



Kingston Bagpuize and Southmoor Bowls Club

Oxford Road, Kingston Bagpuize, Oxford. OX13 5AP

Affiliated to Bowls England, R.C.B.B.A, English S.M.B.A, Oxfordshire S.M.B.A.

Website: kbsbc.co.uk

Management Committee Meeting

Tuesday 4th April 2025, 19.00 pm Club House

Minutes

Members present:

Brian Garside – President & Health & Safety Officer	Yvonne Longstaff – Ladies Captain
Charles Moorley – Hon. Treasurer & Bar Manager	Sue Byrne – Ladies Secretary, Minutes Secretary & Safeguarding Officer
Derek Rees – Chairman	Claire Farrar – Short Mat Captain & Safeguarding Officer
Ernest Bratt - Hon. Secretary	Robert Woodford – Green Co-ordinator
Tom Waring – Club Captain & Safeguarding Officer	Robert Longstaff - Committee Member
Tom Byrne – Men’s Captain & Fixtures Secretary	Catering Manager - Vacant

	Meeting Chaired by Derek Rees	
		ACTIONS
1.	Apologies: Charles Moorley	
2.	Declarations of Interest - NONE	
3.	Approval of Management Committee Meeting minutes 4/3/2025 Proposed by Claire Farrar, seconded by Yvonne Longstaff and approved by the Management Committee.	
4.	Actions and matters arising from previous committee meeting 4/3/2025 Not on the Agenda. Monitoring the safety of the trees along the club’s boundary line and Oxford Road. – Ernest Bratt & Robert Longstaff carried out the first inspection of the trees prior to the Committee meeting. A short report will be prepared for the records.	Tree safety report to be completed. Inspection will be repeated half yearly under Health & Safety standing agenda item.



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	<p>10 Year Plan – Discussed under item 9. Review of Club Operations.</p> <p>Honours / Memoriam Board lettering – The new Hon. Treasurer Charles Moorley has been added to the officers’ board.</p> <p>A Club member has raised concern that a recently deceased members’ name has not being added to the In Memoriam board three months on, they felt this was disrespectful to the family. At the January Committee meeting the eligibility criteria had been revised for addition of a name to the memoriam Board and two names met the new criterion. However, the Committee all agreed that at this very emotional and stressful time it was not always appropriate to ask the family immediately if they wanted their loved one to be added to the memoriam board. Thus, it could be a few weeks before a club representative approached the family on this topic.</p> <p>Talk on How to avoid being Scammed – Sue has contacted Age UK who offer both group and individual sessions. Talks are approx. 45 minutes and then time for questions. Handouts supplied. Suggested date and time Friday 23rd May 6.30 pm in the Club house. Committee agreed to this initiative. Sue to confirm details with Age UK.</p> <p>Coaching session – Steve Fraser and Peter van de Mortel have agreed to run a coaching session for interested members. Approx: 7 people responded to emails about this. The session will take place on Friday 4th April at the Club.</p> <p>CASC to be notified of any changes to KB&S Bowls Club officers. Barclays also require officers to up updated for CASC. This can be updated on-line.</p> <p>PAT Kit service/ repair. The usual contact for servicing / repairing this piece of kit is no longer available. Robert Longstaff offered to contact another person to see if they could help.</p> <p>Club Shirts – 14 ladies and 16 men’s Club shirts are available to purchase from Pauline Anderson. Stock of over £480. It is not appropriate therefore at this time to consider a change of shirt design.</p>	<p>Derek Rees: to approach families in due course</p> <p>Sue Byrne – Confirm details with Age UK. Derek Rees – To advertise this meeting in the next Newsletter.</p> <p>Completed</p> <p>Derek – To confirm</p> <p>Robert Longstaff- To contact individual ref repairing PAT Testing kit.</p>										
<p>5.</p>	<p>Financial Management</p> <p>a) Hon. Treasurers Report 1. 4. 2025. Charles Moorley (presented by Ernest Bratt)</p> <table data-bbox="188 1832 973 2011"> <tr> <td>Barclays Current Account</td> <td>£ 2,361</td> </tr> <tr> <td>Barclays Deposit Account</td> <td>£24,888</td> </tr> <tr> <td>Barclays Key Deposit Account</td> <td>£ 936</td> </tr> <tr> <td>Barclays Syd Ilott Deposit Account</td> <td>£ 124</td> </tr> <tr> <td>Bar Petty cash</td> <td>£ 247</td> </tr> </table>	Barclays Current Account	£ 2,361	Barclays Deposit Account	£24,888	Barclays Key Deposit Account	£ 936	Barclays Syd Ilott Deposit Account	£ 124	Bar Petty cash	£ 247	
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Newbury Building Society 90-day account	£83,063
Teacher's Building Society 35-day account	£21,030
Teachers Building Society 90-day account (Syd Ilott)	£ 3,750

