

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 28TH JUNE 2023

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

1.0 Welcome

1.1 The President welcomed all members.

2.0 Apologies for Absence

Fred Ashmore

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 and 11 GOLs.

3.2 The Indoor membership (12-month Indoor Membership) is now at 95 members.

3.3 Organised roll-ups are now being held Monday, Wednesday and Friday and a new Tuesday Morning Summer league has also now started with excellent support.

B. Outdoor Section

3.4 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. A further review to be initiated.

3.5 The friendly fixtures have in the main been played however there is a continuing lack of interest from members to playing in these matches. It was stressed how important friendly matches were to the health of, not only DBC, but also to all the other local outdoor clubs.

3.6 Angie was congratulated on leading Desborough Ladies to victory over Suttons in the Area Final of the National Top Club. We are also having a successful season in County and National competitions with several members, men and ladies still involved.

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4.0 Minutes of the last Management Meeting held on 24th May 2023

4.1 The minutes of the last meeting were approved on a proposal from John Davis, seconded by Marina Bignell 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 24th May 2023

5.1 None

6.0 General Secretary's Report

6.1 The following items are noted:

6.2 The review of operations is ongoing to ensure we are doing everything possible to save on electricity usage – the last monthly payment for electricity was £2,137.94 (inc. VAT).

6.3 A new Club Activity Rota is now live to assist and inform the management planning over the next few months. The schedule went “live” in a Google file in March.

6.4 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.

6.5 With no interest shown in our original adverts for a Bar Manager it was obvious that with the hours involved and the relatively low salary offered that we would have great difficulty in finding a suitable candidate. To make the job more attractive we decided to have two Assistant Bar Managers, both working 18 hours per week and both sharing the evening and weekend shifts. The job was advertised, and we have now recruited Katie Baker (starting on the 12th of June) and Rose Kenny (starting on the 26th of June). Both Assistant Bar Managers will work closely together to ensure we have cover for all events and initiate further Social Media coverage. In the short term we have introduced a weekly Bar Rota to cover the bar opening hours using existing management/staff and volunteers.

- Job Descriptions have been prepared for new proposed Management Structure: -
- General Secretary – Revised JD
- Facilities Manager – New post
- Initially Both posts will be advertised both internally and via the Facebook careers pages.
- Copies of the proposed Management Structure and the JDs above are attached.

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

6.7 The last Open Day was held on Saturday 22nd April 2023 with 25 attendees. This was followed by a 6-week Coaching Course which was completed on 10th June. 9 new members have been recruited from this course. Thanks to all members who helped over the 6 weeks of the course.

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

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

6.10 The Outdoor green is bowling well, and the surface appears to be “harder” and more resilient to damage this year.

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- 6.11 We have now agreed to a new contract with Anna's Catering Limited (Anna Popova) and they have taken over the catering kitchen as from June 1st, 2023.
- 6.12 It is proposed that we amend the Club's Constitution as follows: -
- a. The Club is an unincorporated association.
 - b. The Club is a not-for-profit organisation – clause to be added.**
- 6.13 The confirmation that we are “not-for-profit” will, with HMRC's approval, negate any requirement to pay Corporation tax in the future.
- 6.14 The change to the Constitution will have to be ratified at the AGM in November, and once this has taken place, and the change agreed by members, then the Treasurer will advise HMRC accordingly as to confirmation of our revised status.
- 6.15 A review of the Membership numbers by category has now been completed and the following schedule outlines the current membership.

Full Members	131
Indoor Members	269
12 Month Indoor Members	95
Outdoor Only Members	7
Social Members	136
Life Members	8
Junior Members	14
Total	660

6.2 Social Update

- a) One Bingo session and a Bank Holiday Bowls & BBQ were held over the last month with profits recorded of £997.00.
- b) Ukulele Band (5th August) and Bowls & BBQ (12th August) now confirmed for August.
- c) The 5th “200 Club” draw took place on the 6th of June with Tom Dynan winning the top prize of £50.00 and the fourth prize of £12.00. The next draw will be on the 4th of July.
- d) It was agreed that we would provisionally plan to hold a New Year's Eve “event” next year. A disco to be booked if possible.
- e) The Indoor Friday Night Club is continuing throughout the Summer, run by volunteers with an average attendance of 14.

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7.0 Treasurer's Report

7.2 We have settled the outstanding Corporation Tax arrears in the amount of £74,124.73. The only outstanding tax liability is repayment of VAT wrongly claimed over the previous 5 years, circa £50K.

7.3 A copy of the April accounts dashboard and Profit & Loss sheets has been distributed.

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 has been re-evaluated and reapportioned in terms of responsibilities and key tasks. It is proposed that the current role can be better covered by two new jobs, General Secretary and Facilities Manager. New Job Descriptions have been prepared for all proposed new roles.

8.4 Jobs to be advertised both internally and via Facebook, WhatsApp, and other local social media sites.

8.5 In the short term, RW to remain in the post until such time as new appointments are made.

8.6 Generally

8.7 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) however at this time this will not be pursued as the gains were insufficient when weighed against the effort and costs involved.

8.8 It was suggested that, when members use and receive Facebook messages that remind them to use the "Share" button on posts. Click on this button and the post will be forwarded on to all your friends on Facebook and thereby increase our audience.

8.10 Reassess how to make better use of Pool Table and Darts.

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

Friday 21st July

Roger Wyatt
General Secretary

30th June 2023