

KENT COUNTY SHORT MAT BOWLING ASSOCIATION

*****AFFILIATED TO E.S.M.B.A.*****



PRESIDENT
A. Rycraft

CHAIRMAN
T. Coles

SECRETARY
R Stagg

MINUTES OF THE THIRTY THIRD ANNUAL GENERAL MEETING
Held on 14th September 2021 (7:30pm) at Tunbury Hall

Representatives from the following clubs attended:

West Kingsdown, Wye, Ryarsh, Tunstall, Langley, Tunbury, Snodland, Culverstone, Leeds, Kemsley, Herne Bay, Detling, Hamstreet, Newchurch, Boughton Monchelsea and Bluett Street.

A list of names can be provided on request.

Committee members present

G Allard, R Berry, L Wynn, A Plowman, N Bartlett, R Offord

1	APOLOGIES FOR ABSENCE	The Chairman informed the meeting he had received apologies from Committee Members Alan Ellis and Barry Baker. Clubs who sent apologies included White Oak, St Mary's Platt, Burham, Woodpeckers, Smarden, Leysdown and Balfour.
2	PREVIOUS MINUTES	The previous minutes were agreed as a true account of the last meeting. Proposed T Coles, Seconded B Deane. Agreed Unanimously
3	MATTERS ARISING	No matters arising
4	CHAIRMEN'S REPORT	<p>It's great to so many faces. I will be keeping my report short as we have a lot to get through</p> <p>It's been a tough couple of years, but we have managed to get through it. Our thoughts go out to those who it affected.</p> <p>I would like to thank all of the Committee for their work and commitment to Kent. A special mention for Linda for dealing with the registrations and dealing with any queries you may have had.</p> <p>To Rob for setting up the web page which if you haven't seen it looks really good, and is very user friendly, Rob has also set up a newsletter so send him your stories .</p> <p>To Barry for stepping up and doing the secretaries job whilst we search for a replacement. .</p> <p>Finally to Nick for taking on the roll of safeguarding officer and doing the safe bowls status, without whom a lot of us wouldn't be bowling at present.,</p> <p>I hope with a new committee in place with fresh ideas we can move forward and get the county back on track. .</p> <p>Proposed R Horn, Seconded C Groom. Agreed Unanimously</p>
5	TREASURE R'S REPORT	<p>Alan talked through the accounts in more detail and explained what was under each of the headings. This was done for both the 2020 and 2021 accounts.</p> <p>2020 Accounts Proposed B Deane Seconded T Pilbeam. Agreed Unanimously</p> <p>2021 Accounts Proposed R Cooper Seconded S Lowe. Agreed Unanimously</p> <p>Comments from floor</p> <p>J Davey asked if we had received any refund on 2020 memberships from the ESMBA. The floor was informed that the ESMBA had decided not to refund any membership fee's.</p>

