

Minutes of Committee Meeting

Monday 5th May 2025 @ 7.00pm

Present: George Forsyth, Bruce Stewart, Fiona Murray, John Murray, Doug Fraser, Cheryl North, Liz Groat, Bob Waiter, Viv Humble, Charlie Reid, Suz Pirie, Bill Allan, Lee Simpson, Raymond Warrender.

Apologies: Allan McRitchie.

Review and acceptance of minutes from April 1st meeting.

Approved by Viv Humble and seconded by Fiona Murray

Actions from Previous Meeting

Relating To	Who	What	By When	Status
Dev Plan	Fiona	Contact Pete Young to work with Schools in 2025	July	In Progress
Dev Plan	Fiona	Publish website	May	Complete
AOCB	Bill/John/Fiona	Update sponsors' contact details and invoice jacket sponsors	May	In Progress
AOCB	Bruce/Covey/Fiona	Draw up plan re requirements for A&K match on 10 May	May	In Progress
Match	Committee	Increase number of entries for Invitational Pairs on 15 th June	May	Complete
Match	John	Print club team sign-up sheets	Apr	Complete
AOCB	Committee	Bye-Law re criteria for multiple bowling club memberships	May	In Progress
AOCB	Fiona	Set up Social/Events Group	May	Complete
AOCB	Committee	Set up Bowls Development Group	May	Complete
AOCB	Fiona/Raymond	Dates to Jim Brand for defibrillator refresher course	May	Complete
Events	Fiona/Covey	Date for Try Bowls day	May	Complete
Greens	President	Request for Volunteers to help with upkeep of green and surrounds	Apr	Complete
Dev Plan	Bruce	Arrange a sub-committee meeting	May	Complete
Events	President	Arrange a gift for M. McDonald for Opening of Green	Apr	Complete
Events	Fiona	Catering and volunteers for Opening of Green on 13 April 2025	Apr	Complete
Events	John	Organise Race Night May 31 st	May	Date Change
AOCB	Committee	Arrange a date for Sponsors' Day	Apr	Complete
AOCB	Raymond	Organise Risk Assessment Exercise	May	In Progress

Follow up with jacket sponsors payments

No change in numbers nor format of Invitation Pairs.

Bruce, Doug will determine invites and John to send out.

Social Events Group will use the Whatsapp group for now.

Defibrillator training will be Monday 26th May at 7pm.

Junior Try Bowls will be Monday 19th May 6pm-8pm.

Race night now Saturday July 19th.

Sponsors will be invited to Club Triples on August 30th.

2.Treasurer's Report

Committee Meeting – Monday 5th May 2025

- Statement balance as at 31st March 2025 £22,368.37
- Statement Balance as at 30th April 2025 £23,040.95

Expenses Paid – April 2025

- HBC Insurance Quote £1968.13 from Jack High went with BBA Insurance - £500 cheaper £1,488.00
- Greens Thomson Landscaping £ 360.00

- Green Keepers £ 400.00
- BowlsScotland Courses 3 X £80 (funding application pending) £ 240.00
- Bar Stock Batleys £ 693.17
- Colin Tough Signage hanging £ 140.40
- Greens Materials £ 151.20
- Ramp Cabin £ 141.00
- Greengauge Club Kit £4,788.20

Total £8,401.97

Income received in April 2025

- Membership Fees and Lockers £6,663.00
- Members Club Kit payments £2,819.00

Total £9,482.00

Expenses expected in May 2025

- Galvanised Storage Shed 10 x 15 ft £ 1,249.00
- Additional Shelving for Shed - storage £ 300.00
- Lighting for Shed £ 200.00
- Additional Benches for Seating in Cabin £ 1,082.00
- Round Tables for events 11 x £100 £ 1,100.00
- Honours Board £ 1,297.00

Total £ 5,228.00

Expected Income in May 2025

- Inverurie Precast Sponsorship Jackets £1,000.00
- Safelift Offshore Ltd Sponsorship Jackets £ 750.00
- Garioch Blinds Sponsorship Jackets £ 500.00

Total £ 2,250.00

Membership Stats

Full Members 24

Senior Members 72

Junior Members 9

Beginner Members 4

Non Playing Members 39

Honorary 2

Total Membership 150

3.Bar Report

- Over £100 of takings from first Friday night opening.
- Order placed for A&K, bar staffed by Suz, Denise, Fiona and John.
- Bar to be opened 2pm Sunday May 25th for Top Ten.

4.Greens Report

- Green scarified, feed granules applied.
- Borders tidied by Bob, Ally and Robin.
- Green cut to 4mm for A&K
- Big problems with bird droppings on the green. Look to purchase bird deterrents such as bird kites or owl statues.

5.Match Report

- Thanks to Doug for getting club competition sheets written out.
- Benachie starts May 7th.
- A&K triples against Kincardine O'Neil.
- ADLBA Mixed triples for both A and B teams begins this Friday.
- Gents Crowmallie organised for Tuesday 27th May against Rothienorman.
- Gents Forbes Hendry is against Inch which needs to be organised by June 1st.
- Top 10 is against Stonehaven on Sunday May 25th at 3:30pm.
- Saturday 24th May we hold Ladies Bowls Scotland matches. Need umpire and catering which Cheryl will organise.
- Gents Bowls Scotland representatives will be selected soon.
- Craigie Ladies begin Tuesday 13th May with home tie against Ellon at 6:45pm.
- Inverurie have dropped out of the Craigie Ladies League.
- Ladies Forbes Hendry is against Huntly and to be played by June 8th.
- Over 55's Ladies now moved to Thursday evenings.
- Ladies Bowls Scotland representatives will be selected soon.

