



## MINUTES

**TITLE OF MEETING:** Board Meeting  
**DATE AND TIME:** Wednesday 17<sup>th</sup> May 2017 at 9.30am  
**LOCATION:** Angel Hotel, 143 Regent Street, Royal Leamington Spa, CV32 4NZ

### **Appoint of Chair**

In the absence of the Chair, David Tucker was appointed as Chair for the Meeting.

### **1. Welcome**

The Chair welcomed all those in attendance and extended a welcome to Viv Tomlinson and Stephen Hemsley who had been invited as observers.

### **2. In Attendance**

David Tucker – Policy and Management (Chair)  
Adam Tanner – Independent Director (IND)  
Jeff Applegate – Operational Services (OPS)  
Margaret Docherty – Competitions (COM)  
Howard Pryse – Finance (FIN)  
Norma Hazzledine – International Events (INT)  
Tony Allcock MBE – Chief Executive (CE)  
Penny Maguire – Business Services Manager (BSM)  
Helen Slimm – PA to the Chief Executive (PA)  
Viv Tomlinson – Bowls England President 2017 (PRE)  
Stephen Hemsley

### **3. Apologies**

David Mitchell-Gears MBE – Board Chair  
Alistair Hollis – Operational Services Manager

### **4. Obituaries**

Julian Haines	Bowls England International 1982-86
John Fox	President Norfolk 1984
Colin Brown	President Norfolk 2017
I. H. Phillips	President Essex 1994
Bill Howe	President Durham 2004
Norman Deeprise	Bowls England Honorary Member
Stan Allcock	President Norfolk 2002

### **5. Declarations of Interest**

None declared

### **6. Minutes of the meeting held on 25<sup>th</sup> February 2017**

It was **resolved** that the minutes of the meeting held on 25<sup>th</sup> February 2017 be signed by the Chair as a true and correct record.

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

The Chief Executive addressed the action points and it was **resolved** that they be updated accordingly. PA

**8. Correspondence**

The Chief Executive updated the Board on recent communications with Warwick District Council in relation to office relocation.

**9. Reports**

*9.1 Update by the Chair*

9.1.1 Strategy Day

The Board concluded that the Strategy Day held in March was successful and it was **resolved** that this should be an annual event. CE

9.1.2 Board Appointment – Director of Finance

The Chair of Policy and Management and the Chair of International Events gave a brief report on the interviews that had been held for the position of Finance Director. The Board **resolved** to appoint Stephen Hemsley as Finance Director from Monday 25<sup>th</sup> September 2017 until the AGM in February 2019.

9.1.3 EIBA Ltd Update

It was noted that Bowls England Personnel attended a meeting with the EIBA Ltd to discuss the potential for both bodies to work more closely. It was **resolved** that a Board Meeting be arranged for Tuesday 22nd August 2017 to discuss further. CE

*9.2 Update by the Chief Executive*

9.2.1 Governance Working Group Report

The Chair presented the report and following discussion it was **resolved**: CE

- A Special Consultative Meeting be held at the Methodist Church in Royal Leamington Spa on Monday 21<sup>st</sup> August 2017 at 11am
- A Special General Meeting be held on Saturday 25<sup>th</sup> November 2017

It was noted that in order to allow flexibility for the future appointment of Directors, it was necessary to extend the nomination period for Director applications. It was therefore **resolved** to amend the regulations relevant to Board Nominations as below:

- *Regulation 5.3: Nominations for Directors shall be with the Chief Executive of Bowls England by the Monday of Standard Week 51.*
- *Regulation 5.4: Voting returns for the Election of Directors must be received the Chief Executive by the Monday of Standard Week 5.*

9.2.2 Humberside BA

It was noted the Chief Executive and Operational Services Manager have arranged a meeting with Humberside BA in July 2017. Following this meeting a report will be presented to the Board. CE

9.2.3 Regional Meeting Feedback

A presentation was given to the Board on the success of the recent Regional Meetings. CE

It was **resolved**:

- A summary of the feedback received be circulated to County Associations and other key stakeholders
- A more detailed presentation will be made at the Counties Meeting in November 2017
- A detailed cost analysis for Regional Meetings be prepared for circulation to the Board
- The meetings should take place annually each Spring, with a view to rotating venues in the North
- The name should be amended to Regional Consultative Meeting

9.2.4 Staff Meeting Update

It was noted a Staff Meeting had been held recently.

