

**The Minutes of the WWBC Trustee Committee Meeting held on
8th December 2024 at 10.30 at the Club**

Present: - Sharon Boulton (SB), Phil Broomfield (PB), Ian Cuthbert (IC), David Figg (DF), Martyn Grover (MG) & David Smith (DS)

1. Apologies for absence; – Geoff Bailey (GB),

2. Invited members; - Mike Flaherty (MF)

It was suggested that Neil Tullis (NT) will be invited together with MF when these meetings settle down. **ACTION - DF**

3. Previous Minutes;

The minutes of the meeting held on 11th June 2024, having been circulated previously, were approved as being a true record. They were signed by PB.

4. Matters Arising;

The items brought forward from previous meetings were:

The structure of the agenda does not fit with the objectives of the Trustee meetings. A new agenda will be discussed and agreed. As part of the review of the responsibilities for each committee a new agenda structure was agreed, this is the first meeting that uses this new structure. The agenda sent to Trustees reflects this new structure	DF
Agree acting chair position until CIO AGM DF was the chair up to the AGM. The chair of future Trustee meetings will be agreed at the start of each meeting.	DF

This meeting was the first with the newly appointed Trustees in place.

The meeting wishes to thank Bill Mewis and Mike Flaherty for their contributions setting up the new structures and processes and their time as Trustees. The meeting welcomes the new Trustees Sharon Boulton (SB), Martyn Grover (MG) & David Smith (DS).

5. Agreements taken between Trustee meetings;

The following items were agreed by the Trustees either by email or WhatsApp group.

- a. 24/07/24 Approval for expenditure for 8 new patio chairs - this cost £600.
- b. 15/08/ 24 New 12 month dual energy contract renewal entered into with Octopus
- c. 06/09/24 Approval to reengage accountants Beeston-Clarke for 23/24 cost £1,320.
- d. 19/09/24 GDPR annual review & update - on website - email sent 19/09/24

e. 24/09/24 A positioning email circulated regarding MF standing down as **Treasurer** after year end 24/25. Trustees approval received to appoint Neil Tullis as **Treasurer** under study for 24/25 with a view to be appointed at AGM December 2025 and be fully responsible from April 2026.

Update: Neil Tullis has already started his induction, he has admin access to Bowlr, he has undergone safety checks with our accountants, he has access to the accounting software XERO and has just been added to the bank mandate.

f. 09/10/24 Insurance policy renewal approval renewal. Inception was 10/11/24. The certificate of employment is displayed on the noticeboard and behind the bar.

g. 10/10/24 Approved, Treasurer to continue to oversee the WWPFT lease project. A positioning email was circulated on 10/10/24.

h. 30/10/24 New 2025 membership fees agreed by Board of Trustees, FPM is set at £130 (£116 subs & £14 affiliation fees) and Associate fees at £25.

6. Governance Matters;

As documented above the GDPR policy has been updated and approved and a member to replace MF has been nominated. The member is Neil Tullis (NT).

The **Risk** Framework document for CIO meetings was distributed but not discussed and agreed, this will be carried forward to the next meeting. **ACTION – DF**.

It was agreed to hold the CIO AGM on the same date as the main AGM, this will be the first weekend in December 2025.

It was determined that a risk register is established and updated by all committees. MF will circulate an example to start the process. SB was asked to create the first register with the assistance of the BoT. This will be reviewed at the next BoT meeting. **ACTION – ALL**

7. Management Committee Matters;

As recorded above the membership fees for the 2025 season were approved.

The members end of year financial report was approved.

The changes for the membership forms were approved.

The bar pricing document, circulated on 28/11, was discussed in great detail to help the new Trustees understand how the prices are calculated and the process approved. After the discussion the prices were approved, these prices will change on 03/02/2025.

A reminder will be sent to all Club Officers to review the key CIO and Club documents and remind them of their obligations to the Club. **ACTION – DF**

A request to go to all committees to ask them to test any proposals or actions against the 4 pillars being introduced with the Risk Register of Financial, Legal, People and Reputation. **ACTION - DF**

8. Financial Matters:

The approval for a new dual fuel contract was confirmed.

Our Accountants Beeston-Clarke have been re-engaged of another year.

Our insurance policy was renewed for another 12 months. The Certificate of Employment has been placed on the Club notice boards as required.

MF ran through the documents that had been circulated in support of 2024/2025 budget approval, see the **Agenda Matrix** attached to the minutes for the detail. Following significant discussion, the draft budget was approved.

In the Management Committee Handbook, the expenditure limits and authorities have been reviewed and they are unchanged for 2025.

9. Legal Matters;

The BoT confirmed that MF should continue to manage the process of dealing with the West Wickham Playing Trust about the negotiations associated with a new lease for WWBC.

10. Risk Matters;

The BIFFA bottle collection was causing an issue for our neighbours in Silver Lane with pick-ups being as early as 5.30am. MF wrote to our neighbours and escalated the issues with BIFFA to the point where the pick-ups were suspended. BIFFA changed the day of the pick-up which solved the issue. This was a reputational risk.

SB has been asked to create the framework for a Club risk register. MF sent some idea to SB. The first risk on the register is GB standing down as Maintenance Manager, a member needs to be identified to shadow GB during the 2025 season. See Risk Register for actions.

11. Any Other Business;

DF was asked by the meeting to write to Steve Peacock, the Secretary at West Wickham Playing Trust, to get an update on the status of the new lease, that is now outstanding. **ACTION – DF**

The current committee structures, following all AGMs, was discussed the view is that DF should stand down as Management Committee rep on the Men’s Bowls Committee **as** he is also the Secretary of the Management Committee. **ACTION - DF**

The meeting was closed at 12.45pm.

12. Date of next meeting:

Next meeting – Date to be confirmed

..... Chairman Date