6.New Club Kit

- First order delivered, only issue was a pair of trousers missing.
- Emailed about junior sizes.
- Need to send back samples.
- Start the next order and 10 items is the minimum order.
- Take trousers and shorts out of jacket sponsorship contribution.

7.Club Development Programme

Clubhouse Redesign

- Meeting held April 22nd.
- Propose to order shed 10ft by 15ft. This was approved by committee

Sponsorship

- Coln Tough erected more boards.
- Sinclairs may be keen to help with broken clock, but John will look at existing clock first.

Marketing

- Website is operational. Already received e-mails via website.
- New Harlaw sign is erected.

Junior Development and Funding

- Have been told it's no longer needed to complete Introduction to Coaching before doing Level 1 Coaching course.
- Level 1 Coaching will be held Sunday June 1st 10am to 6pm.
- Junior Try Bowls Monday 19th May from 6pm to 8pm.
- Liz and Cheryl drafting a coaching plan for beginners and juniors.
- Still awaiting Child Protection courses from Bowls Scotland. Cheryl, Liz, Covey and Allan to complete.

8. Events Calendar

- A&K Match Saturday May 10th
 - Covey and Fergus will entertain officials
 - Lee will manage the scorers.

- Fiona to organise catering.
 - Need to message volunteers and ask them to wear club tops if they have them either white or navy ones.
 - Need to make members aware to remove items that are not in lockers.
 - Need to tidy cabin
- Race Night changed to Saturday 19th July. John to organise.
 - Family Try Bowls planned for Sunday June 22nd 2pm-4pm. Fiona to organise.
 - Gin Night planned for Saturday September 20th which John and Fiona will organise.
 - Prize Giving will be Saturday October 10th.

9. Correspondence

- Notification of Harlaw Road closure has been received from Scottish Water Board.
- We have received an invitation to play in Seniors Top 9 which is accepted. John will submit the entry.
- We received a request to display information about Oldmeldrum Hats.

10. AOCB

- Criteria for Multiple Bowling Club membership:
“During a season, a Harlaw member can only represent one Bowling Club within a Bowling Association or Cup competition” was passed and will be added as a bye-law.
- Defib Training – advertised on noticeboard, website, facebook – only 5 names so far need to get more to attend
- Bronze Bowlsmark - Fiona spoke to Alan McDonald our National Development Officer and he is happy to hold our Bronze Mark Presentation at our June Committee meeting online with the Committee. What he needs to see is below.
 - Affiliated to Bowls Scotland - done
 - Intro to BowlsMark Bronze Award Presentation (this will cover all the criteria mentioned)
 - Good Governance
 - Constitution
 - Equality Statement
 - AGM Minutes
 - Evidence of Club Bank Account (we don't need to see bank balance)
 - Copy of Public Liability Insurance
 - GDPR Policy
 - Minimum of 1 qualified coach – our system shows that you have at least one of these
 - Child Protection Officer – our system shows you have one of these
 - First Aid Box
 - Wellbeing Policy
 - Registered Try Bowls Club – you are already signed up

Fiona received approval to have the next meeting begin at 6:30pm so we could have a zoom at the beginning of our next meeting.

Health & Safety Training

- First Aid kits have been updated with new materials
- First Aid Training - Do we have any first aid trained members. Aberdeenshire Council sports officer can offer a 1 day 9am-430 course for £45 per person if we offer the clubhouse for use to hold the course. Maximum is 12 we have as many places as we wish probably would recommend 4-6 then it will be put out to businesses and other sports clubs to fill up. 3-year certificate – require this. Fiona will check who is a current first aider.
- Kitchen Hygiene Training – online certificates available

11. Actions Required

Relating To	Who	What	By When	Status
Greens	Fiona	Purchase bird kites	June	
Clothing	Lee, Fiona	Send back sample items and start process for new order	July	
Dev Plan	Fiona	Order shed	June	
Dev Plan	John	Look at getting clock working	May	
Dev Plan	Fiona, John	Republicise Junior Try Bowls	May	
Dev Plan	Fiona	Contact Pete Young to work with Schools in 2025	July	In Progress
Events	Fiona, John	Email, facebook members about tidying locker room and cabin, removing clothing and items not in lockers	May	
Correspondence	John	Reply confirming Harlaw's entry to Senior Top 9	May	
AOCB	John	Add new bye-law to constitution	June	
AOCB	Bill/John/Fiona	Update sponsors' contact details and invoice jacket sponsors	May	In Progress
AOCB	Raymond	Organise Risk Assessment Exercise	May	In Progress
AOCB	Fiona	Organise BowlsMark Zoom call and items required for BowlsMark Bronze certification	July	
AOCB	Fiona	Find out how many members are first aiders and can be called upon to be a first aider for the club	June	
AOCB	Fiona	Communicate On-line Kitchen Hygiene Training courses	June	

Next Meeting Monday 2nd June at 6:30pm.