		<p>M Mathews asked what it would cost to purchase the container and if it would still be needed if we played at smaller venues. C Henry informed the meeting that he may have a container which the County could use instead of renting the current one.</p>																								
6	COUNTY TEAM MANAGER'S REPORT	<p>2019.20 Gary informed the meeting that the A team semi final from the 2019 season had to be cancelled due to a lack of players. There was a variety of reasons such as some had given up bowls or the distance involved in getting to Solihul.</p> <p>The Premier team played their remaining game from the 2019 season against West Midlands at their home venue and lost 30/10 but the game was so much tighter than the score suggests. A few games were lost by only 1 shot</p> <p>2021.22 The Premier and A team have a new venue for this season at West Kingsdown Village Hall. This is due to a new temporary format for the ICC to help recover from covid. I wish the best of luck to the squad for the coming season.</p> <p>The B team venue will be Snodland Community Centre, and they will carry on using the old format of play .Alan Ellis has kindly agreed to continue as B Team Manager.</p> <p>Next season starts in a month's time so anyone who has not sent their availability form back, please return as soon as possible.</p> <p>Proposed S Lowe Seconded C Groom. Agreed Unanimously</p>																								
7	ELECTION OF OFFICERS	<p>The following Officers were elected unopposed for 2021/22 season.</p> <table border="0"> <tr> <td>Chairman/T Coles</td> <td>Proposed G Allard</td> <td>Seconded N Tresadern</td> </tr> <tr> <td>V Chairman/J Frampton</td> <td>Proposed G Allard</td> <td>Seconded N Tresadern</td> </tr> <tr> <td>Reg Sec/L Wynn</td> <td>Proposed G Allard</td> <td>Seconded T Harwood</td> </tr> <tr> <td>Treasurer/R Berry</td> <td>Proposed T Coles</td> <td>Seconded J Vanns</td> </tr> <tr> <td>Comp Sec/N Tresadern</td> <td>Proposed G Allard</td> <td>Seconded T Harwood</td> </tr> <tr> <td>Secretary/R Stagg</td> <td>Proposed G Allard</td> <td>Seconded N Tresadern</td> </tr> <tr> <td>Rules&Regs Sec/B Baker</td> <td colspan="2">Proposed and Seconded by Umpires as per Constitution.</td> </tr> </table>	Chairman/T Coles	Proposed G Allard	Seconded N Tresadern	V Chairman/J Frampton	Proposed G Allard	Seconded N Tresadern	Reg Sec/L Wynn	Proposed G Allard	Seconded T Harwood	Treasurer/R Berry	Proposed T Coles	Seconded J Vanns	Comp Sec/N Tresadern	Proposed G Allard	Seconded T Harwood	Secretary/R Stagg	Proposed G Allard	Seconded N Tresadern	Rules&Regs Sec/B Baker	Proposed and Seconded by Umpires as per Constitution.				
Chairman/T Coles	Proposed G Allard	Seconded N Tresadern																								
V Chairman/J Frampton	Proposed G Allard	Seconded N Tresadern																								
Reg Sec/L Wynn	Proposed G Allard	Seconded T Harwood																								
Treasurer/R Berry	Proposed T Coles	Seconded J Vanns																								
Comp Sec/N Tresadern	Proposed G Allard	Seconded T Harwood																								
Secretary/R Stagg	Proposed G Allard	Seconded N Tresadern																								
Rules&Regs Sec/B Baker	Proposed and Seconded by Umpires as per Constitution.																									
	ELECTION OF COMMITTEE MEMBERS	<p>Three nominations were received for the two Committee Member positions.</p> <table border="0"> <tr> <td>B Deane</td> <td>Proposed G Scales</td> <td>Seconded P Scales</td> </tr> <tr> <td>A Ellis</td> <td>Proposed D French</td> <td>Seconded B French</td> </tr> <tr> <td>T Apps</td> <td>Proposed D French</td> <td>Seconded B French</td> </tr> </table> <p>After a secret ballot, A Ellis and T Apps were confirmed as committee members for the following season.</p>	B Deane	Proposed G Scales	Seconded P Scales	A Ellis	Proposed D French	Seconded B French	T Apps	Proposed D French	Seconded B French															
B Deane	Proposed G Scales	Seconded P Scales																								
A Ellis	Proposed D French	Seconded B French																								
T Apps	Proposed D French	Seconded B French																								
9	MEMBERSHIP FEES	<p>Key PMPS (Per member per season) PS (Per Season) PMAPS (Per Manager per season)</p> <p>There was a lengthy discussion about who is or is not insured via Sutton Winson and what measures the Committee could or would take against offending clubs. No firm agreement was made.</p> <p>It was decided fees would be voted on individually as the Chairman did not feel there would be unanimous support for all. They are listed together here, with votes underneath. All were PASSED</p> <table border="0"> <tr> <td>1) Club Affiliation Fee</td> <td>-</td> <td>£25 PS</td> </tr> <tr> <td>2) Adult Member (Individual)</td> <td>-</td> <td>£5 PS</td> </tr> <tr> <td>3) Under 18 Member (Individual)</td> <td>-</td> <td>Free</td> </tr> <tr> <td>4) County Team Match Fee</td> <td>-</td> <td>£10 per game</td> </tr> <tr> <td>Under 18 County Match Fee (Including practice matches)</td> <td>-</td> <td>£3.50 per game/event</td> </tr> <tr> <td>5) County Competitions (Adult)</td> <td>-</td> <td>£7</td> </tr> <tr> <td>6) County Competitions (under 18)</td> <td>-</td> <td>Free</td> </tr> <tr> <td>7) Practice Match (Adult)</td> <td>-</td> <td>£5 per event</td> </tr> </table> <p>1) Proposed J Drew, Seconded D Ford - Unanimous For</p>	1) Club Affiliation Fee	-	£25 PS	2) Adult Member (Individual)	-	£5 PS	3) Under 18 Member (Individual)	-	Free	4) County Team Match Fee	-	£10 per game	Under 18 County Match Fee (Including practice matches)	-	£3.50 per game/event	5) County Competitions (Adult)	-	£7	6) County Competitions (under 18)	-	Free	7) Practice Match (Adult)	-	£5 per event
1) Club Affiliation Fee	-	£25 PS																								
2) Adult Member (Individual)	-	£5 PS																								
3) Under 18 Member (Individual)	-	Free																								
4) County Team Match Fee	-	£10 per game																								
Under 18 County Match Fee (Including practice matches)	-	£3.50 per game/event																								
5) County Competitions (Adult)	-	£7																								
6) County Competitions (under 18)	-	Free																								
7) Practice Match (Adult)	-	£5 per event																								

