

MANOR PARK BOWLING CLUB

Annual General Meeting 12 November 2018 at the Commercial Inn at 7.15pm

1. Chairman's welcome
2. Any Apologies
3. Minute's silence for all colleagues and friends lost in the previous twelve months
4. Minutes of the previous AGM - 6 November 2017 (see attached)
5. Matters arising
6. Treasurer's report
7. Auditor's Report (see attached)
8. 2019 Budget (see attached)
9. Secretary's Report
10. Green Report
11. Captains reports
12. Club General Data Protection and Privacy Policy (see attached)
13. Revised Club Constitution (see attached)
14. Election of Officers, Volunteers and Club Captains/Vice Captains
 - a) **Officers:** i) Chair, ii) Vice Chair, iii) Secretary iv) Treasurer
 - b) **Volunteers:** i) Ground/green maintenance, ii) Fund Raising, iii) Security of Premises, iv) Social Events, v) Communications, vi) Minute Taking, vii) Safeguarding of Members, viii) Auditor of Accounts. ix) Membership Secretary
 - c) **Club Captains and Vice Captains**
15. Election of Club President
16. Honoraria Payments
17. 2019 Mid-Summer Outing
18. Christmas Meal
19. A.O.B.
20. Date and place of next meeting
21. Meeting closed at:

MANOR PARK BOWLING CLUB

AGM 6th November 2017 at

Commercial Inn at 7.15pm

1. B Buckland opened the meeting and welcomed everyone, especially new members.
2. 14 members were present and there were apologies received from M Coombes and E Coombes.
3. A minute's silence was held for all colleagues and friends whom we had lost in the previous twelve months.
4. Minutes of the previous AGM were read and agreed.
5. There were no matters arising.

6. Treasurer's report

Members received a balance sheet showing the income and expenditure from 3/1/17 to 31/10/17 for the period during which the current treasurer had been in post. The forthcoming year would show the full 12 months. The current balance was £6610; however after 2 further cheques have been cleared, the provisional balance would be £4814. The envelope payment system was working well.

7. Auditor's Report

S Perkins had audited the accounts and confirmed that they were a true and accurate record.

8. Secretary's Report

S Perkins said that the club had had a busy and successful year. The new bank account with internet access at Lloyd's was working well. All new players including ladies will in future receive a Derbyshire number. Although the annual grant had been received from HPBC, nothing further had been heard following a meeting with their representatives earlier in the year. Contact had been established with a financial company called Capstone. Following a presentation in October, £400 had been received in sponsorship and enquiries were being made into further sponsorship. The use of the bottom green by Glossop BeWell had been successful despite poor weather; all bowls had been returned in good order and the group wished to return next season. The Secretary had contacted the chairman of Hadfield BC regarding a report in the Glossop Chronicle referring to Manor Park BC. Their chairman had apologised that his words had been taken out of context.

Stan concluded by thanking everyone who had helped him during his term of office and had made his job easier. B Buckland on behalf of everyone thanked him for all his excellent work and wished him every happiness in his new life in Cheshire.

9. Green Report

The new plastic boards on the top green had been much admired by visiting clubs. Paul from Turfmaster had vertidraind the greens in spring, scarified both greens in October and top dressed the top green. He was returning shortly to vertidrain the top green again and would top dress the bottom green in spring. The investment seemed to be showing results. It was planned to buy a second hand mower and to service the Ransom. S Perkins thanked the greens team for all their hard work, and also G Taylor for help with moles and mechanical problems with the mowers.

10. Captains reports

The men's pairs had finished halfway in the division and had had sufficient players.

The mixed pairs had had a reasonable season and had finished 3rd from the bottom. With 14 members there had been sufficient players.

The Longdendale team had not had a bad season. They had won 3 matches and reached the 2nd round of the Winning Plate. With women members, there were always sufficient players.

The Tameside Men had a very good season, finishing 4th and winning the Stamford Cup with prize money of £40. There were a number of rule changes for the forthcoming season.

The Tameside Ladies team had been promoted to the second division.

The Thursday Derbyshire team had struggled at times for players and had postponed matches.

11. Election of Officers and volunteers

President and Chairman	N Linsky
Treasurer	D Howell
Secretary	B Buckland
Minutes Secretary	M Hargreaves
Membership Secretary	D Howell
Auditor	S Linsky
Website admin	N Linsky
Club Outing and uniform	B Taylor
Club keys	H Prady
Greenkeepers	B Buckland, J Favell, N Linsky, B Clayton, W Smith, F Winder, M Coombes

12. Election of Club Captains and Vice-Captains

Stockport Pairs	B Buckland	
Mixed Pairs	B Taylor	H Prady
Ladies	E Coombes	S Linsky
Tameside men	TBC*	W Smith
Derbyshire	K Charlton	B Buckland
Longdendale	W Smith	

13. Honoraria

It was agreed that the current honoraria paid to the Treasurer and Secretary should continue.

