

## SWF Committee Meeting 25<sup>th</sup> May 2023 7.00pm: Minutes

### Present

Tony Mayer, Paul Francis, Brian Wilson, Stephen Custance-Baker, Peter Kirby, Linda Shaw, Mike Rice, Andru Blewett

### Apologies

None

### 1) Minutes of last meeting

- a) Previously circulated and agreed as correct.

### 2) Update and Matters Arising

- a) All covered in the agenda

### 3) Treasurer's Report

- a) See Peter's report Appendix 1 p5
- b) Several amounts relating to interest and some withdrawals have been received so waiting for that to settle down.
- c) Overall, now looking at £200 deficit which was originally thought likely to be £500
- d) JMB – covering course costs but looks like we'll be spending less than budgeted for – this will continue to be spent on development projects
- e) Agreed with the proposal that no increase in fees is likely to be needed for 2024

### 4) League Secretary

- a) See report Appendix 2
- b) Update
  - i) Now 50 matches completed so a lot of recent activity
  - ii) WsM had to withdraw from Intermediate before the season begun but hopefully they will have a team for next year.
  - iii) Bath may have a trophy to donate for the GC Level 5+
  - iv) Richard Wood happy to rep and ref at Sidmouth and will arrange replacement himself if necessary
    - (1) **Action: Stephen** to send Linda re-jigged finals' reps schedule
  - v) Various queries have been responded to
- c) Advantage GC
  - i) Info on results has been received from a couple of clubs – these tend to be individual opinions which are split but slightly in favour of Advantage
  - ii) Note that scoring is not being recorded in line with regulations
  - iii) Some clubs are using clickers to keep tabs on the score but this means spectators cannot know the state of the game
  - iv) Noted that the problem that AGC was meant to resolve is still not clear and our experience is that games in our leagues have been fair over the past 6 years
  - v) Other Feds' experience varies – some have changed to AGC, others undertaking trials

- (1) Our Leagues still show the widest range of handicaps amongst participants and AGC is not shown to be as fair in these situations
- vi) Agreed that we run another Survey Monkey in July **Action: Stephen and Paul** to re-draft the questions
- vii) Agreed that views are still extensive and disparate and that any proposal to AGM would swamp the meeting, therefore we will continue to consult but will not ourselves be proposing any change nor will we accept any such proposal from clubs. **Action: Stephen / Linda** Clubs to be informed when AGM papers are circulated
- d) National Short Croquet Match
  - i) Agreed the winners of the Open SC League will be invited to represent the SW
  - ii) **Action: Stephen** to write to all team captains informing them of this
- e) Correspondence with Dave K on Advance League (see agenda for details)
  - i) Dave will not be taking this further as the situation outlined probably only applies to Bristol.

## 5) Short Croquet Tournaments

- a) Report from John will be in the next Cygnet
- b) Dave K queried with John G why No 1 always plays No 1 in each team and the response was that it has always been done this way and seems to suit players
  - i) Following discussion it was agreed not to take this any further. The current system is easy to manage – any other would create on-the-day confusion
  - ii) Analysis of results shows very little difference between whether the high or low handicap wins but there is a slight advantage to the lower handicaps rather than peelers or high handicaps
  - iii) **Action: Stephen** to send John his analysis
  - iv) **Action: Linda** to inform Dave K

## 6) Dress code

- a) There have been a couple of responses to our item in the last Cygnet both in favour of not wearing whites plus the feedback from the Feds Focus Group.
- b) A follow up article is being prepared for Cygnet
- c) Consideration was given to undertaking a Survey Monkey on the topic but it was agreed instead **Action: Linda** write to all team captains / secretaries to elicit views

## 7) Development Officer

- a) Report from Paul – see appendix 3
- b) Other
  - i) Brian reported Wootton Courtney have not responded to his approach
  - ii) National Croquet week doesn't appear to be generally well supported by clubs – BBC Cornwall requested an interview with a Cornish club but none were available
  - iii) Paul noted that McCarthy and Stone are seeking to build relationships with clubs near their new developments – Paul will be liaising on this

## 8) Coaching

- a) Report from Paul – see appendix 5
- b) DK happy to run ref's qualification locally

