

# DESBOROUGH BOWLING CLUB

## MANAGEMENT COMMITTEE

### MINUTES OF MEETING HELD ON WEDNESDAY 23rd AUGUST 2023

#### PRESENT:

John Bucknell (President and Chair)  
Roger Wyatt (General Secretary)  
Bruce Adams  
Brian Harris  
Bob Forster  
Jim Macpherson  
Fred Ashmore  
Mark Essex  
Marina Bignell  
Mark Peachey (Club Manager)  
Mike Whittingham (Deputy President)  
Debbie Stavrou (Facilities Manager)

#### **1.0 Welcome**

1.1 The President welcomed Debbie Stavrou to her first meeting.

#### **2.0 Apologies for Absence**

Jaz Notay  
John Davis  
Geoff Lofthouse  
Jennie Macleod

#### **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 106 members (+8 over last month)
- 3.3 Organised roll-ups are being held Monday, Wednesday and Friday and the new Tuesday Morning Summer league is now well established.
- 3.4 The indoor carpet was cleaned and the "green electric hoover" serviced on the 27<sup>th</sup> of July.

##### **B. Outdoor Section**

- 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, particularly away fixtures. All members to be encouraged to play whenever possible.

# DESBOROUGH BOWLING CLUB

- 3.6 We will be hosting the Kennel League Division 1 Final on August 29<sup>th</sup> (6:00pm start)
- 3.7 It was noted that no one has come forward to take over the role of 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 are again requested to forward nominations for any suitable candidates to RFW.
- 3.8 Concern was expressed regarding the damage to the outdoor green being caused by bowlers. The requirement to **ALWAYS** use protective mats unless specifically agreeing otherwise, will be in force, until such time as the green dries out and becomes more durable.

## **4.0 Minutes of the last Management Meeting held on 21<sup>st</sup> July 2023**

- 4.1 The minutes of the last meeting were approved on a proposal from Angie Isaac, 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 21<sup>st</sup> July 2023**

- 5.1 None

## **6.0 General Secretary's Report**

- 6.1 The August General Secretary's letter has been sent to all members advising as to the Clubs' progress over the last year and the proposed increase in subs for next year 2023/24. The letter to be placed on the Club website to replace the 2022 version.
- 6.2 A new membership Application Form has been prepared reflecting the new prices and this will now be placed on the website.
- 6.3 The review of operations is ongoing to ensure we are doing everything possible to save on electricity usage – the last monthly invoice (July) for electricity was £1,668.00 (exc. VAT). We currently pay £3,405 per month via standing order and have a credit balance of £1,255.00 as of July 31<sup>st</sup>.
- 6.4 The Recruitment of the afternoon Receptionist/Administrator role has now been successfully filled with Ellie Walsh (Receptionist).
- 6.5 Two Assistant Bar Managers, both working 18 hours per week and both sharing the evening and weekend shifts, have been recruited. Katie Baker (started on the 12<sup>th</sup> of June) and Rose Kenny (started on the 26<sup>th</sup> of June).
- 6.6 It was proposed that Debbie, Rose, and Katie should be invited to a daytime training session (say 2 hours) with the following topics on the agenda: - EPOS, Stocktaking, Placing Orders, Cleaning Rota, and pipe cleaning etc.
- 6.7 The current General Secretary's Job Description has been revised with new Job Descriptions prepared relative to the new levels of responsibility proposed. The Management Structure proposed is as follows: General Secretary – (Revised JD) and Facilities Manager.
- 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. Debbie started on August 1<sup>st</sup>, 2023.

# DESBOROUGH BOWLING CLUB

- The **General Secretary** will still 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.

6.8 Further price rises for bar products have been received and our sale prices adjusted accordingly to maintain margins. Prices have also been reviewed following the increases in alcohol duty, however we have not increased any wine or keg beer prices at this time.

6.9 A raffle to be reinstated after friendly matches – exact format to be agreed.

6.10 The Indoor carpet has been cleaned and the roof leaks repaired.

## **7.0 FINANCIAL**

7.1 A copy of the June dashboard and Profit & Loss sheets has already been circulated.

7.2 The 2023/24/25 Budget has been agreed by the Management Committee and will now be included in the Management account forecasts.

7.3 It was noted that the change to the Constitution, to include the clause “2.2” The Club is a “not-for-profit” organization, has been approved by the Management Committee and will now be reported to the AGM in November for ratification.

7.4 Treasurer to arrange to confirm to HMRC the change of our status, with no further payment of Corporation Tax as from April 2024.

