

**Nailsea and District Croquet Club
Minutes of Committee Meeting held on 22.11.17**

Present

Andrew Wimshurst, Mike Tracy, Peter Dyke, Brigit Clayton, Coral Harrison, Linda Shaw, Brian Roynon

Apologies

None

Co-option

Agreed unanimously that Brigit be co-opted to the committee

Minutes of meeting 18.10.17

Agreed as correct and duly signed.

Matters arising from meeting 18.10.17

- Andrew has contacted Erica re DBS check and has not had a reply
 - Andrew to chase her and remind her she will not be able to coach juniors until this has been completed

Action: Andrew

Committee roles and responsibilities

- Noted Secretary role not filled
 - Joan Timmins has offered to take the minutes only but not to circulate, prepare agenda or undertake full secretary responsibilities

Action: Linda / Joan

- Kathy had taken on a lot of additional responsibilities and there is scope for delegating some of these to other, non-committee, volunteers. She has kindly offered to continue with some roles until a replacement is found

Task	Person
CA liaison- tournaments and others	Kathy
Club afternoon rotas	Kathy
Lawn booking file	Kathy
Lawn lay out chart	Kathy
Handicap tracking charts	Kathy
Tournament catering rota	Kathy / Violet
Club Facebook	Kathy
Committee agendas	Brigit
Committee minutes to website	Mike
Reminding people to write committee reports incl John	Brigit
Keeping current minutes archive	Brigit
Letter writing	
Non CA correspondence / contact	
SWF correspondence	Linda
Club handbook	
Club newsletters / updates	
Social lawns bookings	Brenda & Brian
Xmas meal	Coral
Skittles	Brenda & Brian
End of season American supper	Brenda & Brian

- Noted risk of fragmentation if tasks are shared too widely

- Some people have been specifically approached with view to taking on secretary's role but with no success
- Others who might help were identified and Coral is to make contact with them
Action: Coral
- Kathy to be asked if she would keep a 'triage' role for the time being
Action: Linda

Treasurer's report

- Report and figures may be found below
- Figures correct
 - Except £391 in debt to Water Company and our monthly DD has been increased to £86 which would bring annual cost to around £1,000
 - This may be due to intensive irrigation although we were already £150 in deficit at the end of April but likely the future cost has been over-estimated
 - We could arrange to pay off deficit in one go - but cash flow not conducive to this
 - Probably can't call down CA grant til we've spent all the money which we haven't done
 - The increase in DD should pay off the deficit in about 6 months after which the DD will be renegotiated if possible
Action: Mike
- Bank mandate
 - Noted that we need to review the phrasing of our constitution to ensure we correctly identify potential account signatories
 - Noted that an overview of the constitution would be helpful and a working party to be drawn together of 4-6 people including at least one committee member and ideally one trustee
 - Andrew will ask all members for expressions of interest in this and the group will be identified at the next committee meeting and be formed to present any proposed changes at the next AGM
Action: Andrew
 - CA model club constitution to be made available to the group
Action: Brigit

Property report

- There have been problems with porch light for some time - proposal to buy motion sensitive light so makes existing one redundant
 - Mike will try out his and to be reviewed at next committee meeting
Action: Mike

SWF AGM feedback

- Peter reported that SWF currently have no treasurer or webmaster
 - Next year they will be seeking a new Chair League Secretary
 - Within the next 6 years a replacement Development Officer will be needed
- Linda replied that things are not as bad as seems
 - Leads for Chair, Treasurer and League Secretary are being followed up
 - Alison Jones will be designing new website which should be easy to manage
- Peter noted the committee reports fine except that of the GC advisor who spent a lot of time picking apart Nailsea's GC League rules proposal before Peter had a chance to present it (in fact he never had the opportunity to do this due to pressure of time and only had the opportunity to sum up after everyone else had spoken)
 - Linda noted these concerns and will take them back to the SWF committee
Action: Linda

- Our proposal was not adopted - Peter felt that larger clubs supported it but smaller clubs did not
 - He felt the rarity of draws was emphasised and not the inherent unfairness of time limits in handicap games
- The Bath proposal was adopted
- The proposed Constitution changes were adopted and Peter noted these were largely to bring them in line with practice
- Mike asked if any reference had been made to Federation handicappers
 - Linda could not recall specific reference but referred to forthcoming requirement for all clubs entering League teams to have a club handicapper in the relevant code and that training will be provided in the new year
- NCD been changed: 13th May - Kathy to be informed

