

## Minutes of the Bowls, Allotments and Site Committee Wednesday 27<sup>th</sup> November

### BOWLS

#### 1. Present

Robert Goodhand, Brian Brown, Diane Baker, Ray Swallow, Phil Stevens, Frank Booth, Paull Curtice, Anne-Marie Stevens, Sheila Harrison, Ed Tuck, Lionel Mendoza, Gerald Andrews  
Ivor Mitchell attending for information on toilet upgrade.

#### 2. Apologies

Michael Adams, Maureen Neale

#### 3. Maintenance tasks update

##### Garage roof refurbishment.

At the last committee meeting it was agreed that the garage roof needed to be replaced. Having examined the options available it would seem that the best material would be coroline black sheet or similar.

The size requires 12 sheets which will cost £237 + vat. The fittings required and with end trims will add £138.90 + vat plus fixings £50. Until the roofing is delivered we do not know if we can lay on the existing material or we will have to strip back and replace. For this reason an extingency sum of £200 should be added for additional timbers.

This would put the roof replacement between £511.08 and £711.

##### Security lights

The 3 security lights that were not operating have been replaced at a cost of £59.97.

##### Club house Interior heating

The positioning of bench seating around the perimeter of the main room makes fitting of radiators very difficult. Placing a heater under the benching is hazardous unless very low wattage which is then insufficient to heat the room. The size of the room requires between 3 and 4 1500 watt heaters . It was suggested that the wall nearest the green has sufficient height for the installation of curtain heaters commonly found over doors. 3 heaters could be purchased for approximately £100 each. Electrical works need to be added to this cost.

##### Security survey

As requested by the committee Paull examined the site for any security concerns.

Building locks, windows and internal security.

The clubhouse security is very good with internal safeguards in that the bar area is locked and sealed even if access is made through the external doors. The only failing is the ladies toilet in that the key is left outside. It would be fairly easy to access the main club house through the wall but unlikely.

Sheds are secure although like any low building with fabricated rood access a determined break in could be made but the doors are sturdy. No real issues. Improved lighting will help.

Changing room is reasonably secure. Security lighting helps. It would not be sensible to leave expensive equipment or valuables in the building unless in a secondary locked area such as locker or safe.

General unwanted access is reasonably difficult although the allotments offer cover for trespass over hedges or walls. There is no real solution without expensive fencing solutions. It is unlikely that a risk analysis could justify costs.

Main security risks are actually due to the use of 1 code only locks. There have been a number of incidences whereby locks have been incorrectly placed so that they do not secure the door and people leaving the lock with code still in place.

There will be an email to all allotment holders next week and a note put on the gates that the codes are going to be changed. Also communication about how the padlocks are put back on securely.

Good practice where doors or locks are coded is to change codes at least once a year or after any security breach. The committee will have to assess risk against likelihood and impact.

As a minimum perhaps change the changing room code from the gate code? I would also recommend changing toilet access from a key left outside to a code lock.

#### **4. Match Fixtures update**

Robert has done all the fixtures and a copy was passed to Ray Swallow. An electronic copy will be sent to Phil for addition to the website and Ed.

#### **5. Social Evening review**

The social evening on the 18<sup>th</sup> November was very successful with about 20 members. The bar took £79.

We agreed to have another evening on Monday 16<sup>th</sup> December starting at 5.30pm.

Ivor asked if everyone could bring their cheques for the remaining balance of the Torquay trip.

#### **6. Skittles**

The next skittles evening is on Saturday 30<sup>th</sup> November.

#### **7. SBA membership update**

Robert wrote a letter to the secretary saying we were reflecting whether to renew our membership, due to their response about the Tennis club earlier in the year. He was very disappointed with their reply and we will not be joining the SBA this year.

#### **8. Any other business**

##### Junior Woods

As discussed at our last meeting Paull has priced some Junior woods for £50 a set. This was agreed to be a very good price.

##### Bar Cleaning

Sheila wanted to thank everyone who helped clear and sort out the bar area ready for the social evening – Mandy Janet Peter Phil and Gerald

There were glasses which are not wanted and they will be taken to the charity shop.

The pumps that were removed can be sold on ebay.

The gas cylinders will be disposed by Ed.

## **SITE BUSINESS**

### **1. Secretarial Vacancy**

There is no new secretary as yet. A job description is appended to these minutes. Robert will offer support to phase in a new incumbent.

