

BERKHAMSTED BOWLS CLUB

COMMITTEE MEETING

MONDAY 24 MARCH 2025

The minutes underneath are an un-certified record of the committee meeting held on 24 March 2025. It is planned that these minutes, subject to correction of errors or omissions, will be ratified at the next committee meeting to be held on 24 April 2025

Present

Kevin Clarke (KC)	Chairman
Alison Maddison (AM)	Recruitment and Membership
Colin Shortall (CS)	Treasurer
Sarah Marshall (SM)	Club Member without Portfolio
Lesley Brown (LB)	Club Secretary
Kay Lingwood (KL)	Ladies selection panel
David Brown (DB)	Mens selection panel
John Bell	Minutes

Invitees

Becky Davis (BD)	Safeguarding
Tony Howard (TH)	Fixtures Secretary

		ACTIONS
1	Welcome KC welcomed everyone and thanked Becky Davis and Tony Howard for attending	
2	Apologies for Absence None	
3	Approval of Minutes Held The previous minutes dated Monday 3 February were ratified and signed by the Chairman (KC) and Secretary (LB)	

4	<p>Matters Arising from the Previous Minutes All matters arising are covered by Agenda items from today's meeting</p>	
5	<p>Safeguarding Update Becky Davis (BD) reported on the requirement to comply with Bowls England's Safeguarding policy and recommendations. To be included is a prominent poster displaying the club's safeguarding representatives</p> <p>Details concerning member's personal health details (both new members and current) and further personal details will need to be included on membership forms</p> <p>Safeguarding needs to be on the committee's agenda at each committee meeting</p>	<p>Action BD to organise</p> <p>Action BD to liaise with AM and create new forms</p> <p>Action LB</p>
6	<p>Treasurer Update CS provided an update covering the projected outlook for the full year showing an outflow of £10.5k, meaning that the bank reserves will reduce by this amount by the close of the year. If we continue at this rate, we will run out of money in less than three years if we strip out the one-off project costs. The project costs consist primarily of planned expenditure items such as the loft insulation project. He also pointed out that annual subscriptions are down on last year, by £2-£2.5k at the time of reporting. The outlook is a conservative view on the year, there is much to do and influence our income, and we had a good year last year but this level of income can't be taken for granted.</p> <p>CS also reported on a change towards a smart security system which will reduce monthly outgoings after the year of installation. The system will have new beneficial security features including "Panic" buttons for emergency use. The committee agreed to proceed with this new system</p>	<p>Action CS to change security contract</p>
7	<p>Constitution Feedback and Update AM collected and incorporated all comments and recommended a way forward with some material to be transferred into the Club Handbook. To complete the process we now (urgently) need the minutes that arose from the previous AGM Part II compiled by Janet Hart</p> <p>Specific items such as AGM timing can then be addressed as well as items discussed at this meeting. AM will then produce a draft version for the club to work towards in principle this season; this then will be put forward for a formal acceptance vote at the next AGM</p>	<p>Action LB to contact Janet Hart</p> <p>Action AM to produce draft version</p> <p>All to comment on updates proposed by AM</p>

<p>8</p>	<p>Kit Update SM gave an update on a supplier who would produce any club clothing required including jackets, shorts, trousers and shirts produced to fit individual measurements. However, in common with many other suppliers, they would be unable to provide samples and only provide similar materials in order to check quality. Any changes to the club's kit will not happen this year and a two year transition is anticipated.</p>	<p>Action SM and sub group to provide samples</p>
<p>9</p>	<p>Clubhouse and Grounds update KC reported on the urgent need to replace the front gates and has investigated the supply of aluminium swing gates which will be easier to maintain and will be lighter. The committee agreed to this option</p> <p>The hedge in the parking area has been improved and new barriers are available with all costs covered by insurance. Mike Low's report covered the pending loft insulation work commencing 27th March as the clearance work has nearly been completed. The insulation and updating work will take 3 days but new lighting is still required.. KC has repaired the club house ceiling free of charge</p>	<p>Action KC to order new gates</p>
<p>10</p>	<p>New Member advertising AM and KC have produced Open Day leaflets and Weekend Membership details with AM looking to contact local company contacts. Some members from last year have not re-signed and these need chasing</p>	<p>Action AM to discuss with Rod Hatten</p>
<p>11</p>	<p>New Member Feedback As a result of new member feedback AM suggested that a "buddy" system is re-introduced for this season and that a "new members meeting" must be held to address any issues</p>	<p>Action AM to produce a "buddy" process</p>
<p>12</p>	<p>Future Handover – Club Officers LB pointed out that no processes were in place should a handover be required. Treasurer and Secretary to provide handover notes for future post holders. Other committee members will be required to provide the same but as not as urgent as the Treasurer and Secretary</p>	<p>Action LB-Carried Forward to next meeting</p>

