



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Wednesday 18th October 2017 (9am)
LOCATION: Holiday Inn Leamington Spa, Olympus Avenue, Tachbrook Park, Warwick, CV34 6RJ

1. Welcome

The Chair thanked all for attending and extended a welcome to Stephen Hemsley who was attending his first Board Meeting since officially becoming Director of Finance.

2. In Attendance

David Mitchell-Gears MBE – Chair (C)
David Tucker – Policy and Management (POL)
Adam Tanner – Independent Director (IND)
Jeff Applegate – Operational Services (OPS)
Margaret Docherty – Competitions (COM)
Stephen Hemsley – Finance (FIN)
Norma Hazzledine – International Events (INT)
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

Viv Tomlinson – Bowls England President 2017 (PRE)

4. Obituaries

John Booth	President Berkshire 1995
Pat Rowe	President Hampshire 2004
Ernie Douglas	President Yorkshire 1986
James Douglas Gibson	President Yorkshire 1980
George Willmott	President Northamptonshire 2001 and 2015
Pat Osborne	President Sussex 1997

5. Declarations of Interest

None declared

6. Minutes of the meeting held on 22nd August 2017

It was **resolved** that the minutes of the meeting held on 22nd August 2017 be signed by the Chair as a true and correct record.

It was noted that since the meeting the date of the Strategy Day had been changed to Tuesday 13th March 2018 and Board Members had been notified.

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

The Chief Executive provided an update on the Action Points and the Task List was updated accordingly.

8. Correspondence

None reported

9. Reports

9.1 Update by the Chair of the Board

The Chair reported that all necessary items had been included within the agenda.

9.2 Update by the Chief Executive

The Chief Executive's Report had been circulated in advance of the meeting and the following items were noted.

9.2.1 Humberside BA – Application for Membership

Humberside BA had submitted a formal application for membership of Bowls England. A total of 10 clubs had registered their interest in becoming members of Bowls England via Humberside BA. The Board, having given full and due consideration, **resolved** not to support the application and to write to Humberside BA to confirm this decision.

CE

It was further **resolved** to write to Yorkshire Bowling Association to request that it takes immediate action to engage with those clubs within the Humberside area that are not currently members of Bowls England.

9.2.2 English Bowls Umpires Association (EBUA)

Following feedback from County Associations and consultation with the EBUA, a revised schedule of charges had been prepared to replace the County Levy. It was **resolved** that the schedule of charges be approved and that umpiring services be included on the agenda of the Counties Meeting.

CE

9.2.3 Coach Bowls

The Chief Executive provided an update on Coach Bowls following a meeting between Bowls England, EIBA Ltd and the Bowls Development Alliance on the previous day.

It was **resolved** that the Director with responsibility for coaching should be invited to attend the Coach Bowls Conference in March 2018.

CE

9.2.4 County Administration

The Chief Executive raised concerns that some County Associations were struggling to fulfil their administrative duties. It was **resolved** that Bowls England should investigate potential sources of support.

CE

9.2.5 National Championships – Additional Hours

OSM, BSM and PA left the meeting for this item. The Chief Executive updated the Board on the additional work undertaken during the National Championships and discussions with staff that had taken place as a result.

- 9.2.6 *Counties Meeting*
Following discussion, it was **resolved** to approve the Agenda for circulation. Board Members and Officers were allocated to present specific items on the agenda. PA
- 9.2.7 *Special Meeting*
It was **resolved** to formally record approval of the following documents that had been circulated by e-mail in advance of the Board Meeting: CE
- a) Job Description for Board Chair and all proposed Portfolios
 - b) Job Summary for Director of Coaching and Director of Development
 - c) Terms of Reference for Audit & Review Committee
 - d) Job Summary for Audit & Review Committee
- It was **resolved** that Director Roles and Responsibilities form a key part of the Strategy Day in March 2018. CE
- It was **resolved** that the Chair of the Audit & Review Committee should be elected by the Committee annually. The Independent Director will act as ‘Facilitator’. CE
- It was **resolved** that the Proposition to be placed before the Special General Meeting should read as follows: CE
- Resolution 1:*
To approve the new Governance Structure for Bowls England and its implementation from the February 2018 AGM as illustrated
- Resolution 2:*
To empower the Board to amend the Articles of Association/Rules & Regulations as necessary to reflect the new Governance Structure for approval by Members at the February 2018 AGM
- 9.2.8 *Annual Dinners and Presentation of Prizes*
It was noted that the Women’s Annual Dinner will be held at St Johns Hotel, Solihull, on the evening of Saturday 25th November 2017.
- The Men’s Annual Dinner will be held at Hilton Hotel, Coventry, on Saturday 24th February 2018.
- 9.2.9 *Regional Meetings 2018*
It was **resolved** that, subject to approval of the new governance structure, Regional Meetings should be held as following in 2018: OSM
- Midlands – Wednesday 14th March
 - West – Thursday 15th March
 - East – Tuesday 27th March
 - South – Wednesday 28th March
 - North – TBC
- Venues for all Regional Meetings will be confirmed subject to the outcome of the Special General Meeting.

