



# THE AIBC TIMES

EDITION 6 – September 2016

Welcome to a new season of indoor bowling at the Ashford Indoor Bowls Centre and a new edition of your club newsletter.

We aim to produce this at least twice a year, if not more often, and would like to hear from you if you have any articles to publish or have requests for content. Please contact David White on [david@david-j-white.com](mailto:david@david-j-white.com) with suggestions.

## HEALTH & SAFETY UPDATE

### Disabled Parking Spaces

As we all know the space allocated for disabled parking is very limited at the club, therefore it is essential that only those members or guests who are entitled to use them do so. If you are entitled to use one of these spaces please bear in mind that your Blue disabled badge must be displayed correctly in the windscreen so that your vehicle can be identified. If there are no spaces available then the nearest disabled bay is in the Victoria Park car park. The only other people authorised to park near to the Club entrance are Hungers End staff and during evening sessions on duty bar staff.

### Incidents and Accidents

Please remember that ALL incidents should either be reported to the stewards or entered directly into the Accident book which is located in the Stewards office.

### First Aid Cover

I am pleased to announce that Zahra has volunteered to attend a first aid course which will give the club greater cover in the event of any incident. If there are any members who would like to receive first aid training to increase the coverage we have in the club, could you please contact me either by email at [michael.wright2013@outlook.com](mailto:michael.wright2013@outlook.com) or leave a message with the club steward.

## How is the Bowls Centre and the Club run?

For the benefit of newer members, and maybe some of our less recent recruits, unaware of how the centre and the club is organised, here is a potted history and statement of the structure and responsibilities.

### The Bowls Centre

The Indoor Bowls Centre was built in 2004 by Ashford Borough Council who are the landlords and we were given a 50 years lease. We pay rent quarterly which is subject to an increase every 4 years. The current annual rent is about £59,000 including VAT.

The Centre is run by a company limited by guarantee which means that, should the company ever go bankrupt the maximum liability of all members is £5 each regardless of what is owed to creditors. The company is governed by Articles of Association and registered with Companies House and is legally obliged to register each year online at an annual cost of £13 and must submit accounts.

### The Company Board of Directors

The board consists of a maximum of 7 members who have been voted in by the members at the Company AGM which is usually held in the Autumn each year just after the start of the winter season. 2 directors are obliged to resign each year, but can be re-elected. Any member can put themselves forward for election to the Board. The meetings are usually monthly and are currently on a Monday morning dependent on availability. The directors determine the overall financial viability of the centre and authorise expenditure on the upkeep of the building, as well as setting the subscriptions, rink and match fees. They appoint the catering franchise and all suppliers.

The current elected directors are:

- Gilian Howard – Chairman
- Ken Hurran – Finance
- Brian Palmer – Facilities (Bar)
- Peter Bright – Maintenance and Projects
- Ian Payne – Marketing
- David White – IT & Communications
- Michael Wright – Health & Safety

There are a few roles that people undertake and report to members of the Board. These include Centre Manager (Zahra White), Accounts Administrator (Zahra White), Membership Secretary (Heather Taylor), Chief Steward (Heather Taylor) and all the volunteer stewards and bar staff. There is currently a vacancy for a Board Minute Secretary.

### The Bowls Club

The club is run by the Playing Committee which consists of all the roles to look after the day to day running of the club both playing and socially. These members are voted in at the Club AGM which is usually held in April each year at the end of the winter season. Any member can put themselves forward for election to the Playing Committee.

The current elected members are:

- John Kirk – President
- Cheryll Palmer – Chairman & Ladies Secretary
- Jill Kirk – Club Secretary
- Gill Hawkes – Club Treasurer
- Shirley Clarke – Fixture Secretary
- Paul Varley – Competition Secretary
- Mick Pryce – League Secretary
- Arthur Cannon – Mens Captain
- Belinda Williams – Ladies Captain
- John Oliver – Junior Co-ordinator
- Ed Strickland – Summer Bowls Co-ordinator and New Bowlers Co-ordinator
- Pat Hatcher – Welfare Officer
- Linda Bright – Social Secretary

Membership Secretary - Heather Taylor (reports to Board of Directors)  
Coaching Co-ordinators - Jackie Vaughan and Julie Skeels (not on committee)

Meetings for this Committee are usually held once a month on a Thursday evening.

If you wish to address any question to the Directors or the Playing Committee then you can either write it down and give it to one of the stewards or obtain an email address from the steward and forward it directly.

All roles have job descriptions so if you are interested in taking a job you can obtain a copy of a job description from the steward's office.

# Centre Manager Role

Following on the above theme, it has often been asked “what is the Centre Manager Role”?

The following shows an example of the job descriptions mentioned and also details the Centre Manager Role.

