

CHELTENHAM WHADDON BOWLING CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON THURSDAY 08 AUGUST 2024

Present: Dave Hooper, Dave Simmons, Andy Todd, Ray Hawkins, Jill Whistler, David Hearle, Gail Gilbert, Debby Hooper, Julie Beaven, Peter McGiffie, Mike Newman, Don Bailey, Peter Weir

APOLOGIES

Jools Gray

MINUTES OF THE PREVIOUS MEETING

1. There were no comments or amendments to the draft minutes circulated by the Secretary which were approved and duly signed as a true record by the Chair.

MATTERS ARISING

2. We reviewed the revised Action List, which had been circulated with the agenda to the meeting:
- Action 2401/06: the sub-committee reviewing the Constitution had met and agreed possible amendments, which would be collated by Andy Todd and put before the next meeting for approval.
 - Action 2403/04: still in progress, not possible to fulfil due to electrical problems
 - Action 2405/01: the approval process has been published.
 - Action 2405/02: we agreed to terminate this action; Andy had not been able to identify a source of grant funding for solar panels and we had a more pressing issue in the overall electrical systems.
 - Action 2405/05: additional safety advice had been added to the club's hiring form.
 - Action 2407/02: in progress
 - Action 2407/03: Andy had conducted a consultation with members on acquiring a TV, see para # below

FIXTURE SECRETARY

3. The Committee thanked Peter Weir for coming forward to organize fixtures for next season and co-opted him onto the committee, on the understanding that he would not continue in the post after the AGM. Peter suggested that we should consider splitting the responsibilities, covering Afternoon Triples, Ladies and Club matches separately, which would spread the workload. However, we have had no success finding one person to do the job, let alone three. Andy would again advertise the post and ask for a volunteer to take it on at the AGM.

ELECTRICAL INSPECTION REPORT

4. The safety inspection earlier this year had recommended that the club should commission a more detailed inspection of electrical systems, which Gail Gilbert had arranged and was carried out on 01 August 2024. The inspector's report had been circulated to members of the Committee and is attached to these minutes, together with a commentary from Gail, who had accompanied the inspector.

5. Before we discussed the report Ray Hawkins made a statement, setting out his experience as an electrical engineer, and explaining how the systems had been safely installed at the time. He noted that we urgently needed to restore power to the green sprinkler system, and he would be able to move the power to another safer distribution board. To give some idea of the cost of remedial work, he had in the past obtained quotations for limited rewiring of the bar and cellar area (£4250) and the lounge and kitchen (£7000), while a quote for a full rewire some 6-7 years ago had come to at least £25.5k.

6. We agreed that, as a Committee, we had a duty to members to ensure their safety; we did not have a current electrical safety certificate and we need to take action to repair the faults identified to obtain one. While it was true that no fire or other incident occurred due to the electrical system, that only meant we had been lucky so far! It was clear that remedial work would be expensive, certainly beyond our current means to finance in one year. We agreed that the first step should be to commission the detailed report at a cost of £1600 + VAT, as advised by the inspection, after which we could obtain quotes for the work, which we hoped could then be done in stages, to spread the cost. Gail agreed to contact the contractor to set a date for the detailed inspection. **Action 2408/01**

7. Dave Simmons had inquired whether the Council had any grants or funding which might help us – the answer was no. We agreed also that Ray would move the power for the sprinkler system to a safe distribution board, so that we could at least maintain the green. **Action 2408/02**

NEW CLUB NIGHT

8. Though we had agreed to institute a new club night, we had not identified anybody to take it forward nor set a date for starting it. Some members questioned whether there was any need for an organiser, nor had we considered what such a session was intended to achieve. We did agree that calling it a club night might be confusing and adopted 'open green' as a better name. It should be an opportunity for new members to learn more about how to play the game alongside established members and to get to know each other and should offer a variety of game formats. It was probably too late in the season to set it going now, but we should prepare for it before next season began. Jools Gray and Mickey Martin had volunteered to set up a Bowls Bash session on Monday 02 September as a taster.

PROPOSAL TO ACQUIRE A TV

9. In response to a suggestion from a member, which we had discussed at the July meeting, Andy had sent a message to all members asking for their views on acquiring a television for the club and set up a poll on WhatsApp. About half the membership had replied, either to the message or voted in the poll: while a significant number supported the idea, there was still a clear majority against it. We had some debate over legalities and whether the club would need to apply for a TV licence, but concluded that we would not go against the majority vote and would not proceed with the idea.

