

LEIGHTON-LINSLADE CROQUET CLUB

GENERAL COMMITTEE MEETING 27th January 2010

At 12.15 pm - Page's Park pavilion

Committee Members present: -Tom Miller (chairman), Roger Stroud (secretary), Len Buckingham (treasurer), Eve Buckingham, John Cundell, Margaret Lawson, Val Jeffers, Tony Stammers

Draft Minutes

1. Welcome

Meeting started at 12.25pm.

Peter Davis has resigned from the committee – he has been asked to help start up a drama group, for the Mayday Trust which helps young homeless people, which clashes on time. It was agreed that a replacement committee member is not required.

2. Apologies for absence

David Ball, Tony Wells. Tony Wells had emailed Tom with the points he wishes to raise, including the fixtures.

3. Minutes of meeting held on 16th September 2009

It was agreed that the minutes of the last meeting were an accurate record and a copy to be made available for the Chairman to sign.

4. Matters arising & review of Actions (if not included below)

4.1 Minute 4.2: John has progressed the details of the format with Erica.

4.2 Minute 5: Dental Practice that had contacted us to swap advertising has been notified that the club is not interested.

4.3 Minute 8.3: The club honours board is completed and in Len's house. The committee wish to record a vote of thanks to David for producing the Honours Board.

4.4 Minute 9.4: Northampton Croquet Club – we have not heard anything from them re a winter fixture.

4.5 Minute 10 Sports Council Report – meeting 18 January: Margaret commented that the Town Council has no money for sports. Margaret passed around a letter from Sports Council to Town Council. The Sports Council was disappointed that the Town Council had no vision for sports facilities from their Big Plan consultation. Mentmore Road pavilion is likely to close.

Tom attended beginning of the meeting and collected our grant of £250.

4.6 Minute 11 AGM 2009: In answer to Tom's question, the Committee declared themselves happy with the AGM.

5. Annual Dinner

David has researched possible venues and recommended that we go to Bletchley College, and has circulated various possible menus with prices. Bletchley have gave David a maximum of 40 people. The restaurant is likely to be fully dedicated to our party for the evening.

It was agreed that we fix the date for 17th March and have the Irish Menu. The cost is shown as £14.95, but we will charge each person £16 giving the balance as a gratuity to the college.

It was agreed not to hire a coach for transport and to use own cars sharing as much as possible.

David will be investigating whether we need to advise the College in advance with our menu choices or whether we give our choices on the evening.

6. Secretary's report including correspondence to Club

There has been no correspondence to deal with.

Roger requested that all reports and correspondence should be circulated by email well before the meeting to all committee members, dealing with any queries by email so that the committee meeting can focus on making decisions without the need for hours of discussion.

John Cundell had received an email from EACF regarding the EACF AGM which will be held on March 20th at the Hyndman Centre, Bury St Edmunds at 2pm. He plans to attend. Attached to the email was the EACF registration form.

Terrey Sparks will be standing down from his current role of Secretary.

John has completed the registration form to be a member of the EACF at a cost of £15 to allow us to play in the League and has passed to Len.

John is putting the key dates into our newsletter.

Note that EACF information is available on www.angliacroquet.co.uk

7. Treasurer's report

Len tabled copies of the balance sheet as at 27th January. Cash in bank £3196.47 which is after rent but before any 2010 subscriptions are received.

Len received letter from the Town Council thanking us for our £250 donation to fencing third lawn.

The club has paid £1,500 to the Council for the use of the three lawns.

We have also received £250 from the Sports Council.

Len has allowed £500 for two new gazebos. Research on the internet revealed two new gazebos for £250 from Argos.

There would be no delivery charge as they can be picked up from the shop by David.

The committee agreed to go ahead and purchase them. Action John / Len.

It was also agreed to discuss advertising for new members at our next committee meeting and use the official opening of the season/third lawn by the Mayor as an avenue to progress the matter.

A previous grant application to the Croquet Association was not pursued because it was a requirement to have 3 lawns – now we have 3 lawns it was agreed that we should pursue a further grant application. The proposed grant application is for the levelling of lawns 1 & 2. Action – John / Len.

8. Membership Secretary's Report

John Cundell presented this report which was simply that membership application forms will shortly be sent to all members and we wait for the money to be received.

