BOWLS SURREY

MINUTES of the 7th Annual General Meeting of Bowls Surrey held at Southey Bowls Club on 30 November 2024 at 10am

Administrator read out the Notice calling the meeting.

Present: Zöe Hollins (Chair & PP),Sheron Mitchell (Administrator & PP), John Tucker (General Secretary & PP), Charlotte Emanuel (Communications Officer & Vice President Women), David Tucker (Governance Officer), Howard Quinnell (Treasurer), Robin Fudge (Men's President), Pam Lawrence (Women's President), David Aburn (Vice President), Colin Mitchell (Disciplinary Officer), Tony Bourne (PP) and Pam Garden (Match Secretaries), Ian McCarthy (Competition Co-ordinator), Shân Maylin (PP) and Colin Clarke (Competition Secretaries), Barrie Emanuel (Senior Men's Team Manager), Di Double (County Safeguarding Officer),

Delegates: Chris Healey (Cheam Fields), Alex Faircloth (Carshalton), Barrie Swannie (Croydon), Elaine Tunsell (Croydon MOs), Janet Milner, (Merton Park Ladies), Marion Kane, (Mitcham), Dave Richards (New Addington), Robert Smith (Norwood Grove), Jane Seymour (Purley), Colin Mitchell (Purley Bury), Don Davies (Rosehill), Wendy Davidson (South London), Peter Staples (Wallington), Barry Willingham (Wimbledon Park), David Regan (Auriol), Kevin Crane (Chessington), Pam Garden (Egham), Linda Pillman (Ember), Colin Clarke (Hook & Southborough), Wendy Dunne (Malden Manor), Tony Baker (North Sheen), David Thomas (Southey), P Harwood (Supreme), D Cooke (Surbiton), Alan Endersby (West Byfleet), John Badley (West Wimbledon), Mildred Guthrie (Ashtead), Chris Healey (Cheam Fields), David Fearn (Epsom), Chris Jones (Epsom Park), Ritu Varma (Ewell Village), Brian Wilson (Horley), Marjorie Cole (Old Coulsdon), Maureen Vandrau (PP) (Sutton), Keith Harrison (Warlingham Park), John Kershaw (Burpham), Carolyn Lythgoe (Camberley), Eamon O'Flynn (Cranleigh), Angus Palmer (Holloway Hill), Shara Reedman (Horsell), Jackie Tytherleigh (Knaphill), Zoe Hollins (PP) (Milford), Ian McCarthy (Old Dean), Mark Medhurst (Stoke Park, Stuart Aitken (Tongham), Jan Saunders (Windlesham),

47 Clubs were represented.

The following members attended but were non-voting: Jean Gould (Old Coulsdon), Carl Chadbond (Tongham), Amanda Thomas (Southey) Elaine Dearmer (Carshalton), Linda Aburn (Sutton), Tim Davies (Horsell), Jeremy Dearmer (Carshalton), Jane Fiducia (Bookham), Denise Alberg (Reigate Priory), Margaret Brookbank (Supreme BC), John Everest Warlingham Park (Alan Harding (West Wimbledon), Ian Steele (Chipstead), Ron Brookbank (Supreme), Bruce Vandrau (Sutton), Graham Dawber (Sutton), Penny Bruno (Knaphill), Tracie Bailey (Ewell Village), Peter Boot (Camberley), Margaret and Keith Woods (Wallington), Colin Homes (Area 1 Secretary), Heather Tucker (West Byfleet), Graham Law (Ashtead),

Remembering Departed Members

A minute's silence was observed giving time to reflect whilst the names of those who have left us in the past year were read out.

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NB: Details of the list can be found on the Bowls Surrey website under Members' pages. Under SCBA (Men) and SCWBA (Women). On the dropdown box there is an item called obituaries and you will find a list of all the members who have passed away.

1. **Apologies for absence**

   Roger Rashleigh (SCBA Benevolent Fund), Jan Pedersen, Caroline Duarte (Senior Team Manager and SCWBA Benevolent Fund), John Neal (Heathervale), Brian Collis (Epsom), Sylvia Russell (Cheam Fields), Caroline Stevens (Knaphill), Nicky Secrett (Castle Green), Jon Whitwell (Shirley Park), Greg Martin (Wonersh), Martin Harbottle (Epsom), Ian Steel (Chipstead), Sally Wilson (Chipstead), Trevor Pocock (Bletchingley), John Everest (Milford),

   Ewhurst, Reigate Priory, Mytchett, Magdalen Park, Mayford Hall, Haslemere, Bensham Manor, Godalming & Farncombe, Shirley Park, Wonersh, Bensham Manor, Chipstead, Castle Green BC, Godalming & Farncombe, Wonersh and Bletchingley

