**Stafford Bowling Club Management Committee Meeting Monday 20th January 2025.**

Present: Frank James (FJ) (President), Nigel Fox (Chair)(NF), Nick Bickley (NB) (Secretary) (Trustee), Ray Bandha (RB) (Treasurer), James Shearer (Safeguarding) (JS),

Vilma Allman (VA), Trevor Laws (TL) (Trustee), Elly Wain (EW) John Cussons (JC), Ken Sproston (KS) (Trustee), Nigel Ireland (NI), Phil Allman (Club Captain)

1. Apologies: Dave Barrett (DB)

Before the meeting commenced NF asked members to introduce themselves.

1. Approval of Minutes from 20th January 2024

Proposed: TL

Seconded: JC

Passed by the Committee

1. Matters Arising:

P2 5 - Fixed assets list updated

P7. - NB has contacted Lord Stafford’s representative who has indicated the car

 park will be taken into consideration

P7 11ii - Proposals were sent to FJ

1. Secretary’s Report
2. Maintained the calendar/website/Facebook page
3. Informed members of matters concerning the club
4. Authorised payments and setting up standing order
5. Produced minutes of 2025 AGM
6. Created team lists for 2025 season
7. Made changes to the Club Rules
8. Produced sample agenda for members
9. Updated and displayed new complaints procedure
10. Taken bookings for use of green by external groups for 2025 – the committee identified hosts for each booking

Committee members felt that the leagues should help run competitions but VA explained that the leagues do not have anyone available to help.

**Action: NB to contact Jackie Hawkins regarding Stafford Ladies League bookings and also ask Thursday A and B team members to volunteer for a couple of hours, on 18th and 19th August, during the 55 League individual merit to fill in for VA**

1. Treasurer’s Report
2. RB distributed a financial report drawn up by himself and KS.

He explained the current position of the club regarding assets.

As we move forward he indicated that we need to have planning in place for future projects in order that we can work towards allocating funding.

1. RB asked about raising bar prices.

The committee considered whether this was feasible as at the last meeting the club’s status as a charity meant we were a not-for-profit organisation.

TL confirmed we are not a charity.

RB felt that as profits were ploughed back into the club then we could be justified in raising prices.

JC proposed that bar prices were raised and this was seconded by NB.

The committee agreed to raise prices.

**Action: a sub committee will look at the stock and work out the new prices.**

**The company who supplied the till will be contacted to help change the prices**

1. RB proposed that the club invests in a card reader for payments, an IPad linked to the reader, CCTV and the installation of the internet

It was agreed that this needs to be implemented

 **Action: i: RB to carry out research into the purchase of the above**

 **ii: Training to be carried out for named bar staff on use of technology**

1. RB explained some changes in the way that financial reports are being presented
2. He explained that the process of moving the club’s accounts from Lloyds Bank to Nat West Bank had started as Nat West gave free banking. RB is now the key account holder

NI was concerned about the payment of membership for 2025 and RB explained that the current arrangements stay in place and all money will be transferred across.

1. NB asked about the rising cost of postage. There are 10 members without email addresses.

EW was concerned that not all members are IT literate.

It was agreed that NB will contact those members who do not have email addresses and explain to them that any post for them will be left in the club where they or a representative can collect it.

 **NB to contact those members affected**

1. Membership
2. EW reported concerning membership. All new members now attend a ‘meet and greet’ and are informed about the club and asked what they can bring to the club. Once this has taken place and they are accepted for membership the treasurer’s form is sent to the treasurer. After two months EW carries out a follow up interview.

 Current Membership:

 Full: 125

Life: 10

Junior: 0

Associate: 5

Social: 9

Total: 149

1. EW requested that social membership numbers be increased to 12.

It was agreed that this could happen but social members needed to have a connection to the club, e.g. spouse of a member, or offer something to the club.

1. KS asked that members be reminded that the closing date for renewal of membership is 31.3.2025 and that after this date membership will be terminated.

**Action: NB to email members**

1. EW explained that there is now a waiting list to join the 49 Club
2. She asked the committee to note that two members were changing their membership status:

Alan Bratt Jones - full to social

John Lynch – social to full

1. EW brought to the attention of the committee that twice in the last week the club had been left completely unlocked.

She explained that there are 41 registered keys but 91 members have keys.

RB stated that at Walton Village Hall members could only have keys issued by the Chair.

Following a discussion it was agreed that the installation of CCTV would allow this situation to be monitored.

It was also noted that two social members have keys:

Steve Sutton as he maintains the snooker table and Liz Wright as she cleans the club.

It was also agreed that any member who only wishes to play snooker

would have to have full membership to be allocated a key.

The committee thank EW for the professional way that membership is being organised and the time she gives to this voluntary position.

7) Social Committee

VA informed the meeting that there was a music night booked for 15th March.

8) Bar Report

1. JC informed the meeting that the bar key holders are:

JC, NB, RB, VA and Ernie Hultquist

NI, EW, Howard Jones, Liz Wright, Steve Hawkins and Jackie Hawkins will have the combination to the key safe when they are carrying out bar duties

1. JC brought to the of the committee that the water heater in the kitchen was broken and that the electrician was coming to look at it but it would probably need replacing.
2. He explained that he and Tony Wright will repair above the hatch in the bar and will only charge for materials
3. JC will organise rotas to cover the staffing of the bar

 9) Captain’s Report

 No report

10) Ground Report

 DB will let the club know about opening the green for 2025 asap.

11) Safe Guarding

 JS has a place on a course on 15th April.

 12) Letters to past members of Committee

 NF agreed that letters should be written to past members but felt that it should be

 from a member who has been on the committee for a substantial period of time. It

 was agreed that the President should be asked to write letters to Chris Robinson,

 Ken Sproston, Wendy Boult, Rose Vance-Cotsford and Peter Atkin recognising

 the individual service each had given to the club.

**Action: NB to contact FJ**

12) AOB

1. NF highlighted the use of the Keep and Share app for booking snooker sessions. He populates this with other events at the club to help with bookings.

There was concern expressed that some players were booking the table for 4 hour sessions.

 **Action: NF to contact snooker players to discuss bookings.**

 **EW to pass names to NF**

1. NF brought to the committee’s attention a comment in an email that indicated there were still problems at the club. He is concerned that the committee is recognised as doing a good job.

EW has discussed the issue with the person concerned who had misunderstood what is happening at the club.

EW felt that if anyone in the club has a concern that they should approach a committee member who will bring it to the committee.

NF emphasised that there must be a consistent message from the committee.

VA felt that this was important as at the recent 55 League AGM it was stated that there were ructions at Stafford.

1. The workload of the secretary was discussed and JC and PA suggested that NB must not be contacted at weekends unless it was an emergency.

EW felt that the membership should be aware of this as well.

1. NB informed the meeting that for after May he would not be able to get to meetings until 7.15pm due to a commitment in the summer.

It was agreed that the committee would meet monthly March to September and every two months October to March.

1. VA highlighted the March games which are now being held and will end on 21st March.
2. JS informed the meeting that all the fire extinguishers out of date. He is qualified to do the checks but felt that the present ones are too old.

TL informed the meeting that we always used to have a contract to maintain them.

There was concern that the club would be liable if we do not have extinguishers.

JS recommended that there should be two CO2 extinguishers.

 **Action: JS to find out costs of extinguishers**

Meeting closed at 8.45pm

Next meeting: AGM 24.04.2025 at 6.15pm