

## **Three Mile Cross Bowling Club**

### **Minutes of the Management Committee Meeting held February 11<sup>th</sup> 2024**

#### **Present:**

Geoff Malham (GM) Chairman

Adrian Salmon (AS) President

Linda Salmon (LS) Ladies' Secretary

Bill Bissett (BB) Secretary

Debbie Bissett (DB) Bar/Entertainments

David Hearn (DH) Treasurer

Daf Ashby (DA) Membership Secretary

Terry Wardle (TW) Captain

Michele Vale (MV) Recruitment

Keith Hall (KH) Fixtures Secretary

Claire Morrison (CM) Communications

Andy Friend (AF) Green Maintenance

#### **1. Apologies**

All in attendance

**2. Appointment of Vice Chair** – TW and CM said they were happy to support this role. CM will fill the role this year.

#### **3. Minutes of the Previous Meeting, held October 29<sup>th</sup>, 2023**

One minor point made by KH – Season will start 27<sup>th</sup> April and not the 22<sup>nd</sup> Apr.

AF advised he plans to open the green on the 22<sup>nd</sup> April, subject to green condition/weather.

KH advised Spring Clean 20<sup>th</sup> and 21<sup>st</sup> April, Green opens Monday 22<sup>nd</sup> and Open night as Friday 26<sup>th</sup>.

TW plans to have a Kennet League team trial on the evening of the 23<sup>rd</sup>.

#### **4. Matters Arising, not listed on the agenda**

**Green Edge: AF** reported that all materials had been purchased to install wooden edging along the length of the green by club members.

Work involved - Cut away 50mm of the green edge, install 150mm x 50mm x 2.4m lengths of wood fixed into the ground with 3 x 400mm stakes. Once the wood has been installed the green contractor will be engaged to support the raising/levelling of the green.

**Change of Trustees: BB** reported that the Deborah Clark of The Head Partnership, has been assigned to make the necessary changes.

**Honours Boards: KH** reported that the change proposed to change out all existing boards and replace with A3 sheets with Perspex covering, has been rejected as the majority of the committee did not support. Thames Valley Signs (TVS) were engaged before Christmas to undertake the major changes to the existing boards. TVS surveyed the work before Christmas, but have yet to provide a date to undertake the work. Once the major change has been actioned, we will revert to our usual person (Terry) to make annual updates.

To record competitions not previously displayed KH proposes to use slim style boards he has seen at other clubs.

**Action KH** - to follow up with TVS

**5. Matters arising from the AGM** – TW raised the point regarding share of costs of after match drinks at home matches. BB pointed out that minutes from the AGM record that this was rejected following a vote.

**6. BIAS: CM reported** – she has provided TMX feedback to the developer regarding changes to enhance the system for TMX. He has welcomed the feedback but has pointed out he needs to take into consideration the needs of all clubs. He cannot implement all suggested changes but those that will benefit all clubs he will strive to introduce. The request to introduce one day competitions to the system may not be possible, but CM is looking at this again. Fixtures will be added to BIAS during February/March to include indoor matches. CM will advise once all updates have been made after which members can start to book rinks etc.

**7. Treasurer Report: DH** referred to his report previously circulated, for full details.

Funds available as of end January stood at £5,013, with bank balance at £7,276. This year's Lotto competition will be run by DH.

Social events: short mat at the end of Jan had to be cancelled as insufficient participants wished to attend; Burns night was successful bringing in £395. In total social events have contributed just under £2000 after expenses. Bar sales have remained static. DH asked if we could make a small change to pricing. DB will review all drink prices prior to the start of the season. DB also pointed out our pricing needs to be comparable with other outdoor clubs.

Expenses – Green repairs £592.

Reserve fund for the water bill is to be reintroduced to the general account.

Select is to be contacted again to determine if we can make alterations to the general waste bin pick up frequency. **Action DH** – completed. Select will empty when contacted.