Note on our cash holdings:

- The balance on the Newbury Building Society has increased following the transfer of £15,000 from Barclays. The balance is now close enough to the Government guaranteed maximum balance of £85,000 to make it unwise to transfer further funds to the Newbury.
- The Teacher's Building Society is paying only 1.9% interest on our 35-day notice deposit of £21,000. At the same time Barclays are paying 1.63% on the near £25,00 on our Deposit Account, and of course no interest at all on the £2,000 on current account. I have transferred £5,000 from current to deposit to reach these figures.
- At the last MC meeting it was suggested that we find a more generous Building Society. The best available account available to clubs appears to be the Redwood Bank, which will pay 4.4% on a 95-day account. Charles does not consider that putting money away at 95 days' notice would restrict us, as long as we keep a sufficient balance at Barclays to cover all likely short and medium term outgoings. Redwood Bank is covered by the £85,000 Government guarantee.

Ernest on behalf of Charles proposed that we give 35 days notice to the Teacher's Building Society to close our main account with them (but not the Syd Ilott account) and that on receipt of that cash we open an account with the Redwood Bank with a deposit of £40,000. This will leave the club with a working available sum of around £8,000, which Charles will manage between current and deposit accounts. This proposal was seconded by Robert Longstaff and agreed unanimously by the committee.

Charles has transferred the Club's electricity account from British Gas to Scottish Power on a 2-year contract from 11th April. The rates of 21.51p per unit and 45.23p daily standing charge are appreciably lower than we have been paying to British Gas. Thanks to Brian Garside, who did all the preliminary work on this. The account will be online, and the email address being used is the new Treasurer's email, kbsbctreasurer@gmail.com. The postal address is the Club's address. The SumUp account has finally been transferred from Andrew Eastgate to Charles Moorley. SumUp requires Charles to use his personal address and email address rather than the Club's address.

b) Appointment of External Examiner

Liz Garside has kindly offered to act as External Examiner for the Club accounts. Acceptance was proposed by Ernest Bratt and seconded by Sue Byrne. The

Brian Garside – Will give notice for the Teachers deposit account.

Hon. Secretary – To write to Liz Garside



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	<p>Committee agreed unanimously. Ernest will write to Liz on behalf of the committee.</p> <p>c) Signatories Brian Garside is currently the only existing signatory for the Teachers and Newbury accounts. In order to comply with the Clubs constitution this needs to be amended to two signatories of either Chairman (Derek Rees), Hon. Treasurer (Charles Moorley) or Hon. Secretary (Ernest Bratt). Brian agreed to obtain the required '<i>Change of mandate form</i>' for signatories from the two Building Societies involved. The Hon Secretary thanked Brian for hitherto holding these accounts on the club's behalf.</p>	<p>thanking her for the offer.</p> <p>Brian Garside – Obtain the required paperwork to change account signatories. Derek Rees – forward this minute to Building Societies.</p>
<p>6.</p>	<p>Bar Report – Charles Moorley As SumUp do not send details of our monthly takings until the fifth of the following month Charles could not accurately calculate the amount taken for the months February and March. However, based on cash takings for the two months (just over £300) and assuming that the SumUp takings will be roughly similar, we are running year to date two or three hundred pounds below last year. This is disappointing, as the price increases last September should have increased turnover. The bar is fairly well stocked and therefore Charles does not anticipate major expenditure on stock, other than red wine, which the regular Friday Nighters have taken to buying by the bottle rather than by the glass. With an increased Friday night social programme, and a few more home friendlies than last year, Charles is hopeful that takings and profit will ultimately exceed last year's. It was queried if Charles needed to report monthly on Bar takings or if a three-monthly Bar report would be adequate? Charles will be asked how frequently he felt a report was required.</p>	<p>Hon. Secretary – To discuss frequency of report writing with Charles.</p>
<p>7.</p>	<p>Safeguarding</p> <p>a) What3Words – Every 3 metre square of the world has been given a unique combination of three words. This can be used by emergency services to find a precise location in an emergency. For KB&S BC carpark the three words are: <i>Peanut. Flitting. Pressing</i>. These words have been laminated and placed by the defibrillator and Club telephone. Brian Garside had already added the <i>What3Words</i> to the KB&S BC website. Derek will mention <i>What3Words</i> in the next Newsletter.</p> <p>b) ICE Card – <i>In Case of Emergency</i> cards are where individuals can record important medical conditions / allergies and emergency contact details. It is suggested that individuals carry a card in their Bowls bag. Derek agreed to contact members who have declared medical problems on their membership form to see if they would like to hold a card. These could be produced by the Club if required.</p>	<p>Derek Rees – Mention in next Newsletter.</p> <p>Derek Rees – To contact those individuals who have highlighted any medical issues.</p>



