



**MINUTES OF A MEETING OF THE
BOWLS ENGLAND BOARD
HELD ON 19th MAY AT THE BEACH HOTEL, WORTHING, AND CONTINUING ON
20th MAY 2010 AT BOWLS ENGLAND HQ**

1. Welcome

The Chair, David Mitchell-Gears, welcomed everyone to the meeting.

- 2. Present:** David Mitchell-Gears (Chair), Ruth Howes (Vice-Chair);
Directors: Margaret Docherty, David Tucker, Howard Pryse, Jeff Applegate, Norma Hazzledine, Peter Arnold. Tony Allcock MBE (Chief Executive)

Apologies: Presidents Chris Smith and Hazel Parnell

3. Obituaries Recorded

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|---------------------|-------------------------------|
| • Dennis Grint | EBA President 2001/BE HLM |
| • Jeffrey Moore | President Leicestershire 1981 |
| • Kathleen Anderson | President Hampshire 1991 |
| • Enid Armit | President Yorkshire 1976 |
| • Harry Millichamp | President Herefordshire 2005 |
| • Eddie Glass | President Lancashire 2005 |

4. Minutes

The Minutes of the Board Meeting held on 17th and 18th February 2010 were approved and signed as a true and correct record.

5. Board Members: Declarations of Interest

Tony Allcock – Patron ENAVHB

6. Matters Arising not covered by the Agenda

- The Chief Executive was asked to request from the Development Officer any update on the situation in respect of the rateable value for clubs.
- It was noted that, following the February AGM, Pat Holton had resigned as a member of the Member Services Committee.
- The Finance Director requested the Chief Executive to confirm with NFU Mutual the situation in respect of the Bowls England indemnity insurance cover.

7. Correspondence

- Essex County Women's Bowling Association – a query re. the date for definition of county boundaries (Bowls England Regulation 3). It was **resolved** to recommend to the EGM that county boundaries for the purpose of Bowls England are defined as at the Inaugural Meeting of Bowls England. The Chief Executive reported that the Bowls England lawyer would support this.
- Norfolk Women's Bowling Association – proposition for the EGM that the format for the Johns Trophy be changed from a knock-out to incorporate a sectional round robin.
- Hampshire County Women's Bowling Association – nomination of Mrs. Cynthia Ann Abraham as a candidate for Junior Vice President 2011.

8. Chair of the Board's Report

The Chair reported that the Directors' Appraisals had been successfully completed by him and the Vice Chair in line with Sport England audit requirements.

9. Chief Executive's Report

The Chief Executive addressed his report and the following was **resolved**:-

- Key Performance Indicators (KPIs), forming part of the annual Sport England audit submission, would be attached to Committee Agendas. The Committee Chairs to submit any changes to the roles and responsibilities document circulated for the next Board meeting.
- That the Taylor Bowls waterproofs (predominantly white with a light grey side insert), with the Bowls England insignia, would form part of official uniform and not a merchandise product. It is acceptable to Bowls England that items of clothing and shoes which are "predominantly white" may be worn, unless domestic County rules preclude.
- That Bowls England would adopt in principle the 2013 Blind Bowlers World Championship to be held in Worthing as their official charity.
- That the Health & Safety budget be extended in order to comply with the recent inspection at both Worthing and Leamington Spa offices.
- That, prior to the biennial meeting of World Bowls, the Chief Executive submit the Board's concerns about a number of issues, including the proposed change in format for the payment of affiliation fees. It was noted that the Chief Executive would share concerns with other British Bowling Associations.
- That the Board would meet with Bowls England lawyers in September (in conjunction with Director training) to discuss aspects of the Company's Articles of Association and mandatory changes required.
- That Directors, whenever possible, should attend National Championship lunches and dinners as a PR exercise and that the Chief Executive will oversee official seating plans and guest speakers.
- That Directors should be included in any presidential match of their choice in order to promote Bowls England.
- Bowls Development Alliance – that the Board would support the BE Development Officer leading the Kent Bowls Development Initiative under the direction of the Chief Executive. It was noted that Bowls England would receive funding for this from the BDA once approved by the same.

The Chief Executive made reference to the new Equity Act 2010 (about which we are currently awaiting further documentation) which would have implications for member clubs. An interim press release would be issued.

10. Development Officer's Report

The Development Officer's Report was submitted, read and **resolved**.

11. **Committee Reports**

11.1 **Finance**

The Chair of Finance submitted his report.

