

General Committee Meeting for Hook Bowling Club

10.00am Tuesday 1st April 2025

Present: Tim Shenton-Taylor – Chairperson; Elaine Hill – Secretary; Albert Johnson – Treasurer; Dave Clark – Captain; Desiree Gow – Membership Secretary; Steve Wintermeyer – Green Manager; Brenda Walker – Fixture Secretary; Malcolm Gow – President and Bar Manager; Elaine Bennett – Trustee; David Fisher – Advisor.

Apologies: Jane Tatnall – Ladies Captain

Action to be
addressed
by next
meeting

Matters Arising from March's Meeting

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| 1. <u>Minutes of March's meeting</u> – approved for publishing. | Elaine H
Desiree/Dave |
| 2. <u>Application Form Appendix</u> – approved. | |
| 3. <u>First Aiders</u> – It was decided that since all our players are adults, in the case of an emergency we will call for an ambulance. There is no need for trained first aiders who cannot always be present. The first aid box was checked by EH and is up to date. | |
| 4. <u>Hedge Cutting</u> – The Green Manager will arrange. When needed. | Steve |
| 5. <u>Subscriptions</u> – The Treasurer to give some thought to increasing. | Albert |
| 6. <u>Prostate Cancer Donation</u> – paid. | |
| 7. <u>Constitution</u> – Still under review. | Tim |
| 8. <u>Disabled Bowlers</u> – Able to accommodate using ramps, plates, etc. | |
| 9. <u>Candlelight Bowls</u> – LEDS to be purchased near the time. The glass jars to be taken away when the shed goes. | Brenda |
| 10. <u>Savings Account</u> – under review. | |
| 11. <u>Hall Hire</u> – North Hants Women have this on their agenda for their next meeting. Old Basing is also being considered. | Albert
Elaine B |
| 12. <u>Bowling Video</u> – We are not keen to video our own bowlers, but it was suggested a YouTube video of bowling could be shown at the village event. | Jane
Elaine B |
| 13. <u>Hook Parish Council Grant</u> – We will apply now. | |
| 14. <u>Maintenance Team</u> – Going well. Work organised (see below). | |
| 15. <u>Building Alarm and Fire Alarm</u> – Currently provided by Securitas who are expensive, should we stay with them or go elsewhere? Treasurer currently talking to Securitas about the costs they require for new fire extinguishers. 29 th April Securitas due to undertake maintenance and test. A key safe proposed for outside of the building so only one key fob needed to be passed on to the people opening and closing. Steve has one and will fit it on the appropriate wall. Alarms to be tested weekly. | Albert
Steve |
| 16. <u>Security Keys</u> – Timpsons have proved unreliable, but we will need less keys now with a key safe. | |
| 17. <u>Disabled Toilet Pull Cord</u> – currently being undertaken. | David
David |
| 18. <u>General Keys</u> – Keys to be numbered rather than labelled and a list kept. | David
David |
| 19. <u>Sunblind</u> – In hand. | |
| 20. <u>Heating</u> – The thermostat is now set at 20 degrees. | |

21. Card Payments – Taking only card payments on Wednesdays has been easy. Maybe all matches, except hosting ones for visitors should be card only. The minimum spend is to be £1. Malcolm
22. Green – Steve Larby coming to look at the lawn to see if it needs rolling. Clippings are now going into the skip. Steve
23. Marshalling Area Signs - Ongoing David
24. Outside Internal League – No time available.
25. Gas Safety Certificate – Check if we have one and organise one if we do not. Albert

New Business

1. Chairman's Report
 - a. Asbestos survey. – our responsibility but we will send a quote to HPC and they might pay. It is £345 plus vat. Tim prefers one contractor who will provide a quote and full report. Just advisory of presence in most cases.
 - b. Report on what we were doing. Tim sent a short synopsis and Parish Council have accepted, now it goes to their full meeting. We have met our obligations. Tim
2. Treasurer's Report
 - a. Not a big income this month, outgoings are the same. Funds depleting rapidly.
 - b. Bill from Securitas for super expensive fire extinguishers. Albert advised them of how expensive this is and is still talking to them.
 - c. Competition entries all paid for to Albert. Albert
3. Captain's Report

The Signing-On evening has been organised as has the Short Mat Final's evening. To go in the newsletter together with final dates for the roll-up. Dave/Elaine H
4. Ladies Captain's Report

Everything is on the Matching Booking System. Bowls Hampshire log-ons have been sent to everyone. The North Hants draw has been made and everyone has been notified.
5. Fixture Secretary's Report

All up to date. We could do with some more hosting games because we make money on it. We have got the semi-final or final of Stan Hardman. Need a list of available free green days. Look on mat rinks booking system. Brenda
6. Bar Manager's Report
 - a. Can we take the aircon out? Can we get the plumbing altered? We use the steel sink. Bob Grout to do these jobs. Now that the contractor is not upgrading the bar kitchen, should we take his sponsorship down from our board. Tim
 - b. Freezers in the cupboard – let's get rid of the freezers.
 - c. Safe in floor. Replacing the floor with tiles. We don't need the safe so it can go. Go over the top of it. David David
7. Green Manager's Report

There has been lots of offers of help. Dates will be sent out via the newsletter. Steve/Elaine H

8. Maintenance Update

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| a. The risk assessments were carried out and considered to be very good. | David
David |
| b. Cupboards in the changing room - need emptying. | |
| c. Modem - To be moved into the ladies, wheels to be taken off so it will not move. The table in the corridor is to go because it blocks the way. | David |
| d. Boiler room lots cleared - Cleaning hoovers to move to a cupboard in men's toilets. | David |
| e. Storage areas to be labelled - We need an audit of what is in the cupboards. Bowls bags – Advertise them to new players. | David |
| f. Chemical in sprays - Need signs. COSH. | David |
| g. Lone working/bowling – Needs a procedure. Always need two people for the mowing. Aim for there always to be two people. Should there be a logging in and out procedure. For most things this is covered. | David |
| h. Fire exits needs a grab bag with equipment in it. | David |
| i. 2 carbon monoxide monitors - Have been moved to better positions also going out of date. Put new ones in now. | David |
| j. Guidance for people running events here - Coaching, matches – fire exits, we need a procedure. | David |
| k. First aid to include eye wash kit for first aid box. | David |
| l. Bin storage – to be on the lefthand side of the gate with fencing. | |
| m. Outside steps – to be shallowed off to a ramp. | David |
| n. Letterbox – Do we need one so post could come here. Discussed but the feeling is that most post goes to committee members directly, therefore no need for a letterbox. | |
| o. Painting the walls - The walls have become tatty very quickly with people leaning on them. A protective Perspex sheet is suggested or something else. Gents changing room and toilet to be touched up on 11 th April. Expenses £260/£50 for paint/ wall protector? | David
David
David |
| p. Drain surrounds - Two new drain surrounds required and some sharp sand and cement. | |
| q. Sprinkler system - Our engineer Stuart Mills will be able to lift it up. | |
| r. Internal double doors - Film on glass or pinned back. | |

Any Other Business

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| 1. <u>Open Day</u> – May 24 th – Waiting for package from Bowls England. Repeat what we have done before. Usual advertising. Sainsburys. To be discussed on 6 th May next meeting. | Dave |
| 2. <u>Fundraising</u> – We have the notes. No change in sponsors. Do we need a wish list – perhaps a new mat? | Tim |
| 3. <u>Keyholders Rota</u> – The name of the keyholder for the following week to be on the website. | |
| 4. <u>Hearing Loop</u> – do we need one? | Dave
Tim |

Meeting closed at 12.15pm

Next Meeting 10.00am Wednesday 7th May