

WARGRAVE & DISTRICT SNOOKER CLUB

Minutes of Committee Meeting held on Thursday 28 March 2019 at 8:00pm

Present:	Steve Wallace (SW)	Secretary
	Graeme Blythe (GB)	Committee
	Tim Wilson (TW)	Committee
	Steve Barton (SB)	Committee
	Glene Sandom (GS)	Committee
	Nick Pritchard-Gordon (NPG)	Committee
Apologies:	Darren Cabbage (DC)	Chairman
	Dom Matthews (DM)	Treasurer
	Jason Hurn (JH)	Committee
	Colin Blakely (CB)	Committee

The meeting started at 8:10pm.

1. Approval of previous minutes (meeting held 24 January 2019)

The minutes were unanimously approved and signed by the Secretary, as the Chairman was absent. Matters arising and actions are noted under their respective sections below. The approved minutes will be uploaded to our web site.

Action: SW

2. Facilities Management and Safety

Nick will obtain a quote for extending our shelf along the back wall at the same height, which might make it easier to change barrels and stow the piping. Action carried forward.

Action: NPG

Tom P-G had sent Tim the quote for re-covering chairs, which seems expensive (£160/chair +VAT), and it may be better value to get new chairs. Decision deferred to next meeting.

Action: TW

Dart Board. NPG has replaced the old board with a brand new one. Excellent.

TLC Day. The agreed date is the afternoon of 28th April, from 3pm. Nick has a list that will be provided nearer the time. To include OUTSIDE SHED to remove unwanted BBQ kit. Agreed to donate to a Wargrave sports club.

Action: NPG

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3. Treasurer's Update

Dom provided an overview of the financial situation, including graphical analysis. Income is fairly normal. Expenditure is running higher than income, owing chiefly to the new carpet. This was to be expected. The Treasurer predicts a loss this year of about £2800, as a result of our investments in refurbishments.

STOCK TAKE. Dom will undertake during week/end May 31st/June 1st and will need an assistant. Volunteers, please contact Dom.

Action: Dom

4. Membership Update

Jason had provided all the membership information, including database, to Dom, who has managed to carry out the action of purging it of out-of-date records (members who have not renewed). On behalf of the club, the committee thanks Jason for his help in running the membership database for the past couple of years.

Glene has offered to step into the role of managing membership, and will liaise with Dom in regard to a handover of the database and procedures. Glene wishes to process more Membership tasks via our website. For the start of the new year, we need:

- Renewal form
- Chairman's letter
- AGM invitation

It was noted that the reverse of the membership cards represents an opportunity to use the otherwise wasted space with, perhaps, the web site address or other information.

5. Bar Rota Update

The bar rota seems to be working well, with subs found for occasions when barmen have difficulties.

As GB is doing this, it was agreed that it would make sense for him also to issue the table cleaning rota, which SW will pass over.

6. Bar Update

It is important that barrel changing is only done by those who have been trained. NPG has offered to be the one to train others. SW will email current barmen to advise them of this.

~~A stocktake needs to be done at the end of this financial year, which means either on 31st May, or at least before we open up on the following Monday. Volunteers please let Dom know.~~

7. Club Competition / Tournament Update

Glene is presently organising the finals night(s). It looks as though Wellavize will be on 1st and Singles on 8th. Doubles is proving more difficult to coordinate, but should happen in May.

8. Social Events Update

The rugby matches were well attended and provided a boost to bar takings. It was asked whether it is possible to say what the 6-Nations takings were. Dom advised that if there we are open for matches on both days of the weekend, only one Till Sheet is needed. The person closing on the Saturday need not complete the Till Sheet, rather cash up and leave the Saturday sheet in the cash box for the Sunday barman.

Snooker Outing. Steve B has been looking at the costs of a club visit to a professional event. This is looking pricey, but he will post something on the board to see if there is interest. C/F.

Action: SB

Bob Austen's request has been granted, for the use of the club one Saturday evening (Feb 16th) for a Church-based social event. We will check with Darren that this happened and went OK.

Village Festival 2019. Our entry to the festival brochure has been amended and submitted. The event is now planned to include some food at the higher price of £10.

Tim has kindly offered to be our representative at the ticket selling day. He has requested tickets to be printed but has not heard back, so will chase up the printer. Tim asked for guidance to order and organise catering. Agreed Tim would call for volunteers via e-mail.

Action: TW

Andy Meader has approached the Club with the suggestion of a juniors' event for the Wolves Boys on a Saturday afternoon. We agree in principle, but some work is required in relation to registering us and obtaining the right clearances. We believe that Colin has been working on this, but will defer the update until next meeting.

Action: CB

9. Web Site and Branding

We aim to drive more membership renewals via the site (e.g. download of forms, Chairman's letter).

It was asked whether we should consider EPSB affiliation. This needs further research, but might prove to be advantageous. Nick will look into this further and present details. Colin took a look at this in Nick's absence and found little information available. C/F.

Action: NPG

A question was raised as to the club's email, and it was admitted that it is not necessarily accessed every day. Tim will be sent the login details and has offered to be another to check it.

Action: SW

Press Releases. Agreed that Colin's Wargrave News piece be adapted to include this year's Club Tournament winners and sent to the Standard and the Advertiser.

Action: CB

10. Any Other Business

Blue Book (of instructions) & Club Task List. Nick is reviewing the Blue Book which will include:

1. Roles & Tasks of Committee Members and

2. List of Contacts from regular suppliers, trades, Trustees, et al.

Nick needs roles of Club Trustees forwarded to him.

Action: NPG

Wargrave News. Colin has done an excellent job and provided an entry into the latest edition.

Mental Well-Being Study. The study has finished Nick asked the Committee for thoughts about getting involved in similar specialist projects in conjunction with WPBSA. On offer at present is doing something to pick up the half dozen over-65s who got involved in the Twyford Club's Well-Being Study. Nick and Colin will look into this while investigating coaching opportunities. We also noted that Steve Barton is happy to open up the club Wednesdays if that helps. C/F.

Action: CB/NPG

Tim noted that it is possible to have results of competitions recorded in the Henley Standard and Maidenhead Advertiser. We decided to record our finals results in both.

Action: GS

The Librarians. Roz and the others have been very helpful to us, in terms of facilitating opening out-of-hours, and also steering Dayla in the right direction on occasions, and various other matters. We would like to send her a gift in appreciation.

Action: DC

Nick has noticed some damp affecting the ceiling of the basement, underneath our "cellar" area. SW will advise Peter May.

Colin Blakely has a key, for purposes of table cleaning. Steve will amend the list of keyholders accordingly.

Action SW

We should consider replacing the now quite worn and damaged table covers with light weight ones.

Action: SW

The middle table is next to be re-clothed. This will be done in the summer. It was agreed to do one table each year, so that cloth is no more than 3 years old.

~~Nick has started pulling together a roles and responsibilities definition, which will be re-circulated for review and improvement.~~

11. Date of Next Meeting

The next meeting will on **Monday 3rd June**.

Steve Wallace, Club Secretary, 28/03/2019

[Revisions incorporated 2/4/19.](#)