- Contributions to National Championship competitors - formula would be submitted at the next Board Meeting for consideration and submission to the EGM.
- It was **resolved** that the upper limit for Development Loans to Clubs be increased from £15000 to £20000 and that the repayment limit of 8 years be retained.
- It was **resolved** that Bowls England would use the Automobile Association (AA) monthly-published fuel cost rates as the standard in gauging the Mileage rate for Volunteers and Staff. As a result, there will be an increase of 3p per mile commencing from 1st June 2010 for volunteers and staff.
- It was noted that the current "bottom line" in respect of Management Accounts was in line with expectations.
- A document was submitted highlighting Reserve fund planning for future years - to obviate any increase in 2011 affiliation fees and potentially 2012.
- A request was made for Committee and Office budgets for 2012 to be submitted to timetable - September 2010 at the latest.
- Development Loans - It was noted that approximately £53,000 had been loaned to Clubs to date and of the £550,000 now available, there was £353,841 "out on loan" to be repaid by Clubs and £41,000 "potential loans in progress", leaving £155,000 available for Clubs (with 1 application being processed and 3 Clubs currently at the "Enquiry" stage).
- Green Loans - £17,000 had been lent to Clubs so far this year and of £85,000 now available a total £31,615 was currently out on loan to be repaid by Clubs.
- Presentation of Bowls England Development Loan plaques are being made throughout the country.
- It was noted that the Business Continuity Plan (BCP) is work in progress by the Chief Executive.
- The IT Disaster Recovery (ITDR) work is complete – now that the new remote back-up IT server and the necessary communications facilities have been installed and commissioned at the Leamington office.
- An asset analysis document was tabled highlighting the position at the end of the 2009 financial year.
- In preparation for the Chief Executive's attendance at the forthcoming World Bowls meeting, a document was submitted providing information on potential changes in the affiliation fee payable by Member Nations.
- It was noted that Commonwealth Games claims are now up to date and that the Chief Executive was constantly ensuring that payments were received on time.
- It was **resolved** that the current investment in Anglo Irish (approx. £10,000) would be monitored and reviewed according to any changes in the Financial sector.
- It was noted that, in the Management Accounts, the allocation of staff costs to each 'Income generating' Committee / item activity were being reviewed.
- It was **resolved** that cost centre print files will be sent to each Committee Chair prior to every Board meeting showing income and expenditure to date versus budget forecast.
- It was noted that the Finance Committee were working towards developing a process to enable Chairs and Finance Committee representatives to update forecasts/budgets direct to HQ. In addition, the Finance Committee will continue to offer assistance and guidance through Finance Committee personnel attached

to each Committee, especially ensuring that detail behind nominal codes is appropriately budgeted.

11.2 International Events

The Chair addressed her report highlighting the following:-

- Advertisements had been made for Team Managers (4).
- Arrangements for Trials were in place along with the International Series.
- Team Managers and Selectors would receive copies of International Events Committee Minutes and Agendas.
- Invitations had been received from other countries which were currently being considered.
- That a revised job description for Chair of the International Events Committee would be circulated.

11.3 Competitions

- It was **resolved** to recommend to the EGM that a Two Wood Championship be introduced along with a Generation Pairs Competition (replacing the Mother and Daughter) commencing in 2012.
- It was noted that the County Shirts registration forms were being updated to include ones for use by County Associations for Club registration.
- That, following the proposition from Norfolk CWBA, supported by another County, the Chief Executive would produce a paper on the proposed new format for the Johns Trophy.
- It was **resolved**, for the purpose of Bowls England regulations, that shoes, shirts and waterproofs should be “predominantly” white. The Board considered that too stringent an adherence to the term “white” would result in an infringement of the development of the modern image of the sport.
- It was noted that there were still difficulties in obtaining from the Umpires Association the various names for those officiating at forthcoming Bowls England events.

11.4 Member Services

The Chair his submitted report.-

- It was **resolved** that, as the Women’s Benevolent Association and Charity Trusts had their own Trustees, these were no longer required to be the responsibility of this Committee.
- It was **resolved** that the Bowls England Events Programme would be the responsibility of HQ.
- It was **resolved** that the Annual Conference would remain in April. Discussion ensued in respect of the feedback document presented and lessons learned.

11.5 Development

- The Chair updated the Board on the recent EBCS AGM and plans for the EBYDS.
- It was **resolved** that the Committee Chair, along with Norma Hazzledine (Bowls Development Alliance Director Special Responsibility Coaching), formally approach EIBA Ltd. with respect to the future of coaching in the hope that a positive way forward will be the result.

11.6 Policy & Management

The Chair addressed his submitted report, highlighting the success of the recent workshop on Child Protection and Vulnerable Adults.

- It was **resolved** that, for the purpose of authorisation of CRB verifiers, County

Associations are able to nominate and submit suitable candidates who will then be officially authorised and submitted to TMG.

- It was further **resolved** that the County Verifiers do not have to be CRB cleared.
- It was **resolved** that Bowls England clearances be made through TMG.
- It was **resolved** that, following feedback from the AGM, Bowls England have one General Company Meeting per annum to be held in February and therefore the term Council will be replaced by Company in the Articles of Association.
- It was **resolved** that the Chief Executive write to all current non-unified Counties asking them to confirm when their County Unification will take place.
It was noted that a definitive date is essential for inclusion in the new Articles of Association.
- It was noted that the Presidential Protocol booklet had been **resolved** by email and circulated accordingly.
- It was **resolved** that the Development Committee will be combined with the Member Services Committee from the 2012 AGM and that the Board will be reduced by one Director. The new Committee will be known as Development & Member Services Committee.
- After discussion, it was **resolved** that the Vice-Chair should be given additional and specific duties within the portfolio and that the Chair of the Board, Chief Executive and Chair of Policy & Management draft the same to be included in the Job Description.

11.7 *Disciplinary*

- The Board Vice-Chair, in the capacity of Chair of this Committee, reported that a recent case reviewed had been referred back to the individual and the County Association. To date no further activity.
- The Chief Executive informed the Board that he was aware of a potential forthcoming appeal.

11.8 *Commonwealth Games Panel*

The Board Vice-Chair, in the capacity of Chair of this Committee, gave an update and would further report after the Panel meet in July.

12. *Any Other Business*

It was **resolved** that September 22nd 2010 would be designated as Board Training and this will be followed by a formal meeting.

13. *Date of Next Meeting — 23^d September 2010.*

Signed: Chair

Dated: