

EASTBOURNE BOWLING CLUB
Minutes of the Executive Meeting held on Saturday 7th March 2020
Held in the Club Pavilion at 9.30am

President, Doug Newman opened the meeting, welcomed all Officers and thanked them for attending.

Present: President Doug Newman, Secretary Gillie Hill, Treasurer Graham Manton, Men's Captain Mike Taylor, Ladies' Captain Jean Clements, Membership Secretary Sheila Simmons, Green Ranger Peter Jackson, Bar Manager Bill Fuller, Committee Member Rob Jones, Ladies' Vice Captain Shirley Davis.

1. Apologies: Match Secretary Mike Dooley, House Manager Jim Black, Past President Allan Finch, Committee Member Ann Wells.

2. Approval of Minutes of the previous meeting:

The Minutes of the previous meeting held on 18th January 2020 were approved and signed.

3. Matters Arising:

3.1 **Trustees:** DN had contacted the Chatsworth Trust who had stated that whilst it was not necessary to have trustees if was better to have them for future decisions. Following the resignation of John Ereira and Colin Dunne both Mike Taylor and Grant Jones had agreed to stand as Trustees. This appointment was unanimously agreed.

3.3 **Score Boards:** DN had again spoken with Focus and all being well Focus gave a figure of up to 3000.00 for twelve low level free-standing score boards. The Supplier has now quoted 2600. Awaiting artwork from Focus. All being well they will be in situ for the start of the season.

ACTION DN

4.1c) **Sponsors:** DN advised that he had given up with The View Hotel but is trying to arrange a meeting with Co-owner of The Lansdowne Hotel. DN has spoken with The Hawthorns and they are willing to do something for the Club. DN will see if they will purchase new score card holders in lieu of money.

4.2a) **Club Bookings:** Confirmed rate of hire is 45.00 including VAT.

4.2b) **Diary Sheets:** GH had spoken with MD regarding the diary sheets and it was agreed that it was cheaper for the Club to do them themselves.

4.2c) **Booking:** GH confirmed that John Baker requires a band for his booking. Club License allows for three music bookings so this will be the final one. The others being the Tournament and Xmas.

4.2d) **Development Plan:** GH confirmed this had been sent to the Committee.

4.2e) **Coach – Bognor:** This has been reduced to 5 triples therefore cost of coach not viable. Four cars would be required.

4.9b) **Health & Safety Self Assessment Form:** House Manager not present so carried forward.

ACTION JB

5b) **Flag:** GH confirmed that the flag had been ordered and received. Unfortunately it was the wrong colour and has been returned to Supplier. Flag cost was 299.30p.

5c) **Honours Boards:** GH reported that there had not been time to make the changes and it will now be left to end of Season.

ACTION GH

5d **Club Shield:** RJ reported that he had been in touch with The Sign Shop in Hailsham and is awaiting a quotation. Likely to be 60/70.00 per shield.

ACTION RJ

5e **Advertising Eastbourne and Out:** DN had been in touch with Eastbourne and Out. They issue 5000 copies which are free to residents/visitors. The next issue is April/May. The cost of a quarter page advert would be 50.00. It was suggested that one new Social Member would pay for this. DN to look at cost of a whole page when the advert could incorporate the free coaching in May/the Tournament as well as seeking new members. Artwork required.

ACTION DN/MT/GH

4.1 Ladies Toilets:

JB had a parts list of requirements and asked GH to meet with plumber from Hartley Plumbing so that they could measure up what was required and give a firm quotation. Quote required to remove and replace three toilets, two sinks, put base inside sink cupboard, shelf, and new formica top. Plumber thought this would be no more than 500.00 but would arrange firm quotation. The tiles do not need replacing. However, the flooring will need to be replaced, the lighting redone, three extractor fans replaced plus the heater. DN offered to get the flooring sorted and pay for this. A firm quotation for all the works will be obtained and an email sent to all Committee for approval as works need to be done as soon as possible.

ACTION JB/GH

4.2 Men's County Affiliation Forms and Men's County Vice Presidents payments:

GH advised that VP forms and payments now have to be sent together. GH still doing the County Affiliation Forms for the men. Ladies do their own, therefore, the men should do theirs. MT to look into this to see if he can get somebody to take it over.

ACTION MT

Correspondence:

GH reported that she is on the County Bowls Development Committee who would like to use our facilities for an event during the summer to promote bowling and invite Caffyns to attend as sponsors. They had suggestions the weekend of 19th September, but this is already booked for our club finals. The Committee decided it was not a workable idea and GH to write to them to the effect that we have other commitments this year and possibly suggest Gildridge as an alternative venue.

