**Whitefield Bowling Club Community Interest Company: Directors Quarterly Report**

Directors Title: **Governance (Simon Taylor)**

**Registration and reports to community company regulator in keeping with statutory responsibilities and time intervals.**

The Community Interest Company was incorporated on the 17th of September 2021 and registered at Company’s House under number 13628703. The first accounts are to be made up to the 30th September 2022 and must be filed by the 17th of June 2023. Working with finance Director we will ensure this is achieved. The first confirmation statement is 16th of September due by the 30th September and I will ensure this is updated and paid (£13).

**Delivering responsible person role with companies’ house and delivering accounts and reports as required.**

The person with significant responsibility and registered at Companies House is David Bevan with responsibility for appointment and removal of Directors. Working with D.B and as part of my mandate I will ensure all compliance, registration and filing will continue to be undertaken in a timely and auditable manner.

**Appointment and liaison with auditor/accountant for company reports both external and internal and all accounts.**

Continue to work alongside the financial director with regards to appointing auditor, presenting accounts to members, and submitting all accounts to Companies’ House and or regulator of CIC.

**Arranging and delivery of annual general meetings with members and supporting paperwork, reports, and minutes.**

As per the Articles of Association I will prepare with my fellow directors for the first annual general meeting in September 2022. A notice will be posted in august inviting agenda items. I will ensure maximum contact and inclusion for all members attendance and that all detail is available for viewing on the website. I will work with partner agencies and stakeholders to gather relevant direction, intent and inclusivity to shape and influence the agenda.

**Liaison, negotiation, and management of partner agencies (social services, voluntary and community departments) in delivering maximum income and use of premises.**

We have established a firm and open relationship with Bury MBC through several of its officers. We are in the process of establishing a Cycle Hub with the council for the community on WBC property. We have bid and received one grant for community improvement, contact and digital awareness. I will continue with D.B to build our profile and networking within all areas of the wider community and partners. We have supported Trust House food bank with £500 of donations in 2021 and Bury Hospice with £120. We will continue to explore the future use of the buildings and appropriate funding with all agencies.

**Licensing applications and compliance with legislation involved in community venture and licensing laws.**

6.Response: Our current licence (CP0503) is a premise licence and expires in August 2022. I have set a reminder to renew this at a cost of £70 in July. Should we have any events that we want to host then we have the option of applying for a temporary licence. We will continue to be aware of the licencing laws and any changes that may happen. I am aware that being a Private Members Club we do not need any specific licensing for bar attendees.

**Grant applications and recovery**

We currently have 3 grants that we are pursuing. 1) New building via the community ownership grant through the Homes and Community Agency. 2) Covid interruption grant 3) Bike hub Grant. The Covid interruption grant will be accepted, and this is being processed with Bury Council. The remaining 2 are ongoing.

I will continue to work closely with the Financial Director to explore what grants we are able to apply for and updates will be shared accordingly.

**Membership applications, dispute, conflict and registration.**

For 2022 membership I have made some changes to the application form so we could capture more member information. This information is now stored on a secure electronic system giving us greater access. All disputes and conflicts are now fully recorded and stored on the same system.

I have also set up an electronic system to records all guests that are signed into the club. This enables us to monitor who is coming into the club and also to maximise and new membership opportunities.

We set up an electronic online application form this year and this was hugely successful. In order to ensure that all members have access to club information, updates and to see fixtures etc I intend to use the website and facebook throughout the year to promote the club and the projects we are supporting.

We will continue to ensure that Members only use the premises as per our Private Members Club status.

**Board meetings, minutes, and reporting.**

All agendas, minutes and actions are recorded electronically. I have now set up and action log where action points from the director’s meetings are logged and can be managed through to completion. I personally manage this and can ensure that all actions that have been put in place are available for reporting and accountability.

**Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.**

This work is ongoing to raise the profile of the club and ensure that people know where we are and what we are. This will be developed further with the introduction of a new clubhouse where we can showcase our facilities and display exactly how we are supporting the community. It is important that the club is represented at as many community meetings by at least one director to show our commitment.

Directors Title: **Activities and recreation (Colin Jack)**

**Green and surround management and maintenance. Ensuring planned and scheduled work programmes to maintain a premium quality green year-round**.

