

# DESBOROUGH BOWLING CLUB

## MANAGEMENT COMMITTEE

### MINUTES OF MEETING HELD ON WEDNESDAY 22<sup>nd</sup> MARCH 2023

**PRESENT:** John Bucknell (President and Chair)  
Roger Wyatt (General Secretary)  
Jaz Notay (Treasurer)  
Mark Essex  
Bruce Adams  
Brian Harris  
Mark Peachey  
Bob Forster  
Angie Isaac  
Marina Bignell  
Jim Macpherson  
John Davis  
Fred Ashmore

#### **1.0 Welcome**

1.1 The President welcomed all members and on behalf of all members expressed their condolences to John Davis on the loss of his wife, Linda.

#### **2.0 Apologies for Absence**

- Mike Whittingham (Deputy President)

#### **3.0 Reports from: -**

##### **3.1 Indoor Section**

3.1.1 With the season now approaching the last few months it is pleasing to note that the home Friendly fixtures are still being well supported.

3.1.2 The fixture calendar for the 2023/24 season is currently being finalised.

3.1.3 The Monday and Wednesday roll-ups are continuing to have excellent support.

3.1.4 All Indoor Leagues are progressing to schedule and are now circa 90% complete.

3.1.5 The difficulties in playing 2 versus 3 in the triples matches was noted and it was agreed that this arrangement will not be allowed next year and where a team is a player short then the match will have to be re-arranged.

##### **3.2 Outdoor Section**

3.2.1 The next outdoor season Finals date to be 8<sup>th</sup>/9<sup>th</sup> September 2023. This will give a 2 week break between the Outdoor and Indoor seasons.

# DESBOROUGH BOWLING CLUB

3.2.2 The Fixture Book has been finalised and is now with the printers.

3.2.3 The post-match catering (snack menu, either £6.00 or £4.00) has been agreed in principle with all the outdoor clubs. Clubs must advise 14 days in advance as to which menu option they require. N.B. ALL team must order from same option.

3.2.4 The pre-season Kennet Meeting for managers was held on the 22<sup>nd</sup> of February.

## **4.0 Minutes of the last Management Meeting held on 22<sup>nd</sup> February 2023**

4.1 The minutes of the last meeting were approved on a proposal from Marina Bignell, seconded by John Davis and duly signed by the Club President as being a true record of those meetings.

## **5.0 Matters Arising from the last Management Meeting held on 22<sup>nd</sup> February 2023**

5.1 None

## **6.0 General Secretary's Report**

The following items are noted:

### **Generally**

6.1 The current membership as of 21<sup>st</sup> March 2023 is estimated as: -

Category	No of Members October 2021	No of Members March 2023		Total	Variance (+/-)
		Male	Female		
<b>Total Full Members</b>	109	90	48	138	+29
<b>Total Outdoor Only</b>	14	6	4	10	-4
<b>Total Indoor Only</b>	395	301	106	407	+12
<b>Life</b>	10	7	1	8	-2
<b>Year Round Indoor</b>	-	35	19	54	+54
<b>Social</b>	54	50	70	120	+66
<b>Grand Total</b>	<b>582</b>	<b>449</b>	<b>248</b>	<b>737</b>	<b>+155</b>

6.2 The Management Committee agreed at the meeting held on the 7<sup>th</sup> of December that the Club would introduce the new style shirts for all playing members at the start of the Outdoor Season, May 2024. The likely cost of the change of shirts is estimated to be circa £3,500.00.

6.3 The Shanly Foundation have agreed to contribute £3,000 towards the cost.

6.4 Using all/part of the Shanly donation it was agreed we would order the new shirts for the KL, KLV, TVL etc., ladies and Men as soon as possible. Marina to assess Ladies requirements, numbers and sizes and Mark the Men's requirements, team squads and sizes.

## **DESBOROUGH BOWLING CLUB**

6.5 The possibility of discounting the cost of the new shirts was discussed i.e. charge £20.00 not £30.00 – the difference to be met by the Club.

6.6 It was agreed that whilst we still have a stock of the “old” shirts they are still likely to be used for friendly matches. An old-style shirt will be donated, no charge, to all new members once they join.

6.7 The History Wall mural has been installed.

6.8 With the increase in electricity costs a review of operations will be carried out to ensure we are doing everything possible to save on electricity usage – the current monthly payment is £3,592.

