

## Three Mile Cross Bowling Club

### Minutes of the Management Committee Meeting held on 9<sup>th</sup> Aug 2025

**Present:** Adrian Salmon (AS) President, Mark Holder (MH) Bar, Diane Fagg (DiF) Entertainments, Linda Salmon (LS) Ladies' Secretary, Daf Ashby (DA) Membership Secretary, Bill Bissett (BB) Club Captain, Claire Morrison (CM) Communications and Chair, Keith Hall (KH) Fixtures Secretary, Peter Welland (PW) Recruitment, David Brown (DB) Treasurer.

1. **Apologies:** Michele Vale (MV) Secretary, Derek Fagg (DF) Green Maintenance

2. **Acceptance of the minutes of the previous meeting held on 17 May 2025**

Accepted

CM pointed out that the meeting scheduled for July had to be cancelled due to unavailability of committee members. CM asked that every effort be made in the future to attend on the agreed dates.

3. **Matters Arising**

a) Boundary Dispute

CM asked if all committee members had received the report that BB had prepared. All advised they had read. BB went on to state that he had prepared the report for the July meeting whilst in hospital. CM was going to read out the report, but meeting was cancelled. BB advised he felt the report was still relevant and hoped that all committee members had now read the agreement. BB went on to state that as he had only received feedback from CM on his latest version of the Bill Rhymes (BR) agreement, he felt that most of the committee had little interest in contributing, therefore he would no longer lead on the discussions with BR. BB went on to state he would continue in a support role. BB asked the committee if they wished to continue using the agreement in its current state. BB pointed out that BR still wishes to meet to discuss. CM asked if the committee were happy with the agreement in its current state. CM also advised as per last meeting, once the agreement content was finalised, CM, AS, PW and BB would meet with BR to present the agreement. CM asked for a show of hands on whether all now agreed the content. There was feedback at that point.

CM pointed out that DB is checking out whether our insurance policy covers legal expenses

After further discussion it was agreed that CM, AS, PW and BB would meet to finalise the agreement and if all agreed, set up a meeting with Bill Rhymes.

**Action – BB set up internal meeting**

b) Green on Loan management

**AS** pointed out that he had drawn up a check list of all actions required of an individual to ensure Green on Loan (GOL) days run smoothly. The list will be used by an individual, who volunteers to act as coordinator/event manager for each GOL day. **BB** gave feedback that he had used the sheet for the last GOL and found it very useful. **CM** also gave feedback that the list gave a very good insight on what is required. **CM** proposed that the list be sent out to all members to ask for volunteers for next seasons GOL days. **Action AS** - list to be modified to clarify a couple of actions and then shared with members.

c) Advertising around the green

**DB** gave feedback on his findings regarding tax liability on monies paid for advertising. There was a discussion around, Equal trading, Mutual trading and Non-mutual trading tax liabilities. As some points were unclear, it was agreed that **DB** would investigate further; one avenue being that he would approach a local bowls club who receive income from adverts posted around the green.

**Action DB** – approach local club

**Action All** – at next meeting committee to decide how to proceed

#### **4. Extraordinary Meetings**

**CM** reported that following the extraordinary meetings of the committee on 24th May, 12th June and 22nd July, all actions had been completed and resolved. She thanked all those committee members who had been involved for their time and support. **AS** on behalf of the committee thanked **CM** for the work associated with these meetings.

**CM** pointed out that during the processes, several points were highlighted which will require reminders to be sent to all members regarding parking and concerns to be raised to committee. **Action CM**

**CM** went on to say that Bowls England have invited key members to attend virtual training sessions regarding the introduction of the updated Regulation 9 (Disciplinary procedures). **CM**, **AS** and **MV** to attend training. The updated regulations will be launched in December 2025.

#### **5. Treasurer's Report**

**DB** reported that our financial position is favorable. Our current financial position being that we are approximately £600 down on last year. This is positive as we have had several large unexpected outlays to fund a large mower repair, £200 increase in insurance and a large outlay to have a fire risk assessment undertaken, which our insurers insisted on. Current income stands at just under £15,000. For the same period in 2024 income was £13,310.

**DB** stressed that whilst the financial position is positive, we still have large expenditures for the remainder of the season, one of which is our water bill. For info during the closed season our monthly water bill is in the region of £45, which then peaks to £500 per month during dry periods.