Action: Linda

SWF League Teams

- Peter's email to John Grimshaw is reproduced below
- Intermediate teams - no real problem in finding players - to confirm this with Tony G

Action: Peter
- Noted Peter Longden has agreed to captain Tony's Intermediate team next year
 - One of the reasons Tony found this difficult was the inaccuracy of team contacts in SWAN

Action: Linda to feed back to SWF
- Replacement needed for Linda's Federation team captain
- Short croquet teams - agreed to confirm entry of 3 teams spring but only 2 in the autumn

Action: Peter

 - Noted both competitions oversubscribed for 2018 so it will run over 3 days at Camerton and Peasedown
 - This is likely to be the case when it returns to Nailsea in 2019
- Discussed whether or not players should be allowed to sign up for more than one league team e.g. B League and Intermediate
 - Agreed to make no changes next year
- Peter queried if we are ready to enter a team for the national inter-club GC
 - He will approach potential players and make a decision on the basis of their interest

Action: Peter
- Composition of League teams to be established in the new year when dates are known

Action: next committee meeting

Club competitions

- Noted uncertainty in view of late season start next year - we cannot do much planning at this stage so to be reviewed in the new year

Action: next committee meeting
- David Hogg is approaching Tyntesfield to see if there is a possibility of us playing there
 - We could consider approaching Bristol, Weston etc

Action: next committee meeting
- We have used cricket pitch at The Grove in the past - to be approached again

Action: Peter

Coaching

- Some responses have been received from the questionnaire and will be collated

Action: Linda
- Two winter coaching sessions to be arranged to fit in with social agenda (8 Jan 8 Feb 5 March 11 April)

Action: Linda

Xmas lunch

- Bookings going well and small profit expected
- Request for raffle prizes has gone out to members
- Joy Wilyman - a longstanding member and erstwhile Trustee - will be attending and will be welcomed

Dishwasher

- Cost of dishwashers and their suitability for our use / racking system will be researched
Action: Mike
- Agreed that list of pros, cons and general comments be established to form part of the report back to members
Action: Linda
- This is the starter:

Pros	Cons	Comments
Cost of installation minimal as Brian could do this	If we bought a domestic machine the guarantee would be invalidated by club use	If the decision to buy is made, it's purchase can be linked to available funds - the 100 club may wish to support it's purchase
Better hygiene - less risk of infection etc	Will be as successful as the weakest link i.e. the human factor	Cost is likely to be in the region of £500
	Could be several days before it is full enough to use - may mean no crockery immediately available	Could limit its use to certain occasions e.g. club days, league days, tournaments
	Could take up to an hour to run the cycle - hanging around for this on busy days	Crockery not dishwasher proof - pattern will fade - not a problem
	Improved hygiene by members could mitigate concerns - possible friendly reminders	No evidence / record of any infection etc as result of poor hygiene
	Container for used tea towels would prevent their re-use	
	A different hot water system could encourage better hygiene	
	Move tea towels so people don't dry their hands on them	
	Washing up liquids are designed to work with cold water - a washing up brush containing liquid in the handle would facilitate better hygiene	

AOB

- Agreed to take up Kathy's offer to complete the sports club survey
Action: Andrew / Kathy
- Update on work of CA development officer will be in next Cygnet
- Kathy to be asked to update constitution following AGM
Action: Brigit
- Coral has not received the missing junior's form
Action: Peter
- Need to look at plan for starting play next season
Action: Andrew / next committee meeting

