

Minutes of the Executive Committee Meeting
Wednesday 15th January 2020, 10 a.m. at the Clubhouse

Attendance: Jim Humphreys [JH], John Faint [JF], Geoff Twinn [GT], Alan Murdoch [AM], Peter Rogers [PR], Colin Turner [CT], Geoff Nash [GN], Sheila Knight [SK], Allen Preest [AP], Brian Lacey [BL] (representing and appointed by President MB).

Guest Attendee: Martin Heath [MH]

Apologies: Marion Booth [MB], Geoff Bailey [GB], Christine Belcher [CB], Angela Rimell [AR]

1. Introduction

A minute's silence was observed in memory of two members who had passed away since the previous Executive Committee meeting.

2. Approval of Minutes of meeting held on 14th August 2019

a. These Minutes were approved, proposed by Geoff Nash and seconded by Alan Murdoch, and signed by Jim Humphreys.

3. Matters Arising from Minutes of the meeting of 14th August 2019

- a. Re 2b, Car Park pot holes and trimming of trees. JH reported that Christ's Hospital are happy to attend to the pot holes but are unwilling to trim the bushes at the entrance. Tractor Tom will be vigilant regarding people congregating near the entrance to the car park to minimize the hazard that presents.
- b. Re 2e, Mugshots. JH confirmed that these have all been taken. The photograph of Scott Edwards will be ready for display for the AGM. **[JH action point]**. It was noted that Scott was scheduled to play on 16th January at the Potters tournament which was being televised.
- c. Re 2f, First Aid Boxes. It was reported that AR had acquired a new First Aid Box. CT reminded the meeting that the inspectors check these when they inspect the kitchen.
- d. Re 2h, Updating of Boards. PR confirmed that he has marshalled all the relevant records and the matter was now with the Playing Committee to make a decision on how best to mount and display them. PR will report back to the Executive Committee. **[PR action point]**.
- e. Re 2j, Sprinkler. PR reported that John Highsmith has changed the trip switch in the control box. The performance of the sprinkler will be monitored. **[PR action point]**.
- f. Re 2k, Bagging of grass cuttings. CT confirmed that Mark Ledger did leave additional bags.
- g. Re 2n, Coaching course. PR reported that Oxford & District Bowls Club was running a Level 1 course the first session of which would be held on Saturday, 25th January. The course covers outdoor, indoor, and short mat bowling. PR and CB will be attending the course.
- h. Re 6b, Treatment of the roof of the equipment shed. GN confirmed that he had treated this with bitumen.
- i. Re 6d, Guttering. GN confirmed that he had cleaned out the gutters and replaced the downpipe that had been stolen and had also tightened the one by the door that had been leaking. GN reported that he had cleared from the drains as far as was possible the pea shingle which had refilled them following the clearance of the drains earlier by Christ's Hospital.

- j. Re 6f, Possible sponsorship from Adkins. CT said that he would renew his efforts to secure sponsorship but not until end March/early April at which time the responses were more likely to be favourable. **[CT action point]**.
- k. Re 6g, Sighting of Rats. JH reported that he had contacted Christ's Hospital about this but they were not prepared to put down rat poison. They had agreed that the Club was free to do so provided that it was kept within the Club boundaries. Rats have been sighted near an area under the kitchen. **[GN action point (?)]**.
- l. Re 10a, Members' Handbook. PR has worked on this and has distilled down to 19 pages a draft version for the Club. PR will circulate this to all members of the Executive Committee all of whom are to provide PR with feedback. **[Action point for ALL]**.
- m. Re 12a vii, New Shed. AM reported that this project was ongoing.
- n. Re 12d, Scoreboards. PR reported that he will order these before the start of this year's outdoor season. The price remained as originally quoted. **[PR action point]**.

4. Treasurer's Report

- a. GT gave his report (Copy filed with these Minutes).
- b. At our year end on 31st October 2019 available balances were £34,362 excluding Nigel Baker's legacy of £4,433 and the Development Fund of £2,651.
- c. Current available balances are £32,039 again excluding NB's legacy and the Development Fund totalling £7,084.
- d. These figures reflect a good 2019 and this winter unusually we will probably not fall below our Reserves target of £30,000
- e. GT is concerned that 2020 may prove less successful due to a number of factors. These include the knowledge that a number of last year's members will not be rejoining us this year, we do not have the benefit of 2019 when high recruiting in 2018 resulted in 24 new recruits rejoining as full members, and we increased the subscription fee in 2019.
- f. There were no points arising from this report other than clarification on the reasons of those known to be not rejoining, these reasons being purely due to relocation or health issues.

5. Secretary's Report

- a. JF reported on the membership totals. The total membership is 187. This includes 136 Playing members (96 men, 40 ladies), 11 Short-Mat-Only members (5 men, 6 ladies), and 40 Social members (18 men, 22 ladies).
- b. JF reported that these figures include 2 Playing members joining for 2020, their membership having been gifted to them by their daughter at Christmas.
- c. JF said that he planned to issue the Renewal Letters within the next 3 weeks.
- d. AP believes that we may secure 3 new playing members who currently play indoors at Oxford and District Bowls Club.

6. House Manager's Report

- a. AR was not in attendance and no report was available.

7. Building Manager's Report

- a. GN confirmed that, as reported earlier above (see point 3i), he had attended to the drains and guttering.
- b. GN reported that he has yet to repair the paling by the fence in the corner which he plans to do at the start of the season when he attends to the bund walls. **[GN action point]**. JH volunteered to paint and fit the pins at the edge of the Green. **[JH action point]**.