### **2. Toilets update**

The committee asked for a schedule of works required to bring the present toilet facilities up to a better standard.

It has been assumed that strict disabled toilet specification will not apply however best use of space to enable easy access would be a priority. Following an inspection the following updating would be required:

#### Exterior

All roofing material should be removed and replaced.

- a. Remove any wood that is rotten or damaged and replaced.
- b. Replace and extend guttering, downpipe and clips.
- c. Remove all existing lap and replace with new of the same specification as the main clubhouse. The lap to extend to cover the full length of the wall.
- d. Strip and replace rotten wood at rear of extension.
- e. All replacement wood to be painted to match club house.

#### Interior

- a. Remove sink and heater or update dependent upon interior design fit out.
- b. Remove existing toilets, cisterns and replace.
- c. Waste pipes and cold water feed replaced or extended as required.
- d. Water heater checked for safety (pat test) – possibly replaced dependant upon design.
- e. Hand rails fitted to larger left hand side toilet.
- f. Replace light fittings.
- g. Extend cubicle separation to roof and floor.
- h. Remove and replace all flooring material with sealed vinyl.

A discussion with Frank and Phil came up with a number of possible internal layout possibilities which may be feasible to self-complete but some areas of work are more challenging and with a wall removal the electrical work would need professional contractor. It is considered that the exterior works could be undertaken by club members to reduce costs.

Costings have been made for some of the materials. The main costs will be the contracted services which are unknown. Some of the known costs are:

a.	Roofing materials	£100
b.	Toilet suites	£300
c.	Pipework	£50
d.	Guttering	£34
e.	Clips, brackets and stopend	£30
f.	Feather edge board	£200
g.	Timber (Estimated)	£100
h.	Lighting	£50
i.	Plaster board	£25

- j. Plaster £20
- k. Floor screed/levelling ? unknown
- l. Flooring unknown
- m. Electrical works unknown

### **3. Donation for the toilets**

A Club member has kindly offered to donate £20,000 to help with the toilet refurbishments. This now means that we may be able to achieve the refurbishment as originally planned. We now need to put in another bid for the Section 106 money. Lionel has agreed to deal with this.

Robert asked an architect friend, Brian, to show us a draft plan of how it might look. CAD pictures were shown to the committee and will be put up on the notice board for all members to see. There will be a ramp, ladies', men's and disabled toilets.

All committee members thanked Ivor for the very generous offer and the draft plans were well received by all committee members.

Estimates will be sought with a view to commencing work in September 2020.

Paull said he will contact local builders for quotes.

Ed will contact the architect to collaborate on the design.

### **4. Allotment Water Installation**

Paull and Frank have now purchased the materials to install the water troughs on the allotments.

Ed will source a water meter for the troughs.

### **5. Allotment Clearance**

We need to find out all the names of the allotment holders. This has not been known since Lester started running the allotments and he hasn't given us any information.

Clearance is still in progress.

### **6. Proposal to disband Tennis Club**

This will be disbanded as discussed in our last meeting.

Robert will write to the LTA so they can delete it from their website.

Robert has written to the U3A and asked that they join as social members if they want to use the tennis courts. All members of the Bowls or Allotments are entitled to play at any time as part of their membership.

### **7. Financial Statement**

Robert produced receipts for all his expenses and this was agreed by the committee and duly paid by Diane.

### **8. Online Banking update**

Robert is sorting out a switch to online banking. This does not affect Club members who can still pay membership fees by cheque.

### **9. Any other business**

Frank suggested that we have recycling bins to separate waste in the kitchen.

### **10. Next Meeting**

Tuesday 28<sup>th</sup> January 10.00am at The Clubhouse.

## **Appendix**

### **Job Description Club Secretary**

- (a) To keep a register of Club members' contact details;
- (b) To conduct the correspondence of the Club;
- (c) To keep custody of all Club documents;
- (d) To keep minutes of the Bowls / Site Committee meetings.
- (e) To administer such insurance policy or policies as may be needed.
- (f) To maintain Club noticeboards and produce any legal or information notices as required

## **Appendix**

### **Financial Statement**

Bowls Current £5265.88

Tennis Current £1417.52

Allotment Current -£69.04 (ie technically in arrears - because we've just bought all the water equipment)

Bowls Savings £23556.39

Total £30170.75