

# KENT COUNTY SHORT MAT BOWLING ASSOCIATION

Website: [www.kentshortmatbowls.co.uk](http://www.kentshortmatbowls.co.uk)

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



President  
B. Smith

CHAIRMAN  
T. Coles

SECRETARY  
Ms M Fitzgerald

## Minutes of 'Special Meeting'

5th November

**Attendees:** Thomas Coles  
Peter Richards  
Michelle Fitzgerald  
Jan Davey  
Sonia Watson  
Barry Baker  
Tim Rycraft  
Frank Davis  
Irene Benton

An urgent meeting was requested by various committee members to clarify recent communications from the Chairman that had indicated the county was in financial difficulty

## Discussion

The Chairman opened the meeting by apologising to the committee for sending an initial email that misled everyone; he confirmed that this had been sent following discussions with the Treasurer and Vice Chairman and was not meant to alarm anyone merely bring to their attention a potential shortfall in income over expenditure for the 2013/14 season.

The Treasurer stated that it was not her intention to close down the spending from the committee; she just wanted to clarify the position of the County team raffle.

### **1. Clarification of emails.**

Mr Richards stated he felt some communications following the initial email were unjustified. After some discussion between Mr Richards and members from the committee he resigned his post and left the meeting at 20:05.

Following this unexpected situation the Chairman requested that the members left behind agree that he contacts Mr Richards the next day to see if he would return to his post. A vote took place and a majority agreed with this action.

### **2. Financial updates**

#### **a) Questions on the County Team from the Treasurer**

Mrs Davey wanted clarification as to what had been previously agreed with regards the county team and their raffles; she claimed that it was her understanding that the county would only buy £50 worth of prizes over the entire season. This was clarified by Mr Rycraft that county team raffles had been changed in the interest of fairness and that in future all prizes were being bought by the county, initial feedback showed a good success with the first profit yielding around £70. Mr Rycraft showed that he had created a budget for each game that varied depending on the size of the event but ranged between £30-£40 and £50-£60 when all 3 teams were playing together. Despite being discussed and agreed previously, this was discussed again and voted upon for future clarity and this system was agreed by the majority.

Mrs Davey also wanted to confirm the process for green fee collection by the county teams and squad. Mr Rycraft confirmed that the agreed process was that monies were being collected by the respective Assistant Team Managers; they would then pass the documents and money to Mr Rycraft who would present this to the Treasurer at the following committee meeting. This would allow full traceability as the receipts for both green fees and raffles would be recorded in the minutes for all to see. Mrs Davey challenged this as she did not believe this was agreed; for clarity Mr Davis requested a vote which was agreed by the majority as described above.

To compliment this process the Chairman requested that the Squad Manager have a paying in book from the Treasurer as money should be paid into the county account asap. It was therefore requested that this is completed wherever possible within 5 working days; Mrs Davey requested that the paperwork showing the receipts is scanned and sent to her prior to meetings to allow her to update the records in real time, Mr Rycraft agreed. This was also voted upon and agreed unanimously therefore the Treasurer was requested to organise a paying in book for Mr Rycraft.

b) **Financial statement from the Treasurer**

A discussion on the current finances of the Association ensued; Committee members queried the suggested profit & loss of the 2013/14 season. At 9pm the Treasurer left the room and effectively the meeting was finished and closed.

**Actions**

1. Mr Coles to confirm Vice Chairman Resignation by follow up phone call - TC
2. Paying in book to be supplied to the Squad Manager - JD
3. Squad income/expenditure sheets to be scanned & sent via email to the Treasurer with hard copies to be presented at the following meeting – TR



TS Coles