

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 24th MAY 2023

PRESENT: John Bucknell (President and Chair)
Roger Wyatt (General Secretary)
Mark Essex
Bruce Adams
Brian Harris
Bob Forster
Angie Isaac
Marina Bignell
Jim Macpherson
John Davis
Fred Ashmore
Mike Whittingham (Deputy President)

1.0 Welcome

1.1 The President welcomed all members.

2.0 Apologies for Absence

- Jaz Notay (Treasurer)
- Mark Peachey

3.0 Reports from: -

A. Indoor Section

- 3.1 The fixture calendar for the 23-24 season is now complete.
There are:
26 Home matches
8 Away matches.
11 GOLs
- 3.2 The weekend of 27/28 January is reserved for the Open Singles Circuit should that be played at DBC. This is yet TBC.
- 3.3 Unfortunately, one fixture which had been booked by Berks CIBA has had to be moved. The response from the Berks CIBA Fixture Secretary was as follows:
'This has created a problem. This is the BCIBA Presidents first match of the season where every member of the association is invited to play. The reason it is being held at Desborough is because Terry Davies the County President is a member at Desborough.'
- 3.4 The Indoor Secretary understands that there is kudos in hosting national matches and qualifiers. However, she feels that when these are being booked the bad feeling caused, and potential reputational damage to the club in having to move other fixtures, should be considered. She would be grateful if, in future, members of the committee could consult the activity schedule before booking anything in.

This fixture has now been moved to 1st October.

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B. Outdoor Section

3.5 The post-match catering (snack menu, either £8.00, £6.00 or £4.00) has been introduced with mixed reviews. When the home team (DBC) have a platter and the visitors a roll then this does not seem to be in the spirit of the bowls family.

3.6 The friendly fixtures are all being played to date and in-house spoon-drives have been arranged where there are free days on the weekends.

4.0 Minutes of the last Management Meeting held on 26th April 2023

4.1 The minutes of the last meeting were approved on a proposal from John Davis, seconded by Fred Ashmore 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 26th April 2023

5.1 None

6.0 General Secretary's Report

6.1 The following items are noted:

- 1) We have now received the new style shirts (100+) for all playing members. The shirts are now being distributed to team members at a discounted price of £20.00. It is hoped that all our teams playing in county and national competitions will in future wear the new shirts. The exception being friendly matches when the current shirts will still be worn by all.
- 2) It has been agreed that all new members would be given one of the old-style shirts on joining free of charge as long as stocks last.
- 3) The review of operations is ongoing to ensure we are doing everything possible to save on electricity usage – the current monthly payment is £3,718.
- 4) On investigation we have identified a separate meter in the plant room which records electricity usage for the Catering Kitchen and adjoining Bar store and service area. It is considered that this meter will provide a good guide as to the Kitchen usage in relation to any future catering lets.
- 5) The likely future costs of electricity, when our fixed price contract ends in December 2023, are being investigated, however based on current estimates it is likely to rise from our current annual charge of £28,587 (18.98p/Kwh) to £49,570 (32.97p Kwh) – a 73.40% increase. It is hoped that the former estimated increase will fall over the next 6 months in line with the reported fall in energy costs worldwide.
- 6) 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.
- 7) Recruitment of the Receptionist/Administrator, Bar Manager and staff has 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.
- 8) We have now re-advertised the job of Bar Manager, however to date have received no applications. The salary/hours and Job Description are all now being reviewed before we act on any further recruitment measures. In the short term we have introduced a weekly Bar Rota to cover the bar opening hours using existing management/staff and volunteers.