- 2) Proposed T Harwood, Seconded D Ford - Unanimous For
- 3) Proposed T Harwood, Seconded D Ford - Unanimous For
- 4) Proposed T Harwood, Seconded B Deane – 18 For, 5 Against, 1 Abstain
- 5) Proposed C Henry, Seconded R Cooper – 22 For, 2 Against
- 6) With above
- 7) Proposed R Cooper, Seconded T Pilbeam – Unanimous for

Life Membership

The Committee had received a letter requesting Life Membership be granted to Tim Rycraft and Sonia Watson. Both for their many years of work and dedication to the County.

Proposed R Horn, Seconded T Apps – Unanimous For

Proposed Allowances for 2021/2022 Season

Secretary £100.00

Registration Secretary £150.00

Treasurer £100.00

Competition Secretary (per championship entry) 75p

Team Managers £30.00

Umpires (per event when not participating) £10.00

Proposed J Davey, Seconded T Apps – Unanimous For

1
0 PROPOSALS

The following proposals are all proposed by the Committee and were all PASSED unanimously.

Seconders are as follows

1, S Luff, 2. C Groom, 3. T Harwood, 4. T Pilbeam, 5. C Henry, 6. S Luff, 7. T Harwood, 8. C Henry, 9. S Luff, 10. R Cooper

Proposal 1

Para. 1.1

Present wording

This Association shall be called the Kent County Short Mat Bowling Association (K.C.S.M.B.A.) hereinafter referred to as the Association.

Revised wording

This Association shall be called the Kent County Short Mat Bowling Association hereinafter referred to as the Association or KCSMBA.

Reason

Both 'Association' and 'KCSMBA' are used within the Constitution text.

Proposal 2

Para. 5.2

Add Registration Secretary as a named committee position and change 3 to 2 Committee Members. Delete specific responsibilities for these 2 members.

Reason

2019 AGM decision not yet implemented.

Proposal 3

Para. 5.2

Insert new sub-paragraph.

The Association shall also have a Safeguarding Officer as a non committee position. For responsibilities and duties see section 5.(tbd).

Reason

This position is required but not currently defined.

Proposal 4

Para. 5

Insert new sub-paragraphs.

Registration Secretary

The duties of the Registration Secretary shall be to:

- Organize and distribute registration paperwork to all affiliated clubs
- Manage the membership database and ensure all members are correctly recorded/amended along with membership numbers.
- Ensure registrations are completed in time for the renewal period. Any late registrations are handled promptly as required.
- Distribute registration cards as needed.
- Collect registration fees and record any financial information as required by the Treasurer.

The qualifications of the registration secretary shall be that they can demonstrate, at the time of appointment by general meeting, sufficient skills to meet the duties described in (tbd) above. The term of office shall be from one general meeting to the next, usually one year. The secretary can be re-elected for more than one term of office.

Reason

Required to completely define Proposal 2 above.

Proposal 5

Para. 5

Insert new sub-paragraphs.