## **8. Boundary Dispute**

**BB** updated that Bill Rhymes (BR) had been asked to remove all his property from the area behind the hedge. BR has not complied. Neil Argyle (NA) emailed BR chasing for an update. BR replied on 21<sup>st</sup> Jan apologising for the delay and asking if we can meet at the end of February. BR implied in his email that our boundary was the hedge.

NA replied on the 28<sup>th</sup> January the main points being. i. Challenging the time taken to gain a response from Land Registry. ii. Pointing out the hedge does not constitute any boundary. iii. In March 2023 we offered a rental solution, which was ignored. iv TMX management committee meeting was due for 11<sup>th</sup> Feb at which point they would be deciding how to proceed.

BB went on to update that it was the subcommittees recommendation that we serve notice on BR to remove all property from the area beyond our hedge and that we erect a fence to prevent BR from entering onto our land from his garden. Fencing will cost in the region of £150. BB pointed out erecting a fence to block BR access to the land in question, may trigger legal action.

After much debate it was agreed we have been very patient but we now need to bring this to a conclusion.

The committee recommended that we email and write to BR using registered post, stating he has 28 days notice to remove all his property from the area. It should be emphasised that after expiration of the 28 days notice, TMX will be erecting a fence on our southern boundary.

BR to undertake the following within the notice period:

- Remove all machinery and materials from the area.
- Return the Taylor Wimpey fence to its original condition, in doing so removing the capability to open the fence panels to gain access to TMX land.
- Remove the gate giving him access from his garden onto our land.
- Remove the wooden gate and fencing erected between the housing estate gardens and the hedge.

Point out that if after 28 days notice he has not undertaken the above work he will need to contact TMX to arrange a suitable date and time to do so, as the work to erect a fence on our boundary will start at that point.

To gain free access to the area beyond the hedge TMX will cut a second access point through the hedge at the southern end.

## **9. Data protection** (standing item)

**CM updated** – membership forms will be updated to include the CCTV policy. Members will be asked to acknowledge that they accept the policy on renewing their membership. CM also advised that she is working with Ivor to add some information to the TMX website regarding the use of cookies.

**Action:** Privacy policy put in place last year needs to be reviewed by CM, BB, DA & DH.

**Action BB** - breakdown of TMX annual fees on the membership form. Determine cost per member which we pay to Bowls England and Berkshire county.

## **10. Safeguarding**

**BB updated** that Marilyn Legg (ML) is happy to take on the role of Safeguarding officer (SO).

There are two SO checklists – Club and Website audit.

Club checklist - BB met with ML to agree leads for all points detailed on the Club Safeguarding checklist. BB and ML will liaise to action all points.

Website checklist - CM will review the requirements for the website, but pointed out it was extensive and that currently TMX does not have any of the necessary info displayed. BB pointed out that the deadline for all SO requirements is 2025, therefore we have this year to work on getting the info in place. Work to be undertaken is to be reviewed and where appropriate shared. The Bowls England Safeguarding website audit recommends links to the Bowls England website. The Club's Privacy Policy refers to the use of links to other websites. CM's main concern is that we may not have a specific Code of Conduct as our Constitution contains some, but not necessarily all, relevant information. As a first step CM is going to look at other club websites to determine what they have in place. ML is happy for her details to be displayed in the club and on the website.

**11. Disabled Facilities** – BB updated on the work proposed to install a disabled toilet in the Ladies Home changing room. Two slit windows to the rear of the changing room formed part of the proposal. He went on to explain how we could gain clubhouse access for wheel chair users. Option 1 – Widen the clubhouse rear porch door and the inner door to allow install of 900mm doors. Option 2 - cut a new doorway into the clubhouse, where the competition board is situated, to allow direct access from the driveway. Option 1 was chosen. Initial estimate from the builder for this work is £10,000.

Secondary piece of work was to remove two existing speed humps at either side of the main clubhouse door and build a new wider ramp at a height which would be level to the clubhouse entrance and the green surround. This would be wide enough to allow near flat access between the green edge and club house. Initial estimate from the builder for this work is £3,500.