9.2.5 World Bowls

It was **resolved** that the Chief Executive should attend the Bi-Annual Meeting of World Bowls in 2018. CE

9.2.6 BDA

It was noted that Bowls England will be required to appoint a new Director to the BDA Board in June 2018.

9.2.7 Commonwealth Games Baton Relay

It was noted that Bowls England had been working with Commonwealth Games England to support the Baton Relay for Gold Coast 2018. The date provisionally agreed for the Baton to be present at the National Championships with Commonwealth Games England is Thursday 17<sup>th</sup> August.

9.3 *Business Services Manager Update*

9.3.1 10<sup>th</sup> Anniversary Celebrations

The Business Services Manager gave an update on the arrangements for the 10<sup>th</sup> Anniversary Celebrations. BSM

9.4 *Operational Services Manager Update*

9.4.1 Coaching

The Chief Executive advised the meeting that Bowls England would administer Coach Bowls on behalf of Bowls England and EIBA Ltd. A transitional timeline had been agreed to transfer ownership of Coach Bowls from the BDA to the two National Governing Bodies from 1st April 2019. OSM

9.5 *Update by the Chair of Policy and Management*

It was noted that both positive and negative feedback had been received from those that attended the Men's Annual Dinner. The Chief Executive had written to each County Administrator asking them to register individual complaints. It was **resolved** that, where appropriate, a part refund would be made. Any remaining balance will be used to enhance the next dinner.

9.6 *Update by the Chair of International Events*

It was noted that Bowls England had received official notification from Sport England advising that a sum of £166,499 had been awarded in support of the Commonwealth Games Preparation Programme. Bowls England will be required to contribute a further sum of £21,000. Provision for this sum has been included within in the International Events Committee budget.

9.7 *Update by the Chair of Competitions*

A number of items related to umpiring services had been discussed during the Regional Meetings. It was **resolved** that a meeting be arranged with the English Bowls Umpires Association.

9.8 *Update by the Chair of Finance*

The Chair of Finance had submitted a report prior the meeting that was discussed. A number of items from the 2017 Forecast were examined and several amendments were suggested.

It was noted that the 2017 Accounts will contain the majority of Bowls England's costs relating to both the 2016 World Championships and the 2018 Commonwealth Games. The Board was informed that an overall deficit is likely at year end.

Handover work is in progress with the recently appointed Finance Director. A new version of the Financial Forecast Model is currently being constructed. Everything should be completed as planned and in place by the end of September.

The Chair of Finance thanked the Chair for his kind remarks and fellow Board Members and Staff for their support over the last 10 years.

9.9 *Update by the Chair of Operational Services*

It was **resolved** that the meeting of the Operational Services Committee scheduled for September be postponed.

OSM

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

The Chief Executive updated the Board on recent disciplinary cases referred to Bowls England. It was noted that the volume had significantly increased.

9.11 *Update by the Independent Director*

The Independent Director gave a presentation to the Board on forthcoming changes to Data Protection regulations. It was **resolved** that a presentation be made at the Counties Meeting illustrating the impact on Clubs and County Associations.

9.12 *Update by the Bowls England President*

The President reported that recent tours had been successful.

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

10.1 *Youth Strategy*

10.1 Report

The Independent Director updated the Board on the Youth Strategy and it was noted that:

- Entries for the Sutton Winson Tournament are currently down on 2016.
- The Under 18 Test Match v Wales will be held at Clevedon BC in Somerset in September

**11. Standing Items**

11.1 *Risk Management*

It was noted that the Business Continuity Plan had been updated and made available to Board Members and Staff.

*11.2 Strategic Plan*

The Strategic Plan is to be updated. This will include reference to the ongoing discussions with the EIBA Ltd and the report of the Governance Working Party.

**12. Next Meeting**

The next meeting of the Board of Bowls England will be held on Tuesday 22<sup>nd</sup> August 2017 at 9.30am – please advise [helen@bowlsengland.com](mailto:helen@bowlsengland.com) of any accommodation requirements.

Meeting Closed at 2.20pm