REVIEW OF LADIES COUNTY MATCH

10. Dave Hooper had attended to hand over the green and remarked that it had been a successful day. He thanked Gail and her team of volunteers for putting on an excellent event and showing off the club at its best. Members of both County teams had commented favourably on the meal we provided and the quality of the green, expressing a desire to return next year. However, we could not ignore the fact that we had no financial benefit for the hours of hard work that had been put in and agreed that we would decline any invitation to host a game in the future.

RENT REVIEW

11. Dave Simmons reported that the Council had conducted a review of the rent charge to the club and had increased it by £250 (less than 5%), which we had accepted. It emerged that we can also apply for a grant to reduce our rent, which he would complete and return. He commented that it was a long form and would need information from other officers. **Action 2408/03**

AOB

12. Don Bailey had obtained a quote to level the floor in the skittle alley, which amounted to £6,000, which was expensive for a marginal benefit, so we decided not to pursue this. Instead, the maintenance team would consider what they could do to improve the floor surface.

DATE OF NEXT MEETING

We agreed that the next meeting would take place on Thursday 05 September at 2.00pm

Andy Todd
Secretary

Signed as a true
record:

D. Hooper (President)

Attachment to Minutes of Committee Meeting held on 08 August 2024

Electrical Inspection Report by DLB Electrical Services

Overall, the condition of the electrical installation is in a poor unsafe state to BS7671 18th edition wiring regulations. I have not completed a full document yet as we will need to return and complete deeper investigational work to complete the report to further advise on the remedial work required to bring this up to standard, to issues a satisfactory outcome for your safety and insurance purposes.

Findings:

DB 1

1. Undersized main supply tails and earth cabling will be too short for new consumer unit, we will need to supply and install new tails and earth from the meter box outside to the consumer unit.
2. Sub-main supply to DB 2 and 3 doubled up from DB1 main switch with undersized earthing, we will need to incorporate these submains correctly into a new consumer unit covered via a MCB and supply and install new up sized earth to DB2
3. DB1 made from combustible materials with no RCD protection or SPD with rewire fuses with socket outlets that can be used externally. This links into item 1 and 2 and a consumer unit change will rectify this.
4. Within DB1 there has been lots of added in to existing fuses that are wrong resulting in the Outgoing circuits over rated for supply fuses - again this would be rectified via the consumer unit change.
5. Outgoing circuits of DB1 have low insulation resistance of 0.00 meaning there is faults on the outgoing circuits that would need to be found prior to installing new consumer units with RCBO devices. otherwise without doing this the new consumer unit will trip as a result.

DB2

1. Undersized supply with undersized earthing from DB1
2. No RCD protection for outgoing circuit.
3. Consumer unit is made from combustible materials and has no SPD protection
4. DB 2 supply's DB4 in 6mm via 45a re-wire fuse, DB4 full of rubber cabling and showing big signs of burning and potential fire hazard. i have condemned and isolated DB4 due to safety and all power is off at this location

DB3 - WATER FEATURE.

1. Undersized supply 45a with 2.5mm supply, the 2.5mm cable is over rated supply this board.
2. Large hole in the top of consumer unit
3. Consumer unit made from combustible materials with no SPD protection.
4. Water feature transformer plug not IP rated and need to be in enclosure (currently covered by slate)

DB4 (ISOLATED DUE TO SAFTEY RISK)

1. Undersized supply and earthing. All rubber cabling that requires further investigation and rewire.

Found circuits for rubber so far that have been isolated and no longer in use due to safety

- female changing rooms
- boiler supply
- female toilet lighting
- emergency lighting
- upstairs changing store room
- single socket outside kitchen
- sockets in the locker room fridges in female changing room

DB5

1. DB5 supplied via external 50a KMF switch with undersized earth. Separate 10mm earth required to be ran to this location and consumer unit to be changed.

DB6

1. above kitchen sink. Requires further investigation to locate what this controls.