14. A.O.B.

The Rolling tournament played for the Harold Ingerson Cup had been very successful. It was agreed to run 2 next year. Members' telephone numbers were to be kept in a locked cabinet in the pavilion. The arrangements for the Christmas party were in place.

15. Date and place of next meeting

The next committee meeting would take place on 12th February at 7.15pm at the Commercial Inn.

16. The meeting closed at 9.25pm

*Subsequent to AGM, M Coombes to be Captain of Tameside men's team.

M Hargreaves has joined H Prady as a trustee.

Manor Park Bowling Club

Income and Expenditure from October 1st 2017 to October 1st 2018

Treasurer: Dewi Howell

<u>Income (£)</u>		<u>Expenditure (£)</u>	
Current A/c Bal B/Fwd 6,610.24			
Membership	1,276.00	Annual Fees etc.	1007.58
Match Events	1,773.82	Maintenance	2993.11
Events	1,991.00	Expenses	68.00
Sold Items	133.50	Equipment	1247.61
Other	835.53	Events	1806.84
		Other	264.98
Annual Income	6,009.85	Annual Expenditure	7,388.12
Total Income	12,620.09	Current A/c Bal C/Fwd	5,231.97

Auditor's Certificate

I have examined the above accounts with the relevant books, receipts and invoices produced and hereby certify them to be a true and correct record of the financial position of the club.

Signed S. Linsley.....

Date: 12.10.18.....

Manor Park Bowling Club Budget 2019

Item	Amount	Total
Bowling Fees		
County Level Fees		
Cheshire County Fees	£25	
Greater Manchester Club Registration	£0	
Greater Manchester Affiliation Fee (Tameside League)	£13	
Derbyshire CGBA Fee (includes BCGBA Player Registration)	£104	
		£142
League Fees		
Longdendale Fees (Final 17)	£51	
North Derbyshire Fees (17)	£111	
Tameside Ladies Fees	£57	
Tameside Mens Registration Fees	£43	
Stockport Mens Pairs Fees A/C No 1	£22	
Longdendale Fees (Interim 18)	£50	
Stockport Mens Pairs Fees A/C No 2	£60	
High Peak Mixed Pairs Fees (Registration and Match Levy)	£74	
		£468
Total Bowling Fees		
Club Admin Costs		
Yearly Recurring Costs		
Website Hosting	£99	
Contents Insurance Henderson	£262	
Endsleigh Sports Insurance	£41	
		£402
Total Recurring Costs		
Green Maintenance Expenditure		
Yearly Recurring Costs		
Spring and Autumn Professional Treatment	£1,000	
Fertiliser Purchase	£186	
Mower Service (2 mowers), (costs vary depending on work required)	£460	
Petrol for Mowers & Other Equipment	£80	
		£1,726
Total Recurring Costs		
One off costs for 2019		
Emergency Repairs to Equipment/Greens	£1,000	
		£1,000
Total One off Costs		
Annual Honoraria		
Secretary	£100	
Treasurer	£100	
		£200
Total Honoraria		
		£200
Total Budget 2019		£3,938

Manor Park Bowling Club - General Data Protection Privacy Policy

All membership organisations have a legal and moral duty to protect the data of their members. The GDPR became enforceable on 25th May 2018 and replaces the Data protection Act 1998. This covers the storage and use of 'Personal Data'.

Personal data is defined as any piece of personal information that can be used to identify an individual, either directly or indirectly.

This covers:

- Name
- Home Address
- Telephone numbers
- E-mail address
- Date of birth

Data collated about members is strictly limited to what the Club needs and is only used for those purposes. It is updated regularly and as accurately as possible from the information provided by members.

Member's data is held electronically on the Club Membership Secretary's computer, in a file which is password protected. The only paper records the Club holds are the initial membership application forms completed by members, from which the electronic records are collated.

The Club will not share or disclose any members' data with another organisation with the exception of;

- a) Name and BCGBA number are submitted to each League in which the member is registered to play.
- b) Name, BGCBA number, gender and year of birth are submitted to Derbyshire Crown Green Bowling Association upon request by the County Secretary.

All emails sent out arrives at your computer addressed just to you even though it may be a club-wide communication sent to everyone. As a result there is no possibility that your email address can be viewed by anyone else. The Club will not publish anyone's contact details in an email to the group without their permission.

Email recipients will now be informed with every transmitted email that they can unsubscribe if they so wish. Information on how to unsubscribe will be found at the end of each email. Members data is deleted one year after they cease to be a member.

We have not appointed a Data Protection Officer to oversee our compliance with data laws as

we are not required to do so, but our Club Membership Secretary has overall responsibility for data protection compliance within the organisation.