Year End scarifying and top dressing with feed has been completed. Working with G.C and D.B further maintenance (moss control and feed) will take place late Feb and a budget of £200 will be needed. Through volunteers we need to have a schedule of people who can and will mow and assist with green, this will link with Simons volunteer request e mail. We also need to budget £100 for plants for G.C surrounds for April/may. We now have four working mowers and all equipment we need. G.C will need boots. D.B suggested that I speak with Andrea re H&S for mowing and machinery use as there should be a posted cover sheet that all are aware of.

**Delivering maximum use of all facilities across a range of sports and activities. Working with appropriate bodies and agencies to promote sport and recreation across the community for the services provided by WBC CIC and its partners.**

      D.B and I are working with Bury Council to build up Bike Hub and various activities and wants to keep hold of this until all is working. I will work with D.B to understand where everything is up to and all contacts. D.B states that all costs at this point will be met through grants and Bury.

**Ensuring the maximum and continuing use of facilities.**

     We need to look again as we move to spring as winter green closed and all activities.

**Arranging all competitions and events. Prizes, entry, handicaps, management.**

      A meeting was held with all team captains in November to establish numbers of teams and set up information and rules. I have requested that each team runs one competition next year. Another meeting due in Feb so we can then capture the dates and owners. All teams have been told they must pay 50p per person home green fees for maintenance purposes. All green hire is agreed at £40 for half a day with no exceptions. I have attached the agenda of the meeting.

**Federation, governing body, league and team liaison and services to external agencies in use and attendance of green and premises.**

     Will discuss further with team captains at meeting. Aware that G.M BCGBA will likely fold in February if no secretary is found. Increased costs anticipated if we need to affiliate to Lancashire or Cheshire.

**League and membership terms, fees and dispute.**

     We pay all entry fees for every team at the beginning of the season (always have) and the for the 10 teams could be over £1000, lot of money to be paid out in next 8 weeks. All winnings must be returned.

**Recovery of all fees, memberships and compliance with WBC terms and conditions of use for members and users.**

      Watching who uses the green, so we get the £25 memberships and keep off nonpayers. We do need new sets of communal loan bowls, or we could put up a notice for donations for beginners and lessons. Beginners’ lessons to start again in April on Saturdays. I will talk with Les to see if he will continue to run this. Important to publicise that we have spent £2700 on the green since September 2021.

**Hire and use of green and surrounds.**

Covered above

Directors Title: **Operations (Gary Lee)**

**Opening hours and arranging management of premises and facilities.**

Agreed at January director’s meeting hours to continue as previously agreed and to be reviewed next meetings as season starts and attendance increases. Currently looking for volunteers to help with bar staffing. All members emailed. Awaiting responses. Memberships checked when necessary.

**Staffing and cover for delivering all services. Interviews, staff liaison, management, salaries, sick leave and all matters relating to employment law and services**.

Nothing to report until plans move on with new building and employment of permanent staff.

**Cleaning and facilities day to day management.**

Cleaning duties still fulfilled by H. Cropper who will continue for the foreseeable future.

**Maintenance and services to all buildings. Ensuring value for money and audit trail of spend and payment.**

Nothing to report.

**Cellar services, line cleaning, gas and support services.**

Cellar services was provided by Marston’s now outsourced to external technical provider. Guinness have their own technical department. Line cleaning and cellar inspection done fortnightly. Beer gas supplied fortnightly, and empties taken away.

**Stock ordering and audit, ordering of equipment and supplies as necessary ensuring all available in suitable quantities and representing value for spend**.

Bulk orders for beer done weekly by phone on Mon for Weds delivery or Weds for Fri delivery, from Carlsberg Marston’s and Joseph Holts. Mixers are also ordered from Marston’s as required. Spirits and snacks are purchased from wholesalers at most competitive price as needed. There’s an audit trail for all transactions - Billy checks these.

**Liaison with partner agencies/persons for access, equipment and security.**

Nothing to report. In future Gary to provide access when necessary or any director if not available.

**Advertising, sponsorship, signs, payments, notices.**

Advertising of events will continue website. New sponsors sought for signs around green – note; let’s use website to ask for sponsors. Need to contact existing sponsors to determine if they still want the signs as the annual fee (£50) is due (note we are clear some will remove signs).

