

## LANCASTER BOWLING LEAGUE

MINUTES OF COMMITTEE MEETING HELD AT 7.30PM ON THURSDAY 8 FEBRUARY 2024

### AT SKERTON LIBERAL CLUB

Present:-

President	David Hoyle
Chairman	Dave Clarkson
Vice Chairman	Janine Bebbington
Secretary	Mark Norcliffe Julie Norcliffe
Treasurer	Denise Nardone
Committee member	Caroline Warren

Also present was Barry Kendall who was elected as a member of the Committee.

1. Apologies for absence

Apologies for absence were received from Mike Armishaw, Fixtures' Secretary.

2. Resignation

Dave Clarkson informed the meeting that he had recently received the resignation of Steve Lockhart, Committee member.

3. Chairman's Address

Dave Clarkson informed the meeting that he had spoken with Gill Simm regarding the audit of accounts but she informed him she had never been involved with the Lancaster League. She also confirmed that her daughter had not been asked to audit any accounts for the previous season. It was agreed that Julie and Mark would approach Linda Murie and Ian Liley to see if one of them would be willing to take on the audit role going forward.

Dave also stated that he had received all historical paperwork from David Kelly which had been passed to Denise Nardone.

4. President's Address

David Hoyle announced that he was pleased to be President and felt it was a new opportunity to promote the role and the League. A discussion ensued about a President's Trophy and it was agreed that David would in the first instance speak to Tim Wingate to ascertain what the role entails.

5. Secretary's Address

Mark Norcliffe thanked Julie for formulating an electronic copy of all club contacts which had been circulated to Committee members. He informed the meeting that he intended to write to all club secretaries introducing the new management team and explaining the position on the League finances, honorariums and fees. He also mentioned the new website which Mike and Julie had been working on to be used for fixtures and results and recommended the Committee agree to adopt it for the forthcoming season. This was agreed and Mark said he would include this in his correspondence with clubs. He

would also inform them of the cup draw which would take place during the meeting. All this information would be posted on Facebook.

6. Treasurer's Report (see full report at foot of these minutes)

Denise Nardone explained that she was unable to reconcile the previous year's accounts because she had not been provided with an old cheque book so she was unable to determine who cheques had been made payable to. It was agreed that she would make further enquiries with the remaining signatories on the account to see if they had the cheque book as Tony Hunter and David Kelly did not have it. There were no copies of any invoices for 2023, no receipt book and nothing paid into the account since May 2023. Tony had informed her there were still some outstanding cheques of an unspecified amount. Denise explained that she was waiting for Tony to provide the latest bank statement which might account for the outstanding cheques.

She explained that she was now of the view that the 2023 accounts may never be finalised and it would be best to draw a line under them and start afresh. She had already opened a new bank account with Nat West with Julie and Dave as additional signatories. This account would be used for on line banking. Tony would need to write a cheque for the closing balance once the outstanding cheques had cleared. The current balance is £2,760.59. Also to be deposited is the £225 cash given to her at the AGM by Amanda Oakeshott.

7. Lancaster Trophy

The Committee agreed that £3 of the £55 registration fees would again be allocated for the Lancaster Trophy. After discussion it was agreed that Julie and Mark would liaise with Tony Hunter before organising the event.

8. League Fees

Janine Bebbington raised the issue of clubs in divisions three and four paying the same fees as those in divisions one and two when they play fewer games per season. This had been raised as AOB at the AGM but it was pointed out that advance notice should have been given to the Committee for it to be discussed. After discussion it was agreed that Mark would include this in his correspondence to clubs, explaining that it would be raised at the next AGM.

9. Rules and Constitution

Julie Norcliffe explained that she was in the process of reviewing both these documents and felt some minor changes were required. It was agreed that she would circulate her proposals to Committee members in advance of the next meeting when the matter could be discussed in more detail. Mark said he would inform club secretaries that these documents were under review.

10. EGM

The Committee felt it was necessary for clubs to have confidence in them and they discussed the option of calling an EGM. It was agreed that in the first instance Mark would outline the position and work being undertaken and invite clubs to call an EGM if there was anything in the proposals that they felt warranted such a meeting.

11. Presentation Evening

This has already been arranged for this year and it was agreed that Mark would contact Graham Brandwood to ascertain the level of income generated for the Morecambe League from last year's event.

