

Three Mile Cross Bowling Club

Minutes of the Management Committee Meeting held October 20th 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
Claire Morrison (CM) Communications
Andy Friend (AF) Green Maintenance
Michele Vale (MV) Recruitment

1. Apologies

David Hearn (DH) Treasurer & Keith Hall (KH) Fixtures secretary

2. Accuracy of minutes of the Previous Meeting, held August 20th, 2024

Minutes accepted as accurate.

3. Matters Arising, not listed on the agenda

- Change of Trustees: BB reported that all paperwork has been signed and returned to THP solicitor. Payment for THP has been actioned. THP will now submit completed paperwork to the land registry. On completion of changes TMX will be updated by THP.
- Honours Boards: KH said that boards would be updated out of season. Slim honours boards for one day competitions are to be priced and discussed at next meeting.
Action - KH will progress and determine costs for the slim boards.
- Investigate options for central storage of documents – CM
CM reported that sharing of the documents has been put on hold. How to access will be shared when the new committee is in place following the AGM. **Action – CM** to progress

- Fund raising and sponsorship – Non mutual trading. How do we progress? This was discussed and decision taken to put on hold for now. How to progress will be reviewed by the committee following the AGM and the appointment of new club officers.
Action – Committee to discuss further following the AGM.
- Safeguarding posters, health and safety and disciplinary policy – BB reported that safety and disciplinary policy ongoing.
Action BB as above.
- iPad – CM reported that she is happy for the iPad to be left in the clubhouse without it being secured. This will allow easier access/use.
- Dead tree in ditch area status – AF reported that no action undertaken to date. Removal will be planned over the winter. **Action AF.**
- Changes to Fine Images building and gate security – BB reported that Wokingham planning have approved the change of use. BB has spoken to Ian (MOT garage) who advised that the planning department have told him the change of use does not include his driveway. That being the case Ian is unsure as to how the building owners will access the new one-bedroom annex. It is assumed access will be via the house/garden owned by Spratleys, who also own the one-bedroom annex, at the end of their garden. No action on TMX.

4. Treasurer Report: AS Provided a financial report covering the period 1st Oct 2023 to 30th Sep 2024. He has reconciled all income and expenditure and is confident that he has a clear view of TMX's finance.

Funds available in current account, bar floats and cash in hand totals £13,300. Liabilities for lotto, President's charity, Diane Fagg and unpaid suppliers total £1,948, leaving £11,352 funds available. The report also detailed a breakdown of income and expenditure for the period stated above.

Over the years, as each treasurer has taken on the role, the means of recording and reporting has evolved. The current system in use details all income and expenditure, each given a unique reference for reporting and tracking purposes. During the period reported on, DH and AS used different software packages, which complicated the handover.

GM asked whether we could identify one software package that could be adopted by the club. In doing so it would allow a smooth transition when a new treasurer takes up the role. CM reported that her husband Kevin Morrison (KM), has suggested that the club could consider using a particular

software package to record TMX's finances. The software costs in the region of £47.

KM has also suggested to CM that the software could be loaded onto a laptop, which the club could assign to the treasurer. CM went on to say that KM is happy to investigate if his company has an old laptop which could be donated to the club. Committee accepted KM's offer to try and source a laptop.

Action CM to report back if laptop available.

Action CM to share a link to the software so that the committee can evaluate.

Once software evaluation completed and if deemed fit for purpose, the committee's recommendations to be put to the incoming treasurer.

AS stated, that our financial position is slightly down on last years. Whilst that is acceptable, he highlighted if we have a large unexpected bill we will be in trouble. It is recommended that we look to build a small buffer to ensure we can meet any large unexpected liabilities. Committee then went on to discuss at length whether we should make changes to fees for membership, matches, competitions, coaching etc. It was also discussed if we should make a small increase for coaching and on completion, if individuals wish to continue bowling, charge them a nominal amount for membership for the remainder of the season. It is also recommended that the incoming bar manager reviews bar pricing for next season. DB pointed out that charges made by other local clubs need to be considered.

AS asked for someone to audit the accounts prior to the AGM as Keith Darbourn is no longer a member. AF will conduct the audit along with Roger Bryant, who volunteered at last year's AGM.

Action – AS to detail recommendations for fees at the AGM, following further consultation with appropriate club secretaries.

5. Boundary Dispute: BB reported that he had met with Bill Rhymes (BR) to discuss BR having an agreement drawn up between himself and TMX regarding use of the land. BR agreed to have a document drafted for TMX's review. BR also offered up that he would give TMX a key for the padlock to the gate erected in the Taylor Wimpey fence. BB told BR that TMX wanted the agreement to be between BR and TMX exclusively. BB also asked that the land in question be detailed.

Action BB to liaise with BR.