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

In the event of any query or complaint in connection with the information we hold about you, please email bowlingmanorpark@yahoo.com

Version 1 August 2018

Manor Park Bowling Club

Constitution

1. Name

The name of the club shall be "Manor Park Bowling Club".
(hereinafter referred within this constitution as the 'Club')

2. Aims and Objectives

(a) To provide facilities to further the game of crown green bowls within Glossop and its surrounding areas.

(b) To encourage the community to take part and learn the art of crown green bowling.

(c) To improve the quality of life through active participation in the sport of crown green bowling.

3. Membership

Membership is open to anyone living in the geographical or surrounding area of Glossop who is interested in furthering the aims and objective of the club and who has paid the annual subscription laid down by the management committee.

Various forms of membership shall exist, as decided by the management committee.

4. Refusal of Membership

The club may only refuse membership for a valid cause, such as conduct or character likely to bring the club or the sport into disrepute, or where a disciplinary sanction by the club, county association or the BCGBA is in place. (The club will follow the BCGBA Disciplinary code of practice, copies of which are available to members.)

The club will only accept an Appeal against refusal of membership where there is no existing club/county of BCGBA sanction in place. An appeal may be made to the club within 14 days of the decision being taken. Upon the receipt of an appeal the club will convene an appeal hearing comprising of members not involved in the original decision.

5. Management

At the Annual General Meeting of the club members shall elect amongst themselves:-

(a) Officers: A Chair, Vice Chair, Secretary and Treasurer who shall hold office from the conclusion of that meeting for a period of not more than 3 years.

(b) Other committee members to include one nominated representative from each team within the club to be elected at the Annual General Meeting, for a period of 12 months.

6. Management Committee

(a) The club will be managed by a committee formed by the elected officers and committee

members.

(b) The committee shall have the power to appoint sub-committees as required.

(c) The management committee shall have the power to fill any vacancies arising from any cause during the period between annual general meetings.

(d) The management committee shall have the power to co-opt one or more members on to the committee as necessary e.g. ground/green maintenance, fund raising, security of premises, social events, communications, minute taking, safeguarding of members, membership records and the auditing of accounts etc.

(e) The quorum for committee meetings shall be one third of the management committee, of which 2 must be officers of the club. The officer chairing the meeting will hold the casting vote should the need arise.

(f) The management committee shall meet at least 3 times a year.

(g) The club Secretary will give 14 days' notice to the management committee of such meetings and distribute the minutes to all committee members within 14 days of the meeting.

(h) All management committee meetings and/or formal meetings of members will have minutes taken and the club Secretary will retain a copy for future reference. The minutes of meetings to be approved as an accurate record of events at the following quorate meeting.

(i) Club members who are not members of the Management Committee are encouraged to attend meetings in an observer capacity.

7. Club President

The club President's role is a ceremonial position and will be undertaken by the existing club Chair, unless otherwise agreed by members at the Annual General Meeting.

8. Finance

(a) The Treasurer shall keep proper accounts of the finances of the club and shall open and/or maintain a bank or building society account in the name of the club.

(b) The funds and assets of the club shall be used to further the aims and objectives of the club and for no other purpose.

(c) Elected officers annual reimbursements (Honoraria) to be decided upon at each AGM, when the accounts of the club shall be open for inspection and approval by members. Any honoraria payment agreed will be paid in advance, on the understanding that the amount will be repaid pro-rata in the event of the officer resigning prior to the end of their 12 month term of office.

(d) The accounts of the club shall be finalised up to the 30th September each year and audited by the

appointed auditor.

(e) The club shall have at least two signatories, approved by members at an Annual General Meeting, or at an Extraordinary General Meeting or at a Committee meeting should a vacancy arise between AGM's.

(f) No two people residing at the same address shall be able to be cheque signatories.

(g) Expenditure limits for non-budgeted approved items shall be:-

- Two elected officers - max £250
- Three elected officers - max £600
- All elected officers/committee members - expenditure greater than £600.

(h) All cheques drawn against the Club's funds shall be signed by two of the nominated signatories.

(i) All members of the club shall be jointly responsible for the financial liabilities of the club.

(j) The treasurer shall present a financial statement to each of the management committee meetings, and to the Annual General Meeting.

(k) The Treasurer will be responsible for presenting a budget proposal each year to be amended/approved by members at a quorate Annual General Meeting.

9. Trustees

(a) All elected members of the Management Committee shall act as Trustees of the Club.

(b) The Trustees shall act with regard to any property or assets belonging to the Club, and in accordance with the lease of the club premises, as agreed with High Peak Borough Council.

10. Membership Fees

(a) Members must pay their subscriptions by 30th April in the new season. Club captains to ensure all team members have complied with this requirement and to refuse selection to any member non-compliant. Members failing to pay their subscription will forfeit their membership.