**9) Handicapping**

- a) Mike has had one query from Bristol and attended Focus group meeting

**10) Safeguarding**

- a) Report from Andru – see Appendix 6
- b) Andru and Brian have completed the training and received their certification
- c) Discussed queries and concerns about the proposed role of Wellbeing and Welfare officer
  - i) The roles and responsibilities do not appear to be defined
  - ii) **Action: Andru / Linda** to follow up and discuss

**11) Feds' Focus Group**

- a) Minutes if the last meeting were circulated previously

**12) Update from Rep to CA Council**

- a) Brian's report: see appendix 7

**13) Committee membership**

- a) We still have vacancies – there will be a further item in Cygnet and can everyone please keep the sensors out for new people

**14) AOB**

- a) CA database - All Fed Secs received an email from the office asking us to check our membership records
  - i) I replied I do this at least annually and the only problem is when CA allocates a club to us without telling us
  - ii) I've asked their processes be amended

**15) Dates of next meetings**

- i) ~~13<sup>th</sup> July~~ – NB this has been changed to 1<sup>st</sup> Aug to incorporate SM results
- ii) 21<sup>st</sup> September
- iii) Oct tba – **Action: Linda** to arrange in line with Stephen's availability
- iv) AGM 19<sup>th</sup> Nov
- v) Follow up to AGM tba

## Appendix 1 Treasurer's Report



# South West Federation of Croquet Clubs



## Treasurers Report 22<sup>nd</sup> May 2023

### Summary of Expected Income & Expenditure for 2023

I refer to the table on page 3, this shows the budget for 2023, the actual income & expenditure for the period up to May 22<sup>nd</sup>, the expected income & expenditure for the full year and in the last column the difference between the expected position and the budget.

Income is forecast to be £276 higher than expected in the budget principally due to the distribution from the Bears Residual Fund being higher than anticipated (+£69) and amounts received in respect of compensation from the Bank (+£170) and Bank Interest expected to be received (+£93) both of which were not included in the Budget.

Expenses are currently expected to be in line with the forecast, although it is early in the financial year to be confident of the final outcome.

In summary the net impact is that there is a projected deficit for the year of around £191 vs the expected deficit of £467.

### Creditors / Debtors

None

### Balance Sheet

At May 22<sup>nd</sup> there was £7,519 cash at Bank excluding the Judith Moore Bursary (see below),

### Banking



Due to an error by NatWest too much money was transferred from the current account to the savings account and the current account became overdrawn and was locked, this was eventually resolved after many weeks, and £150 in compensation was due to be paid but in reality an additional £20 on top of the £150 was actually transferred into the account for reasons that are not entirely clear.



The first payments of interest were received from the savings account, and amounted to £33 over a two month period, these amounts were inflated by the increased amounts in the savings account due to the error described above.

### Judith Moore Bursary

A travel bursary of £128 was paid by the Judith Moore Bursary Fund, and the cash balance is now £4,671.

It is anticipated that payments from the Fund of c. £1,000 will be made in the current year to support coaching projects as outlined at the AGM. It is too early to give an updated estimate.

