

## **Three Mile Cross Bowling Club**

### **Minutes of the Management Committee Meeting held April 14<sup>th</sup> 2024**

#### **Present:**

Adrian Salmon (AS) President  
Bill Bissett (BB) Secretary  
Debbie Bissett (DB) Bar/Entertainments  
David Hearn (DH) Treasurer  
Daf Ashby (DA) Membership Secretary  
Terry Wardle (TW) Captain  
Keith Hall (KH) Fixtures Secretary  
Claire Morrison (CM) Communications  
Andy Friend (AF) Green Maintenance

#### **1. Apologies**

Michele Vale and Linda Salmon.

As Geoff Malham no longer wishes to join TMX, Claire Morrison in her capacity as Vice Chair, took the meeting.

#### **2. Minutes of the Previous Meeting, held February 11<sup>th</sup>, 2024**

Minutes accepted as accurate.

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

- Green Edge: AF thanked all members who supported the work. KH asked that it was noted that it was great to see new bowlers Paul Lee, Derek Fagg and Nigel Lewis involved in the work. AF went on to say that the contractor has advised we should start to cut the new grass with the rotary mower and slowly reduce the cut height. It will be at least a month before we can bowl clubhouse to hedge. We will bowl across the green initially, carpark to hedge.
- Change of Trustees: BB reported that the Deborah Clark of The Head Partnership, has been assigned to make the necessary changes and work is ongoing. He will contact Deborah later this week to determine status.

- Honours Boards: KH reported that the boards have been updated by Thames Valley Signs (TVS). There are a few omissions on the existing boards which KH will get Ian, who has updated the boards in the past, to make necessary additions. DB asked that the County honours board be updated to reflect that Linda Salmon, Debbie Bissett and Margaret Argyle won the Ladies County Benevolent Triples in 2023. KH agreed to add the work to the list Ian will undertake.  
KH proposed that we get small slim honours boards to list all one-day competitions. **Action - KH** will cost them out and determine sizing.

It was also agreed to get a framed photograph displayed of last year's County competition successes and a second photograph displayed of TMX Ladies County players. **Action – LS&DB**

- Committee rota: BB proposed that rather than have another rota, that captains of the day take the responsibility to ensure the bar, safe, clubhouse and gates are secured on completion of games. All in agreement.
- Presentation evening: DB reported that date is set. Saturday 9<sup>th</sup> November, the venue being Whiteknights. DB and Pamela Prior (PP) will meet with Hazel to agree the menu.
- Building information booklet – DH reported that a poster has been displayed in the porch notice board.  
DB added that two accident report books have been purchased. These will be kept adjacent to the two first aid boxes, one in the kitchen the second being in the bowls shed. This is a legal requirement. Once an accident has been recorded in the accident book, the page is to be removed and placed in the accident folder out of the public eye.  
**Action DB** to put accident folder in the stock room.  
**Action BB** to issue a notice to members regarding accident procedure.  
**Action BB** to issue a notice to members regarding Visitors book.
- Roof inspection - DH reported that the inspection has been completed and filed.

**4. Appointment of Chair** – Several options were discussed and all agreed that anyone holding the position of Chair needs to be an active member.

**Action - AS** approached Neil Argyle, who has agreed to fill the position until the end of the term.

**5. Policies and Version control** - CM updated that as we have introduced several club policy documents, they should be held centrally and be version controlled. In doing so this will ensure anyone referring to them is using the most up to date document. Current policy documents are held by individuals.

CM proposed that a version control log be introduced for all policy documents. The log will list - date policy created, author, version number, date reviewed, date updated and summary of changes. All agreed to proceed.