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

7. Safeguarding (standing item) BB advised nothing to report.

8. BIAS (cashless match fee payment) CM reported that she and AS had a zoom meeting with the developer to understand the actions required of the treasurer and other individuals, if cashless was adopted. CM advised that the impact on the treasurer would increase their workload. AS met with David Brown (DB) to update him on their findings. DB was receptive to cashless working.

There was then a protracted discussion between committee members on cashless working and individuals BIAS accounts. This included....

a. how funds would be managed.

b. how to trigger reminders to individuals to top up their account.

c. how individuals could make payment to their BIAS account – cash, cheque, or BACS, all adding to the treasurer’s workload.

Also discussed was the survey feedback, where some individuals had strong views regarding cashless working. CM also pointed out that prior to adopting cashless there was still considerable work needed to detail clear guidelines.

9. BIAS – Should cashless to be recommended at the AGM? Considering that we have a new treasurer taking up the post at the AGM and that more work is needed to assess the full impact of introducing cashless payment, it was agreed that we would postpone for this year and reassess during the 2025 season.

10. Bar – Actions required of committee to support the incoming bar manager. DB reported that she had spoken to Mark Holder (MH) who will take up the post of Bar Manager following the AGM. Full duties were explained. MH is happy to take on the role, the only task he may struggle with, is the purchase of stock, as he is working. MH asked if committee members would be willing to purchase bar stock if he produced a weekly shopping list. LS, MV and BB advised they would be happy to purchase stock as and when necessary. DB will pass on her spare Makro card for committee use. MH also wishes to keep Rebellion beers. DB has renewed Rebellion membership so that we continue to receive 10% discount on purchases. DB will order Rebellion as and when MH requests it.

11. Committee – post AGM which individuals will form the committee. It was agreed that following the AGM, the Bar manager and Entertainments manager should sit on the committee, as both are key to revenue generation.

12. Officers Reports

- TW (Captain) reported that following the last meeting, of the final friendly matches scheduled TMX won three, lost two and one game was cancelled due to adverse weather. Ladies v Gents was well attended and we finished the season on a high with the candle light game. TW thanked all those that helped with food and manned the bar. Committee thanked TW for his hard work and commitment throughout the season.
- AF (Green keeper) reported that the green inspection went well and that the green has been passed as being fit to play county games in both directions. Some minor points were raised which will be addressed during the closed season. AF thanked the green team for their support throughout his time as green keeper. AF will continue to support Derek Fagg (DF) who will take up the green keepers roll following the AGM.

BB asked if Verti-draining to a depth of 300mm had been considered at TMX to improve drainage. Green keeper at Wokingham mentioned he had brought in a contractor to do it on their green, which improved drainage. **Action AF** to discuss Verti-draining with TMX contractor.

Committee thanked AF for his hard work and commitment throughout his time in the roll.

- CM (Communications) reported that she has prepared all certificates and ordered the photos for presentation evening. AS to sign all certificates. Draft programme produced, which DB will review.
- DB (Entertainments) reported that KH has advised all cups are at the engravers. KH will pick the cups up once completed. DB is collating members menu choices and chasing up the final few payments. Fifty-four members and guests will be in attendance. Several raffle prizes have been secure from local businesses and others have been purchased. Those wishing to donate a raffle prize for the evening can drop them off to DB or leave at the clubhouse.

- KH (Fixtures secretary) reported that fixtures and other games on the 2025 calendar for TMX BC are as follows.
 - ✓ Season will start with the open night on Friday 25th April.
 - ✓ All friendly fixtures have been offered by me to other clubs and quite a few have been confirmed already.
 - ✓ I have confirmed that TMX BC will host:
 - RCBBA v Dorset on Wednesday 7th May Start 2.00pm
 - The County 2 Wood Singles Rounds 1&2 (There are 4 Groups which our club will host 1 of these) on Sunday 8th June. Start 10.00am
 - Sussex v Gloucestershire on Wednesday 11th June Start 2.00pm
 - BCWBA v Hampshire on Wednesday 16th July Start 2.00pm
 - KLV Division 1 Semi Finals on Thursday 14th August Start 2.00pm
 - ✓ Finals Weekend Saturday & Sunday 6th/7th September

There are no club friendly fixtures on these dates.

13. Any Other Business –

GM requested the minutes captured his and the members thanks for all the hard work undertaken by DB, AF and TW during their periods in their respective roles.

DB asked if Select were still emptying the general waste bins weekly. AF advised he had asked that over the closed season Select only attend when requested. AF happy to contact Select as and when required.

AS reported that TalkTalk have overcharged for one month phone line rental, when we had the new data service was installed. AS contacted the service provider to try and resolve. There appears to be confusion within TalkTalk as they have also written asking that we return equipment as we have cancelled the original phone. AS continues to try and resolve.

14. Date of Next Meeting

AGM on Sunday 17th November at 10:00am

There being no further business, GM closed the meeting.