



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Wednesday 11th February 2015 at 1pm
LOCATION: The Angel Hotel , 143 Regent Street, Royal Leamington Spa, CV32 4NZ
OFFICER RESPONSIBLE: Tony Allcock MBE (Chief Executive) – tony@bowlsengland.com
BOARD CLERK: Helen Slimm (PA to Chief Executive) – helen@bowlsengland.com
EMERGENCY NUMBER: 01926 334609

Action:

1. Welcome

2. In Attendance

David Mitchell-Gears - Chair (C)
Adam Tanner – Independent Director (IND)
David Tucker – Policy and Management (POL)
Jeff Applegate – Operational Services (OPS)
Margaret Docherty – Competitions (COM)
Howard Pryse – Finance (FIN)
Adie Lloyd – Bowls England President 2014 (PRE)
Tony Allcock MBE – Chief Executive (CE)
Penny Maguire – Business Services Manager (BSM)
Alistair Hollis – Operational Services Manager (OSM)
Helen Slimm – PA to Chief Executive (PA)

3. Apologies

Norma Hazzledine – International Events (IEC)

4. Obituaries

Mel Hunter	President Northamptonshire 2000
Rose Adlam	President Wiltshire 1994
Ray Brooker	President Cornwall 1988
Roy Sutton	President Buckinghamshire 2001
Stella Amos	President Oxfordshire 2008
Skene McInnes	President Northamptonshire 2011
Elizabeth Rush	President Norfolk 1973
Kath Steer	President Warwickshire 1985, England International 1983/4
Marjorie Powell	President Warwickshire 1988
Alan Potter	President Hertfordshire 1998
Betty Stubbings	England International 1978 - 1992

Alice Loughlin President Cumbria 1984

Dorothy Coleman President IOW 1993

5. Declarations of Interest

The Chair of Operational Services declared an interest as Secretary of the Friends of English Bowling.

6. Minutes of the meeting held on Wednesday 12th November 2014.

The Minutes of the Board Meeting held on Wednesday 12th November 2014 were approved and signed as a true and correct record by the Chair.

7. Action Points and Matters Arising (*not covered elsewhere on Agenda*)

7.1 Task List

The Chief Executive addressed the action points from the last meeting and it was **resolved** that the task list be updated accordingly. PA

8. Correspondence

The Chief Executive informed the Board that a letter had been received from Sport England stating that there would be no funding available for the 2015 Commonwealth Youth Games.

9. Reports

9.1 Update by the Chair of the Board

The Chair of the Board updated the meeting on the following:

9.1a Counties Meeting

It was **resolved** to retain the format of the Counties Meeting as it was and that two speakers would be invited. CE

9.1b Board Development – Coaching/Umpiring

It was **resolved** that it would be beneficial to Bowls England for Board Members and Staff to achieve relevant Coaching and Umpiring qualifications. It was further **resolved** to approach the Bowls Development Alliance (BDA) regarding the possibility of arranging a coaching course at Solihull Bowls Club on the Sunday following the Women's Annual Dinner and Presentation of Prizes in November 2015. CE

9.1c 2014 Accounts

It was **resolved** to record the email approval of the 2014 Accounts. BSM

9.1d February Board Meetings

It was **resolved** that in future the February Board Meeting would take place on the Friday of Week Number 8 prior to the AGM. PA

9.1e *Bowls Publicity*
It was **resolved** that a 'how to' guide in relation to local media publicity be drafted and circulated to clubs and counties. It was further **resolved** that this be considered as a topic for the 2015 Counties Meeting. OSM

9.2 *Update by the Chief Executive*

The Chief Executive presented his report in which the following were highlighted:

9.2a *Arrangements for the AGM/Annual Dinner and Presidential Meeting*
It was **resolved** that in future individual invitations for the Annual Dinner would be sent directly to prize winners and International players in addition to County Associations. PA
It was **resolved** that an email confirming all arrangements be circulated to the Board and Presidential Team. PA
It was **resolved** to recommend to the AGM that Blythe Liggins be reappointed as the Bowls England Lawyers for 2015. PA

9.3 *Update by the Operational Services Manager*

9.3a *Safeguarding*
It was **resolved** that an invitation be sent to Jude Toasland (NSPCC) to attend the next Bowls England Board Meeting. It was further **resolved** that the Chief Executive write to the BDA requesting clarification on the planned rollout of safeguarding training to County Associations and Clubs. OSM
CE

9.4 *Update by the Business Services Manager*

9.4a *Explanation of Financial Statement*
A detailed explanation of the accounts was given by the BSM.

