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

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

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

All hours have been agreed for when the green opens. On both Saturdays and Sundays we will open at 1.00pm. These hours will be reviewed and monitored and discussed in our next directors meeting. 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.**

The building continues to have the scaffolding at the back which is continuing to maintain member safety. This situation is ongoing and we are in constant dialogue with our insurers to ensure that all risk assessments are completed. Building maintenance is ongoing in director meetings.

**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.

**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 on our 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).The Talk Talk contract is up for renewal in June so quotes for alternative providers will be pursued and discussed. 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: **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 now Simon Taylor with responsibility for appointment and removal of Directors. It is my duty to 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, Beverley Harper with regards to appointing auditor, presenting accounts to members, and submitting all accounts to Companies’ House and or regulator of CIC. This responsibility is ongoing.

**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. Ongoing.

**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. The Cycle Hub project that we were working with BURY MBC has been put on temporary hold until funding again becomes available. Where we are unable to host events at this stage in the club house we are continuing to form relationships with local groups and organisations to show support though making donations. We are currently working with some local good causes regarding how we can show our support to their needs. All support shown to local charities and groups will be shared on our website for all members to see.

**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 2 grants that we are pursuing. 1) New building via the community ownership grant through the Homes and Community Agency. 2) Bike hub Grant.

The New Building grant is ongoing and is taking longer than expected due to covid. We have now been notified that the window will open again in early June so we will be submitting our bid and will keeps updates as regular as we have them through the website. The Bike Hub Grant has been put on hold although we are pursuing this and are hopeful of it been agreed soon.

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

The membership has now closed with a total membership of 205 which is an increase on last year.

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. Ongoing

**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: **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, unfortunate situation with the ukrain conflict but unfortunately, we are in the beginning of a contract we cannot break. Digital Broadband contact for renewal 2023 now and has risen £2.50 a month.

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

All Directors now have a card and full access to accounts so monthly reporting has ceased. Full end of year accounts scheduled for end of September with Christine Salmon preliminarily scheduled for task (Directors to agree).

**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. There is and will be continuing spend from cash on a weekly basis but we do endeavour to keep this to a minimum.

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

The Co Op bank account is opened and standing orders etc set up. Co Ltd account with Tide is now closed. We have linked our iZettle card payment regimes to the Co Op account and all cash is banked via the post office into said account. D.B is contacting a card reading service for new point of till sales that will attach membership numbers and discount to sales, any nonmember using the facility will pay a higher price. Also looking at linking the new cards to a reader on the front gate, waiting prices.

**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 for that position. No expenses have been submitted or paid. After questions with Solicitors Directors can be paid for any work, they do. This has been a question relating to a new Director being appointed that also does bar work i.e. they will get the £10 Per Hour for Bar Work not Director responsibilities.

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

Beer and products have risen significantly forcing us to put all prices up on Keg. Expect further increases in 2022. The cost of green upkeep will also rise with fuel and fertiliser costs.

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

Prices have been raises (as above) 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 are presently looking at income for 2022 and our donation targets from profit. We consider the AGM to be the perfect sounding post for members to decide.

**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).**

Disapointing news from Bury MBC re the funding of our new stores and the concrete work. They have withdrawn after committing us to the huge spend (wiped out our reserve with Co Ltd).

**Investment.**

Nothing to Report

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

Continually assessing the grant and loans market for funding for new club, decision needed in 3rd quarter.

**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 that the insurers are not willing to fund. D.B has taken the case to the financial ombudsman for arbitration and is considering using a recovery firm at 15% of recovery fee (no recovery no fee). This is a Co Ltd project and not CIC until any Asset gets transferred in the next 3 months.

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

Important to note that D.B. will withdraw from any CIC position in the next 6 months.

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.**

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**.

Unfortunately, George is undergoing treatment at present and must take things easy for a few months. Bill has agreed to cut the green for this season. We do need help with the surrounds and hedges. We will put a notice up and see what help we can get. Needs to be coordinated through Billy so we have all access and training in place. We ask all to support George and come and see him as he gets back on the road of recovery.

**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.**

      We have the two new stores arriving on the 5th of April. Unfortunately Bury MBC have withdrawn from the promise of paying for all the base and purchase of store leaving the total cost on WBC Co Ltd. Huge disappointment and cost. Bill is continuing to discuss funding for the bike hub with Bury MBC. Simon has asked if he can store materials in the machinery shed for a short period of time. We won’t return to other peoples goods or equipment being located on the site after the trouble we had getting them off last time.

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

     We have the Tony Walton Handicap taking place in 2 weeks (run by me and Bill). We need notices put up immediately, so we get a good turn out. The diary on the web page has all dates and ownership loaded. Gary to keep an eye on dates for stock and opening hours.

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

      See Above. Jo Owen has asked for the green for Bury Ladies comp in August (in Diary), After last year’s negative comment re the price for hire of the green they have made a 360 degree turn. We do want payment prior to the event. Again as Directors agreement the green is £10 a hr to hire with a £40 minimum on all occasions.

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

     Nothing to report.

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

     We have started paying league fees for all the teams. We have only paid the Radcliffe Parks A team entry money as at this point we are not sure if they will have a team as we have one paid member for that team (the captain Tone Lee). We will as per previous Director’s meetings except any Church Institute teams or players. 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.

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

    Covered above