**Action CM** to investigate options for central storage.

**6. Easy Fund raising (EFR)** – CM updated that she set up an account in 2023 but it had not been promoted or used by members as there were concerns regarding mutual trading and corporation tax. Bowls England promote Easy funding and DH attended a webinar. DH updated that it easy to use and set up. DH asked EFR about tax implications but could not get a definitive answer from them regarding tax liability. AS raised concerns with use of EFR; one being their reluctance to answer the tax implication questions the second that there are several very negative reviews from users. AS also said that he was increasingly concerned that we were not actively involved in any fund raising and that we were not approaching companies regarding sponsorship due to questions over tax liability. **Action AS and DH** to approach finance leads at other local clubs to determine how they deal with tax implications associated with sponsorship and fundraising.

**7. BIAS: CM reported** – Bias has been updated with all fixtures. Instructions on how to access and use have been emailed to all members. Rink booking activated and bookings made for planned games. Bias now also provides captains/managers with the ability to reach out to members when short of players for games. Captains/managers have been asked if they wish to trial. Membership details have been updated.

**8. Website: CM reported** - Fixtures and Open days added. Cookie policy added. Webspaces ownership has been changed from an individual to the club's name (email address). At the end of the year the Domain will also be changed to the club's name when it comes up for renewal.

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

Current account as of 12<sup>th</sup> April stood at just over £12,000. Membership subscription - £8,560 received to date, which is £70 up on last year. It had

been hoped that the addition would have been nearer £970, but as several members have not renewed that is not the case. We are expecting a few more members to join which it is hoped will bring the total received for membership to approximately £9,000.

Expenses - Green repairs were a little more than that budgeted, but costs were kept to a minimum with members undertaking most of the work.

Options to reduce overheads: DH advised that he had investigated the cost saving of replacing the fixed landline with a mobile. KH raised his concern that if a mobile was introduced, we would lose the outdoor bell associated with the fixed line. Options discussed to replace the outside bell. Blue tooth speaker suggested as an option – this would broadcast the ring but would also broadcast the conversation. CM asked about whether we should keep the landline as BT have an obligation to replace with a digital line. DH advised that whilst BT have an obligation to install a digital line in the future, it would have very basic functionality, capable of supporting voice only. If we wanted internet data services there would be an additional cost to the basic rental charge.

**Actions - DH** to cost out mobile and fixed phone line options and report back at next meeting. **BB** to investigate external bell options for mobiles.

**10. Boundary Dispute:** **BB** reported that prior to the interim committee meeting held three weeks ago, he had written to Bill Rhymes (BR) asking him to remove all his property from the area behind the hedge. AS advised that BR had removed his property but the gate and fencing was still in place. BB met with BR to discuss the request following the interim meeting. BR suggested a solution which was not acceptable. BB has since spoken with and emailed Wokingham Planning to detail work undertaken by BR on TMX property. BB has asked the planning team if the gate built into the Taylor Wimpey (TW) fence, giving access to TMX land from Bowling Lane roadway, is legal. Bowling Lane roadway has been adopted by Wokingham council. BB also advised the planning team that he had asked BR to remove all property and reinstate the TW fence to its original condition.

Wokingham Planning enforcement team have raised a case to investigate and will report back on their findings within 28 days.

BR has been advised that the planning team have been engaged.

**11. Data protection** (standing item) CM reported - Privacy policy has been reviewed by CM, BB, DH, DA and reissued with the membership renewal forms. Cookie policy was also agreed by members of the committee.

**12. Safeguarding Officer (SO)** BB updated that he had met with Marilyn Legg (ML). ML went on the safeguarding course which will qualify her to be an SO for three years. BB and ML discussed the course content, reviewed recommendations made and agreed actions /next steps.

**Actions – BB** will place safeguarding posters in the main porch and the main noticeboard inside the clubhouse. **BB** to check health and safety policies. **ML** to action several points. **DA** add to membership forms for 2025 that “the club does not tolerate bullying”. **BB** determine if we need one male and one female SO. **BB** to determine if we have an up-to-date disciplinary procedure in place.

