

Three Mile Cross Bowling Club

Minutes of the Management Committee Meeting held July 13th 2024

Present:

Adrian Salmon (AS) President
Geoff Malham (GM) Chair
Bill Bissett (BB) Secretary
Debbie Bissett (DB) Bar/Entertainments
Linda Salmon (LS) Ladies Secretary
Daf Ashby (DA) Membership Secretary
Terry Wardle (TW) Captain
Keith Hall (KH) Fixtures Secretary
Claire Morrison (CM) Communications
Andy Friend (AF) Green Maintenance
Michele Vale (MV) Recruitment

1. Apologies

David Hearn DH Treasurer

2. Minutes of the Previous Meeting, held May 18th, 2024

Minutes accepted as accurate.

4. Matters Arising, not listed on the agenda

- Change of Trustees: BB reported that this has progressed well. THP have issued the document for signature. It is to be sent to Graham Brown and Allen Lock. Once completed it will be sent to BB who will coordinate signing by the remainder of the trustees.
- Honours Boards: KH apologised action is ongoing. He has the details and will progress. Slim honours boards for one day competitions were discussed with suggestion that they be placed on the pillars between the windows. Discussion then turned to what to do with the photos already

on the wall. It was felt it was important that they still be prominent. Agreed that they would be placed under the honour's boards.

Action - KH will progress and determine costs for the slim boards.

- Framed photographs: Action not progressed.
Action – LS&DB framed photograph to be displayed of last five year's County competition successes and a second photograph displayed of TMX County players.
- Investigate options for central storage of documents – CM
CM reported that they have selected Google drive, but still work in progress. **Action – CM** to progress
- Fund raising and sponsorship – AS has spoken with the treasurer at Maiden Erlegh (ME) regarding tax implications associate with sponsorship and fundraising. ME submit tax returns and pay tax. AS was advised process was straight forward having only to submit figures for non-mutual income, such as sponsors and other income. HMRC then calculate tax due. AS has spoken with DH and suggested that TMX have the discussion with HMRC advising that we are currently sticking to mutual trading and now looking to go beyond that. Request to HMRC being they advise what return forms we would need to submit and when. AS advised that he believes tax would be in the region of 19% for funds realised from identifiable monies from sponsorship, hall hire etc. BB updated that DH had advised in his report that if the committee agreed to proceed, he believed it would drive the need to have a separate account for the non-mutual earnings which in turn would be reported to HMRC. DH went on to say that in principle he would be happy to do this with the relevant guidance.
DH said that he has been treasurer for three years and has not yet decided on whether to continue in the role next season. If he did take on the treasurer role next year it would be subject to certain conditions.
Action - Further discussion with committee needed to determine condition.

There was a discussion on the above and it was agreed that we desperately need to look at realising monies from external sources. Vote taken on whether to go down the route of non-mutual trading was unanimous in favour. **Action – DH** to progress

- Cost out internet and fixed phone line options – DH
DH reported new phone line with broadband was installed on 9th July using the existing line which was of sufficient quality to support the service. SumUp terminal is now connected through the Wi-Fi improving connectivity significantly. Connectivity to the Wi-Fi is to be limited to essential services so as not to overwhelm and slow the data throughput.

Actions –

- Telephone to be checked as when tested it did not ring - **BB**
- **BB** to investigate if we can set up a microphone and speaker to capture the phone ringing and broadcast to an outside speaker to alert those outside there is an incoming call.
- **CM** asked if we would still like to have an iPad that she is willing to donate to give members the means to access BIAS at the club house. It could also be used to demonstrate BIAS to new members. **Action** - means of securing to be determined.

During the discussion several people said they had been approached by individuals having trouble accessing BIAS.

CM stressed that if any member is having trouble accessing BIAS they should contact her.

- Safeguarding posters, health and safety and disciplinary policy – BB reported that safeguarding posters and relevant info has been posted and CM has added to the website.
Safety and disciplinary policy ongoing.
Action BB as above.

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

Membership subscriptions for the year now total £9,630 and increase of £1,133 on last year.

Income

Match fees received for the first two months of season for friendly and league games totals £2,565 compared to £1,864 last year.

Coaching fees £285 compared to £375 last year.

Green on loan – Sussex v Gloucestershire on 12th June totalled £392.

Lotto - this year 57 of the 59 numbers were sold. Club should benefit by at least £480 when the competition finishes in October.

Expenditure

Green mower repairs – final invoice was £1,166

Affiliation fees - £660 compared to £531 last year as individuals' fees have been increased by the county.

Tree felling - £912

Energy contract ends in August, and I will be looking into this in due course. Energy costs for this year are similar to last years.

Outstanding invoices – Select approximately £450. Octopus have not invoiced since April, which I will investigate.