Next meeting

17th January 2018 10.00 at Mike's

Action: Linda to inform Joan

Reports presented to the meeting

Income and Expenditure Accounts year ending 30/09/2018					
Income	2018	2017	Expenditure	2018	2017
Subscriptions	£0.00	£9,387.00	Lawn Management	£0.00	£2,328.27
Coaching	£0.00	£225.00	Top dressing and levelling	£15,833.28	£5,712.58
Match Fees	£24.00	£735.00	Machinery maintenance	£666.41	£107.85
Tournament Entries	£0.00	£763.75	Machinery purchase	£0.00	£399.08
Club Competition Entries	£0.00	£427.00	Travel	£38.50	£683.15
S W Fed / CA (lawn hire)	£340.00	£160.00	Grounds / Pavilion	£0.00	£1,397.65
Corporate Lawn Hire / Visitors	£0.00	£524.00	Admin & advertising	£23.78	£168.25
Tournament lunches	£0.00	£989.00	CA / SWF	£0.00	£1,077.50
Social events	£1,150.00	£1,701.21	Rent	£500.00	£500.00
Refreshments	£0.00	£676.18	Tournament lunches	£0.00	£340.88
Tuck Shop	£0.00	£152.56	Social events/Croquet Challenge	£0.00	£1,227.04
Raffles / Donations	£0.00	£187.59	Fuel	£0.00	£278.05
Miscellaneous	£0.00	£106.59	Electricity	£31.00	£306.07
100 Club	£0.00	£624.00	Water	£55.00	£322.50
Games	£125.00	£1,044.10	Miscellaneous	£0.00	£283.22
			100 club	£40.00	£255.85
			Trophies	£267.49	£234.49
			Insurance	£0.00	£949.98
			TOTAL EXPENDITURE	£17,455.46	£16,572.41
			Surplus For Year	-£15,816.46	£1,130.57
TOTAL INCOME	£1,639.00	£17,702.98		£1,639.00	
Balance Brought Forward 01/10/2017	£19,553.64		Cash at bank	£3,941.68	
Unpresented cheques at 01/10/2017	£12.00		Unpresented cheques (out)	£216.50	
Surplus for year	-£15,816.46		Total funds	£3,725.18	
Balance Carried Forward 30/09/2018	£3,725.18				

Treasurer's report

Spreadsheet attached. You can print the summary page if you wish by going to the High Level Actuals worksheet tab.

I have 3 cheques for the Christmas lunch to pay in (£69) which therefore do not yet appear in my records, but confirms that we have 53 people paid up for this event.

Current balance at the bank less unpresented cheques is £3,941.68

The deficit for the year is £15,816.46

These figures were recorded on 20/11/2017. Note that our assets include £1,150 for the Christmas lunch, most of which will be paid to the caterer, so £3,000 would be a better valuation of our cash balance. I have contacted the CA by email to find out when we can draw down the £5,000 grant. Liz Larsson has been out of the office so I have not yet had an answer.

I have done some work on the budget area of the spreadsheet, but it is no more than a wet finger in the air because of all the uncertainties I mentioned in my report at the AGM.

Kathy's departure from the committee means that she should no longer be on the mandate as a signatory of cheques. We have to decide who (if anyone) is to replace her. It would be preferable to do the removal

Peter's email to John Grimshaw

Nailsea intend to enter the following leagues in 2018:

- Parkstone Div 1 - 1 team
- Parkstone Div 2 - 1 team
- Parkstone Div 3 - 1 team
- Federation League - 2 teams
- Intermediate League - 2 teams (?)
- B League - 0 teams
- Golf Croquet Level Play League - 1 team
- Golf Croquet Handicap League - 3 teams
- Golf Croquet High Handicap League - 0 teams
- Short Croquet Teams (Spring) - 3 teams
- Short Croquet Teams (Autumn) - 4 teams (?)

Basically this is the same as last year and is what was agreed at our last committee meeting. However, since that meeting some doubt has been expressed as to whether we can run two Intermediate League teams next year. Apparently our captains sometimes found it difficult to raise a team last year (news to me!) and one of them has indicated that he does not want to be captain next year. I will check with the captains and let you know if we want to enter one team, rather than two, in the Intermediate League next year. What would be the consequence if we entered two teams and found we were able to field just one team?

We are not entering a B league team next year as we were unable to raise a team last year. Hopefully we will be able to raise a B League team next year.

GC teams as last year. We are not entering the High Handicap League for the same reason as other clubs - our High Handicap players are not yet confident enough to enter a team. I intend to work on this next year and might invite some of the other clubs who are having the same problem to play a friendly match.

Unfortunately we did not discuss the short croquet teams. I imagine that we will be able to raise three teams to play at Camerton & Peasedown in the Spring - do you have a date for this? - and I hope we will be able to raise four teams to play at Budleigh Salterton in the autumn (if that is permitted) - I assume that the reason we could raise only two teams this year is that we finished our season very early and a lot of players had packed up for the winter. We have a committee meeting this Wednesday and I will check how many teams we wish to enter the Short Croquet Team Events.

Good news - I went down to the club this morning and there were signs that the grass is growing particularly in the northern two lawns, but they are still badly flooded. Hopefully we will have two lawns, at least, that we can use quite early next year.