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	<p>c) The sign on the disabled / ladies toilet has been replaced with <i>Accessible</i> signage.</p> <p>d) To include Safeguarding officers in the revision of the Constitution. This action has been noted but is in abeyance until 2026 revision, following the new Bowls England template.</p>	
<p>8.</p>	<p>Health & Safety Brian Garside in his official capacity as Health & Safety Officer has made some minor changes to the Club's new H&S Policy. The policy is available in the Clubhouse.</p> <p>The first inspection of the trees along the Oxford Road adjacent to the carpark was undertaken prior to the meeting. A report will follow.</p> <p>Claire Farrar reported a carpet of '<i>bees/ wasps</i>' on the grass outside of the changing rooms after roll up yesterday. If this is an ongoing problem Pest Control would need to be contacted. Committee members will check if the bees are still there the next time they are at the Club.</p>	<p>Circulate report; Ernest Bratt/Robert Longstaff</p>
<p>9.</p>	<p>Review of Club Operations Various issues have been raised in Committee over the past twelve months but with the pressures on other business there has been little time to discuss these in any depth. The Chairman and Hon. Secretary met prior to this meeting to capture the issues facing the Club at present. It is anticipated that the Committee will need to consider the issues below over several meetings.</p> <p>Issues</p> <ol style="list-style-type: none"> 1. Under resourcing the Committee: The Committee is very stretched, with some doubling up of positions and workload in some cases. Despite communications with the members the reality is that we have been unable to fill all positions. <i>What might we do differently to bring the committee to full strength?</i> 2. Engagement with members: How do we all get on the same page? <i>Could an open forum style Friday night session combined with a club bowls night be worth a try?</i> 3. Competitive bowling/Friendly matches: Captains report that it can be difficult to field a team. <i>What sort of club do we want to be; can we somehow attract the 'roll uppers' to play in competitive bowls? How do we encourage members to play in friendlies?</i> 4. Club Competitions: Response this year has been sparse, particularly with the Ladies singles. <i>What do we think the underlying reason is and what can we do about it?</i> 	



