

DESBOROUGH BOWLING CLUB

MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON FRIDAY 21ST JULY 2023

PRESENT:

John Bucknell (President and Chair)
Roger Wyatt (General Secretary)
Bruce Adams
Brian Harris
Bob Forster
Jim Macpherson
John Davis
Fred Ashmore

1.0 Welcome

1.1 The President welcomed all members.

2.0 Apologies for Absence

Jaz Notay
Angie Isaac
Mark Essex
Mark Peachey
Mike Whittingham (Deputy President)
Marina Bignell

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 98 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. The present arrangement is not working particularly well and a simpler option, i.e., where both the home and away teams enjoy the same post match food should be introduced at an appropriate time.
- 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.

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3.6 Two county events were played at Desborough, on the 12th of July the National Double Fours between Reading and Gerrards Cross and on the 19th of July the Men's Top Club also between Reading and Gerrards X.

3.7 We have also agreed to host the Kennel League Division 1 Final on August 29th (6:00pm start)

3.8 It was noted that we shall need a new Outdoor Fixture Secretary at the end of this current season (Geoff Lofthouse has indicated he will be relinquishing this post at the end of this outdoor season) Committee Members were requested to forward nominations for any suitable candidates to RFW.

4.0 Minutes of the last Management Meeting held on 28th June 2023

4.1 The minutes of the last meeting were approved on a proposal from Jim Macpherson, 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 28th June 2023

5.1 None

6.0 General Secretary's Report

6.1 The review of operations is ongoing to ensure we are doing everything possible to save on electricity usage – the last monthly payment (June) for electricity was £1,864.94 (inc. VAT). Current projections are likely to be 34.86% for the 1-year option i.e., £10K increase p.a. and 36.18% for the 2-year option i.e., £10,341. It is estimated the annual cost for 2024/25 should therefore be budgeted at £40K.

6.2 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.

6.3 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).

6.4 With no interest shown in our original adverts for a Bar Manager and to make the job more attractive it was decided that we would 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).

6.5 The current General Secretary's Job Description has been revised with new Job Descriptions prepared relative to the new levels of responsibility involved. The amendment to the Management Structure proposed is as follows: -

- General Secretary – (Revised JD)
- Facilities Manager – New post.

The **Facilities Manager** to be responsible for all maintenance of the existing buildings and M&E installations together with managing all maintenance contracts, catering, and bar facilities. We have now recruited Debbie Stavrou for this post. She will start on August 1st, 2023.

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The **General Secretary** will be responsible for all legal and financial /banking, Club governance, Meetings and Committees and H& S and other statutory compliance. RW will continue in the role until such a time as a suitable replacement is found.

Both the above posts (General Secretary and FM) will be part time with circa 20 hours per week.

6.6 The Government has announced changes in the rates of alcohol duty payable. Further price changes will now be implemented to reflect the changes on August 1st. There will be some products which will decrease in price, Slimline Coke and Coke Zero. Water will also be reduced to £1.00. Keg beers remain as is, but Cider and spirits may well increase.

6.7 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 - 27/07/23
d)	Cleaning of Bar extract duct	£500.00 – Completed 24 th .
e)	Purchase of new raffle/bingo machine	£411.00 - received.
f)	Purchase of new exterior picnic table and sunshade	£379.00 - received.
g)	Replacement of faulty emergency lighting fittings	£4,934.73(+VAT) start 9/08/23.
h)	Replacement Laptop computers (2)	£1,600.00 (£1,400 Discount)

7.0 Treasurer's Report

7.1 Monthly Accounts

7.2 The May Accounts are attached which show a sales profit for the month of £9,930.00.

7.4 Budgets 5 Year Forecasts 2023 to 2027

A 5-year Budget Forecast was tabled which summarised the Profit and Loss projections for the next 5 years. The forecasts include an increase in annual subscriptions however no increase in green fees and competition fees.

The Budget was approved upon a unanimous vote by members, proposed by Fred Ashmore and seconded by John Davis. The Treasurer to prepare the years budget to reflect the agreed changes.

Please see **Appendix "A"** attached for details of Budget Forecast – 5 Year Plan and Assumptions. Please note: The 5 Year Plan Budget Forecasts have been prepared based on the current membership outlined below, assessed as of 1st July 2023.

Full Members	131
Indoor Members	269
12 Month Indoor Members	95

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Outdoor Only Members	7
Social Members	136
Life Members	8
Junior Members	14
Total	660

7.5 Social Update

Over the last month we have only held one event, Bingo, on the 30th of June. This was attended by 84 members. The next Bingo is scheduled for the 28th of July.

We continue to advertise the forthcoming events, Ukulele Band (5th August), Summer Bowls & BBQ (12th August) as more members will be very welcome. A potential clash of events over the weekend 22/23/24th September was highlighted. Brian Harris to review.

The sixth 200 Club Draw took place on the 6th of July with William Pearson winning the top prize of £50.00. The next draw will be on the 1st of August.

8.0 AOB

8.1 Sunday lunches should be introduced – to be actioned in September 2023

8.2 The coaching bowls have now been sorted again! Many thanks to Bruce Adam who has colour coded the various sizes available.

8.3 It is noted that we have “lost” several 0 and 00 bowls from our stock. These are required, particularly for coaching sessions and RFW agreed to write to members and request the return of any woods they may have” borrowed”.

8.4 We have been approached to invite a “Potters” Roadshow to DBC (selling bowls equipment and clothing with Potters brand). This was generally agreed in principle.

8.5 It was again suggested that, when members use and receive Facebook messages, we should 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. RFW to send email to all members.

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

Wednesday 23rd August 2023

Roger Wyatt
General Secretary

23rd July 2023