ACTION GH

Letter from both the Ladies and the Men's County Secretary advising that two bowlers from Sussex will be representing Disability Bowls England at the Commonwealth Games 2022. Clubs are being asked if they could sponsor both by sending a small donation. SS suggested that the Club donates proceeds from one raffle. This was agreed.

ACTION GH

Request from Bowls England County Association for donation towards Tony Alcock retirement. Following discussion MT gave 20.00 to be sent on behalf of EBC.

ACTION GM

Jenny Watson, Head of Development at 3VA wished to hire the Clubhouse on 18th March for 15 people between 12 and 2pm. Hall not available for this time.

ACTION GH

GH advised that Jon Cockcroft had been appointment Bowls England Chief Executive.

Sarah Hill offered a massage taster session for members. Agreed no at this stage. **ACTION GH**

Red Cross have asked if EBC could have a collection box on the bar. EBC currently have one for the Hospice and this will shortly be replaced by one for MT's chosen charity. **ACTION GH**

Wealden County Development have summer days around the County. GH asked if EBC would like to attend one of them as EBC would not be going to Magnificent Motors this year. There is no cost. Dates are 7th August Crowborough, 12th August Heathfield, 17th August Hailsham and 19th August Polegate. It was agreed that this was not a good time for the Club.

Helen McNeil (Circle Francais) wished to hire the Club for a welcome meeting on Saturday 16th January between 10am-12noon. 20-30 people. Agreed charge of 45.00 to include tea/coffee.

GH read out a letter received from Mike Cartright, following a recent Corporate Day, detailing the costs involved and his observations which were also passed to the President, MD, JB and GM. The total gross revenue earned was 347.00. Stellar Trading Systems had given a further 100.00 as they had enjoyed the day so much.

4.3 Treasurer:

GM reported that he had sent a full report to all Committee.

A 1500.00 refund had been obtained in respect of the overestimated water bill.

Following submission of VAT return for the 3 months to 31 December 2019 we have received VAT refund of 5845.00 which is considerably less than we had hoped for.

As of 2nd March the Club balances were:

Current Account	11325.97
Savings Account	46442.02

The Club has known outstanding payments of 749.97 and an outstanding loan for repayment of 5000.00

This leaves the Club with total current balance of 52018.02. This may at first glance seem a very healthy balance but we have received out subscription income for the year and the majority of sponsorship money. We have 11000.00rent to pay before the year end as well as 17826.00 in respect of green keeping fees, in addition to known but unquantified costs for cleaning, gas, electricity, water, rates and insurance which last year amounted to approximately 14000.00 in total and we should hold one years rent in reserve which would then leave a much smaller balance.

These figures do not take into account additional income the Club will generate during the year or additional costs that will arise but it gives an indication that whilst the immediate balance may, at first glance, appear a lot healthier than it really is. It is anticipated that income will exceed costs during the outdoor season barring emergencies. However, with the ongoing increase in Corona Virus and potential Government restrictions and the fact that the virus impacts the majority of the age group who will visit the club to a larger degree than the general population this could have a large impact on

our season. I know the club is hoping to profit from events at the Club during the summer i.e. visit from the Civil Service but it would be reckless for the Club to assume this potential inflow

To date subscription income is 2460.00 lower than 2019. Hopefully we can attract some new members when the season begins and that we can match last years. Sponsorship monies received to date are 4570.00 compared to 5240.00 last year. We have lost A Plan and Yeomans Toyota sponsorship but have gained T Laskey. Monies not yet received from JF Electrical Services. DN advised that Ian Flavell had pulled out but they might sponsor something next year. GH advised still awaiting artwork from Hentys.

Given the partial VAT refund obtained on the works the position for the end of our financial year in September 2020 looks as though we will break even for the year. This is with the proviso that our estimated income for the summer months is not depleted due to the impact of the virus or any more unplanned for expenditure is incurred.

GM produced the final Financial Statement for the Club Refurbishment.

Credit Card Option:

GM explained that he had contacted Barclays Bank but they required a fixed contract (18 months minimum), together with a 25.00 monthly fee plus VAT and a % of the transactions processed. BF had put GM in touch with I Zettle and they appear to be a better option. They do not require a fixed contract or a monthly fee. Their fee being 1.75%. They provide a card reader but the Club would need to provide a tablet to connect the card reader to. BF agreed that his computer could be used as he was normally behind the bar. After discussion it was agreed to try the credit card option with I Zettle.

VAT Returns and do we need to register for VAT:

GM explained that following meetings with Accountants regarding the VAT position of the Club the VAT position is very complex. As we are a Sports Club and provide both taxable and non-taxable benefits our VAT is calculated under what is called the Partial Exemption Rules. It has taken considerable time to understand this and to do the return to 31st December.