|  |  | <b>South West Federation of Croquet Clubs</b> |                  |  |  |
|---|--|---|------------------|---|--|
| <b>Cash Reconciliation to 22 May 2023</b>   |  |   |                  |   |  |
| <b>RECEIPTS</b>   |  | <b>2023</b>                                   |                  |   |  |
| Subscriptions   |  | 497.40  |                  |   |  |
| Association league fees   |  | 180.00  |                  |   |  |
| Short Croquet league fees   |  | 72.00   |                  |   |  |
| Golf league fees  |  | 268.00  |                  |   |  |
| Short croquet Tournament fees   |  | 829.00  |                  |   |  |
| Adverts   |  | 24.00   |                  |   |  |
| Bank Compensation   |  | 170.00  |                  |   |  |
| February Referees Course  |  | 640.00  |                  |   |  |
| Bank Interest Received  |  | 33.38   |                  |   |  |
| Donations / Bursary received  |  | 1,075.39                                      |                  |   |  |
| Sundries  |  | 0.00  |                  |   |  |
|   |  |   | <b>3,789.17</b>  |   |  |
| <b>PAYMENTS</b>   |  |   |                  |   |  |
| Subs Refund   |  | 0.00  |                  |   |  |
| Cygnets production  |  | 0.00  |                  |   |  |
| Trophies  |  | 0.00  |                  |   |  |
| League finals   |  | 0.00  |                  |   |  |
| Short croquet   |  | 0.00  |                  |   |  |
| February Referees Course  |  | 841.37  |                  |   |  |
| Travel expenses   |  | 0.00  |                  |   |  |
| Bursary travel expenses   |  | 128.00  |                  |   |  |
| AGM Workshops Costs   |  | 0.00  |                  |   |  |
| SWF Website   |  | 135.00  |                  |   |  |
| AGM   |  | 0.00  |                  |   |  |
| Administration  |  | 0.00  |                  |   |  |
| Sundries  |  | 143.88  |                  |   |  |
|   |  |   | <b>1,248.25</b>  |   |  |
| <b>RECEIPTS LESS PAYMENTS</b>   |  |   | <b>2,540.92</b>  |   |  |
| <b>ADD TO OPENING CURRENT ACCOUNT BALANCE (31/10/22)</b>                          |  |   | <b>9,649.19</b>  |   |  |
| <b>CALCULATED CLOSING CURRENT ACCOUNT BALANCE</b>                                 |  |   | <b>12,190.11</b> |   |  |
| <b>ACTUAL CLOSING CURRENT ACCOUNT BALANCE</b>                                     |  |   | <b>12,190.11</b> |   |  |
| <b>PLUS CHEQUES RECEIVED NOT YET BANKED</b>                                       |  |   | <b>12,190.11</b> |   |  |
| <b>CURRENT ACCOUNT BALANCE RECONCILIATION</b>                                     |  |   | <b>0.00</b>      |   |  |
| Opening balance at 31/10/22 excludes creditors of £12 (pre-payment of fees)       |  |   |                  |   |  |
|   |  |   |                  |   |  |
|   |  |   | Peter Kirby      |   |  |
|   |  |   | Treasurer        |   |  |

|  <b>South West Federation of Croquet Clubs</b>  |               | <b>Actual and Projected vs Budget for 2023</b> |                  |                       |  |
|---|---------------|--|------------------|-----------------------|--|
| <b>General Account</b>  | <b>BUDGET</b> | <b>Actual</b>                                  | <b>Projected</b> | <b>Projected less</b> |  |
|   | <b>2023</b>   | <b>May-23</b>                                  | <b>2023</b>      | <b>Budget</b>         |  |
| <b>INCOME</b>   |               |  |                  |                       |  |
| Subscriptions   | 480           | 497  | 497              | 17                    |  |
| League Fees   | 528           | 520  | 520              | -8                    |  |
| Short Croquet Tournament Fees   | 900           | 829  | 829              | -71                   |  |
| Bears Residual Fund   | 100           | 169  | 169              | 69                    |  |
| Donations   | 0             | 6  | 6                | 6                     |  |
| Bank Compensation   | 0             | 170  | 170              | 170                   |  |
| Bank Interest   | 0             | 33   | 93               | 93                    |  |
| Cygnets Adverts   | 42            | 24   | 42               | 0                     |  |
|   | <b>2050</b>   | <b>2249</b>                                    | <b>2327</b>      | <b>276</b>            |  |
| <b>EXPENDITURE</b>  |               |  |                  |                       |  |
| Trophies  | 288           | 0  | 288              | 0                     |  |
| League finals   | 774           | 0  | 774              | 0                     |  |
| Short croquet   | 1056          | 0  | 1056             | 0                     |  |
| Travel expenses   | 120           | 0  | 120              | 0                     |  |
| SWF Website   | 135           | 135  | 135              | 0                     |  |
| Sundries  | 144           | 144  | 144              | 0                     |  |
|   | <b>2517</b>   | <b>279</b>                                     | <b>2517</b>      | <b>0</b>              |  |
| <b>SURPLUS / DEFICIT FOR THE YEAR</b>   | <b>-467</b>   |  | <b>-191</b>      |                       |  |
| <b>Judith Moore Bursary Fund</b>  |               |  |                  |                       |  |
| <b>INCOME</b>   |               |  |                  |                       |  |
| February GC Referees Course   | n/a           | 640  | 640              | n/a                   |  |
| <b>EXPENDITURE</b>  |               |  |                  |                       |  |
| February GC Referees Course   | n/a           | 841  | 841              | n/a                   |  |
| Travel Bursary  |               | 128  | 128              |                       |  |
| <b>SURPLUS / DEFICIT FOR THE YEAR</b>   | <b>-1000</b>  |  | <b>-329</b>      | <b>-1000</b>          |  |
| Peter Kirby<br>SWF Treasurer  |               |  |                  |                       |  |

## **Appendix 2 League Secretary's Report**

Two teams have withdrawn from the leagues before playing any matches, leaving 290 matches to be played. Of these, 36 have been completed and 2 conceded. Of the finished games, 22 were home wins, 5 were draws and 9 were away wins.