**Security, keys and access.**

See Andrea’s (Compliance Director) list for names of key holders. Access only to be gained through current key holders. Premises are alarmed, bars fitted on all windows and front door, no rear access.

**Digital platforms, broadband and entertainment systems, memberships**

Broadband currently supplied by Talk Talk Business-with a web hosting service (Fasthosts). Three TVs on the premises for customers’ entertainment. Website maintained by member Paul McMullen for free - and doing a great job.

**Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.**

Continuing.

Directors Title: **Compliance (Andrea Schofield)**

**Health and Safety of ground and buildings. Weekly and monthly reports. Accident logs and near miss reporting and recording.**

Weekly check of buildings and land/grounds have to be carried out to ensure there are no hazards, especially with bowling season starting soon and the scaffolding at the far end of the building. Ideally needs to be carried out during daylight hours for outside checks. Monthly checks will be implemented to ensure this is being carried out. If there is any doubt about anything then it has to be reported. Any accidents/near misses to be reported and recorded in the relevant documentation provided and Andrea notified.

**Ensuring WBC CIC champions E&D. Equality policy, management and ensuring equal and open access to all.**

This is the main principle we, as a CIC, work to and is responsible for its implementation with a periodic review. The current E&D policy is on our website under documents. We demonstrate good practice by working collaboratively with community partners, ensuring everyone is given equal opportunities and open access wherever possible and also by raising awareness of equality through sport by continually monitoring the club’s activities and action plans.

**Arrangement and management of insurances, reporting, payments and claims.**

We are insured through Jack of Clubs with a three year policy expiring in September 2022 at a budget of £1100.00. DB is attempting a claim for subsidence through the policy.

**Legionella control, testing and record keeping**

Will reassess if/when we get new buildings. Legionella does not play into current systems set up.

**Fire compliance, alarms testing, extinguishers, and logs.**

Fire alarms and extinguishers serviced annually. Last service/testing carried out 28 August 2021 by Aarhus. No budget required as carried out for free by Gary Wilcox (who owns Aarhus) and is a member of the club.

**CCTV control, reports and maintenance.**

I am aware that the previous management had investigated compliance but I will be reviewing it this year through <https://ico.org.uk/>

**Annual electrical testing, P.A.T and recording.**

In January’s Director meeting DB agreed to arrange testing and to have permanent electrical supply available for defibrillator. D.B has now asked Electricians to test and also fit a socket. Work will cost £50 budget required.

**Gas safety and certification.**

D.B agreed to arrange to arrange testing in January’s Director meeting. D.B will ask Gas Engineer in January 2022 to test. Cost will be £100 (we need a certificate) and budget required.

**Machinery and equipment safety, PPE, training and maintenance for volunteers, staff and any contractors.**

Machinery is serviced every year at a cost of around £900. All servicing is to be recorded in log (to be provided). Under our Health & Safety policy, no fertilisers are ever stored on site at any time and petrol for the mowers is stored in a steel vapour proof container at a maximum volume of 5 litres. All groundsmen are fully trained and aware and have been supplied with full PPE.

**Safeguarding responsibility, policies, compliance, reports and management.**

D.B is currently listed as the responsible person for Whitefield CIC with certificate on the notice board within the club. Looking to also have Andrea as a responsible person. Need to look into cost to arrange this. Will then redraft the policy online (website) to show Andrea as a responsible person. BCGBA ask for this annually.

**Security, keys, access.**

Full list of keyholders with contact numbers now provided and all Directors now have a copy. List to be kept on premises for Insurance or security needs.

**Accessibility, DDA and services.**

Will be looking at this more closely once bowling season starts and more events take place. Due to scaffolding at the far end of the building this will cause problems for our larger events. Will have to advise Ian/Jo that the Ruby trophy should be moved to the Eagle and Child given the numbers that attended last year.

**Data protection and information management.**

Directors, Andrea and Simon will liaise to resolve any issues that arise.

