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

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

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

Hours have been changed as per notice on the gate. The club will not open at weekends until 3:00pm. Thee hours will be a temporary measure until the football season kicks in on 05 Aug 2020 when we will open as football games dictate. Notices will be displayed around the club to advise customers.

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

All staff have now filled out contract forms and are set up to be paid through CO-OP bank. Wages and duty nights no change.

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

All cleaning duties carried out by Hilary Cropper who is doing a fantastic job and will continue for the foreseeable future..

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

No change. The building is still shored up for safety with regular checks been completed for safety.

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

Cellar services provided by Carlsberg Marstons who now only take weekly online orders. We are also supplied by Joseph Holts delivering twice weekly. No changes in beer gas that is supplied. Lines still cleaned fortnightly by Gary with the welcome help from David Rosenfield who can takeover in case of illness or holidays.

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

Bulk beer orders still done through Carlsberg Marstons and Joseph Holts. Mixers and soft drinks supplied at best value buys which are closely monitored in order to get the best deal for the club.

Crisps nuts etc are supplied as wholesale prices. We have now received all of the free stock as promised by Gary Taggett our previous Marstons representative. We are awaiting for confirmation of who our new rep will be and we endeavour to ensure that the club receives the best deals in order to maximise our profits.

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

A list of all key holders is held by the directors. Our security partner has reset the CCTV camera system and we are awaiting a new camera inside in order to have a new completed security system.

We have also arranged that when the new membership opens then we will have a locked door on the bar in order to ensure safety for members and staff. This will include a fob system so that members have fast and easy access to the bar and clubhouse. The only cost to the club for this will be the fobs that we need to purchase for our members.

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

Advertising of events will continue on our website, social media sites and with posters in and around the club.

**Security, keys and access.**

As advised a new system has been installed on the premises with new cameras to cover all of the main areas of the club. Directors now have access to view this so that the club is protected at all times.

A huge thanks to Gary Wilcox and his team of Mel and Meg for supporting us with this. The club really do appreciate your continued support.

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

Paul McMullen still doing his usual great job in taking care of the club website and the social media platforms. Of which the success has been seen with the support received in hosting the two recent bowling tournaments. We are still actively seeking quotes for a new internet provider and will commit to the best one as soon as we have received all of our quotes.

**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. As anticipated David Bevan was recently replaced as Financial Director by Beverley Harper with all of the relevant documentation been completed with companies house.

**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. Ongoing

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

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 and our application was submitted for initial accessing. We await upfates regarding this and members will be fully updated as this happens 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 record 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* **Bev Harper**

**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.**

TalkTalk called on 15 June offering access to a new full fibre network. DB directed them to Simon for further discussion on chosen service after completion of precent contract.

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

Monthly reports for Directors ceased in April 2022 when all were given access to full accounts and reports access. A detailed report on finances will be prepared for the members AGM and reported that must be held before the end of the financial year with a final year end version for regulator/companies house. The Business plan does need updating in terms of risk, new Directors and business financial plan.

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

A detailed record has been on situ since day one of CIC set up. Daily accounts are captured with all expenditure and banking. A loss was detected of circa £120 (cash) on one particular day of business, a detailed investigation was enacted, owing to lack of any hard evidence no remedial action was taken. The day to day financial management has been re assessed and responsibilities reviewed.

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

The CIC bank account has now received £4,800 from the closure of the Sterling Bank (old Co Ltd account). All directors have access on a daily basis and all registration and monitoring is in situ.

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

The directors have recently updated the H&S requirements and training for all staff and volunteers behind the bar. All staff are aware of accounting requirements for day to day management and monitoring. No expenses have been asked for or claimed.

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

Gary Lee (Operations Director) continues to liaise with suppliers and drives excellent benefits from our ‘without ties’ situation.

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

As pont 6 above. We believe the prices are below the region average and customer footfall indicates the reasonableness.

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

Asper 7 above.

**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. The directors are also reviewing the tournaments that are booked in and looking into what additional opportunities we can take advantage of to maximise all areas of income.

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

This task will fall to the new Finance Director (Beverley Harper) who will be ensuring she sees all spend and invoices and agrees any spend over £100 (other than supply previously agreed)

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

The directors are still in ongoing discussions regarding the distribution of all profits from the CIC that are to support local good causes. This will all be confirmed and rubber stamped for the AGM when all donations and relationships can be shared along with ongoing news that is to be shared on the company website.

**Investment.**

Nothing to Report as we have submitted our ongoing funding application for the building grant although this is an ongoing procedure.

**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.**

A recent article distributed to all members underlined the clearance project, the concrete work, erection of support buildings and significant costs involved. Bury MBC pulled out of funding for near term use for local project leaving WBC Co Ltd with total cost. The project as always designed to prepare for demolition of the club building for storage, goods and members while the existing building is no longer available, this was a strategic necessity.

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

Ongoing.

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. We are actively updating our forms that we record the checks on so that we have them saved should we need them in the future.

**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. The claim that we were making in relation to the subsidence on the building has been declined. We are now assessing this news and are looking into if we can do anything further and will update accordingly.

**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. Contact has been made to arrange the next service date and this will hopefully be confirmed as fully completed in the next report.

**CCTV control, reports and maintenance.**

The cameras recently went down due to a problem with the server. This was repaired and back up running within a short period and now additional directors have access to the system. 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.**

This has been requested and a date for completion is to be advised. In the next report we will be able to advise that all of the relevant checks and testing has been completed.

**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.**

The safeguarding policy has been updated with copies of the policy on the website and also in paper form within the club. Again all policies are held within the club and online for all members to view. These policies are constantly reviewed to ensure that the club is compliant.

**Security, keys, access.**

Spare keys were currently held in a key box behind the bar. This was not locked and visible to everybody. We have recently purchased a new security box and this will be put in a place where customers are not able to view this so that spare keys remain safe. Access to the clubhouse is soon to be done on an electric door system where all members will be issued with a fob to gain access to the club. The timescale has not been confirmed although this should be completed by September.

**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 has needed a major operation to assist in his recovery and remains in no condition to assist in green and surrounds maintenance. With assistance from many and especially Simons lead we have managed to keep on top of the surrounds. A new volunteer came forward to assist in green cutting and that has resulted in previous person being unable to work with them owing to unilateral decisions on programme and maintenance (regime that was pre agreed). We do have another volunteer that has come forward who we hope can work with the other volunteer. We do need to manage a programme of fertiliser in the next weeks and suggest that a liquid spreader (circa £600) is purchased to save on long term costs. We continue to keep the green fee payments from teams separate from main income to demonstrate it is self-sustainable without financial support from the “club”.

    **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 had no contact from Bury Council regarding the use of premises for local schools and community in general. I have been made aware that the officers at the council have changed and aware that we do not have ant representation or dialogue with Bury or the previous network of contacts.

We would like to take this opportunity to thank Les Cropper for his continued hard work with promoting the club and seeking new members and bowlers. Les dedicates his Saturday morning’s to teaching new members which to date has been a roaring success. To date Les has had 19 different people attend for lessons. This has had a very positive reaction both around our club but also other clubs in the area.

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

Aware that we do have teams on the premises on Mondays and Tuesdays when we are closed, we do need to urgently consider how we open the facilities for the bowling hours to serve the customers and members and also bring in added income.

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

Disappointed that one of the early handicaps did not take place especially when the team captains agreed the dates and who would be delivering each! we will try to get the missing handicap back on the calendar. Bev and Matt deliver the next event next Saturday. All event dates are in the diary and on the web pages. Very aware that we do not hold enough events and ad hoc communal games and aware that the Eagle is getting 16 every week delivering significant income and managing members expectations. Getting people interested and on the green is a priority to gain and hold members for teams and bring income.

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

No applications for use and the only booking is Bury Ladies coming soon.

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

All fees are now paid. We are expecting two teams to win leagues and return winnings.

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

 As above

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

 Previously mentioned.

**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.**

I have been made aware that we must hold a members AGM before the year end and need to agree the format and inclusions as per the articles of association.