indoor season and distributed to all local Outdoor Clubs to encourage their members to join Desborough Indoors this winter.

8.3 Avonmore have been instructed to investigate why outdoor green is always wet at lower end.

## **9.0 CLOSE AND DATE OF NEXT MEETINGS**

The meeting closed at 12:30 pm

9.1 **THE NEXT MANAGEMENT MEETING WILL BE HELD: -**

**TUESDAY, SEPTEMBER 27th, 2022, at 10:00 am**

Roger Wyatt

General Secretary

**Date:** 23<sup>rd</sup> August 2022