- It was **resolved** that up to six attendees per unified County Association would be entitled to attend and that Bowls England would make a contribution to each county equivalent to the travel expenses of two cars. BSM
- 9.2.10 *Membership Register*
Following discussion, it was **resolved** that an outline proposal for the creation of a National Membership Register be presented at the Counties Meeting. Any such Register would be operated strictly in accordance with the requirements of the new General Data Protection Regulation (GDPR). It was further **resolved** that, if supported, a pilot programme be operated before any wider implementation. OSM
- 9.2.11 *County Championships Leading to National Championships – Weekday Play*
It was **resolved** that this topic would be included as a discussion item at the Counties Meeting. CE
- 9.2.12 *Mansfield BC, Middlesex*
The Chief Executive provided an update on Mansfield BC. It was **resolved** to support the actions taken to date. CE
- 9.2.13 *Potters Week*
It was noted that the Bowls England Potters Week in 2018 is ‘fully booked’. The week provides an excellent PR opportunity plus additional income for Bowls England and those member clubs who attend as part of an organised group.
- 9.2.14 *Relocation*
The FIN provided an update on negotiations with Warwick District Council to secure suitable Head Office accommodation within the Royal Leamington Spa area. It was **resolved** that Warwick District Council be informed that Bowls England requires a site between 3,500-4,500 square feet. FIN BSM
- 9.2.15 *Future Board Meetings*
It was **resolved** that Board Meetings from 2018 onwards be held quarterly. CE PA
It was **resolved** to confirm the following dates:

Friday 23rd February – Hilton Hotel, Coventry (1pm)
Wednesday 16th May – Angel Hotel, Royal Leamington Spa (9.30am)
Monday 20th August – Angel Hotel, Royal Leamington Spa (9.30am)
Friday 23rd November – St Johns Hotel, Solihull (1pm)

It was **resolved** that accommodation be booked for all Board Members annually in advance in line with their individual requirements. This must be communicated to the PA not later than Monday 30th October.
- 9.2.16 *EIBA Ltd*
It was noted that the EIBA Ltd is due to hold a Special General Meeting on Thursday 2nd November to agree its Annual Levy.
- 9.2.17 *JVP Nomination - Suffolk*
It was formally **resolved** to record that a nomination for JVP 2018 had been received from Randolph Ford (Suffolk). A total of three nominations had CE

been received ahead of the deadline and a ballot of County Associations is currently taking place.

9.3 Business Services Manager Update

9.3.1 Corporate Lunches

The BSM provided an update on corporate hospitality during the 2018 National Championships. To mitigate risk, it was **resolved** to support in principle the introduction of two evening functions in Royal Leamington Spa given the possible unavailability of the RNA Club. It was further **resolved** that the BSM circulate potential dates to the Board following discussion with venues.

BSM

The Chief Executive agreed to discuss the planned change with the Friends of English Bowling at its next Executive Committee Meeting.

CE

9.4 Operational Services Manager Update

9.4.1 Engagement with MPs

The OSM provided an update on discussions with John Woodcock MP with regard to a number of potential initiatives to promote the sport of bowls in conjunction with parliamentary figures in 2018. It was **resolved** to support the proposal in principle and that the OSM liaise with Mr Woodcock.

OSM

9.5 Update by the Chair of Policy and Management

9.5.1 Certificate of Merit

It was noted that a total of three Merit Awards had been granted in 2017.

9.6 Update by the Chair of International Events

9.6.1 Report

The INT presented a report detailing a number of items, including an update on the Commonwealth Games Project, International Series and Budget. It was **resolved** to receive the report.

