

# BERKHAMSTED BOWLS CLUB

## COMMITTEE MEETING

**MONDAY 17TH NOVEMBER 2025**

*These minutes underneath are an uncertified record of the committee meeting held on Monday 17<sup>th</sup> November 2025. It is planned that these minutes, subject to correction of errors or omissions, will be ratified at the next committee meeting – date to be announced.*

### **Present**

Kevin Clarke (KC)	Chairman
Becky Davis (BD)	Club Secretary
Colin Shortall (CS)	Treasurer
Alison Maddison (AM)	Recruitment and Membership
Kay Lingwood (KL)	Ladies Selection Panel
Sarah Marshall (SM)	Club Member without Portfolio
John Bell	Minutes

### **Invitee**

Tony Howard (TH)	Fixture Secretary
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<b>1</b>	<b>Welcome</b> KC welcomed all attendees and to Tony Howard	<b>ACTIONS</b>
<b>2</b>	<b>Apologies for Absence</b> None	
<b>3</b>	<b>Safeguarding Update</b> The committee agreed to introduce a medical card for which more information will be provided. It is planned that this card will available for the start of the 2026 season	<b>Action</b> BD to provide further detail
<b>4</b>	<b>Approval of Minutes Held</b> The previous minutes were approved and signed	

5	<p><b>Matters Arising</b> This item was discussed under <b>AOB (Item 13)</b> and included an update on repairs</p>	
6	<p><b>Green Update</b> CS reported that the power down was completed (pipes drained of water). Also, that a significant annual amount is spent on mower servicing (approx £1600). The committee agreed that the annual service this year should be cancelled and agreed with the recommendation by CS that the standby/backup mower could be available if necessary as it is in very good condition. He strongly recommended that a <b>dedicated</b> Green Manager is selected at the AGM Dates for Next Season:- Green Preparation- 9.30am Wednesday April 15th Open to Season- 5.00pm Friday 17<sup>th</sup> April with a buffet to take place early evening</p>	<b>Action</b>
7	<p><b>Treasurers Report</b> CS distributed his draft Treasurers Report for year 30<sup>th</sup> September 2025 including Full Year results, Presentation Format, 5 year plan, CASC and Proposed subs for next year. Till training on the new till is to be planned</p>	<p><b>Action</b> <b>Committee to comment before AGM</b>  <b>CS</b></p>
8	<p><b>AGM Preparation</b> BD outlined the main areas for discussion on Sunday 30<sup>th</sup> November in the clubhouse at 2.00pm covering the Presentation Format, Proxy Votes, Reports and Agenda items</p>	<p><b>Action</b> <b>BD to publish AGM Agenda</b></p>
9	<p><b>Correspondence/reports on behalf of BBC</b> DB raised the question of potentially inaccurate or misleading information leaving the club for communication with third parties eg local magazines or local companies. The committee agreed that where possible a 48 hour window should be made available for feedback</p>	<p><b>Action</b> <b>All to adhere to this agreement</b></p>
10	<p><b>Website Update</b> BD reported that Paul Sims has now fully updated the website for security issues but a further update is required</p>	<p><b>Action</b> <b>BD to advise the</b></p>

	including password protection for playing members (fixtures and competitions protected)	<b>committee when this work is completed</b>
<b>11</b>	<p><b>Competitions Update</b>  Gary Fisher has agreed to continue as Competitions Secretary and, with KC, has completed an analysis of last year's competitions and potential changes for the new season.  A report will be produced for presentation at the AGM. with a copy to members beforehand.  Dates discussed include:-  Open Day                    26 April Sunday 1000- 4pm  Bowls Big Bash        22 May Friday 5pm - 9pm      23 May Saturday 2pm - 6pm  Gala Day                    25 May  Competitions Dates include:-  Men's 2-Wood                    20 June Saturday (Definite)  Club League Div Fixture    30 August Sunday (Apply)  Ladies 2-Wood                    27 June (If struggling)  Rotary Dates                    Berkhamsted      Hemel Hempstead</p>	<p><b>Action</b></p> <p><b>KC to provide notes and report</b></p> <p><b>AM to contact DB to contact</b></p>
<b>12</b>	<p><b>Questions Raised by Members</b>  None</p>	
<b>13</b>	<p><b>AOB</b>  <b>New Members</b> AM had produced a Feedback Form for new members resulting in good positive results so far  <b>Gala Feedback</b> CS will report on this at the AGM  <b>GDPR</b> All recording inside the club will require notification via notices  <b>The Roller (old)</b> DB enquired as to the possibility of selling this device as it is never used  <b>Sponsorship and Repairs</b> KC reported that sponsors were very happy and also reported that the top shed roof was now repaired and the water leak seems to have been fixed as well as the Ladies toilet  <b>Santa's Grotto</b> KC said that this was progressing well but help was requested to ensure this is a big success</p> <p><b>Next Meeting</b>  The date for the next meeting will be arranged following the AGM</p>	<p><b>Action BD/AM to organise DB to investigate</b></p>