General issues found that would need to be rectified:

- single socket in kitchen too close to corner sink unit, need to be capped off
- double socket for hot water urn above sink and too close will need to be under the sink.
- outdoor single socket no RCD protection.
- left hand side of socket in skittle alley not working as you enter the bar.
- bar sockets wired and extended in 1mm cable and will need to be rewired in 2.5mm and RCD protection.
- kitchen lights load cable undersized and no earthing, needs to be rewired
- sub meter showing single installation. Whisker box needed stuffing gland and flex
- junction box under wooden canopy not fixed
- no water bonding to stop tap in kitchen. Needs to be taken from DB1 or meter box to kitchen through the ceiling.
- further inspection and testing required to all circuit to ensure electrical safety
- further testing and inspection require to clear low insulation resistance between neutral and earth to allow for new consumer units to be in place DB1,2

NEXT STEPS TO WORKING TOWARDS A SATISFACTORY OUTCOME AND REMEDIAL WORK:

We will need to come back for an estimate of two/three full days with two electricians to complete the further investigational work to identify all the low insulation resistance to enable correct remedial action to be completed. We need to complete this prior to making major changes to the consumer units, otherwise if not the new consumer unit will trip and not allow power on for safety rendering you with no power to the building in its entirety.

Once this has been completed and we have a clear picture on where we go from here i would be able to produce a full quote to rectify the entire building. Once we have completed this further testing there may be more faults or issues found that will need rectification.

The estimated cost to complete this further investigation to receive a full report and guide to move forward will cost £1685.00 Plus VAT

THINGS TO CONSIDER MOVING FORWARD:

As we already need to complete a large amount of further investigational work and a full rewire of DB4 to remove the VAR (rubber cabling) that is burning, plus the potential of more issues after the further testing, the faults currently present may not be able to be rectified without rewire (at this stage we do not know). Plus all the other remedial work we know we have to complete (That will also be a lot of work). It may be worth thinking about completing a full rewire to all circuits in the building keeping the existing fixtures and fittings and just upgrading the consumer units and supplies.

By completing the full rewire you would save on the cost of the further investigational work and the potential further cost and be safe in the knowledge that all poor electrical work and existing cabling has been replaced for new.

Please let me know if you have any questions and I'm sorry to be the bearer of bad news with your electrical installation. Rest assured we are here to help you achieve a satisfactory outcome for the building.

Please take a minute to digest all this and discuss at the committee meeting how best to move forward, I'm also happy to meet with you at the site to discuss this in greater detail if needed.

Commentary on what this means (by Gail Gilbert, who accompanied the inspection)

Attached is the report from Electrician's inspection this morning (01 August).

We have been charged for that work - £300, which will need to be paid to progress to the next stage of a full comprehensive check which has been priced at just under £1,685 plus VAT.

Various power source plugs etc have been piggy-backed onto others over the years to the point where there is such a confusion of wiring it needs serious investigation by 2 electricians, one in the roof spaces and one below working together to trace each line and identify the original supply source.

We have one box that has asbestos fuses it is so old - the one on the wall in the safe room behind the bar. It links to our external meter box near the gate.

Generally, our boards and wiring are not in line with current regs which needs to be addressed but they are functional for now with some exceptions.

The Water feature in the garden is a concern.

The old board power board in the ladies change room, still operational (until today) is an urgent issue. Refer the picture which shows the evident damage from age and burning. All points that were supplied from this board are now not connected.

The temporary solution is an extension cord for now and Ken has hooked up a makeshift connection to avoid loss of freezer contents. We will need another for a lamp to light the ladies' toilets in the short term.

The boiler was also operating off this one but we can probably live without the hot water for a short time until we get this sorted. The emergency lights in the lounge are also involved but will function on their batteries for now.

The Pearson building has no power and has been cut off as that wiring is also in a bad state.

Once the deeper investigation is complete and they give us a comprehensive report including full costs to make the building safe and in line with current regs, we can use that document to obtain a second opinion and further quote for the work if we choose. It is a big job which will take several days to complete. It may be a good idea for Dan, as per his suggestion, to sit down and go through the report at the committee meeting so it is understood by all. I'm happy to arrange that if required.

None of this was unexpected...it's an old building with many areas that have been adapted over the years but not upgraded to current electrical standards at those times. Most of it does not meet modern day regulations. It is quite alarming and in future, once we are up to standard, we should ensure a yearly inspection to prevent such deterioration happening again.