13	<p>Club Banking Arrangements Further discussion required</p>	<p>Action LB- Carried Forward to next meeting</p>
14	<p>Clubhouse Hire It was noted that lease arrangements specify hire arrangements and restrict certain publicity and advertising displays. A strategy to meet with Dacorum to define our “community” credentials required. Chiltern Learning for Pleasure have enquired about holding two hour sessions from September on Mondays. Meeting are being organised with them to see if these are viable</p>	<p>Action CS to discuss pricing with ClfP.</p>
15	<p>Club Sponsorship Three sponsorship packages are highlighted on a new leaflet which should meet sponsorship budget requirements</p>	<p>Action KC and sub group to meet local businesses</p>
16	<p>Club Mural A grant from Dacorum two years ago is now to be used to produce a piece of “digital” artwork that will be displayed on the front-facing clubhouse wall. It is hoped this will be in position around the start of the season</p>	<p>Action KC to pursue</p>
17	<p>Green Manager DB stated that he is NOT the Club Green Keeper but is carrying out those duties until someone is appointed. The position is still vacant. DB agreed to liaise between the Green keeper and the club and will meet with Mark Hobley (the new greenkeeper) , prepare a new cutting schedule and discuss the purchase of new materials</p> <p>DB also congratulated the various Wednesday and Friday work groups for their work on the green and surrounds</p>	<p>Action DB to meet with Mark Hobley</p>
18	<p>40th Anniversary Celebrations</p>	<p>Action LB- Carried Forward to next meeting</p>
19	<p>Open to Season Social This was seen as an opportunity to cover safeguarding and any other issues arising at the start of the season</p>	<p>Action KC to organise</p>

20	Volunteer lists/vacant posts	Action LB – Carried Forward to next meeting
21	Bar Prices General increases in the cost of some alcoholic drink needs to be reflected in club bar pricing	Action CS to discuss with Brian Ralphs
22	Web Site and Facebook Updating in hand with Paul Sims	Action KC/AM to continue updates
23	Membership CASC application The application has been applied for and will enable the club to acquire a charity number	Action CS to pursue
24	HLM Criteria	Action LB- Carried Forward to next meeting
25	Application to BSGAC The Berkhamsted Sports Ground and Charities now want to include all sports clubs in Berkhamsted with a start in April possible. The committee agreed to apply	Action KC to apply
26	Clubhouse Security This is covered under Item 6 with details about a new smart security system	
27	Club Stickers An initial design to replace our current stickers has been held back in favour of a 40 th Anniversary design for this year only. Club stickers for 2025 and beyond to be decided via committee members using electronic means in readiness for Open to Season. Club Top Rink prizes to be sourced and suggested by all for consideration by electronic means	Action LB- Carried Forward to next meeting
28	AOB Tony Howard (TH) reported on the need to re-schedule the Herts club fixture with the 14 June suggested. <i>UPDATE Herts are unable to meet this date</i>	Action TH to fix new date/or leave until next year

	SM is seeking club sponsorship for her World Championship event in New Zealand at a cost of £5,400 when she'll be trying to defend her title. Sponsorship ideas are to be sought. h	Action LB- Carried Forward to next meeting
29	Next Committee Meeting This is scheduled for Thursday April 24th at 15.30	