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<p>5. Club Viability: the existence of the club is not a given with the demographic of our members. Whilst we do have many members participating in the various rotas/activities the workload falls on the few. <i>How do we energise other members to participate more in the running of the club?</i></p> <p>6. Maintaining the existing carpet/Investment in new carpet: Previously reported is the reluctance of members to use the 'wet and dry machine. Weekly is the manufacturer's recommendation. <i>One option would be to contract out this task (akin to a lawn bowls green club having contractors to scarify the green).</i> Robert Longstaff offered to research the possibility of a contractor / handyman being employed to clean the carpet on a regular basis.</p> <p>The present carpet is reaching the end of life. We have funds 'ring fenced' due to the fund raising over the years. The present carpet is wearing well, with one or two 'runs' but otherwise very playable. <i>What is the time frame for replacement? Would we need to provide accessible access? A strategy to raise another £60k for 15 years' time?</i></p> <p>7. Growing/marketing the Club: Open day planned in May but are there other connections with sports clubs e.g. soccer that spawn some new players? <i>Might there be useful contacts through U3A (something Didcot BC does)?</i></p> <p>8. Fundraising/grants: If we are to attract grants, we need to show that the membership is taking ownership of the club and committed to raising funds. <i>How do we go about this?</i></p> <p>9. Club House: Much mention of the need for better facilities. To get grants we will need to demonstrate that our club is worthy of the investment. <i>Is there anything we could be doing now? For instance, investigating the cost of modular buildings of high standard with groundworks and fitting out in addition to get an idea of budget?</i></p> <p>10. AGM 2025 nominations: When the list is placed on the board in September it is almost too late to expect nominations for positions. <i>Can we do more in the meantime to secure/attract nominations well before the AGM?</i></p> <p style="text-align: right;">Chairman/ Hon Secretary 31 March 2025</p> <p>Footnote: We are a CASC club. In the event of the club folding the assets would go to other sports institutions (Constitution: Clause 15).</p> <p>Next Steps Brian Garside had attended the City & County AGM where a proportion of the above issues were noted. The committee felt that this is a general problem facing bowls clubs but that it would be well worthwhile starting a 'conversation with our members' to gain their input and to share the issues. The exact means to be determined at a later meeting. Under item 8, Tom Byrne expressed the view that a plan was needed to renew the carpet. Ernest commented that we must</p>	<p>Robert Longstaff – To explore possibility of using a contractor to clean the carpet, against a specification, on semi regular basis to reduce the burden on members</p> <p>Committee - To consider how best to 'start the conversation' with club members</p>
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	<p>address the maintenance of the green compliant with the manufacturer's recommendations, as it was increasingly evident that use of the 'wet & dry' machine by members was problematic. Preparing a specification for an outside contractor to undertake this task was discussed. Item 9 (new buildings) was felt to be downstream and best reviewed by the planning group.</p> <p>The issues above need to be shared with the Planning Group with a view to building a 1-year action plan. Rather than a 10 year plan the club could adopt a 10-year goal supported by a detailed 1-year plan and 3-to-5-year strategy. Whatever we do it is constrained by available resources and needs to be realistic.</p>	<p>Derek Rees – To convene planning group to share the issues</p>
<p>10.</p>	<p>Club Open Day – Saturday May 10th</p> <p>TomB has produced fliers / posters to advertise the Recruitment day on 10th May. One poster is already in Marcham Village Shop. It will also be advertised in the Marcham MAD News and KB&SM Village Newsletter. Yvonne agreed to get a advert into the Village Voices Newsletter. TomW will see if an advert could be placed in one of the Co-ops in Southmoor. Claire will do the same for Wootton. Claire will ask a member to add the poster to the KB&S Facebook page.</p> <p>It was agreed to run the day in a 'Potters style' open day where people can try out the game of bowls or use the target bowls. Discussion took place regarding refreshments such as teas and coffee, cake, filled rolls, etc. It was agreed that the bar should be open.</p> <p>Volunteers are still needed for this event. Derek will ask for helpers again in the next newsletter.</p>	<p>TomW – Poster in Co-Op, and KB&S Village Newsletter. Yvonne – Village Voices Newsletter Claire – Poster in Co-Op Wootton.</p> <p>Derek – Ask for volunteers for the day.</p>
<p>11.</p>	<p>Membership Renewals / Membership Form</p> <p>Total number of members 101 Total playing members 71 Total winter members 7 (renewing in August) Total all year round players 64 (including 1 junior). 22 Ladies Total non, renewals 10</p> <p>TomB asked for the names of people not renewing so that Club keys can be collected. Affiliation invoice to RCBBA for £710.40 paid on 1st April.</p> <p>Ernest would cross check the RCBBA database against the club membership listing with Amanda's assistance</p>	<p>Derek – Provide TomB with names of members not renewing membership.</p> <p>Ernest: Cross check RCBBA database</p>