The Club VAT turnover is well below the level where registration for VAT is required. It is, therefore, a voluntary position for the Club and we can deregister if we so wish. Unfortunately it is not a black and white matter so the decision we need to make is to a certain extent a leap in the dark. Not only because we do not know in advance what our income and expenditure will be but the VAT rules are liable to change each tax year with the budget.

GM went through the Advantages/Disadvantages/Neutral position with regard to deregistering. Following very lengthy discussions it was agreed that GM would contact the Accountant for them to complete the VAT return for the 3 months to 31st March 2020 and request them to deregister the Club. It was stressed that the Club could always re-register at a later date should it so require, subject to whatever VAT rules were in existence at any future date should the club wish to re-register.

ACTION GM

4.4 Captains' Reports

JC advised there was nothing to report but asked what was happening to the Blinds being fitted. DN stated that some were up and the rest would be fitted shortly. JC requested a list of all the Lady members from SS.

ACTION SS

MT advised that arrangements for the Tournament were progressing but was somewhat concerned that the virus situation might have an adverse effect. GH to write to the Organisers advising that dogs cannot be brought to the Tournament.

4.5 Match Secretary Report

MD was unable to attend the meeting but had sent a report to the Committee advising that there are 111 events taking place this summer. 36 Touring teams, 40 local fixtures and EBC are hosting 26 matches of one sort or another. There are also 24 away games. Where there are no fixtures booked at week-ends a Club Event will be implemented, to ensure that there are games every week-end where possible. There are 9 Club events. EBC are hosting the Civil Service for a week at the end of June, the Eastbourne Open in July and a number of Men's and Ladies Town and County Competitions. Fixtures are now on the Club website.

Catering requirements need to be carefully considered. Currently requirements have been sent to the Captains and the President.

Regrettably we have lost 6 touring fixtures, organised by Daish, following their Hotel fire. This will have an effect on our touring fixtures as Daish may not organize fixtures in Eastbourne next year.

Given the current health uncertainties other fixtures may also be adversely affected.

Away Fixtures - Clarification over match fees and fuel expenses for drivers needs some discussion particularly given the number of away fixtures. **ACTION MD**

Club Events -If we charged 2.00 instead of 1.00 for internal Club events i.e. Captain v President, Ladies v Gents, Aussie Pairs etc, this could raise an additional 500.00 during the season. This needs to be discussed. **ACTION MD/Committee**

The Club will need to be very flexible over fixtures this Season and regrettably income!

Possible considerations for increasing income:-

Corporate events - offering our facilities together with a bowling experience to local business. (We have had some success in the past but maybe we now need to explore this further).

Bowls for Fun - offering this to schools, clubs, scouts etc. This may not increase our income significantly but could raise awareness for youngsters and parents.

Disabled provision - Following the acquirement of additional equipment for disabled use we should maybe consider this area for future development.

4.6 Green Ranger Report:

With the Season starting in approximately six weeks the Club should think about sanitizers.

Wheelchair ramps have been ordered and aluminium, portable steps are in hand.

PJ confirmed that three members had come forward to assist with green keeping.

4.7 Assistant/Membership Secretary Report:

SS advised that 84 Men and 53 Lady members have renewed their membership along with 17 Men and 15 Lady Social members. There were one or two members who have still not made up their minds.

4.8 Competition Secretary Report:

No report.

4.9 House Manager Report:

No report.

4.10 Marketing Executive Report:

No report.

4.11 Bar Manager Report:

Nothing to report.

5 AOB:

DN stated that with only 36 touring teams this year we would appear to have a shortfall. We need to think about some other avenues like the Spring Fair etc. A possibility would be a Sponsor Day or social evening.

Parkinsons Organisation have booked a day for their members to try bowls.

The doors are still leaking. DN to speak with JB to see what is happening.

ACTION DN/JB

Need to get some form of advertising for the May free coaching which will be every Wednesday 10 to 12, throughout May plus Bank Holidays. Evening coaching by appointment only. DN will speak to Herald. GH stated that we once put adverts in Bush Shelters maybe we could try this again.

ACTION DN/GH

RJ asked where the Captain's table would be placed for matches bearing in mind that the room is larger and people may not hear what is being said if people speak softly. DN advised that the table would be situated by the Display cupboard and that a member had donated a portable PA system which had been tried and works very well.

Thanks were expressed to Eric Bishop for making the trolley for moving tables.

Date of Next Meeting:

Tuesday 12th May at 6.00pm.

There being no further business DN closed the meeting.