## **7.5 Capex & Revenue Expenditure**

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>Completed</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>
g) Replacement of faulty emergency lighting fittings	£4,934.73 - <i>Completed.</i>
h) Replacement Laptop computers (2)	£1,600.00 <i>purchased.</i>

## **8.0 Treasurer’s Report**

### **8.1 Monthly Accounts**

8.2 The June Accounts were tabled.

8.3 Cash at the bank is £284K.

### **8.4 Budgets 5 Year Forecasts 2023 to 2027**

The 5-year Budget Forecast with the Profit and Loss Projections for the next 5 years, approved at the last Management Meeting, was confirmed as being the current budget and has been incorporated into the Management Accounts for 2023/24. The forecasts include an increase in annual subscriptions, however no increase in green fees and competition fees.

# DESBOROUGH BOWLING CLUB

## 8.5 Membership as at 14th August 2023

Category	August 2023
Full Members	131
Indoor Members	279
12 Month Indoor Members	106
Outdoor Only Members	13
Social Members	131
Life Members	8
Junior Members	14
<b>Total</b>	<b>682</b>

## 8.6 Social Update

Over the last month we have had 3 events, Bingo, Ukulele Band (5<sup>th</sup> August), Summer Bowls & BBQ (12<sup>th</sup> August). Total profits were recorded at £993.00.

We continue to advertise the forthcoming events, End of Season Bash on 24<sup>th</sup> September, Cabaret Night on 14<sup>th</sup> October, and Quiz Night on 28<sup>th</sup> October.

The seventh 200 Club Draw took place on the 1<sup>st</sup> of August with David Kelsall winning the top prize of £50.00. The next draw will be on the 2<sup>nd</sup> of September.

The catering cost for New Year's Eve appears to be expensive and we are now reviewing the menu to see if we can arrange a more financially attractive offering.

## 9.0 AOB

9.1 Sunday lunches should be introduced and discussions in hand with Anna to try to start in September 2023.

9.2 We have been approached to invite a "Potters" Roadshow to DBC (selling bowls equipment and clothing with Potters brand). A date to be agreed for a visit to Desborough.

9.3 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.

9.4 It was confirmed that we can accept payments over the telephone (using our existing card machines) and the receptionists are now aware that this facility is available.

9.5 The possible pre-booking of rinks with up-front payment was discussed. The potential benefits to be assessed both in terms of convenience to members and further utilisation of the rinks.

# DESBOROUGH BOWLING CLUB

- 9.6 It was again agreed that we would name one of our Indoor Competitions, the “Mary Price Memorial Trophy” in honour of Mary. The competition and the trophy to be agreed.
- 9.7 Further discussions were held regarding possible introduction of a subscription and roll-up package payable at the start of the season at a discounted rate. This would potentially benefit the more frequent users of the rinks. The practicality of introducing the changes and the financial implications to be assessed.
- 9.8 With the high cost of electricity it was agreed that members rolling-up should be encouraged to share a rink to minimise the amount of lights used.
- 9.9 The existing Electricity contract with Smartest Energy is due to end in December 2023. A new contract to be agreed, no later than October 1<sup>st</sup>, 2023. Currently British Gas Core (36.24% increase)
- 9.10 Other ways of encouraging new members to join the Club were discussed, including the possible introduction of Family Membership (discounted rate), purchase of a DBC Gift Card for family members, or others, to purchase a membership for a third party.
- 9.11 The next Open Day is scheduled for Saturday 23<sup>rd</sup> September 10:00am to 4:00pm. To ensure we advertise the day it was agreed that we would: - 1) advertise on Facebook and Club website 2) produce fliers (Mark’s latest design) and posters for distribution in local community with posters in Library, Leisure Centre, local outdoor Bowls clubs etc. 3) update existing banners.
- 9.12 The Open Day will be followed by a series of coaching sessions (6 weeks), starting on Sat/Sunday morning 30<sup>th</sup> Sept/Oct 1<sup>st</sup>. These sessions are held at this time to provide the opportunity for any potential new members (from the Open day) to try bowling and hopefully join.
- 9.13 A cohort of **NEW** volunteer coaches will be required to manage and assist at the coaching sessions, normally 9:00am to 10:30am, and **a minimum of 8/10 members** will be required (subject to the number of people who sign up for coaching at the Open day). All Committee and other members are encouraged to help at these sessions as they are an essential follow-up to attract new members.

## **10.0 Date of Next Meeting (start 10:00am)**

Wednesday 27<sup>th</sup> September 2023

Roger Wyatt  
General Secretary  
24<sup>th</sup> August 2023