

Nailsea and District Croquet Club
Minutes of Committee Meeting held on 21.03.2018

Present

Andrew Wimshurst, Mike Tracy, Peter Dyke, Brigit Clayton, Coral Harrison, Brian Roynon, Linda Shaw, Meriel Forshaw
In attendance: Joan Timmins

1. Apologies

None; Brian left at 11.30.

2. Minutes of the meeting 14th February 2018

The following amendments were made to the above minutes:

‘SW teams have been agreed’ - should read ‘SW fixtures have been agreed’.

Safe Guarding – Should read - Peter Dyke to contact Jean Hargreaves re ‘the updating service’.

The minutes were then agreed, signed and dated.

3. Matters arising from the above meeting

Andrew e-mailed all club members on the 22nd February 2018 updating them on “The prospects for the 2018 croquet season”.

4. Treasurer’s Report

The report was discussed and the committee made aware of significant expenditure which will arise due to equipment repair and re-seeding of the lawns.

Action: Mike

5. Property Report

The report was discussed and noted.

5.1 Pavillion

Replacement of the porch light with a PIR light has been delayed until the weather improves.

The repaired mallets are now in the clubhouse.

5.2 Archives

Concerns were raised regarding the storage of archives; these papers are presently stored in the roof space, and it is possible they may become damaged due to damp weather conditions.

It was agreed that the archives would be moved from the roof space into the clubhouse and a new storage area may have to be found for some of the chairs.

Action: Brian/Brigit

5.3 Skittles

The skittles evening was successful. It was suggested that we look for another venue with two lanes next year.

Action: Brian

6. Lawns Report

The report was discussed and noted.

7. Membership

Membership subscriptions are due in April. The membership form is still being revised due to the need to incorporate Data Protection information.

It was agreed that the revised form would be sent to members. Data protection information would be sent as a separate paper attached to the form.

The “Dear Member” document received from Chris Roberts will be sent to all members after Mike has revised it.

Action: Coral / Mike

8. Data Protection

8.1 It was agreed that the list of member’s personal data, telephone numbers etc. presently pinned to the wall in the club house will be removed and placed in the back of the lawns booking form. It will still be available to club members when required.

Action: Meriel

8.2 Privacy Policy

The draft policy Mike had prepared for the meeting was discussed.

It was agreed the following should be added to the document :-

The date of the document – the version number – review date.

The document would then be sent to members with the membership form.

Action: Coral / Mike

9. Constitution and Handbook

9.1 Constitution -Mike, Brigit and Peter Longdon have agreed to work with Andrew on this document.

Action: Andrew

9.2 Handbook - continues as work in progress.

Action: Meriel/Linda

10. Safe Guarding

It was agreed that Jean Hargreaves’ contact details should be removed from the document and instead - ‘refer to the CA safeguarding policy’ be inserted.

Fran Appleby to be contacted to confirm that she is happy for her email to be on the NDCC safeguarding policy.

Action: Meriel

11. Club House – Information Board

Meriel asked for confirmation as to what should and what should not be displayed on the public information board. Meriel to review and report back at next meeting. Linda offered to help.

Action: Meriel

12. Recruitment

12.1 The proposals presented by Kathy and Erica were discussed and agreed with one exception:- Page 2. Question 3. The charge should be £1 per item and a donation box placed in close proximity. Committee members to let Kathy know if they are attending one of the Hospice open days. Meriel to reply to Kathy.

Action: Meriel

12.2 Andrew and Mike to liaise with John as to when the lawns will be ready for use.

Action: Andrew/Mike

13. Coaching

A coaching session led by Dave Kibble will take place on the 18th April in the clubhouse. Title - "The Mental Approach".

14. SWF League Teams 2018

To date there has been a poor response to team membership. Therefore, captains of each team will contact individual club members.

Action: Team

Captains

15. Club Competitions 2018

Nothing to report as too early.

16. AOB

16.1 Membership – Nick Taylor will not be joining the club next year.

16.2 Constitution – section 8 of the document – Linda identified that this section needed to be reworded at the NDCC AGM 2018.

16.3 Brigit had been approached by Violet re: having an informal get together in May. It was agreed that this should be put on hold for the moment.

Action: Brigit

16.4 Meriel suggested that two committee members, namely Andrew and Coral should receive the draft minutes for checking rather than all committee members. This was agreed. It was agreed that all reports sent to committee members should be dated and also copied to Joan.

16.5 Peter –A letter had been received from Marcus re: improvements in AC and GC handicaps at NDCC. Peter has responded to the letter explaining why improvements have been made. Marcus will report back to the SW Federation.

16.6 At the next meeting, we will need to discuss approaching someone to take on organising the cleaning rota.

17. Next Meeting: Tuesday 24th April, 10.00am at Mike's.

The meeting closed at 12.15hrs.

Signed as a true and accurate record

Name.....

Signature.....

Date.....