2. **To receive and adopt the minutes of the Bowls Surrey AGM of 18 November 2023**
   Proposed by: Linda Pillman (Ember) Seconder: Graham Dawber (Sutton) **Adopted**

3. **Matters Arising**
   None

4. **To receive and adopt the reports of**:
   4.1. Report of Chairperson: proposed by Maureen Vandrau (Sutton) Seconded by Penny Bruno (Knaphill)
   Following a show of hands **Adopted**
   4.2. Report of Administrator: proposed by Colin Homes (Carshalton) and seconded by Kevin Crane (Chessington)
   Following a show of hands **Adopted**

   Administrator made some further remarks following the BE Counties' meeting held on Saturday 23 November in Coventry:

   Safeguarding: This was the primary subject. Clubs are aware of the need to have a safeguarding officer in place by 1 May 2025. BS had organised a face to face course on 15 March at Epsom BC. She has requested that another course be set up which will be in April. As soon as we have the date BS will contact clubs. There are only two safeguarding courses now on offer, one for safeguarding officers in clubs and there is also one for other officers in clubs. The club safeguarding officer must have the relevant qualifications.

   Clubs have been asked to complete a survey/register during the month of November. It is compulsory. At the time of meeting 37 clubs had not responded despite numerous emails. Addlestone Victory Park, Belmont, Bourne, Brockham, Chessington, Cobham, Croydon Mos, Croydon, Dorking, Epsom, Frensham RBL, Haslemere, Heathfield, Holloway Hill, Imber Court, Malden Lime Grove, Merton, Newdigate, Norbury, North Sheen, Old Dean, Ottershaw, Purley, Putney Town, Puttenham & Wanborough, Rose Hill, Shalford Village, Shirley Park, Southwark Park, Streatham Park, Surbiton RBL, Temple, Wandilea, Warlingham Park, Wonersh, Woodbridge Hill. To make it clear this survey is to assist BE to obtain more money for bowling. Currently BE receives 2p for every bowler whereas other sports receive in excess of 30p per player. It was suggested that BE does not do enough by way of promoting the sport. BE do more now than ever before and are

constantly engaged in trying to promote the sport i.e. National Finals are now televised but it all costs huge amounts of money.

You can now share a safeguarding officer, you can use a safeguarding officer from another sport if you are sharing facilities. The safeguarding officer does not have to be a member of your club but you can make them an honorary member so it should be possible for every club's reach to appoint a safeguarding officer.

She suggested that clubs should go on the BE website and under safeguarding they would find a safeguarding pack and which clubs should look at it.

The Governance Working Group have identified 104 areas for improvement, 74 are complete, 27 are nearly there and three are still in progress. This should be completed soon and as soon as it is it will be passed to counties and clubs so that we can all put our houses in order.

2025 National Championships. BE are tightening up on behaviour at the National Championships. Discussions include the dress code including Team Managers when they are on duty. Teams must wear the same apparel. National Finals will be held 13 August to 31 August.

The prize pot has been changed around quite a lot but there is no information at this moment in time.

JT then added that when affiliations are due, clubs will find a box under safeguarding where certificate numbers and qualifications can be placed and if the relevant person is not a member of the club they can still be added to the system.

4.3. Report of the General Secretary proposed by John Badly (West Wimbledon) and seconded by Graham Law (Ashtead)

Following a show of hands they were **Adopted**

5. **To receive and approve the financial reports of Bowls Surrey:** At this point the Chair made a statement. "We should now be receiving and approving the financial report for Bowls Surrey however, these accounts were received too late for the Board to approve before the deadline. Therefore, they were sent out as received. The Board has not approved them and members were not happy with the format and the content. I am therefore, not going to ask for approval of the accounts, but instead once the Board has examined them and they are in an acceptable format, they will be re-issued to the clubs".

Barrie Swannie (Croydon) commented that the current format was not adequate at all and the question was raised as to whether clubs would have to approve them when they are sent to them. The Accounts would be sent out when agreed by the Board and then could be approved at an alternate date. This was agreed by all voting members.

6. **To receive and approve the Benevolent Fund Statements of accounts of:** Surrey County Bowling Association and Surrey County Women's Bowling Association for 2024

Proposer: Shara Reedman (Horsell) Seconder: David Aburn

Following a show of hands they were **approved**.