**DB** stated that gas and electric costs are similar to last year and he has negotiated a new favorable deal for our telephone/broadband.

DB reported that he had found out that membership subscriptions were not included as income when considering tax liabilities.

DB went on to advise funds realised from renting the clubhouse to non-members, would fall under the umbrella of Non-mutual trading and that we would have to make changes to access, before we could rent out the clubhouse. The cost to improve access and install disabled facilities is considerable. To fund David has approached the Murray Trust who advised they will support but not fully fund. DB also plans to approach Shinfield Parish council and the Lottery Trust. BB asked when bids for funding need to be submitted. DB believes Shinfield cutoff is July. BB asked if DB needed support to make the different applications. DB will look for support once he has investigated further.

## **6. Fire risk assessment report**

DB advised the company who undertook have made recommendations which are being actioned.

**Action CM** - to prepare a folder to capture checks required to comply with our insurers requirements.

**Action DB** – work with CM to complete outstanding recommendation.

CM will also prepare a Health and Safety Policy and document risk assessments for various tasks.

## **7. New Bowlers**

PW advised that he had received a report via Michele from Eileen Allen regarding coaching. The report details a list of individuals who went through the coaching programme. Report also lists those who could potentially sign up for next season. PW advised it was a very positive report.

There was then a discussion regarding putting in place an overall process to encompass open days, coaching, introduction of experienced bowlers, buddy system, club integration, playing in friendly games and finally retention.

It was felt there is room for improvement to our current process. The aim of the new process is to improve communications between individuals running each element and improve retention rates. For info the number of people signing up for the following season after they were first introduced to bowls at TMX, is currently low.

CM asked if we were going to have a new bowlers competition this year. Committee discussed this; the conclusion being, they would like the competition to be run.

**Action PW and DiF** to liaises with necessary members to pull together an overall process and report on progress at the next meeting.

**Action BB** to canvas new bowlers to determine those wishing to participate in a competition.

**8. Club Shirts** – CM updated that following her email to all members asking if they would like to order a club shirt, she has placed an order for nine. Going forward Claire will canvas members and new bowlers in July and then place a bulk order for that year, taking advantage of the reduced costs for bulk orders. Any individuals requiring a new shirt throughout the year can place an order directly with the supplier, but will pay the higher price.

#### **9. Data Protection – standing item**

CM reported that DA and MH are working with her to review the CCTV process.

#### **10. Safeguarding – standing item**

CM advised nil current safeguarding issues.

BB updated that Marilyn Legg, in her role as Safeguarding Officer, has completed enhanced Safeguarding training.

#### **11. Officers' Reports**

**DiF** – reported that the sign-up sheet for the presentation evening was now posted in the porch.

**KH** - Pointed out that we have a Bowls committee, consisting of the Fixtures secretary, Club Captain and Vice-Captain. He requested that members should consult the committee when necessary to rule on bowls issues, competition issues etc. A question was raised during a competition last week, which required a ruling. Ruling made without the committee's knowledge. KH asked that going forward members make use of the committee when necessary.

**Action KH** to update the competition rules.

**AS** – updated that he was liaising with the garage owner regarding the number of keys held by TMX.

**Action AS** to follow up with garage owner as necessary.

**MH** reported that he believes he is £60 down on bar takings, as members have failed to pay for drinks taken from the bar, when it is unmanned. Members are reminded to ensure they pay for drinks on the day. To make payments easier, the SumUp terminal will be left on the bar to support card payments.

**Action MH** to monitor

**DB** reported that he is still struggling to get the SumUp account transferred into his name.

**Action DB** to open a new account and allow the current account to lapse.

#### **12. AOB**

**a) Standards of dress on the green and sitting on the green edge during play**

**Action CM** to send out a reminder to all members, that dress standards are to be maintained. The note will also ask that if an individual needs to sit to rest when playing, they do so by stepping off the green and make use of a chair or bench.

**b) Club communications**

CM advised a member has asked that the committee clarify which platform is to be used as primary source for club wide communications..... email, WhatsApp, text etc.

Committee agreed that for club wide communications email should be used.

**c) Officers for next year**

**Action MV** - draw up a nomination list for club officers and post in porch

**Action LS** - draw up a nomination list for ladies and post in porch

**13. Date and time of next meeting**

The next meeting will be held on 11<sup>th</sup> October 2025 at 10:00 in the clubhouse.