A new trophy will be needed for the GC Level Play 5+ League. Does anyone have one that can be re-purposed and re-engraved?

I still have no SWF Rep for Sidmouth on September 16th and the remaining 7 finals are being spread amongst only 4 committee members (Linda, Tony, Brian, Stephen). Is anyone else able to help over the two finals weekends?

I have asked Richard Wood whether he could do Sidmouth, as he has before.

Stephen Custance-Baker

## Appendix 3 Development Officer's Report

### New club

Cripplegate (Worcester) has joined the CA. We are pushing them to join the SWF. They have had an encouraging start and have been contacted and encouraged to join

### Second year clubs

Bradford on Avon

- Played their first league match and close to 2022 membership numbers

Tisbury

- Brian Wilson reported they are no longer playing bowls but entirely croquet. They are seeking coaching and handicapping support and we are waiting to hear further from them. hear back

Existing grants

- Bude: Clubhouse close to completion
- Camerton: Clubhouse close to completion – hopefully by end of month but outstanding work currently unfunded
- Potential grants
- Swanage: still searching for a new location
- Tony noted: Swindon looking for grants once current works completed

WsM

- Making good progress and GC coaching session has been held with useful discussions with the committee.
- They are very appreciative of the support and the key issue for them is currently the lease.

Paul Francis

## Appendix 5 Coaching Report

2023 Programme

Only 10 applications from:

|                       |                     |
|-----------------------|---------------------|
| Bath 1                | Moreton 1 (Level 1) |
| Bristol 1 (Level 1)   | Plymouth 1          |
| Charlton Horethorne 4 | St Agnes 1          |
| Cheltenham 1          |                     |

Several clubs have indicated a willingness to be hubs:

|          |            |          |
|----------|------------|----------|
| Camerton | Cheltenham | Cornwall |
|----------|------------|----------|

I have set a closing date for May 31st, suggest one last email to clubs.

Paul Francis



## Appendix 6 Safeguarding Officer's Report

On 21st April I received an email from Beatrice McGlen attaching a letter regarding the first stage of safeguarding training. Both Federation and the currently designated club welfare/safeguarding officers were asked to complete a child safeguarding course.

Beatrice stated currently half of CA clubs are recorded on their database as having appointed a club safeguarding officer, and attached a list of those clubs. She asked that as Federation SO I would have a look to see which clubs in our Federation do NOT appear on the list and help persuade them to appoint someone. Saying that would be very helpful.

I have subsequently completed the training and forwarded a copy of my certificate to the CA as requested.

I have also again checked the number of our clubs that have a registered Safeguarding Officer which has now risen to 24 out of 39.

Andru Blewett

## Appendix 7: Council Rep's Report

CA Council and CqE Trustees

- We have now held two meetings of the Trustees of CqE as well as CA Council meetings
- CqE is looking to agree a new logo - the first sets of ideas raised many questions and are being redrafted
- Lots of work on Governance to make sure we are up to date and have all the necessary policies in place - plus training in governance and Trustee responsibilities
  - Some of these are relevant to clubs e.g. Safeguarding (already in hand) plus Complaints and Grievance procedure
  - He queried how many clubs have a Complaints and Grievance procedure?

Future Management of CqE

- Max 12 Trustees - the following is under discussion
  - 6 elected trustees from the membership
  - 3 or 4 Independent trustees i.e. not previously having been involved in the management of croquet
  - 2 or 3 appointed trustees to fill the skill gaps
- 6 elected trustees will mean that the current constituencies will have to be revised and that may well include combining some of the smaller Feds
- There will be work by the 'Electoral Commission' to draw up these new constituencies and there would be one trustee place per constituency

Other

- Peter will not be standing for re-election which just leaves Brian for the SW
- It is unclear what the nature of the relationship between CA and its member clubs is – e.g. how much authority does the CA have
- Continue to encourage clubs to encourage members to take up standard membership – all will be voting members