8. Greenkeeper's Report

- a. PR reported that the Green had been sprayed for disease and fertilized.
- b. PR said that he needs to clean out the ditches. GN and JH agreed to help. **[PR/GN/JH action point]**.

9. Bar Manager's Report

- a. AM said that there was nothing to report.

10. Recruitment Manager's Report

- a. CB was not in attendance but had provided a report which JF read out.
- b. The Community Shop is available again in the Spring and CB will be organizing a slot for the Club.
- c. CB has enrolled on a Level 1 bowls coaching course and will attend the first session on 25th January.
- d. We have two new members for 2020.

11. Short Mat Chairman's Report

- a. GB was not in attendance and no report was available.
- b. PR reported that the 'Knights' had won the group stage of the KO competition.
- c. PR reported that for the Afternoon Leagues the 'Park Rangers' were top of their division although the other teams were not fairing so well, something confirmed by JF.
- d. The roll ups were being well attended.
- e. GT reported that last year the short mat section produced a surplus of £1,365 (before the cost of heating and lighting was deducted).

12. Nominations for Executive Committee members

- a. Everyone on the Executive Committee, except for JH and SK, was prepared to stand for re-election at the AGM.
- b. GT said that he wishes to stand down as Treasurer after this coming year. The Club will need to find and train a suitable candidate and the handover to be over a period of a year. All attendees voiced the importance of ensuring great care be taken in the selection of the candidate for this vital role.
- c. MH confirmed that he is prepared to stand for election to Chairman.

13. Proposed New Visitors' Changing Rooms

- a. JH reported that Christ's Hospital will visit the Club on 21st, 22nd, or 23rd January to view on site our proposals. JH sought from those attendees who sit on the sub-committee for this project the preferred date for this visit and a meeting on 22nd June at 10.30am was selected. AM, GN, PR, will attend that meeting as also will JH and MH. JH will inform Christ's Hospital of our preferred date and time. **[JH action point]**.

14. Kitchen Improvements

- a. JF read out the letter dated 22nd December he had received from Lorette Burton in which she made a case for the Club investing in a revamp of the kitchen, attending to the problem of water not running away efficiently from the sinks, and purchasing a new larger cooker and replacing the dishwasher.
- b. MH (who has experience in fitting kitchens) said that he had already been in discussions on the subject of a new dishwasher and that the cost of an industrial model was approximately £2k.
- c. SK asserted that we do need a larger cooker. MH estimated the cost of a suitable such cooker to be £1,500 - £2,000.
- d. GT suggested that we spend money (say, £3k -£5k) on the kitchen now, on a new cooker etc. and also spend the £500 +£1200 in pursuance of obtaining the required approvals for the proposed new changing rooms. Then, depending on revenues this year, we would progress the project of new changing rooms for visitors next year. This proposal of GT was approved.
- e. GT cautioned about the capacity of the electrical circuits. It is understood that a separate circuit for the cooker is already in place.
- f. MH volunteered to accompany MB (and [?] caterer Jill, nee Burnett) to view new cookers for possible purchase of one. **[MB / MH action point]**.
- g. Other aspects of improving the kitchen were discussed. MH said that, regarding the cupboards, we could replace or tidy up just the doors. SK pointed out the benefit of occasionally putting cleanser through the dishwasher. Some believed we should review what and where we keep items.

15. Members' responsibilities for heaters, lighting, and security

- a. JH reported that lights and/or heaters had been left on. GN had found a door left unlocked.
- b. BL stressed that it is the person running the session who is responsible for ensuring before the premises are vacated that lights and heaters are switched off and that the premises are left secure.
- c. GN asked for an email to be circulated to leaders of roll ups and captains reminding them of these responsibilities and including a comment that heaters and lights are not on a timer. **[JF action point].**
- d. It was agreed that a larger notice reminding members of these responsibilities be put on the exit door of the clubhouse. [PR subsequently arranged this.]

16. Members' Handbook

- a. PR will email all Executive Committee members with his latest draft and be provided with feedback. See point 3l above. **[Action point for ALL].**

17. AOB

- a. Web site. PR said that our website still shows mention of the grant of 2012. PR will remove that comment. **[PR action point].**
- b. Gordon Edwards. AP has recently visited Gordon. He learned that Gordon has a physiotherapist attending him. Gordon continues to slowly improve but he is unlikely to be bowling. GN suggested that we consider sending Gordon a card. **[JF action point].**
- c. Milk. It was noted that very little milk was in the fridge, insufficient for this afternoon's league match. CT, who was scheduled to play this afternoon, volunteered to bring more milk in for 2pm.

18. Date of the next Executive Committee meeting – tba after AGM

The meeting ended at 11.07am

Action points for:

[JH] Jim Humphreys – 3b, 3l, 7b, 8b, 13a, 16a,	[GT] Geoff Twinn – 3l, 16a,	
[JF] John Faint – 3l, 15c, 16a, 17b,	[PR] Peter Rogers – 3d, 3e, 3l, 3n, 8b, 16a, 17a,	
[BL] Brian Lacey – 3l, 16a,	[MB] Marion Booth - 3l, 14f, 16a,	[AM] Alan Murdoch – 3l, 16a,
[AR] Angela Rimell – 3l, 16a,	[CT] Colin Turner – 3j, 3l, 16a,	
[GN] Geoff Nash – 3k, 3l, 7b, 8b, 16a,	[CB] Christine Belcher – 3l, 16a,	
[SK] Sheila Knight – 3l, 16a,	[AP] Allen Preest – 3l, 16a,	[GB] Geoff Bailey – 3l, 16a,
[MH] Martin Heath – 14f,		