It was agreed that –

- We would move forward with the work to install the disabled toilet and doors to support disabled access via the rear porch.
- The windows in the ladies changing room are not required.
- The secondary piece of work to install a new ramp at the main clubhouse entrance would not be progressed at this time.

**Actions:** BB to get a formal quote from the builder. DH to apply for a grant to undertake the work as we have insufficient funds to support.

## **12. Officers reports.**

**TW** – reported that we are playing in the plate competition of the West Berkshire Trophy on 17<sup>th</sup> Feb having been beaten in our first game. We also have one more indoor game against Whiteknights in April. Sadly, we lost the January game against Maiden Early.

**DB** – reported that the committee had agreed at the AGM to form a rota to ensure the person manning the bar for friendly matches was happy with locking the clubhouse/gates following home matches. DB clarified she will draw up the bar rota for home games as has been done to date.

**Action BB** – will draw up a rota for committee members.

To clarify those on the bar rota are responsible for smooth running of the bar, closure and security of the club on completion of the game. Committee members role is to support only.

DB advised she had received feedback following the 2023 presentation evening. Comments included alternative menu choices, food poor, raw veg, cold meat, synthetic dessert, not very hot and very cramped. Also questioned was the cooker efficiency and whether the kitchen could cope with numbers. Some asked if the presentation evening needed to be in November? KH pointed out that having in Nov ensures we close off the year nicely before moving to a new year. Another point was do we need to have it at the clubhouse as would be nice to have at an alternative venue.

DB advised taking the feedback into account she had reached out to three local hotels and clubs to gain costs for the presentation evening.

- Hotel 1 – £54 plus VAT per person for a three-course meal. Disco extra.
- Hotel 2 - £500 room charge + £48 per person for a three-course meal. Disco extra.
- Whiteknights - Room hire free. Catering costs are yet to be finalised, but will be in the region of £30-£35 per person.

Vote was in favour of holding the 2024 presentation evening at Whiteknights on 9<sup>th</sup> Nov 2024. Venue has been booked.

**MV** – updated that the open days would be brought forward this year and suggested Sat 4<sup>th</sup> and Sat 11<sup>th</sup> May as options with potential of also using the bank holiday Monday 6<sup>th</sup>. BE graphics will not be available but we have alternatives.

After discussion it was agreed that this year's Open days would be held 10:00 – 13:00 on the 4<sup>th</sup> and 11<sup>th</sup> May.

MV also advised that BE are putting in place a One Stop shop portal for designs for the Big Bowls weekend and Big bowls bash. Designs held in the portal will be available for use in generic recruitment flyers. Date when this will become available has yet to be released. Facebook and social media to be used to promote the 2024 open days.

**LS** – reported all Ladies fixtures have been finalised.

**AF** – reported that he was drawing up the rota for this years Green team and asked for suggestions on who to approach, that may like to join.

**CM** – reported she is meeting with Ivor, one subject being the update to our website domain details. Hosting costs have reduced. There will be a few BIAS updates prior to the season start date. Easy fund-raising account has been set up but not currently in use. To be discussed at the next meeting.

**Action BB** – add to agenda for April meeting.

**KH** reported the following

- a. We have several county games in the fixture list.
- b. President v Captain – Set for 30<sup>th</sup> June.
- c. Fixtures are complete - Friendly, Ladies, KL and KLV

**BB** – reported that he had spoken with Mark Holder who advised he will complete the install of the fuse box in the bar stock room in March and undertake an emergency lighting test.

**DH** – asked KH if we could get a roof inspection arranged in next two months. This is a requirement of our insurance policy.

**DB** – asked if DH had completed the building information booklet he took on.

**Action DH** to gather info and complete.

**13. Any Other Business - Nil**

**14. Date of Next Meeting**

This was agreed for Sunday, April 14<sup>th</sup> at 10am.

There being no further business, GM closed the meeting.