**Working with agencies and fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC.**

Continuing

Directors Title: **Finance (David Bevan)** *Interim*

**Contract procurement and management across all platforms (gas, water, digital/broadband, services, electrical etc) ensuring WBC achieves the best possible market costs. Direct debits and standing charges.**

Gas and Electricity is in a fixed term contract with Gazprom at favourable rates. We do foresee significant rises in energy charges for 2022 that will see our annual bill exceed £2k per annum. Digital Broadband contact for renewal summer and the market will be tested. Water contract renewed 2021 with significant savings.

**Establishing clear and open accounting and reporting at determined intervals for all members, regulators and directors.**

A full and detailed report is prepared and circulated within 7 days of each month end. This interrogates income and market conditions and influencing factors. The Directors are committed to total awareness of trends, threats, opportunities, and risk.

**Daily accounting and record keeping of spend and income with particular focus on bar spend and income.**

A detailed daily account system is in situ that records all sales, card and cash use, banking and financial discrepancies.

**Banking services, change and cash security. Audit of account.**

Stand Co Ltd account was used from start of the CIC management (October 1st 2021) while waiting for CIC dedicated account (delay with banks and covid cover). We commenced using Starling Bank on the 4th of November 2021. We have linked our iZettle card payment regimes to the account and all cash is banked via the post office into said account. We are working with the Co Op to open a Social Account (no fees) dedicated to community ventures, we will be able to access change. The Directors consider this account with the added benefits more appropriate and delivers enhanced services and support.

**Wages and staff payments. Expenses and payment recovery.**

Staff salary is paid at £10 per hour (inclusive of PAYE and Holiday) directly to bank accounts. No Directors are paid, no expenses have been submitted or paid. Drive to use volunteers rather than costs of paid staff. Winter and low customer demand dictates need for savings and economy.

**Achieving best possible prices for the supply and purchase of food, wet goods, equipment and supplies across all services.**

Beer and product supply tested monthly and demonstrates good value. Continuing research into trends, products and costs linked to customers expectation and request.

**Pricing of all goods for sale to ensure a fair and reasonable price is achieved across all services.**

Meeting in January to discuss and interrogate supply and prices determined we hold all process and await impact of inflation within current climate. Very aware that the leisure industry is massively suffering as a result of Covid and finances. Our members have asked that we do target below competitor and market costs. The Directors reviewed bar prices across the region and bench marked with sector and local providers.

**Establishing a climate that champions “value for money”.**

The climate within the board is totally committed to driving savings to fulfil our drive to distribute profit. We did manage to issue £620 of financial support (food bank and hospice) despite poor trading and customer turnout.

**Maximising opportunity for income.**

Continuing appraisal of market opportunity linked across all delivery platforms. Working with partners to establish the new buildings and enhance communal facilities will generate significant opportunities.

**Continuing internal audit and inspection of all spend income and contracts.**

Audit continues via Directors monthly and auditor at year end. All members are welcome to interrogate financial records at any point during the year.

**Responsibility for all awards, gifts, grants and spend (within director authorisation and compliance limits).**

All possible Covid support grants have been accessed. Currently waiting for £2600 from Bury MBC. Grant sought for community enhancement assistance again through Bury MBC of £5k, this has been provisionally agreed and waiting payment. This money is targeted for inclusion and community outreach also a digital awareness programme. D.B currently working with Bury MBC to open a Bike Hub on our premises for the wider community, all spend will be recovered.

**Investment.**

Nothing to Report

**Grant and bid management. Ensuring WBC CIC is aware of all opportunities to expand and support services.**

Working with Bury Voluntary Faith Alliance to pursue support for the building of new premises. Several reports and detailed support documents have been prepared with significant costs. Architects’ drawings and pre planning reports initiated and paid. The proposed building will ensure the continued community facilities existence and deliver significant opportunity and support for the greater community and agencies we support.

**Payment to schedules of building and maintenance works.**

Currently pursuing insurance claim for the subsidence to the building, this is major and estimated costs of rectification circa £250k. Significant costs in supporting brick pillar to the front elevation (£1000) has been paid. Continuing issues with roof failure (nails rusted and slates slipping), new roof required urgently (circa £30k). Land clearance at rear completed at a cost of £5k+.

**Working with agencies, fellow directors and staff to deliver a premium service for the benefit of the community and the success of WBC CIC**

Continuing.