1. Answer and deal with telephone enquiries in the absence of a steward
2. Receive and check all deliveries for the club including the bar when the bar manager not present.
3. Sort and distribute incoming Post
4. Open centre for and supervise all contractors whilst they are on club premises and pay the window cleaner monthly.
5. Where required, liaise with all suppliers such as Utilities, Alarms, etc.
6. Be on emergency call at the centre or at home for any security issues
7. When required, open the club premises on event nights
8. Liaise with the Police with regard to CCTV recordings
9. Ensure that the club is stocked with washroom supplies
10. Receive and resolve complaints where possible from ABC or refer to Directors
11. Ensure that all alarms are tested and maintained,
12. Ensure that the “Fat Trap” is maintained and cleaned every 6 months
13. Aid and assist Directors and Playing Committee members wherever possible
14. Whenever present to be the responsible person in accordance with Health & Safety Regulations.

## Summer Only

1. When required, close and secure the centre during Summer bowling.
2. When no steward on duty and/or summer co-ordinator available, collect rink fees.
3. Sell meat raffle and social event tickets
4. Buy raffle prizes.

# Cyber Security Warning

Please be aware of increasing attempts to breach your computer and email security which have sadly already affected some members.

- Always use “strong” passwords that contain upper and lower case letters plus symbols and numbers. This can be made easier for you if you use a ‘password manager’ program such as Lastpass
- **NEVER** give your password details to anyone else. Suppliers will never ask you for them
- Ensure that your wireless router has security set and has a strong password attached to it.
- Do not open email or attachments from people that you don’t know or are not expecting files from.
- **NEVER** follow instructions from people on the phone to log on to websites unless you have rung them first.
- It may be useful to turn off wi-fi when not using it

## Bowls Centre Expenditure

Still continuing the administration and management theme that this newsletter seems to have adopted, the following shows how the board have deliberated to invest members money during the past year. The board are continually striving to 'balance the books' whilst ensuring that members continue to gain value for money and keeping fees as low as possible.

### Building Improvements

Installation of summer cooling extractor fans, making the stock room fit for purpose, installation of LED lights over the playing surface, repainting external steel work and rendering the block wall, at a total cost of **£44,208**.

### Replacement and maintenance of fixtures and fittings

New dishwasher, new refrigerator, replacement of carpet in entrance lobby, bar and restaurant, replacing shutter motors on two restaurant windows, at a total cost of **£18,526**.

A grant contribution of £7,000 was made by ABC towards the cost of the LED lighting. However this is somewhat offset by the expected rent increase of £7,000! It is also worth noting however that the LED lights should reduce our annual electricity bill by between £4,000 and £5,000.

## *From The Captains Table*

Our captains, Arthur Cannon and Belinda Williams have jointly agreed to adopt Kent Association for the Blind as their combined charity this year. Watch out for fund raising events, collection boxes and the ever present fines for misdemeanours!!

The Ladies captain would like to thank all of our lady members for their support in a successful season last year and is looking forward to continued support for an even better season this year. A meeting on Monday 26th September @ 7pm has been called by Belinda to discuss the upcoming season.

## Fixture Book Erratum

Our League Secretary has asked to point out that in the Fixtures Book the Pub League is listed as a 'Mixed Triples League' whereas it is actually an 'Unrestricted Triples League'.

Also please note that on Monday evenings there are 3 rinks available from 7 p.m. for competition play or roll up.

## Our new mural

You cannot have failed to notice the mural painted on the front wall of the building. You may remember that in the newsletter this time last year we announced the competition for local schools to compete for £1,000 by designing and painting a picture to replace the ugly block wall.

Well, finally the design featuring Ashford icons, as well as the Romney coast of Dymchurch, by pupils of The John Wallis Academy was chosen by the directors and Jessamy Blanford of ABC. With the assistance of Head of Art Mr Bean and Art Teacher Mrs Thurmidoo the design was scaled and adjusted to also fit around the end of the wall by the Hungers End serving hatch.

## 2016 Social Activities

The following Social Events are planned for the 2016/17 season. Please come along and support your club and have a good time with your bowling friends.

Saturday 22nd Oct 2016 - "John & Angie" (Acropolis)

Saturday 29th Oct 2016 - Horse Race Night

Saturday 26th Nov 2016 - Quiz Night

Saturday 17th Dec 2016 - Xmas Party with "Ron & Ash"

Saturday 31st Dec 2016 - New Year's Eve Party with  
" Marlow Disco"

Saturday 21st Jan 2017 - Horse Race Night

Saturday 11th Feb 2017 - Valentines with "Ron & Ash"

Saturday 4th March 2017 - Bingo Night

Saturday 1st April 2017 - Dance Night with  
"Ricky Fontaine"