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7. **Vote of thanks to the Board and other working officers** Moved by Maureen Vandrau (Sutton)

"As Bowls Surrey has now ended its first year under the new structure, it gives me great pleasure to offer the vote of thanks. A large number of people, too many to mention, have given tirelessly of their time and effort for bowls in Surrey. Our gratitude goes to the Bowls Surrey Executive together with the newly formed area committees who have done a super job on behalf of Surrey. It would be remiss of me if I did not mention, in particular, Sheron Mitchell who is supposedly stepping down after many years. She has given so much commitment. Many thanks Sheron. Also Zöe Hollins, retiring today, another longe serving Committee member. To John Tucker and all the other committee members our sincere thanks and finally a big thank you to our two outgoing Presidents who have had a magnificent year and I am sure, like me, thoroughly enjoyed it. I give you Bowls Surrey.

8. **Motions proposed by the Bowls Surrey Board**

8.1 Section 9.1.3

Delete the following:

"Initially, for the purposes of continuity, at the 2023 AGM the Men's Senior Vice President shall become the Men's President, the Men's Junior Vice President shall become the Men's Vice President. The position of Men's Junior Vice President shall no longer exist following the 2023 AGM. The Women's Vice President shall become the Women's President and the Women's Vice President for 2024 shall be elected at the 2023 AGM."

Proposed by the Board. Approved.

Explanatory note. This was a transitional provision which is no longer required.

8.2 Insert new section 8.1.4

"If there is no Men's Vice President or the Men's Vice President is not available or willing to serve as Men's President, the Management Committee, Area Committees and each affiliated club may make nominations with regard to the election of the Men's President and if there is no Women's Vice President or the Women's Vice President is not available or willing to serve as Women's President, the Management Committee, Area Committees and each affiliated club may make nominations with regard to the election of the Women's President. Such nominations must be made in writing at least 28 days before the date fixed for the AGM. Such nominations must conform to the requirements for giving notice of motions in Clause 12 below."

Explanatory note: In the present Constitution there is no provision for the election of a President at the AGM if there is no incumbent Vice-President who can be installed at the AGM in accordance with Section 9.1.3. At present the only provision is for the President to be appointed by the Management Committee. The proposed amendment will provide for nominations to be made and for a President to be elected at the AGM where there is no incumbent Vice-President.

Proposed by the Board. Approved.

8.3 Delete existing section 9.1.4

"If the Men's Vice President is not available or willing to serve as Men's President, the Management Committee shall appoint the Men's President and if the Women's Vice

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President is not available or willing to serve as Women's President, the Management Committee shall appoint the Women's President."

Explanatory note: Replaced by new section 9.1.5 below

8.4 Insert new Section 9.1.5

"9.1.5 If no one has been installed or elected as Men's President at the AGM, the Management Committee shall, if possible, appoint someone to this role. If this is not possible, the Management Committee shall ensure that all duties normally covered by the Men's President are fulfilled. If no one has been installed or elected as Women's President at the AGM, the Management Committee shall, if possible, appoint someone to this role. If this is not possible, the Management Committee shall ensure that all duties normally covered by the Women's President are fulfilled."

[**Explanatory note**: This replaces existing section 9.1.4 and provides for a President to be appointed where there is a vacancy or for the functions of the President to be fulfilled if there is no President].

Proposed by the Board. Approved

8.5 Re-number existing sections 9.1.5 to 9.1.10 as sections 9.1.6 to 9.1.11

Proposed by the Board. Approved.

8.6 Section 8.2.5

Delete "four" and replace with "three".

Explanatory note: At present, the Constitution requires that the Board has a minimum of four formal meetings a year. The Board usually meets after Management Committee meetings. Since the minimum number of Management Committee meetings is three, the Board considers that the minimum number should be brought in line.

Proposed by the Board. Approved

At this point Graham Dawber (Sutton) raised a concern about the structure of the Management Committee in that there is no mention of the Walter Cross or Phyl Hill Trophy Managers. The Secretary explained that the titles had changed to Area Event Co-ordinators which means they will encompass anything that goes on bowling wise like Walter Cross, 2 wood day and any other bowling games against the junior etc. The structure within the areas is still the same. There are five people but we are giving more flexibility to the areas so they can have three to five members on their committee.

8.7 Section 10.1

Delete existing section which reads:

"10.1 Structure

For the purposes of organising Bowls within Surrey the County shall be divided into Areas overseen by a Committee. Each Area Committee shall comprise – Secretary, two Club Contacts (one male and one female), Walter Cross Team Manager, Phyl Hill Team Manager."