Safeguarding Officer

The duties of the Safeguarding Officer shall be to:

- Create a positive environment within KCSMBA for young people and vulnerable adults
- Develop and establish the associations safeguarding policy
- Investigate cases of poor practice and abuse reported to the association
- Point of contact for clubs and individuals within the association to seek advice on vulnerability issues.
- To ensure that any requirements specific to short mat bowls issued by the ESMBA are implemented within the clubs in the association.

The Safeguarding Officer shall be appointed by the Committee following a written application from the candidate or recommendation from a third party.

The qualifications of the Safeguarding Officer shall be that they can demonstrate, at the time of appointment by the Committee, sufficient skills to meet the duties described in (tbd) above.

The term of office shall not be specific but must be reviewed by the committee at least every three years.

Reason

Required to completely define Proposal 3 above.

Proposal 6

Delete paragraphs 5.6.4, 5.7.5 & 5.8.4 and add new sub-paragraph to 5.2 to read;

Proposals for financial allowances payable to members of the committee for the forthcoming season shall be agreed at each AGM.

Reason

This permits the allowances to be updated on an annual basis without the need to amend the Constitution whenever a change is made to an allowance.

Proposal 7

Para. 5.2

Add new sub-paragraph;

All Committee Members and Team Managers shall be required to be certified by the Disclosure and Baring Service (DBS).

Reason

Recommendation of the safeguarding officer to ensure safety of all players.

Proposal 8

Para. 5.9

Replace 5.9.2, 5.9.3, 5.9.4 & 5.9.5 with the following.
5.9.2.

The Management Committee shall appoint the position of Team Manager. No member of the Management Committee shall take part in any part of this process if they are intending on applying for the position. They must make the Committee expressly aware of this at the start.

The process for making the appointment shall be as follows:

- At the end of the ICC season an advert for the position of Team Manager shall be circulated to all Association Clubs for a minimum period of 28 days.
- Applicants must have been a Registered Member of Kent for a minimum period of 5 years and must apply in writing to the Committee giving reasons for their being considered for the position.
- The Management Committee shall meet to discuss applications and to decide if any further steps in the selection process are required.
- The Chair of the meeting shall hold a secret ballot for the position. A secret ballot must be held even if only 1 candidate has applied in order to determine if that applicant is considered suitable by a majority of the committee.
- If there are more than two applicants and nobody receives an overall majority vote on the first ballot then the applicant with the lowest votes will be eliminated and further ballot(s) taken until there is a majority vote for one applicant.

5.9.3

A Team Manager shall be initially appointed for the period of one season. If after this the Management Committee agrees then extensions to this contract may be offered in single seasons for a further 2 seasons. At this point the selection process must start fresh.

5.9.4

An individual may remain in place as the Team Manger for a maximum of six consecutive seasons before being required to stand down from the role. They may stand again for election to the position at the end of the next manager’s term of office.

5.9.4

The Team Manager’s contract shall run from 1st July to 30th June each year. If the Team Manager resigns mid-season, then the Management Committee have the option of appointing an emergency caretaker manager to fulfil the seasons games or start the selection process early.

Reason

The existing structure requirements for a selection committee are almost impossible to achieve plus a general update to improve this section.

Proposal 9

Para. 7.

Insert new sub-paragraph;
A minimum of six fully affiliated clubs are required to form a quorum at any General Meeting.

Reason

Currently no minimum attendance is specified so decisions affecting the whole county could theoretically be made by a single club.

Proposal 10

Para. 11

Present last sentence

Any assets remaining after satisfaction of any liabilities properly payable shall be distributed equally to all affiliated clubs.

New last sentence

Any assets remaining after satisfaction of any liabilities properly payable shall be distributed to all affiliated clubs proportionate to their number of registered players.

Reason

To spread any distribution of funds relative to club sizes

1 MEETING
1 CLOSED

CHAIRMAN CLOSED MEETING AT 21:03

1 SUMMARY
2 OF OTHER
BUSINESS

Website
B Deane asked why it was hard to find the website on google. R Berry to sort out the meta tags.

Voting

S Luff asked why we vote on officers reports. T Coles said they would look at dropping it for future meetings.

ESMBA

M Mathews asked about the ESMBA AGM and Constitution updates. They are now live on their website. He also asked what was happening with the President role. T Coles to handle

SIGNED BY

.....

DATED

.....