Action – John/Judith

9. Facilities & Equipment

9.1. Status with Town Council

We have now got a 3rd lawn, fenced in and renovations in progress and £1,500 has been paid to the Town Council for use of the lawns from January 1st to 31st December 2010.

On Monday 29th March we (Tom & Richard Keighley) have a meeting with the town council regarding the on-going negotiations about the 'Agreement' between our club and the Town Council.

It has already been generally agreed that the outline content of the Agreement will be agreed before Solicitors are consulted. Pat Kingsnorth has agreed to get a 'Draft' to Tom ahead of the meeting. Richard is advising us that it is the responsibility of the Town Council to tell us what the terms should be, not the other way round. Pat has some examples from other Councils to help her to produce her Draft. Whilst progress is slow, Tom feels that it is adequate and we just need to make steady progress on it.

9.2. Status on the three lawns

John Cundell presented the status of all three lawns. Recently during a period of heavy rain, the two existing lawns were both waterlogged whilst the new third lawn drained water away very well.

It was agreed that 8 – 10 more "Keep off" notices are required for the 3rd lawn. Action Len to arrange for the additional notices.

9.3 Clubroom cleanup

Clubroom cleanup and erection of the Honours Board will be arranged by JC & LB after the next committee meeting. Len had thought about having a microwave in the clubhouse. It was agreed not to have a microwave.

9.4 Risk assessment

Tom had previously circulated the Draft Risk Assessment by email.

Roger commented that the draft was in a standard format for that type of document and does not require acknowledgement to Dyffryn Croquet Club at the foot of the document (as Richard Keighley had also suggested to Tom).

Roger also suggested that an 'Item Number' is included as the first column for ease of reference as this is quite standard on this type of document.

The next action is that Tom will send our Draft to the Town Council (who requested that we have a risk assessment) pointing out to them that we have not included any risk ratings for the roller shutter door as the Council will probably already have risk ratings for this type of door. The risk assessment also indicated that the steps leading up to the clubroom need a hand rail. The Town Council will be approached to install a handrail.

The general discussion on this topic highlighted that if we point out a potential hazard within the risk assessment and a member chooses to ignore our recommendation, then our club is not at fault.

It was agreed that, once completed and therefore no longer a Draft, the Risk Assessment will be put onto our notice board in the clubroom and sent to each member. The matter of the implication for other clubs when visiting Page's Park was discussed and it agreed we will need to decide how to handle this.

10. Fixture's Secretary's report

Tom presented this report having been emailed information from Tony.

10.1 League and Friendlies.

Friendly away games – not yet contacted Hunstanton or Littlehampton – Tony will make contact in Feb. ready for next meeting.

Indoor croquet at Soham – 13/14 March indoor event. – same format two teams of two. Contact Tony asap, as he will contact members that have shown interest on previous dates. Will be in the newsletter.

League Games

Tony has informed Chris Howell that our club will have two league teams (Team A & Team B) for the 2010 season.

Team A will enter the same players for the season, Team B players will change during the season.

Chris Howell will circulate all necessary dates etc at the end of February.

Once a player has played for either the A team or the B team he cannot later be selected to play for the other team.

10.2 Team selection

Len Buckingham & John Cundell who have in the past carried out team selection requested at the AGM that they would like another four people to volunteer to join them forming a 'Selection Committee'. Joining them are George Lawson, Eve Buckingham, Tony Wells, & John Thorpe.

During the discussion it was pointed out that the new club handicap ruling about having to play a minimum number of handicap games only applies to games within our club, not league games.

Handicap rules will be in next newsletter.

11. Events

11.1 Opening Day

John Cundell has suggested that we open the lawns for members play on the weekend of March 20th / 21st.

It was agreed that Tom will write to Christine Barrow inviting the Mayor, Councillor Cursons, to strike the first ball on our suggested official opening, Sunday 28th March.