Proposed by the Board. Approved with two abstentions: Linda Pillman (Ember) and David Regan (Auriol)

8.8 Insert new section

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"10.1 Structure

For the purposes of organising Bowls within Surrey the County shall be divided into Areas overseen by a Committee with a minimum of three and a maximum of five members. Each Area Committee shall comprise – Secretary, two Bowling Events Co-ordinators (one male and one female) and optionally up to two other Committee members."

Explanatory note: Area Committees have differing views on the optimum number of members on area committees. This proposed amendment gives the individual areas flexibility to decide what suits them best. It is also proposed that the roles of the Walter Cross and Phyll Hill Team Managers be expanded to enable them to organise other bowling events.

Proposed by Board. Agreed

8.9 Section 11.1

Delete: "11.1 The Annual General Meeting of BS shall be held in the month of November every year on a date and at a place to be determined by the Board."

Insert: "11.1 The Annual General Meeting of BS shall be held no later than the second Saturday in December every year on a date and at a place to be determined by the Board."

[**Explanatory note:** Under the present arrangements, the date of the AGM may clash with the BE Counties Meeting which takes place in late November each year. The proposed amendment is intended to avoid such a clash and to ensure that the BS AGM can take place after the BE Counties Meeting.]

Proposed by Board. Agreed. One abstention Barrie Swannie (Croydon)

9. Election of Chair (Vacant) No volunteers

10. Election of Administrator (Vacant) No volunteers

11. Election of Men's Vice President: David Tucker (West Byfleet) proposed by West Byfleet, Ottershaw and Area 2.

12. Election of Women's Vice President (Vacant) At this point Pam Lawrence (Horsell and President) stated that things are much better in that the men and women are treated equally. It is great fun and she would recommend it.

13. Notification of the Appointment by Management Committee of Charlotte Emanuel (Cranleigh) as (current) Women's Vice President.

14. **INSTALLATION OF THE PRESIDENTIAL TEAM**

Women's President	-	Charlotte Emanuel (Cranleigh)
Men's President	-	David Aburn (Chipstead)
Men's Vice President	-	David Tucker (West Byfleet)

There was a short break while the Presidential chains and badges of office were handed over.

15. **Notification of the appointment of other Members of the Management Committee**

Men's Match Secretary	-	Tony Bourne (Purley Bury)
Women's Match Secretary	-	Pam Garden (Egham)
Competitions Co-ordinator	-	Ian McCarthy (Old Dean)

16. Notification of Appointment by the Board of other officers

Assistant Treasurer	-	Vacant
Discipline/Misconduct Officer	-	Colin Mitchell (Purley Bury)
Safeguarding Officer	-	Di Double (Sutton)
Development Officer	-	(Vacant)
Information Technology Officer	-	John Tucker (Purley Bury)

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17. Notification of Election of Members of Area Committees at Area Committee AGMs

Area 1

Colin Homes (Carshalton), Elaine Dearmer (Carshalton) and Martin Rice (Heathfield)

Area 2

David Thomas (Southey), Christina Moore (Malden Manor), Tony Baker (North Sheen), Graham Dear (Ottershaw), Amanda Thomas (Southey)

Area 3

Sylvia Russell (Cheam Fields), Marjorie Cole (Old Coulsdon), Chris Jones (Epsom Park)

Area 4

Eamon O'Flynn (Cranleigh), Barrie Emmanuel (Cranleigh), Jan Pedersen (Mytchett), Mark Jones (Knaphill), Carolyne Stevens (Knaphill)

18. Election of Accounts Verifiers

Chris Jones (SCBA Benevolent Fund)

Sylvia Russell (SCWBA Benevolent Fund)

Proposed by: Jan Healey (Cheam Fields) **Seconded by:** Linda Pillman (Ember)

The Bowls Surrey accounts are under review.

19. Any other business

- Charlotte Emanuel reminded everyone to look at the Facebook page. There are 1000 followers. Administrator stated that everything you need to know and clubs need to know is on the website.
- Don Davies (Rosehill) Enquired if the Safeguarding Officer must be on the Club Committee. This is what they had been told on a safeguarding course. Carolyn Lythgoe (Camberley) responded that they had been told safeguarding should be a regular item on the agenda at club committees every time but there was no need for safeguarding officers to be committee members.
- Colin Homes. He asked that the Board take something away. He noted that there was no provision for life membership of BS to be awarded. He said this should be rectified and that Sheron Mitchell should be given a life membership as should John Tucker as these two individuals had done so much for the County
- Administrator read out a message from Wonersh in which they asked if a code of practice could be put in place for bad treatment of greens by both home and away players. Communications Officer reacted with an emphatic "no" but there was silence. The Chair asked if anybody had anything to say and there was no response.

Meeting closed at 10.59

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