It was suggested during training that the SO should be on the club management committee. ML and BB discussed this. BB suggested that like Data protection, Safeguarding could be put on the agenda as a standing item. Prior to a management meeting ML could provide a report to the secretary rather than attend. Secretary to then pass on the SO report to the committee. ML happy with that approach.

The management committee are happy with the above approach.

CM also met with ML to discuss the Website audit. CM has drafted wording for the website. A Safeguarding page will be created, an SO poster detailing the SO name and contact details added. The information on the page will also detail links to relevant policies.

Other policy documents associated with safeguarding will be progressed throughout the year to ensure we meet the BE requirements for 2025.

**13. Disabled Facilities** – BB updated that is proving difficult to get a formal quote for the work, which is required prior to the application for grants.

Action **KH** to try and progress.

DH updated that he had attended a webinar on applying for grants and that it was a large piece of work. DH suggested that more than one person would be required. CM updated she had attended a Get Berkshire active funding webinar. It focused in preparing organisations to apply for funding. Webinar was very comprehensive but was more relevant to charities rather than private members club. We are excluded from various avenues to secure grants. CM also

advised there are several sports England grants available but their top priority for funding are the top three deprived areas. Our post code is not included. CM went on to say that the second webinar in the series deals with writing a bid. DH attend the second webinar on Thursday 18<sup>th</sup> April.

**Action CM** - to determine if the webinar will be recorded.

#### **14. Officers reports.**

**TW** – reported Sunday 7<sup>th</sup> April he went to the KL preseason meeting. Main topic was whether the team structure should change, dropping from four rinks to three rinks, teams consisting of twelve players rather than sixteen. Several opinions voiced. No final decision has been made. The committee will consider over the current season and put forward their formal proposal to clubs at the AGM in November. Vote on the 7<sup>th</sup> April - eighteen in favour of dropping to three rinks, eight against and four abstentions. TW pointed out that for a proposal to be passed at the AGM, sixty percent need to be in favour.

TW advised - The secretary of the KL committee is stepping down and anyone interested in filling the role should get in touch to apply.

TW went on to report that unfortunately we lost by 21 shots to Whiteknights on the 7<sup>th</sup> April.

TW updated that he has had a good response on BIAS from members applying for the first few matches. He will aim to select teams approximately ten days prior to a match.

**KH** – reported that he is finalising the 2024 list of club captains and will share with TW.

KH went on to update that the County singles quarter and semi-final competitions will be held at TMX on the 21<sup>st</sup> July. On the same date we are playing Henley on Thames. KH has tried to move the Henley game but they are insistent they come to TMX. The county games should finish at around 14:00 so people will need to be mindful of the potential cross over of people arriving and departing.

**DA** – reported that twenty-two ladies and thirty-seven gents have joined as playing members. Ladies are down by three and gents by twelve. Twenty-three social members have joined. Fizz and Brian Mace sent a nice message wishing us well for the season as did Jeff Wallace.

**DB** – reported that BIAS is showing several applicants for the first Ladies friendly, which is encouraging. Looking forward to the start of the new season. DB set up a ladies playing members WhatsApp group, so that they can liaise when needed for games, lifts etc.

**DB** – reported that numbers attending events over the winter period has been sporadic, some being well attended and others very poorly. DB and PP thanked all those who have supported the events over the last year. DB and PP will discuss which events they will organise for the bowling season. DB and PP will be looking to hand off the roll of events manager to other members at the AGM.

**DB** - advised the bar rota for home games will be issued in the next week

**AF** – reported that the green cutting rota for this year is in place. AF and KH will be reserves to help when necessary. Rollups can commence from the 22<sup>nd</sup> April if the green continues to dry out nicely. First game is 27<sup>th</sup>.

**MV** - Sent apologies and advised that the Open Days publicity has started going out and that a message has gone out asking for volunteers on the day. We will be offering coaching again but not sure yet whether Eileen will be fit enough to take part. We will be asking for help from some of the more experienced club members. Eileen said Judith Chree would help again but waiting for confirmation.