## 12. Cup Draw

The preliminary round of the Preliminary round of the Challenge Trophy (divisions 1 and 2) to be played on 2 April 2024 was drawn as follows:-

University B v Lansil A  
Trimpell A v Lune Road A  
Lansil Caton v Warton A  
Hornby v Skerton A

The first round of the W H Nicholls Trophy (divisions 3 and 4) to be played on 14 May 2024 was drawn as follows:-

Palatine v University A  
Skerton C v Warton B  
Luneside B v Cumberland B  
Bolton le Sands B v Bowling Green C  
Lune Road C v Overton B  
Slyne B v Bare Snooker  
Lansil B v Bare C  
Overton A v Bare B

NB. Julie and Mark Norcliffe did the draw for the first round of the Challenge Trophy separately after the meeting.

## 13. Meeting Schedule

It was agreed that the Committee would meet once a month, on the first Thursday. The next meeting would be Thursday 7 March at Skerton at 7.30pm.

The AGM would be held on Monday 20 January 2025 at 7.30pm at Skerton.

The meeting closed at 9.30pm.

## **Treasurer's Report**

### **Tuesday 6<sup>th</sup> Feb 2024**

#### **New Bank Account**

The account is in the process of being set up. The application is complete, with signatories having signed all necessary documentation. We are now just waiting for account details, paying in book, cheque book etc.

#### **2023 Accounts**

David Clarkson brought all the files from David Kelly. Having looked through everything, I can find no working cheque book with used stubs, only a new cheque book. There is a used paying in book, with the last amount paid in, in May 2023.

There are no copies of invoices going out or in for the last year. The most recent bank statement that I have found in amongst all the paper work is for August 2023, with a balance of just over £3000.

Tony Hunter came to the centre on Wed 31<sup>st</sup> January, with the latest bank statements. However, the last statement date was 2 Dec.

- There is no up to date statement as of today, which is necessary because cheques were reissued and are not showing in any of the bank statements.
- Cheques 61, 62, 63, 64, 65 are presumably the cheques that were returned from the bank because they had incorrect club names on them.
- 5 new cheques were issued with correct names on, but they do not appear on the 2<sup>nd</sup> Dec statement. Therefore, we need a January statement.
- Tony said the balance on the statement of 2<sup>nd</sup> December was the correct balance, however, this does not take into account the cheques that were reissued.

I asked Tony about the outstanding cheque book. He said I should have the new cheque book. I told him I did have the new cheque book to which he said there would have been cheques issued out of that. I told him the cheque book was so new, it hasn't had any of the cheques used yet. Tony doesn't know where the last cheque book is, although at the AGM, he told me there was a cheque book with some of the cheques already signed.

This cheque book is necessary to cross check against the statements.

The December statement shows a balance of £2760.59. There are 5 reissued cheques outstanding according to Tony Hunter, so the total in the account is the above minus 5 cheques.

### **The Station Credit**

I received an email from Amanda on 21<sup>st</sup> Jan 24, saying Keith Hudson had paid for two teams pre-Covid, but in 2022 when the season started again, The Station only played one team. An email from

Keith and forwarded to Amanda, stated that David Kelly had said he would credit them for the following year.

David Kelly's handwritten notes show that the Station paid £110 for two teams on 13<sup>th</sup> Feb 2020. This does not show in the February 2020 statement – March statement is missing, and there is nothing showing on the April statement. I am presuming the £110 was paid in 2020 because David's handwritten sheet is for income from 1 Nov 19 to 31 Oct 2020, and therefore February can only fall into 2020.

David's handwritten notes for 20/21 do not show any payment from the Station at all.

Q: Did The Station play in the 20/21 season?

There is no handwritten sheet of income from teams after 2021. It is difficult to tell from banks statements what was paid in against invoices as there are no references applied. This makes it difficult to see if The Station were ever credited or if they paid any fees after 2021.

This does not shed doubt on Keith Hudson – it merely highlights that it is difficult to trace what happened and when.

## **NOTES**

This is long gone, but it highlights bad practice: money should not be paid out of one's own pocket or bank account unless absolutely necessary. We should ensure this doesn't happen and if it is necessary, i.e. a donation, it should always be receipted and recorded properly.

- Going way back to 2019, there is a statement with a debit of £300. David Kelly's handwritten notes on the statement say, 'Paid to MW, he can't remember why – supposed it was to replace his own money used for paying honoraria'.