9.4b *Audit Report to Management*
A review of the Audit Report was undertaken.

9.4c *Proposal of 2015 Auditors*
The BSM presented proposals from prospective auditors. It was resolved to support the Working Party's recommendation that Dafferns be appointed as Bowls England Auditors. This will be recommended to the AGM. BSM

9.4d *Mileage allowance review*
It was **resolved** that the new mileage policy presented by the BSM be adopted from April. It was further **resolved** that the staff rate remains at the current HMRC rate and that fixed car allowances remain the same. BSM

9.4e *Operational Plans for 2015 National Championships (incl. Protocol and*

staff timetable).

The BSM presented an updated protocol for the National Championships. BSM
It was **resolved** to adopt.

9.5 *Update by the Chair of Policy and Management*

It was **resolved** to record the approval of the clothing protocol which had been circulated via email.

9.6 *Update by the Chair of International Events*

The CE updated Board Members on a recent meeting of the International Events Committee with the International Managers and Selectors. It was **resolved** to ask the International Events Committee to conduct a review of Selectors attendance at Regional, National and International events. CE

9.7 *Update by the Chair of Competitions*

The Chair of Competitions circulated a report to the Board in advance and the following was noted:

A request was made that the CE should write to EBUA to confirm that they can fulfil the requirements of all counties in accordance with the current agreement. CE

It was recommended that entry fees for 2016 season be: CE

- National Championships - £2.50 per person
- National Competitions - £4.50 per person
- Top Club/Two Fours - £30 per entry
- Middleton Cup/Johns Trophy - £70 per entry

This was **resolved** by the Board.

9.8 *Update by the Chair of Finance*

The Chair of Finance had submitted his report to the Board in advance of the meeting.

9.9 *Update by the Chair of Operational Services*

The Chair of Operational Services submitted his report to the Board in advance to the meeting and the following was noted:

It was **resolved** that a Greens Maintenance Advisory Service Working Group be formed and that recommendations be presented to the Board. CE

It was **resolved** that the Policy & Management Committee review the Regulation with regard to Committee membership. POL

9.10 *Update by the Chief Executive on the Disciplinary Committee*

An update on recent cases was given to the Board. No further action is required.

9.11 *Update by the 2014 Bowls England President on his year*

The President thanked the Board for the invitation to attend Board Meetings throughout his year in office. He felt the first year of staging the National Championships in Royal Leamington Spa had been a success and congratulated the Board, Competitions Committee, Staff and all involved for their contribution.

10. Update on Sub-Committees/Working Groups and Ongoing Tasks

10.1 *Competition Management Software*

The OSM had circulated details on the project to Board Members in advance of the meeting. The report was noted.

10.2 *Youth Development*

The Independent Director gave an update on the Youth Development Working Group and the following was noted:

It was **resolved** to support, in principle, the formation of an Under 18 Academy to assist the development of young bowlers and that the Working Group present detailed plans, including costs, to the Board. IND

It was **resolved** to ask the CE to investigate the potential staging of an Under 18 test match. CE

It was **resolved** to support, in principle, the establishment of a National Under 18 Singles Championship from 2016 season, with the final stages being held during the National Championships. This was subject to the Working Group presenting detailed plans, including costs, to the Board. IND

11. Standing Items

11.1 *Appointment and Review of Sub-Committees*

11.1a Youth Development Working Group

It was **resolved** that the membership of the Youth Development Working Group would remain the same.

11.1b Relocation Working Group

It was **resolved** that the relocation working group was no longer required at the present time.

11.1c Appointment of 2015/16 Disciplinary Committee

It was **resolved** to reappoint John Durston as Chair together with Bill Smith and Chris Smith. It was further **resolved** to invite an additional member to serve and that the CE investigate availability. CE

11.2 *Management Reports*

No further update.

11.3 Risk Management

It was resolved that the Risk Register be issued to the Board in advance of each meeting.

OSM

11.4 Strategic Plan

It was noted that the Strategic Plan would form the basis for discussion at the Director Training session that would follow the Board Meeting.

12. Any Other Business

None

13. Next Meeting

The next meeting of the Board of Bowls England will take place at the Angel Hotel, Royal Leamington Spa on 13th May 2015 at 1pm. **Accommodation and room already booked in advance.**

PA

Meeting closed 4.20pm.

Minutes published and circulated: _____

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