9.7 Update by the Chair of Competitions

9.7.1 Patrons Fee

It was **resolved** that the Patrons Fee revert to £1 per person.

9.7.2 National Senior Fours Championship

It was noted that the schedule had been revised to alleviate the need for evening play in both events. It was therefore **resolved** that the format remain at 21 ends.

9.7.3 Rules & Regulations – Appendix E

It was **resolved** that Appendix E (Bowls Stamping) be amended to read:

“1.1. All bowls shall bear a clearly legible stamp which has an expiry date of 1985 or later. These bowls can be used for the rounds leading to the final stages of the National Championships and National Competitions. All bowls shall be from the same set as stated in the laws of the Sport 52.1.9.

- 1.2. *Bowls that do not meet the requirements of 1.1 shall not be used.*
- 1.3. *In the rounds leading to the final stages of the National Championships and National Competitions when no umpire is present, the opposing player or players shall check the legality of the date stamp on each other's bowls.*
- 1.4. *The stamp on bowls, used by competitors who have reached the final stages of National Championships or National Competitions, shall comply with The Laws of the Sport 53. Domestic Regulations for Bowls England also apply.*
- 1.5. *Should a player wish to challenge the suitability of their opponent's bowls, as regards the bias, they should refer to The Laws of the Sport 52.4 and 52.5. Bowls England Domestic Regulations also apply. The fee to be lodged shall be £50."*

9.7.4 *Rules & Regulations – Johns Trophy (Regulation 53) and Middleton Cup (Regulation 60)*

It was **resolved** to update the Regulations to include that any team withdrawing from the Middleton Cup or Johns Trophy after 1st April of that year would be ineligible to participate in the Balcomb Trophy or Walker Cup in the following year.

9.7.5 *Rules & Regulations – Glossary*

It was **resolved** that a glossary be included within the Rules & Regulations to give definitions of certain words/phrases for the purpose of clarity.

9.7.6 *Rules & Regulations – National Competition Match Arrangements*

It was **resolved** that if time scales for arranging any match are not met, the defaulting party would forfeit the match and that the Rules & Regulations be updated accordingly.

9.7.7 *Rules & Regulations – Balcomb Trophy (Regulation 65) and White Rose Trophy (Regulation 66)*

It was **resolved** that the Regulations be amended to ensure consistency with the National Competition Regulations with regard to match arrangements.

9.7.8 *Rules & Regulations – Appendix D*

It was **resolved** to update Appendix D (Slow Play) with regard to National Finals.

9.7.9 *Rules & Regulations – Appendix I*

It was **resolved**, following discussion with Disability Bowls England, that the 'Chairiot' be approved for play in Bowls England events and that the Rules & Regulations be updated accordingly.

9.8 Update by the Chair of Finance

9.8.1 *Report*

The FIN presented a report detailing a number of items, including an update on the 2016/17 Year End and Financial Strategy. It was **resolved** to receive the report.

9.9 Update by the Chair of Operational Services

9.9.1 Meetings

It was noted that the Operational Services Committee had not met since the last Board Meeting.

9.10 Update by the Chief Executive on the Disciplinary Committee

The Chief Executive and OSM provided an update on current cases that are being dealt with by Bowls England. It was noted that the Disciplinary Committee currently faces an increasing workload, both in offering procedural advice and in dealing with matters that reach national level. It was **resolved** that the Chief Executive may utilise additional volunteers in support of the Disciplinary Committee until the February 2018 AGM.

CE

9.11 Update by the Independent Director

9.11.1 General Data Protection Regulation (GDPR)

The IND provided an update on the presentation that is planned for the Counties Meeting. It was additionally noted that the OSM is attending a GDPR Workshop in November. It was **resolved** that the IND and OSM liaise regarding the final content of the presentation.

IND
OSM

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

None

11. Standing Items

11.1 Risk Management

It was **resolved** that Coach Bowls be added to the Bowls England Risk Register.

OSM

11.2 Strategic Plan

It was **resolved** that the Strategic Plan be updated following the Strategy Day in March 2018.

OSM

12. Next Meeting

The next meeting of the Board of Bowls England will be held at St Johns Hotel, Solihull, on Friday 24th November 2017 at 1pm.