6.9 The feasibility of installing a sub-meter for the Catering Kitchen is being investigated.

6.10 All costs are to be kept under constant review and the likely future costs of electricity, when our fixed price contract ends in December 2023, to be investigated.

6.11 A new Club Activity Rota has been prepared and will be introduced to inform the management planning over the next few months. The schedule will go “live” in a Google file in March.

6.12 Brian Jones, Club Bar Steward, has been informed that, in recognition of his long service, the Club would like to present him with, either £500.00 cash or payment for other gift to an equivalent value. The President to make formal presentation on the night (14<sup>th</sup> April)

6.13 Recruitment of the Receptionist/Administrator, Bar Manager and staff has proceeded via Baylis Media and their news media and Facebook accounts. The Bar Manager and Receptionist/Administrator roles have now been successfully filled with Ellie Walsh (Receptionist) having started on the 6<sup>th</sup> of March and Dawn Hill (Bar Manager) scheduled to start on the 3<sup>rd</sup> April.

6.14 Job Descriptions (JDs) have been prepared for the new roles and these have formed the basis for recruitment.

6.15 New E-mail addresses have been created for the new Reception posts, admin@desborough.com.

6.16 A new marketing plan (13 weeks) has been implemented using Baylis Media.

6.17 An Open Day was held on Saturday 18<sup>th</sup> February 2023 with 72 attendees. This was followed by a 6-week Coaching Course which commenced on Sunday 26<sup>th</sup> February with 32 attendees.

6.18 The next Open Day is scheduled for Saturday 22<sup>nd</sup> April 2023

## **DESBOROUGH BOWLING CLUB**

6.19 Further price rises for bar products have been received and our sale prices adjusted accordingly to maintain margins.

6.20 A new outdoors bench and seats plus a sunshade have been purchased, funded by the Club's prize money (£400.00) received from winning the Mortgage Required Tournament last year.

6.21 Sponsors to be sought to donate prizes for post-match raffles. Also, the possibility of introducing a "big" Christmas Raffle to be considered.

6.22 A new Travel Policy was discussed which is intended for use relating to both Men's and Ladies travel expense claims. The Policy had been distributed to Management Committee members for comment, duly amended and now tabled for approval. The Finance Committee members voted unanimously to adopt the new Travel Expense Policy with immediate effect. The Policy was then approved unanimously at the Management Committee on the 22<sup>nd</sup> of March. (See attached)

6.23 The possible leasing of car park spaces to achieve additional income was discussed. It was agreed that we would investigate further to identify any local demand.

6.24 End of year stock take has now been scheduled.

6.22 Further investigation to be carried out regarding a replacement drink/snack dispense machine.

6.23 Details regarding the potential installation of EV charging points was discussed and it was agreed that this would be something for the future when there was more demand from members with EVs.

### **6.24 Social Update**

- a) One Bingo session held over the last month with 96 players and profit of £352.
- b) Next month until the end of April will be 2 Bingos, Mr Singalong on the 15<sup>th</sup> and the end of Indoor Season dance on the 22<sup>nd</sup>.
- c) Further ideas include a Pub Night, including Karaoke and a Casino and Cocktail Night
- d) A "Big Raffle" has been suggested for Christmas time. Local companies and suppliers to be approached for prizes/donations.
- e) The new Social Event Leaflet has been printed and is now available to members.
- f) The second 200 Club draw took place on 8<sup>th</sup> March with Tony Ash winning the top prize of £50.00. The next draw will be on 4<sup>th</sup> April.

# DESBOROUGH BOWLING CLUB

## 7.0 CAPEX and Revenue Expenditure

### Outstanding Capex Items: -

a) Renewal of Extract Ventilation Plant to Front Building	£4,500.00 – <i>Completed</i>
b) New Indoor Carpet Gripper renewal with metal.	£1,000.00 - <i>Completed.</i>
c) Cleaning of Indoor Green Carpet	£1,000.00 – <i>25<sup>th</sup> April</i>
d) Cleaning of Bar extract duct	£500.00 – <i>24<sup>th</sup> March</i>

## 8.0 Financial

8.2 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. There continues to be further increases in all areas.

8.3 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.

8.4 The 5-Year Plan referred to in 2.4 above to form the basis for the new operating budget for the next 3 years. Jaz has now incorporated the monthly budget forecasts into future accounts and financial reports. The budget for the next 3 years to be adjusted to show the proposed management/staff changes.