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- 9) A new marketing plan (13 weeks) has been implemented using Baylis Media.
- 10) The last Open Day was held on Saturday 22nd April 2023 with 25 attendees. This was followed by a 6-week Coaching Course which commenced with 18 attendees on Saturday 29th February. To date 10 new members have been recruited from this course.
- 11) Further price rises for bar products have been received and our sale prices adjusted accordingly to maintain margins.
- 12) Sponsors to be sought to donate prizes for post-match raffles. Also, the possibility of introducing a “big” Christmas Raffle to be considered.
- 13) Investigations are continuing regarding the possible leasing of car park spaces to achieve additional income.
- 14) End of year stock take was completed on Friday, 31st March 2023
- 15) Regarding a replacement drink/snack dispense machine, we have investigated the costs –lease rent of drinks machine is circa £131.74 per month over 5-year term OR purchase price of £5,820. No action is recommended currently.
- 16) The Outdoor green has been protected with mats during play and it is hoped that the extra years growth will improve the resilience of the surface to our more “robust” players.
- 17) We have agreed with our caterers, Emanuela’s to terminate their contract as from 31st May 2023. The current service provided is not satisfactory as they are now putting all their efforts into their pizza business to the detriment of the service we are receiving at the club.
- 18) We have now agreed a new contract with Anna’s Catering Limited (Anna Popova) to take over the catering kitchen as from June 1st, 2023. Anna previously worked with Emanuela’s and is very conversant with the Club’s requirements.
- 19) We have registered with Bowls England to participate in their “Bowls Big Weekend” and we have had 15 people confirming they wish to visit DBC for a “taster” session – 11:00am to 4:00pm on Sunday 28th May. Volunteer members are welcome to attend on the day.

6.2 Social Update

- a) One Bingo session was held over the last month with 73 players and profit of £246. Coronation Bowls made £193 with 70 attendees and the Quiz Night brought in £372 with 59 players. A further Bingo Night to be held on the 26th of May.
- b) The 4th “200 Club” draw took place on the 2nd of May with Bruce Adams winning the top prize of £50.00. The next draw will be on the 6th of June.
- c) It was agreed that we would provisionally plan to hold a New Year’s Eve “event” next year. The exact format to be agreed later.
- d) The Indoor Friday Night Club is continuing throughout the Summer.

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7.0 Treasurer's Report

- 7.1 The March accounts were tabled, and it was noted that Sales are up £9.0k vs budget, Lettings are down £2.7k, Bar sales and event income up £4.9K. Green Fees are up £9.0k and £5K savings in employment costs as 2 roles not recruited.
- 7.2 A copy of the March accounts dashboard and Profit & Loss sheets is attached.
- 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 June.

8.0 AOB

8.1 Succession Management

- 8.2 RW advised that, after 10 years in the post of General Secretary, he is planning to retire later this year. The exact date to be determined once the General Secretary's duties can be passed over to a successor.
- 8.3 The future role of General Secretary to be re-evaluated and possibly reapportioned in terms of responsibilities and key tasks. It may well be the case that the current role can be better covered by two new jobs, General Secretary and say a Facilities Manager. New Job Descriptions to be prepared for all proposed roles.
- 8.4 In the short term, RW to remain in the post until such time as new appointments are made.
- 8.5 The Bar Staff/Stewards role to be re-advertised as 2 part time jobs i.e., job share of Brian Jones previous position. Until such time as we recruit new staff RW to prepare a weekly Rota of volunteer bar staff for evening and weekend duties.
- 8.6 It was also noted that there were other Club positions where we should be planning for others to take over as and when the incumbents decide to retire, namely the Club President, Deputy President (due for election November 2023) and the Outdoor Secretary and Fixture Secretary.
- 8.7 With the sad loss of Mary Price it was agreed that we would introduce a new "cup" competition named after her and create an area with her picture etc. as a memorial adjacent to the history wall.
- 8.8 It was noted that Brian Jones had not received a formal letter from the club advising him as to his election as Life Member. The decision was recorded in the last Management Meeting Minutes. RW to write to BJ.

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8.9 The possible procurement of mobile cash machines was discussed for selling raffle tickets and drinks both inside and outside on the green areas. Generally, the use of tablets and cash machines linked to our current EPOS system was not viable financially or from a connectivity point of view. A stand-alone system for raffle tickets using a "SUMUP" handheld unit may be possible (linked to our bank account).

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

Wednesdays	28th June	26 th July
	23rd Aug	27 th Sept
	25 th Oct	22 nd Nov

Roger Wyatt
General Secretary

24th May 2023