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	<p>New Membership Form Ernest has contacted Bowls England regarding their suggested New Membership Application form which includes the request to show photo ID and declare any unspent convictions. Ernest will report back any findings in due course.</p>	<p>Ernest: report feedback from BE on new form</p>
<p>12.</p>	<p>Green Management Report – Robert Woodford The green remains in fairly good shape. There are some areas of dark spotting. A small working group will start to power wash the carpet next week in readiness for the new bowling season. There remains some confusion over the requirement to use the wet / dry vacuum at least once a week. This has been discussed several times in the past. In accordance with manufacturer’s recommendations the wet / dry vacuum should be used weekly. The warranty on a new carpet would certainly stipulate that this machine is used on a weekly basis. New rubbers for the wet / dry vacuum have been purchased £140. 4 x 5 litres Qualgex has been purchased £409. The spring maintenance rota has been completed and will be circulated to volunteers.</p>	
<p>13.</p>	<p>Grounds Management – Strimmer Ernest has discussed with Jack Gordon and Charles Moorley the purchasing of a new strimmer. Charles recommended a guideline budget of £150 - £175 for a sturdy domestic strimmer based on <i>Which</i> reports and recent product research. As this is within the £500 authorisation for the Hon. Treasurer, Ernest proposed that Jack and Charles identify and purchase a suitable strimmer and report back in due course. The Committee approved this proposal.</p>	<p>Charles Moorley: Report back on strimmer purchase.</p>
<p>14.</p>	<p>Annual Dinner Catering – Sue Sue has approached Thirsty Café who are the resident caterers at Marcham Centre for a suggested menu for the Annual Dinner on 31st October. Suggested menu: Starter Seasonal soup with freshly baked roll and butter Baked Camembert with chutney, fresh bread & salad garnish Main Roast Turkey/ Gammon / Nut roast. All served with roast potatoes, parsnips, carrots, braised red cabbage and peas. Dessert Tiramisu / Fresh fruit Pavlova / cheese board. In principle the Committee agreed that the menu proposed was suitable. Sue will chase a price for a 1/ 2/ and 3 course meal. Also to check if tea / coffee will be provided and if table linen and napkins are included.</p>	<p>Sue – To confirm cost.</p>



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<p>15.</p>	<p>Raffles - TomW TomW asked who would be purchasing raffle prizes for the new season? Tom and Sue Byrne both mentioned that they purchased prizes for Kennet League and Ashley Baker League last year and planned to do the same this year. Yvonne had presumed that she would purchase prizes for the Ridgeway and ladies friendlies. TomW agreed to do the same for the Club friendly matches.</p>	<p>Derek – To mention in the Newsletter that any raffle prizes would be very welcome.</p>
<p>16</p>	<p>Newsletter Editor Derek asked in the last Newsletter for a volunteer to take on the role of KB&S BC Newsletter Editor. No one has come forward to-date. Derek agreed to put together the next newsletter. However, this will be the last Newsletter if no one takes on the role.</p>	
<p>17.</p>	<p>Suggestions – No Suggestions</p>	
<p>15.</p>	<p>AOB – Sue Byrne – The Fridge / Freezer has been defrosted and the kitchen has been deep cleaned ready for the new season. TomB – Tom will be sending out the etiquette rules to all playing bowlers in the near future. Two additional friendlies have been organised. 3 Triples match against Oxford & County on their in-door carpet in October. A home friendly out of season match against Faringdon BC also in October. Date to be confirmed. Tom will attend the KL pre-season meeting on Sunday 6th April at Tilehurst. Tom asked the Committee to think about any business contacts they have who might be interested in having an advertising board at the Club. TomW – Tom asked if he could order more club pens as these are getting low. The Club also needs more score cards and card holders. It was agreed these could be purchased. Yvonne Longstaff - has had little handover in her new role as Ladies Captain. It was agreed that Sue and other lady members would be available to shadow Yvonne and help her settle into her new role. There was some confusion as to the availability of job descriptions by some members. Ernest referred to the hard 'working copies' already held in the Club house and produced these for ease of reference at the meeting. Ernest would offer electronic copies to MC members if required so that these could be updated in the light of experience.</p>	<p>Ernest: offer electronic copies of job descriptions to MC if required</p>



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	<p>Robert Longstaff – To re-visit CASC requirements ref; Corporation tax, and <i>keeping funds</i> should the Club no longer exist.</p> <p>Ernest Bratt – TV licensing. The Club now has a reference N^o (ref 67425777060) and declaration that no TV licence is needed within the Club.</p> <p>Derek Rees – The Rink Booking file for Club Competitions for 2025 is now available in the Clubhouse.</p>	
15.	<p style="text-align: center;">Meeting closed 9.45 pm</p> <p style="text-align: center;">DATE of NEXT MEETING <u>Monday 12th May 2025</u> at 7pm in the CLUB HOUSE</p>	