

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 26th APRIL 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.

1.2 John Davis expressed his gratitude to the club for giving Linda a good “send-off at her wake.

2.0 Apologies for Absence

- None

3.0 Reports from: -

3.1 Indoor Section

3.1.1 The Indoor season ended with Finals week w/c 10th April. The Finals presentation evening was held on Friday 14th April and was well attended. Thanks were expressed to all those who helped in making the Finals week such a success and to Mark Peachey for all his hard work.

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 The Fixture Book has been printed and is now being distributed to members.

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3.2.3 The post-match catering (snack menu, either £8.00, £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 KL and KLV playing squads have now been finalised with the first matches due to be played w/c 1st May.

4.0 Minutes of the last Management Meeting held on 22nd March 2023

4.1 The minutes of the last meeting were approved on a proposal from John Davis, seconded by Bob Forster 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 22nd March 2023

5.1 None

6.0 General Secretary's Report

The following items are noted:

Generally

The current membership as of 21st March 2023 is estimated as: -

Category	No of Members October 2021	No of Members March 2023		Total	Variance (+/-)
		Male	Female		
Total Full Members	109	82	43	125	+16
Total Outdoor Only	14	6	5	11	-3
Total Indoor Only	395	324	92	416	+21
Life	10	7	1	8	-2
Year Round Indoor	-	50	40	90	+90
Social	54	50	70	120	+66
Grand Total	582	529	251	770	+188

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6.1 The new style shirts for all playing members, currently estimated at 100 in total, have been ordered at a cost of £27:00 per shirt (a discount of £2.00 per shirt due to quantity). The cost of the order is £2,700 (inc. VAT).

6.2 The Shanly Foundation have contributed £3,000 towards the cost of purchasing the new shirts and the Management Committee have agreed to sell the shirts to members for £20.00, a discount of £7.00 per shirt.

6.3 The History Wall mural has been installed.

6.4 With the increase in electricity costs a review of operations is ongoing to ensure we are doing everything possible to save on electricity usage – the current monthly payment is £3,718.

6.5 We are awaiting advice as to the feasibility of installing a sub-meter for the Catering Kitchen.

6.6 The likely future cost of electricity, when our fixed price contract ends in December 2023, is to be investigated.

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

6.8 Brian Jones, Club Bar Steward, retired on the 14th of April 2023 after 26 years’ service. He was presented with a retirement gift of £500.00.

6.9 Recruitment of the Receptionist/Administrator, Bar Manager and staff proceeded via Baylis Media and their news media and Facebook accounts. The Receptionist/Administrator role has now been successfully filled with Ellie Walsh (Receptionist), having started on the 6th of March.

6.10 Unfortunately, Dawn Hill, the “successful applicant” for the Bar Manager role, did NOT start on the 3rd of April as agreed – no reason was forthcoming, and we have now re-advertised the job. In the short term we have devised a weekly Bar Rota to cover the bar opening hours using existing management/staff and volunteers.

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

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

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

6.14 An Open Day was held on Saturday 18th February 2023 with 72 attendees. This was followed by a 6-week Coaching Course which commenced with 32 attendees on Sunday 26th February and completed on 2nd April. 18 new members have now joined.

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6.15 The last Open Day took place on Saturday 22nd April 2023 and 23 persons attended. 8 new members enrolled as Indoor 12-month members. The next coaching course is scheduled to start on SATURDAY 29th April 9:00am to 10:30am.

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

6.17 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.

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

6.19 The proposed new Travel Policy was given final approval by the Management Committee in March 2023 and has now been adopted for all future claims.

6.20 Investigations are continuing regarding the possible leasing of car park spaces to achieve additional income.

6.21 End of year stock take was completed on Friday, 31st March 2023. The GP overall was 58.49%, an excellent result.

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

6.23 The Outdoor green has been flooded, the 3rd time in 4 years following the torrential rain on Friday 24th March. No damage to the green. The green opened for roll-ups on Monday 24nd April with mats being mandatory.

6.24 CAPEX & REVENUE EXPENDITURE

Outstanding Capex/Revenue 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>deferred (May)</i> |
| d) Cleaning of Bar extract duct | £500.00 – <i>Completed.</i> |
| e) Purchase of new raffle/bingo machine | £411.00 - <i>received.</i> |
| f) Purchase of new exterior picnic table and sunshade | £379.00 - <i>received.</i> |

6.25 Social Update

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- a) One Bingo session held over the last month with 96 players and profit of £344. A further Bingo Night to be held on the 28th of April with 73 players.
- b) Mr Singalong and the end of Indoor Season Dance on the 22nd both made profits of £111.00 and £215 respectively.
- c) Further ideas include a Pub Night, including Karaoke and a Casino and Cocktail Night.
- d) The new Social Event Leaflet has been printed and is now available to members.
- e) The Friday Night Club is continuing throughout the Summer.

7.0 Treasurer's Report

- 7.1 The February accounts were tabled, and it was noted that Sales are up £2.7k vs budget, Lettings are down £1.6K, Bar sales and event income up £3.9K. although £5K savings in employment costs as 2 roles not recruited.
- 7.4 It was reported that HMRC have now agreed our Capital Gains Tax liability and payments are now being paid in 12 monthly instalments. It is noted that HMRC charge a daily interest rate of £12.00 and therefore it will be financially more advantageous to pay the total amount owing in one lump sum – Jaz to notify HMRC accordingly and advise as to total outstanding.
- 7.5 It was agreed that it was an appropriate time to confirm the Club's status as a "non-for-profit" organization or similar words – to be defined and added to the wording in the Club's Constitution. This change will then be advised to HMRC (Corporation Tax Section) and then in future we will not be liable for payment of Corporation tax on any surplus.
- 7.6 The 2023/24 Budget is being prepared and will be reported to the next Finance Committee in May.

8.0 AOB

- 8.1 It was noted that following the recent incident between two members, one was suspended until the end of April and has since issued a formal apology to the Club. It was agreed that the member's suspension would now be lifted as from the 30th of April 2023.
- 8.2 The current caterers appear to be struggling with maintaining the hours required during the day. A review of the service and quality being provided is to be carried out as a matter of urgency.
- 8.3 New potential designs for additional external signs advertising commercial lettings/Taster sessions etc. were discussed.

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8.4 The possible introduction of a members identity card was discussed, however the benefits of a card purely as a membership card were thought to be limited.

8.5 It was confirmed that where a social member attends a social function e.g., BBQ which has a bowls event as part of the function then they will be allowed to play in the bowling event.

8.6 All fire doors to be unlocked during Club opening hours.

8.7 We have registered for Bowls Big Weekend – Friday 26th to Monday 29th May.

8.8 The proposal to elect Brian Jones as a Life Member was presented by Angie Isaac, all in accordance with the Club's Procedures and Criteria for Awarding Life Membership. After some debate as to the merits of the application a secret ballot was held with the outcome being Yes – 9 votes NO- 5 votes (64%)

As the minimum vote requirement for a successful applicant is 70%, on the first vote the application was unsuccessful.

Members were then asked to reconsider their vote and a second ballot was duly held with a result of YES – 10 Votes NO – 4 votes (71%)

As this percentage (71%) satisfies the minimum votes required, then the Management Committee duly agreed to recommend Brian Jones is elected as a Life Member of the Desborough Bowling Club.

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

Wednesdays

24th May

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