## 10.0 AOB

10.1 The Life Membership Committee (LMC) was appointed, to consider the application received for the appointment of Brian Jones as a Life Member of DBC. The committee now comprises, the President, General Secretary and 4 members of the Management Committee, Mark Essex, Marina Bignell, John Davis, and Angie Isaac. (Elected by the Management Committee). The application is sponsored by Angela Isaac.

10.3 The Club's opening and closing dates over the forthcoming Easter and Coronation holiday weekends were confirmed (See attached). It was noted that there were still several competitions matches scheduled for days over Easter when the Club is officially "closed". **THESE MATCHES WILL TAKE PLACE** as the Club will be opened just for these events.

10.4 It was suggested that we should introduce more roll-up sessions for the Outdoor Season to provide more bowling opportunities for all members, including new members who have not yet been recruited to any teams.

10.5 Taking payments over the phone or via the website to be investigated.

10.6 The Outdoor Club Captain to introduce a new outdoor competition, possibly to run into the Coronation weekend.

10.7 The newly introduced BE rule regarding stopping a bowl before it reaches the ditch to be advised to all members.

# DESBOROUGH BOWLING CLUB

10.8 New potential designs for the external banners, incorporating more pictorial content was presented to the committee and a favoured design agreed. Mark E to forward details of the artwork to Gen Sec for use in ordering new banners.

## **11.0 Dates of Next Meetings (all start at 10:00am)**

### **Wednesdays**

<b>26<sup>th</sup> April</b>	24 <sup>th</sup> May
28 <sup>th</sup> June	26 <sup>th</sup> July
23 <sup>rd</sup> Aug	27 <sup>th</sup> Sept
25 <sup>th</sup> Oct	22 <sup>nd</sup> No

Roger Wyatt  
General Secretary

**Date:** 23<sup>rd</sup> March 2023

# DESBOROUGH BOWLING CLUB

## Travel Expense Policy

- Following the latest gov.uk advisory rates, if we assume the car has an engine size of 2L or more, then the recommended rate is 23.4pence per mile.
- We propose we use the higher figure and round up to **25p/mile**.
- The rate of 25p/mile to be applied to both friendly and competitive county/national TEAM competition matches.
- **The rate to be applied for both indoor and outdoor matches where the round trip is greater than 40 miles.**
- The club shall provide the captain/manager of the team with cash using the following calculation: 25p/mile x total distance x the number of cars needed to fulfil the fixture (the club assumes 4 players in each car)
- This formula is used to calculate the total cost. Example a match involving 16 players requires 4 cars with 4 people including the driver in each car.  
If the total distance from the **club** to the venue and back is 100miles then in this case the club will pay-out a total of 100 miles x £0.25 x 4 = £100.
- It is the captain/manager's responsibility to award each driver remuneration based on the number of people in the car, using the above example each person in the car is worth £100/16 players = £6.25. If driver 1 has only him/herself plus one passenger then he/she receives £12.50, if driver 2 has 4 people including him/herself they are given £25. If no playing passengers, the driver only receives his own amount of £6.25.
- The total pot is therefore allocated to the drivers, regardless of the number of cars used. The greater the number of passengers in any car the greater the payment received.
- If the total round trip is less than 40 miles, the driver receives nothing. Once the trip reaches 40 miles or more the club agrees to re-imburse the drivers for the total mileage.
- Mileage calculated using AA route planner and is the round trip from club to club.
- Re-imbursement to be the same for both men and ladies matches and only applies to players not supporters.
- For total round trips of less than 40 miles it is assumed that the previous arrangement, whereby passengers voluntarily offer a financial contribution towards the fuel costs, is continued.

Roger Wyatt  
General Secretary  
07/03/2023

# DESBOROUGH BOWLING CLUB

## EASTER AND CORONATION HOLIDAY ARRANGEMENTS 2023

### EASTER

Good Friday 7 <sup>th</sup> April	-	OPEN
Easter Saturday 8 <sup>th</sup> April	-	OPEN
Easter Sunday 9 <sup>th</sup> April	-	CLOSED
Easter Monday 10 <sup>th</sup> April	-	CLOSED
May Bank Holiday 1 <sup>st</sup> May	-	OPEN

### CORONATION of King Charles III

Saturday 6 <sup>th</sup> May	- Coronation	-	OPEN
Sunday 7 <sup>th</sup> May		-	OPEN
Monday 8 <sup>th</sup> May		-	OPEN

*(Bowls and Buffet – start 2:00pm)*

Roger Wyatt

General Secretary 20<sup>th</sup> March 2023