

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 22nd FEBRUARY 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

1.0 Welcome

1.1 The President welcomed all members.

2.0 Apologies for Absence

- Geoff Lofthouse
- Jennie Macleod
- Fred Ashmore
- 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. Away matches are more problematic however we are still playing most of the scheduled fixtures, both home and away. Further support from members would be much appreciated.

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.

3.1.5 In the National Competitions Desborough still has several members competing, in both the Men's Over 60's Double Rink, now at quarter final stage. The Ladies still have Helen Jones, Nicola Jones and Loraine Woodley all competing in various categories (please see EIBA website for full details)

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3.2 Outdoor Section

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

3.2.2 Awaiting a few outstanding details and once received, can then get Fixture Book to 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.

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

4.0 Minutes of the last Management Meeting held on 17th January 2023

4.1 The minutes of the last meeting were approved on a proposal from Angie Isaac, seconded by Mark Peachey 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 17th January 2023

5.1 None

6.0 General Secretary's Report

The following items are noted:

Generally

6.1 The current membership as of 1st January 2023 is estimated as: -

Category	No of Members October 2021	No of Members October 2022		Total	Variance (+/-)
		Male	Female		
Total Full Members	109	80	32	112	+3
Total Outdoor Only	14	7	4	11	-3
Total Indoor Only	395	302	101	403	+8
Life	10	7	1	8	-2
Social	54	70	84	154	+100
Grand Total	582	466	222	688	+106

6.2 The new shirts are now being used for National and County Competitions. It is proposed that the new shirts should replace all the existing club shirts as from 2024. The costs associated with the change have been assessed at approximately £3K.

6.3 Further Club Sponsorship is to be sought to assist with the costs of purchasing the new kit. Seema Goyal and Shanly Foundation have both been approached to enlist their support.

6.4 The new honour boards have been completed and have been installed in the new display cases in the Indoor Bowling rinks. Several additional items of record have been forthcoming, and these will be incorporated in the next re-print.

6.5 We have now registered our Trust details with HMRC, as required by the Trust Registration Service.

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- 6.6 The scheduled Open Day was held on Saturday, 18th February 2023.
- 6.7 Coaching sessions will commence on Sunday 26th February, 9:15am to 10:45am.
- 6.8 Two new advertising banners have been fixed to the neighbor's fence in Stafferton Link and to the West elevation of the Bowling Rinks in Green Lane.
- 6.9 The "History Wall" mural has been approved and will be installed on 3rd March 2023.
- 6.10 A new "Club Activities" Rota has been prepared and will be used to plan the managerial and staff tasks over the forthcoming weekly/monthly periods. The planned activities will include Bar, Events, and locking up/management procedures on a day-by-day basis.
- 6.11 All Corporate Team Building Events and Members celebrations were completed successfully in January/February.
- 6.12 Further repair works have been carried out on the roof over the indoor bowling rinks. Once we are certain the problem areas have now been dealt with then the cleaning of the indoor carpet will take place – likely now to be at the end of the indoor season.
- 6.13 The defective fan unit over the bar store area has been replaced.

7.0 Financial

- 7.1 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.
- 7.2 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.
- 7.3 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.

8.0 Staff Issues

- 8.1 The recruitment process for the new Commercial Manager and Receptionist/Administrator has been revised with the Commercial Manager role now being deferred.
- 8.2 Following the notice received from Brian Jones stating, "he will be retiring from his post as Club Bar Steward, as from April 14th, 2023", we have reviewed the overall management of the Bar and associated commercial and social functions and now propose a different approach with the appointment of a Bar Manager and support staff and volunteers. A Reception/Administrator is also to be appointed which will then ensure we provide the quality of service required in the future in both the Bar and Reception areas.

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8.3 As part of the proposed changes to the management structure, we have to date completed the interview stage for the following posts and now recommend the appointment of the selected candidates, namely: -

- a) Bar Manager - Dawn Hill - 35/40 hrs – Start April 3rd.
- b) Receptionist/Administrator - Ellie Walsh - 25 hrs – Start March 6th.

8.4 New Job Descriptions have been prepared for each post, with a view to ensuring that the management resources required, to support the activities detailed in the Activities Roster, are always provided.

9.0 Social Events.

9.1 Since the last Management Meeting in January, we have recorded profits of £937, £375 for Bingo and £562 for Diamond Dolly cabaret. As the New Year's Eve party was disappointing, from an attendance point of view, members were consulted, via an informal questionnaire, as to whether we should continue with the NYE Dinner Dance next year or, whether they would prefer an alternative event. The result of the questionnaire was that the majority preferred an end of season event. A disco and warm buffet is therefore suggested for the 22nd of April.

9.2 Further events for April are scheduled, Mr Singalong on the 15th, a disco on the 22nd and Bingo on the 28th. It was agreed that we would seek to incorporate more dates/events into the Social Calendar for 2023/24, and for the forthcoming summer months when we will be looking to increase club revenue wherever possible. Further Cabaret acts have been booked for October 23 and Jan and April 2024.

9.3 It is suggested that we try a pub evening, bar games plus Karaoke and possibly a casino and cocktail evening.

11.0 AOB

11.1 A common Travel Expense Policy (Both men and women) with methodology for calculating travel expenses, to be produced and published.

11.2 The banners to the road and side of building to be redesigned to show photos of interior rather than just words – AE to provide artworks and RFW to arrange manufacture and fitting.

11.3 The absence of small woods (00,0 and 1's) in our coaching stock was noted. Members to be discretely requested to return any "borrowed" woods as they are required for the coaching courses. In addition, if any small size woods are advertised for sale, then we would consider purchasing them. (Total Budget £200.00)

11.4 It was suggested that we should arrange three further dates for Open Days, namely 23rd April 23rd September and 6th January 2024.

11.5 The Health & Safety Regulations, as they apply to our day-to-day use of the Club premises, are to be prioritised for February/March. Appointment of members for specific roles and necessary training to be carried out to ensure we comply with all legislative requirements.

11.6 A member's survey to gain more information and recommendations as to what they would like to see at their club in the future, is being prepared, a paper version with a maximum of 20-30 questions is being prepared.

11.7 Some information appears to be missing from the new Honours Boards – To be investigated.

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- 11.8 The facility to charge for roll-ups and other charges over the telephone and/or on-line to be investigated.
- 11.9 Additional sponsorship to be sought. Possibly Churchill Retirement Homes, currently sponsoring West Berks IBC. Paul Melhuish to assist in contacting possible sponsors.
- 11.10 Contact has been made with local Boy Scout Group to arrange visit.
- 11.11 Christmas lunches to be held earlier this year. Dates suggested are 13th/14th December.
- 11.12 A Wine Tasting Evening to be held on 22nd September, sponsored by Beer Warehouse (BWH)
- 11.13 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.

12.0 Dates of Next Meetings (all start at 10:00am)

Wednesdays

22nd March

26 th April	24 th May
28 th June	26 th July
23 rd Aug	27 th Sept
25 th Oct	22 nd No

Roger Wyatt
General Secretary

Date: 23rd February 2023