Current position is that we have £10,616 which is approximated the same as last year and up on 21/22.

6. Boundary Dispute: BB took an action at the previous meeting to contact the Wokingham planning enforcement team to determine, if we now make use of the conversion of the 2m high fence into a gate to gain pedestrian and vehicle access to our land from Bowling Green roadway, would we be in breach of planning?

Guidance given as follows: If you are considering to make a formal vehicle access via Bowling Green, I recommend that you seek Pre-Application Advice from the Council and more information on the process can be found on Wokingham planning advice page.

I have investigated this and found the following fees apply for change of use. As we are classed as non-household the fees applied will be £403 per 0.1 hectare (10,000 sq mtrs being 1 hectare). I estimate our land to be approximated 0.4 hectare, which worst case would result in a fee of £1,612 for pre planning advice. It may be less than this figure but until we apply, we will not get a definitive cost.

Way forward then discussed - points discussed were

- Do we erect a fence across our southern boundary and in doing so block Briony owner from being able to access our land?

- KH suggested we cut an access into the hedge at the southern end similar to that done at the northern boundary.
- Leave the gate cut in the Taylor Wimpey fence and place our padlock on the gate to allow TMX occasional use.

Action following discussion - BB to write to Briony owner to advise we will be erecting a wooden panelled fence on our Southern boundary and we need him to remove his padlock and trellis fencing by the 16th Aug.

Action BB to email Briony owner.

7. Data protection (standing item) CM advised nothing to report.

8. Safeguarding Officer (SO) BB advised nothing to report.

9. Disabled Facilities – KH advised that builder will attend to finalise quote.

10. Officers reports.

TW – reported that KL is coming to an end with three games to play. We are currently three from bottom in the league, our win at Desborough taking some of the pressure off. We aim to take as many points as possible from the remainder of the matches to maintain our position in the division and avoid relegation. TW went on to say that he has had good support for the KL games. Friendly games – sixteen of the scheduled twenty-one have been played, five being cancelled. In a couple of instances TMX have struggled to fulfil away games. TW updated that he will not be seeking re-election for the position of club captain or KL manager for next season. He has highlighted now as he wanted to give sufficient notice for replacements to come forward.

CM – reported that safeguarding and Bowls England policy links are on the website. KH sent on an email to CM from Yateley bowls club who are seeking support/advice regarding the setting up of a new website and the use of BIAS. CM has offered to meet with them to offer advice. CCTV policy needs to be reviewed at the end of July. CM asked for a volunteer to review the document with her - DB put her name forward.

CM went on to report on the BIAS feature which supports cashless fees for games. This feature allows members to pay in advance for several games, thus negating the need for captains to collect game fees on the day. For example, an individual pays £20 into a TMX account then on selection for a game the match fee would be automatically deducted from the account. CM proposed

she details the process and sends out a poll to members to determine views of members. Committee support a poll of members.

Action CM & DB - Review CCTV policy. CM to send out BIAS cashless survey.

MV – reported that following the open days we had fourteen people register for coaching but only eleven attended; six went on join as bowling members and four as social. It is felt that coaching fees should be increased by a small amount for next year, one thought being £30 for five sessions. This years fees covered our costs. DB put forward the idea of having a ladies only open day next year, in addition to the mixed sessions having spoken to Hurst players, who said their ladies only session was very successful. This will be considered for next year.

AF – advised we need to consider putting aside funds for the replacement of the green mower in the future, as new they cost in the region of £15,000. Repair costs for this year were more than £1,000. Discussion with DH needed to agree approach.

KH – reported that he has been approached to ask if we can host Sussex v Gloucestershire and the KLV division one final in 2025.

11. Any Other Business –

- Planning application for work to MOT garage – BB reported that it has been opposed by Wolfe Bond finance who has sighted several points.
Action BB to keep in touch with Ian to determine when proposed work is to be undertaken.
- Trees in ditch area – BB reported that a neighbour in one of the houses in Bowling Green roadway has contacted us as they are concerned regarding one of the trees which has shed all its leaves and she suspects it is dead.
Action – AF to review and determine way forward
- Previously BB wrote to the residents' association in Mitford Close, to ask that they remove the dead tree and tree branches on their land which overhang the clubhouse. BB was contacted by the residents' association who have acknowledged the need to review.
Action BB – to contact residents association to determine current position.
- Changes to Fine Images building & gate security.

BB reported that Spratleys latest application to Wokingham for change of use has been opposed by TMX and Montelle motors. The closing date for comment on the application was the 12th July. Application decision has yet to be announced. **Action BB** to report on decision made.

12. Date of Next Meeting

This was agreed for Tuesday, Aug 20th at 18:30 pm.

There being no further business, GM closed the meeting.