



**Shepton Mallet Bowls and Tennis Club**  
**Draft Minutes of Management Committee Meeting Tuesday 29<sup>th</sup> August 2017**  
**Time : 9:30 am      Venue: Clubhouse**

**Present**

Michael Adams Chair      Maureen Brown Community and Welfare  
Robert Goodhand Secretary   Lester Holley Development   Diane Baker Treasurer  
The committee welcomed again Brian Brown Maintenance Lead attending by invitation.

**Apologies**

None.

**Previous Minutes**

Correction. In general we do not provide easily distributable IT copies of minutes. Footer added reminding Club confidentiality. With this amendment agreed.

**Matters Arising**

**Previous Bowls Meeting attended by Development Officer.**

There was discussion on this meeting and the outcomes and follow up including a second letter sent. The difficult role of LH was discussed with certain key individuals refusing to communicate or engage in any discussions on strategy and/or development of Bowls.

**Phase I Development**

The first submission from Three Solutions was lacking detail. The invitation was still there to submit greater detail but other builders were being considered.

**Constitution**

That had been a query on voting rights social members. It was agreed these were acquired on payment £10 – irrespective of any further involvement in Club activities. So the first item at the AGM would be to vote in the new constitution.

**Action** RG to write to individual who raised

**Treasurer's Report**

Savings £21073.45, Tennis £1611.40 Current £7095.05 but all sums held in one account. Some cheques uncleared. Generally Bowls expenditure exceeded income and we were dipping into savings.

**Green Maintenance**

The course is still running Wednesday 11<sup>th</sup> October. BB to check who might wish now to attend. LH will attend in own right, Club to fund for level 2 to run in April. Course tutors can then give advice on state of green and sand requirements. Dave Forsyth is in touch with Marcus Hewitt on soil testing and chemical spraying. Costs of purchase not identified. LH investigations suggest usual to hire equipment, not purchase outright.

**Action** To be raised at next Bowls Meeting. RG to produce agenda.

**New Items**

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## **Trustees**

RG briefed that to have the Club Secretary as Trustee put too much responsibility and control in to one office and we should have more external trustees.

**Action** Club Members to be invited to recommend. RG to produce notice.

## **Shepton GetUrSkatesOn**

All matters proceeding to plan. £3000 received in funding and banked.

## **Bowls AGM**

RG recommended a separate Bowls AGM be held early to appoint new Captains and Fixtures Secretary so work can begin immediately structuring a better fixtures year rather than just passively responding to other Club dates proposed.

**Action** MA to discuss with President and to be brought up at Bowls meeting

## **Renewal of Insurance**

The costs of our present insurance had risen steadily and now at £2300. RG suggested we take out minimum employer / public liability and carry our own risk on everything else. In principle agreed.

**Action** RG to check compliance Duchy rules.

## **Financial Controls**

DB reported the complexity of the accounts was now at a limit of what could be practically achieved on a manual bookkeeping system. RG agreed efforts to map the general ledger on a spreadsheet hadn't saved any work or simplified matters. One solution would be to have separate bank accounts. Simple accounting packages were available. LH suggested a stand-alone pc. RG speculated if a streamlined "cash counters" control sheet might assist allocating income to the correct cost centres and that sheet then the input document to an accounting package.

**Action** RG to discuss with DB in more detail

RG also asked signatures to consider giving RG direct access to on-line statements

**Action** MA and DB to study form

## **Amalgamation with Short Map Bowls**

Informal discussions had been held but contact name corrected. This formed part of our Phase 2 development plans.

## **Redevelopment Building**

Ideas to obtain funding for say paint were foolhardy when we had £20 000 in the bank. BB wanted to press ahead and cost a self –funded upgrade of the building upwards of £10 000 for completion April 2019, our centenary. This received full committee support.

**Action** BB to progress

## **Redirected Post**

Nominated collectors were MA, DB and RG. Form completed.

**Action** RG to mail off

**Date of Next Meeting      Tuesday 26Sep17 9:30 am Clubhouse**