11.2 Club events for the season

When	Event	Lead person	Assisted by
March 3rd	Committee meeting	Roger Stroud	Tom Miller
March 17 th	Annual Dinner at Milton Keynes College, Bletchley	David Ball	
March 20 th /21 st	Lawns open	Len Buckingham	John Cundell
March 27 th or 28 th	Season/third lawn opening with Mayor	Tom Miller	John Cundell
April	Club coaching course	Richard Keighley	John Cundell
May 15 th /16 th	Club 'Mix 'n Match' Doubles		
June 12 th /13 th	Club Ladies 'Mix 'n Match' Doubles		
June 16 th	Committee meeting	Roger Stroud	Tom Miller
July 10 th / 11 th	Club Handicap Singles		
July 18 th	Club Fun Day	Tony Stammers	
July 28 th	Committee meeting	Roger Stroud	Tom Miller
August 7 th	Club Garden Party		Diana Phelps
August 14 th /15 th	Club Men's 'Mix 'n Match' Doubles for "The Foggy Trophy"		
August	LLCC/Hunstanton Challenge	Tony Wells	
September 25 th /26 th	Club Doubles		
September 29 th	Committee meeting	Roger Stroud	Tom Miller
October 2 nd /3 rd	Club Singles		
November 12 th	Club AGM	Roger Stroud	Tom Miller

Margaret to ask Diana

John will be putting the above information into the next newsletter.

Tom asks that we fill in the "people gaps" in the chart at the next meeting.

John informed us that Colchester & Newport are interested in a Friendly match – one home or away match in the season.

Competitions against Hunstanton & Littlehampton will be named 'Challenges', to differentiate them from "normal" Friendlies.

There was a discussion exploring the idea of obtaining a block of rooms at a hotel / B&B, possibly including husbands / wives when playing at Hunstanton or Littlehampton.

12. Child Protection and Schools liaison

12.1 Roger's email

In response to Tom's most recent update to the Club's policy towards children, Roger had recently circulated an email to committee members, on the subject of Child Protection, prior to our discussion at this committee meeting.

"Re Child Protection I think that we should re-consider whether as a club we want to become involved with children at all.

On the odd occasion a member might bring a grandchild who might be with them for the day - that member will be wholly responsible for that child whilst at our club. That level of involvement seems fine.

I think that if some members of the club wish us to have children playing generally (bringing about the need for a CP policy) then we should take a census of opinion on the subject from all members.

I think that we are being led on this by a minority when most members would probably prefer children to be doing more active sports with their own age group.

Those young people who have become good croquet players have usually been taught by their father who also plays the game.

Let's re-think all of this!!!"

A discussion followed, which included Tom reporting the views of our Child Protection Officer, and the view that prevailed was that we should have a Child Protection Policy but do not actively seek child members.

12.2 Draft Child Protection Policy

Tom has produced a draft Child Protection Policy which had earlier been circulated attached to an email. Tom pointed out that, on advice from Richard Keighley, he is taking out the section on Vulnerable Adults.

Tom wishes next to report back to Margaret Brown, Richard Keighley & Tony Wells (the three specific CRB checked members), give them a copy of the policy and put their names up on the notice board in the clubroom. This was agreed.

Tom also pointed out that from later this year, NEW volunteers have to be Independent Safeguarding Authority registered. The new ISA registration is a once off process for volunteers and incorporates the CRB process.

Whilst it was believed that the CRB check lasted only 3 years, after checking with Leighton Middle School, we have been told that the CRB check does not run out.

12.3 Leighton Middle School

Tom advised that Tony Wells has agreed to be our Schools Liaison person. Tony has advised Tom as follows: "I have e-mailed Chris Boardman and have confirmed that school sessions will continue at the middle school in 2010 completing with their finals matches to be played on our lawns as in previous years. She has confirmed that my CRB is still valid at this point of time, I will make an appointment asap and visit the office at the middle school and check out CRB/ ISA and other details".

13. Newsletter Editor's report

John outlined the layout of the next Newsletter, also saying that the playing sessions are the same as last year.

14. Any other business

14.1 Coaches

Tom announced that we have 2 new coaches – Eve Buckingham & David Ball. Our club coaches now include John Cundell, Richard Keighley, David Ball & Eve Buckingham.

14.2 Social Club

Len said that although it is short of numbers, everything is going well. The heating had broken down but had been fixed and now working.

15. Dates of meetings for the year

3rd March, 16th June, 28th July, and 29th September, AGM 12th November.

Meeting closed at 14.50.