**Whitefield Bowling Club Management Committee: Minutes**

**Month:** September 2023

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| 1 | In Attendance | Tina McGlynn: Jo Owen: Warren Jackson: Paul McMullan: Colin Jack: Bev Harper: David Bevan. |
| 2 | Minutes of last meeting | The previous minutes were read and acknowledged as a true representation of the August meeting. Ruby Cropper memorial competition completed with community donation to Children’s Hospital to be sent this week. The risk assessment and additional license was in situ. No safeguarding issues. |
| 3 | Finance | We are in the final month of the financial year and monthly accounts have been monitored and delivered by our independent accountant. We have had significant expenditure beyond our control this year in terms of the underpinning project that cost £11k that will impact on our gift and support programme. Further decision re distribution will be prepared after the year end account. We currently have £17k in hand. Agreed community donation for September are: - £100 sent to Christies (cancer) via Joseph Holts campaign. A donation of £100 will be made to D-Caff Alzheimer support. Trust House (food bank), Bury visually impaired society and Bury Hospice will be made following year end summary. AGM will be first week in November and condensed accounts will be made ready for management team and members. A support grant of circa £5k has been asked for from Gov.UK to fund feasibility of COF fund grant of £250k. Living wage payment accepted and in situ for all paid staff. Management team agreed previously not to differentiate re age and pay all £10:40. Prize money is due from at least two teams, D.B to chase and bank. The Co Op banking service will be used for all grant monies as part of the two-signatory rule and in keeping with our financial and governance standards. |
| 4 | Staffing/Volunteers | Winter opening hours was brought in at the end of bowling season to reflect demand. Jo is still delivering rotas and attendance. Warren to prepare to again deliver a health and safety overview for any team members who missed previous. Agreed to ensure the cleaning of the dish washer is in duties. Bar cleaning and stock management is working well and thanks to Jo. |
| 5 | Health and Safety | Warren has reviewed the H&S paperwork, logs, RAMS and near miss records. We have agreed that all and any events that are over and above the “normal” day to day operation must have a risk assessment and management of any issues or possible events. The weekly site and building logs are up to date. Site and duties easier now scaffold has been removed. Note that the planned rebuilding project will cause much disruption and the site will be either closed or restricted. Thanks to Warren. |
| 6 | Safeguarding  Equality and Diversity | The competent person register and post holder is now Warren (DB check posted on notice board). Warren to review the policy to ensure its up to date and being delivered. It was noted that we have had three breaches of children under the age of 16 being on the premises after 18:00. All team are to remind staff and public that our policy and statement is that this is not optional. Agreed not to review the age or time restriction at this juncture. A new competent person from team needed asap to manage and deliver E&D, also agreed that the E&D policy requires a full review to capture the strands of diversity and legislative change. We still have had no response from Bury Jamia Khizra Islamic Centre. |
| 7 | Community Projects | Following discussion with Councillor Bernstein (all agreed should not have had to go to this extreme) we have finally secured a meeting with Bury MBC community hub manager for the 11th of September @12:30. Paul has been meeting with Whitefield Park bowling committee on how we can help support them and look at 2nd club membership offers and any help with green and surrounds. Discussion on how with our expertise in green and bowling management can help maintain and keep the viability of these two community greens viable. Bev is in discussion with Bury Hospice regarding the offer to award WBC a star of honour in the premises for our long-term support and financial assistance. Paul to meet with D-Caff in next weeks to present the funds to support Christmas projects. Tina to contact Bury visually impaired society to make the award as agreed. D.B contacted Trust House to advise in summer that we were unable to fund any projects following the underpinning costs. He will return and determine how we can help coming into Christmas particularly for the Children’s presents and “treats”. D.B in partnership with “Onwards Homes” has joined the access to contractor’s programme that delivers projects in the community through the associations income and spend programmes. If we are aware or notified of any members or community partners/members in need of work (painting, repairs, or advice on purchasing works) speak to D.B. Jo is to provide a certificate of donation from Children’s Hospital Ruby memorial award for CIC regulator notification. A special thanks to Jo and her team for the year-on-year hard work in delivering the memorial and the fact that we have donated over £7k to date for the worthiest cause and ensuring Ruby remains in our thoughts. The allotment season will wind down after September, we need to determine if any resources are needed (fertilisers etc). Pamela Marsden (one of our trustees) has agreed again to support us with counselling and community health and wellbeing advice, D.B to arrange attendance at next meeting for a short presentation (remember we only signpost). |
| 8 | Membership | Pleased to report that we have had over 200 community free access non-members use the facilities this year. Membership is closed and will re-open on the 1st of January 2024. D.B/P.M/C.J need to review membership rules as the reality that non-members are welcome on the grounds and recreation building seems to be lost. We also do host under 18s, schools, teams, leagues, and public. Perhaps asking solicitor’s advice on correct wording re Private Members club and community access (seems contradictory) as we do not want to cause any issues with licensing at BMBC. Discussion required once grant position clear on if we can charge a membership when the club is closed for refurbishment and this will have an impact on cash flow and income. |
| 9 | Diary | One competition left in September then a green closing event for early October. Received thanks from the Radcliffe league for allowing them to use the facilities for the year end doubles event. Discussion required on Christmas calendar. |
| 10 | Marketing and Operation | Paul has been working with Whitefield Park re marketing and communication and there may be a possibility of some cross support and new ideas. Paul and D.B to discuss WBCCIC with BMBC hub manager next week as to what/how and mechanisms for expanding our role in the community partnership that we have been part of for 3 or more years. What has happened to the meetings? One on a zoom format in last 12 months and nothing since! D.B has spoken again to British Crown Green marketing re accessing the calendar of events and hosting games and comps, we did plan to hold the coaching sessions that were cancelled (weather). |
| 11 | Bowling/Green | Colin is to arrange a year end bowling meeting to discuss the league year, teams, rules and the A&B team’s interaction. Captains to be appointed. This is to happen in October. Decision making on green work and action needed. Seems to be unliteral decision making of programmes of work by different “volunteers” that needs to be coordinated. |
| 12 | DTD Operations | A review of who on the management team does what. It is noted that now with the departure of Gary that we have an imbalance in duties and ownership. We acknowledge that all our management team are unpaid volunteers and the help and time given is appreciated. A body is needed to procure stock and goods outside the standard stock items. |
| 13 | Any Other Business | We are still in the process of chasing the COF grant for community facility refurbishment. Our Gov.Uk appointed consultant (Sporting Assets; James) has been a great help and is supporting us through the process. D.B is also seeking grant from Vallencia (waste management) for the urgent reroof to circa £50k and this will demonstrate match funding. D.B has been in discussion with GMCVO re financing should match funding not be secured, they have agreed the stage one application and we have now put that on hold for the time being.  **Councillor Bernstein** has met with the Exec Director for Regen at BMBC on our behalf as to what long term and permanent assistance we can achieve together. Our councillor has been a tremendous support and is a true champion of all we do and for this valuable community asset.  Finally, a huge thanks to **Paul Murphy** (ex-Lord Mayor of Manchester) our British Crown Green County secretary who has enabled us to move mountains! |