**CM** – reported on communications that as Open days are earlier this year, we cannot use BE promotional material. She has therefore prepared necessary material for use on posters Facebook, banners etc. She asked that members share open day details on Facebook.

Open day posters will be placed at strategic points in the area to include the Co-op in Shinfield, Swallowfield post office, TMX roundabout and an A frame at Budgens. A poster or leaflets will also be placed in the Swan pub.

DB advised that the new Swan pub owner/manager is very keen to work with TMX and is all about helping each other out as a community. DB has also suggested to a member of the recruitment team to ask Wolfe Bond if the banner could be put on the supports for their signage at the entrance of the club driveway, as there is roadworks where it is normally placed on Basingstoke road.

CM asked about replacing the sign we had up at the end of the drive indicating the entrance to the Bowling Green. DB updated that she has approached the owner of the garage which is opening opposite our driveway to ask if we can place our large TMX sign, which used to be on the pavement opposite the drive, on his land. He is happy to have it between his right-hand parking bay and the boundary wall. Placing it there should avoid issues with the council, as we will not be blocking the pavement. This will also save money replacing the sign which was blown down at the drive entrance. Agreed to place sign over at the garage once further contact is made with the owner.

### **15. Any Other Business –**

- Match fees – DB pointed out that at the AGM match fees for all games were set at £4, with agreement that fees would be reviewed and final figures set dependant upon our financial situation, prior to the start of the season.

DB pointed out that for friendly games the club supplied crisps and biscuits. For ladies friendly games last year, the club supplied crisps/biscuits. For ladies and gent's afternoon leagues the team managers purchased and supplied biscuits. For KL if players wish to have anything to eat, they must purchase crisps, rolls etc.

DB asked that this be reviewed. After much debate it was agreed that for all games, apart from the KL, the match fees would remain at £4 and the club would purchase and supply biscuits/crisps. For KL the match fee will be £3 and players will purchase what they want to eat on the evening. DB will purchase all biscuits/crisps on behalf of all team managers and captains.

- Webber – DB pointed out we need to get a volunteer. AS will approach a member who he believes will be happy to take the roll.
- WhatsApp - DB suggested that as the current TMX WhatsApp group is administered by an individual who is no longer a member and that there are others on the group who are no longer TMX members, we should look to set up a new group.

**Action BB** to send email asking members if they wish to join a new WhatsApp group that he will administer.

- Club Shirts – CM pointed out that if anyone needs a new shirt this season, they will have to order using the online store. CM holds a limited number of loan shirts for new bowlers to use whilst they wait for their shirts to arrive. No shirts are held in stock for purchase. Following

coaching we can place a bulk order, of minimum ten, at a discounted price.

- Rotas – CM ask that all rotas be sent to her so that she can put them on the website.
- Hire of Horse racing equipment - CM had an enquiry from Linda Glover. CM has prepared a rental agreement. BB update that Linda from Burghfield Community Sports Association had been in touch asking for pricing. BB has sent a description of the horse racing equipment and cost for rental. No feedback received to date.
- Key holders – BB updated that he has had four sets returned and has compiled a list of members still holding keys.
- Planning and changes to Fine Images building - BB updated that planning has been granted and work completed. BB contacted Wokingham planning to question the work, as the planning application TMX were advised of, had been refused. BB was told that a second application had been made and approved. For some reason the second planning notice had not been received by TMX. The wording on the second application associated the building with the house on Basingstoke Road, rather than as a stand-alone property in the first application. The change in wording was sufficient to gain planning permission.
- Vice-captain - DB asked what was happening regrading the position. After a discussion it was agreed that the position would be left open. TW will ask individuals to take the roll of captain of the day for some of the friendly matches.

## **16. Date of Next Meeting**

This was agreed for Saturday, May 18<sup>th</sup> at 10am.

There being no further business, CM closed the meeting.