

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 27th SEPTEMBER 2022

PRESENT: John Bucknell (President and Chair)
Roger Wyatt (General Secretary)
Jaz Notay (Treasurer)
Mark Essex
Paul Patel
Bruce Adams
Mike Whittingham (Deputy President)
Maureen O'Reilly
Jacinta Monteiro
Brian Harris
Mark Peachey
John Davis

1.0 Welcome

1.1 John Bucknell welcomed members present

2.0 Apology for Absence

- Geoff Lofthouse
- Jennie Macleod

3.0 Reports from: -

3.1 Indoor Section

3.1.1 The Indoor Fixture calendar for 22-23 has now been substantially completed and published however there have been some recent changes, namely: -

3.1.2 The away match versus Victory, Portsmouth has been postponed and a new date to be agreed.

3.1.3 Of the 8 unallocated dates, one will now be used for an indoor "warm-up" tournament, two are allocated to an Umpires Course, one reserved for an external event and one hopefully used for an end of season event.

3.1.4 The League teams have all now been registered with the first matches being played today, 27th September. It was noted that many teams, circa 10 have entered without a captain willing to run the team going forward. Volunteers from each squad are needed to captain the team.

3.2 Outdoor Section

3.2.1 The outdoor season has now been completed and the green will soon be given its final treatments by Avonmore, who will, at the same time, investigate the problems being experienced with the drainage system adjacent to the waterway.

3.2.1 The ditch mats to be taken up and cleaned before storing in the Machine Store for the winter.

Indoor and Outdoor Secretaries leave the meeting (if they were here that is)

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4.0 Minutes of the last Management Meeting held on 23rd August 2022

4.1 The minutes of the last meeting were approved on a proposal from Paul Patel, seconded by Jacinta Monteiro and duly signed by the Club President as being a true record of those meetings.

5.0 Matters Arising from the last Management Meetings held on 23rd August 2022

5.1 None

6.0 General Secretary's Report

The following items are noted:

6.1 With the Outdoor Season ending (the green is closed as from the 18th of September) the indoor rinks are now attracting 20/30 members per day, all getting prepared for the Indoor Season. The leagues commence on Monday 3rd October.

6.2 All Indoor league teams have now registered, and the fixtures posted on BowLR. Captains have been issued with their team fixtures.

6.3 A list of teams requiring additional team members and members looking for teams, has been compiled and where possible the teams have been introduced to new members.

6.4 The current membership as of 20th September 2022 is estimated as: -

Full Member	121
Outdoor Member	15
Indoor Member	407
12 Month Indoor Member	50
Social Member	75
Life Member	8
TOTAL	676

6.5 With the fixtures completed all the match score cards have now been printed and will be available for use as of the 27th of September.

6.6 The Indoor Handbook has been updated and is with the Printer for delivery within 7 days.

6.7 The Indoor Friday Club is scheduled to re-start of the 7th of October.

6.8 The new shirts, part of the approved Competition Club kit order, have been delivered and are now available for distribution. Members are requested that, if they ordered a shirt, please collect from Reception.

6.9 The new honours' boards are nearing completion, with the historic information produced on printed sheets. These records will then be mounted in display cases.

6.10 The new display cases have been purchased (£800.00) and once the typed honour record sheets have been finalized, they will then be installed in the Indoor green.

6.11 The Outdoors Finals weekend took place on Saturday/Sunday 3rd/4th September – a success with the final events being attended by 90+ spectators, all of whom enjoyed some excellent bowling.

6.12 The Last-Ditch Trophy was also completed over August and again was a great success.

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6.13 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. Draft recommendations for changes to the Club Constitution have been prepared and submitted to the September Finance Committee for review. The draft will then go to the Management Committee for approval followed by formal approval at the November AGM. *(A Copy of the Proposed Draft Constitution is attached).*

6.14 We have been advised that we must now register our Trust details with HMRC (by September 1st) as required by the Trust Registration Service. We are investigating the exact details required to ensure this is an essential requirement. Full details of existing Trustees will have to be submitted as part of the Registration process. – *(Registration now completed).*

6.15 Details of the original Trust Deed have been received from our solicitors.

6.16 The next (Indoor) Open Day was held on Saturday, 24th September.

6.17 Coaching sessions will commence on Sunday 9th October, 9:00am to 10:30am.

6.2 Financial

6.2.1 The completion of the Club's historical Corporation Tax /VAT submissions, in relation to the last 3 years accounts, are now being finalised by Ellora.

6.2.2 When we have settled the outstanding issues, completed the tax returns, and agreed the latest audited annual accounts these will be reported to members at the next Annual General Meeting (November 11th, 2022).

6.2.3 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. The approved increases in subs etc. to be introduced as from 1st October 2022.

6.2.4 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.

6.2.5 The 5-Year Plan referred to in 6.2.4 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.

6.2.6 Historically, the Desborough Ladies' section has maintained a separate bank account with Lloyd's bank "Desborough Ladies A/C". This account has been used to receive match fees and other income together with various items of expenditure e.g., travel expenses for away matches. It is administered by Sylvia Laban and audited by an independent third party annually.

6.2.7 To regularise the accounting and taxation returns, it was agreed that the Club should only have the one account and the Ladies account will be closed as from September 30th. The money on deposit, circa £2,000, to be transferred to the Club's Treasurer's account. Ladies' finances would, in future, be administered through the Club's accounts in the same way all other Club transactions are dealt with.

6.2.8 It was noted that the cost of a planned end-of season wine and cheese party would be met from the funds held on deposit, prior to transfer.

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6.3 Social Events Programme

Since the last meeting we have recorded a surplus of £1,631.00, excluding bar takings.

The next event is Bingo with 81 signed up.

The Abalicious cabaret on the 15th of October currently has 60 bookings.

Following success of No Strings Attached Ukulele Band we are looking to book them again in February.

7.0 Treasurer's Report

7.1 Jaz presented the July accounts which show improvements in both the sales and profit figures year -on-year. Some of the increases shown are due to changes in the phasing of both costs and income however we are currently benefiting from the increase in revenue overall.

7.2 The Club's accounts for 2019/20 have been submitted to HMRC and we are awaiting their response. Once this is received we shall then be able to calculate any roll-over relief on losses accrued in previous years and finalize and submit the 2021/22 accounts.

7.3 The recruitment of the Commercial Manager and the second Receptionist has started with initial advertising via existing membership and through the Club's Facebook account. To date we have received limited response and we will probably have to now advertise externally. The Advertiser team to be approached.

8.0 Marketing/Open Day/Coaching

8.1 The next Open Day was held on the 24th of September 2022 and was well attended by 50 potential new members. All those who attended have been contacted inviting them to join the new coaching course which starts on Sunday 9th October, 9:30am to 11:00am.

8.2 Coaches to take part in the course to be selected and wherever possible should make themselves available for all 6 sessions to provide continuity for those being coached. It was suggested that coaches should make themselves available for 3 sessions only to allow some flexibility.

8.3 The New Members pack and the Buddy system to be initiated at these next sessions.

9.0 AOB

9.1 It was agreed that we would not permit the use of the "tri-colour" bowls in future and that all visiting clubs be advised accordingly.

9.2 It was suggested that we add a Nominated Mixed Pairs category to the Indoor competitions this year.

10.0 Date of Next Meeting

Wednesday 2nd November 2022 at 10:00am

Roger Wyatt
General Secretary

Date: 27th September 2022