(b) The annual subscription to the club shall be agreed at the Annual General Meeting. If, for whatever reason, no annual subscription is agreed then the previous year's subscriptions shall apply.

11. Distribution of Constitution

Each member, on payment of their initial annual subscription, shall be provided with a copy of the constitution of the club and the act of joining shall imply acceptance of, and adherence to the constitution. Copies of the constitution shall also be displayed in the clubhouse.

12. Complaints or Suggestions

Any complaints or suggestions made by members should be put in writing to the club Secretary. If the matter cannot be resolved the member has the right to attend a committee meeting to state his or her case, where the management committee will make the final decision.

13. Alteration of the Constitution

Proposals for constitution changes can only be made at the Annual General Meeting or an Extraordinary General Meeting convened specifically for this purpose. Proposed constitution changes must have a proposer and be seconded and submitted in writing to the club Secretary at least 14 days prior to the Annual General Meeting. The Constitution can only be changed where there is more than a two thirds majority at a quorate AGM/EGM.

14. Annual General Meeting

The Club shall hold an Annual General Meeting in either November or December in each calendar year giving members at least 28 days' notice of the due date. A minimum of 10% of the membership must attend for there to be a quorum.

Members wishing to submit a motion and/or constitution change must have a proposer and a seconder and be submitted in writing to the club Secretary at least 14 days prior to the Annual General Meeting and/or Extraordinary General Meeting.

The purpose of the Annual General Meeting is to:-

- 1) Approve the Minutes of the previous quorate AGM/EGM
- 2) Receive reports from the Chair and Secretary
- 3) Receive a report from the Treasurer including approval of the club's audited accounts for the previous year, and a proposal in respect of the following year's budget for members to amend/agree as appropriate.
- 4) Receive a report from the club Captains
- 5) Fix the subscription fees for each category of membership for the following year
- 6) Agree an outline figure in respect of green maintenance costs for the following year
- 7) Elect Officers and the Management Committee for the following year
- 8) Consider any proposed changes to the constitution of the club
- 9) The awarding of any honoraria payments
- 10) Election of Team Captains and Vice Captains
- 11) Deal with any other relevant business

15. Extraordinary General Meeting

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 10% of the members of the club, specifying the reason/s a meeting be convened, including the submission of a motion and/or constitution change, duly proposed and seconded.

a) The Management Committee shall also have the power to call an Extraordinary General Meeting by a decision of a simple majority of committee members.

b) Club members to be given 14 days' notice of any such meeting, and a minimum of 10% of the membership must attend for there to be a quorum.

c) Every member shall have one vote on motions tabled at an Annual General Meeting and/or Extraordinary General Meeting. In the event of a tied vote the Chair will have the casting vote.

16. Meetings

That a meeting of Officers be convened prior to the AGM/EGM to allow club Officers to deliberate issues, concerns & proposals that have been submitted for inclusion on the Agenda.

17. Teams

Each team squad will consist of at least the number of players required by the respective league. New members who join following the selection of the squads and wish to play in any of the leagues may be added to any appropriate squad at the discretion of the team captain.

18. Notice of Matches

Team members will be provided with a fixture list at the start of each season. Teams, including reserves as well as the details of forthcoming fixtures will be displayed on a team sheet and pinned on the notice board in the clubhouse. Individual members are responsible for checking the notice board, or with the team captain to establish their involvement in each game.

In exceptional circumstances and for rearranged fixtures team captains will ensure that players are notified of their involvement.

Reserves are expected to attend matches unless agreed with the team captain beforehand,

19. Safeguarding policy / procedures

The club will have a Safeguarding Policy in respect of i) junior bowlers, ii) adult bowlers at risk, and iii) bowlers with disabilities, This policy will be displayed on the clubhouse notice board and on the club web site.

20. Internal Competitions

Details of club competitions will be displayed on the noticeboard by the Secretary at the appropriate time in the season.

21. Dissolution of the Club

If the club is to be dissolved then an Extraordinary General Meeting must be called by the management committee to determine the disposal of the clubs assets after satisfying all its debts and liabilities. The remaining assets shall not be paid or redistributed amongst any members of the club but will be transferred to an organisation(s) with similar aims and objectives.

If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Trustees shall thereupon, or at such date as has been specified in the resolution, proceed to realise the assets of the Club, discharge all debts and liabilities of the Club and make arrangements with

High Peak Borough Council with regard to terminating the lease of the club.

At least two weeks' notice to be given and a minimum of 10% of the membership must attend for there to be a quorum.

This constitution was agreed by members of Manor Park Bowling Club on and was adopted by the duly elected officers whose signatures appear below on this document.

_____ Chair

_____ Vice Chair

_____ Secretary

_____ Treasurer