

Kirby Muxloe Bowls Club

Scheme of Management

This Scheme of Management has been determined by the Management Committee at its meeting on 9 September 2019 in accordance with Paragraph 5.6 of the Constitution (2019 revision).

The Constitution determines the Committee structure of the Club (in Section 5) and this Scheme sets out how the management of the Club will operate throughout the year; it includes the Financial Procedures, the operational relationship between the Management Committee and its sub committees and the role of the Executive Committee.

There are four sub-committees - Facilities, Bowling, Social Activities and Bar. These sub-committees will manage club affairs within their own particular area to a point defined in this scheme. Decisions outside the delegated powers will need approval from the Management Committee.

The Management Committee

Scope

The Management Committee has ultimate responsibility for all that happens in the club. It will oversee all statutory requirements that the club is required to meet and control the Club finances. The Management Committee has authority to overturn any decisions made by any of the sub-committees.

Terms of reference

- The Management Committee has a responsibility to deal with all matters relating to the club but they can delegate these to sub-committees as they so wish by a majority decision.
- The Club Secretary will be responsible for the arrangement of management meetings at least 6 times a year and an agenda detailing business to be undertaken at meetings will be sent to all members at least 7 days before the meeting. Only specific agenda items will be decided on at meetings unless there is urgent business that needs a decision.
- Decisions will be actioned on the basis of a proposal that is seconded and carried by a majority vote. In the case of a split decision the chair person's second vote will decide the motion.
- The Club Secretary will make arrangements to ensure that sufficient minutes of all meetings are produced. The Club Secretary will email a copy of the minutes to Committee Members within 7 days of the meeting. Committee members will be asked to read and approve/comment on the minutes and reply to the Secretary within 48 hours. Once half of the Committee members have responded the minutes, as provisionally approved, will be placed on the notice board within the clubhouse as soon as possible. Minutes will be signed as a correct record of the meeting after formal approval at the next meeting of the Management Committee.
- The Committee will be responsible for the letting of club premises.

Finance

- The Club treasurer will keep detailed accounts showing all financial transactions undertaken by the club.
- The Club financial year will be 1 October to 30 September. Accounts for the previous year must be drawn up in an acceptable manner and submitted to an appropriate person for audit such that the audited accounts are available for the Club AGM in January.

- It is the responsibility of the treasurer in co-operation with the Management Committee to draw up an expenditure budget for approval by the Management Committee by 30 September of each year.
- The Treasurer/Management Committee must review budget proposals made by the sub-committees to determine the priority and limit on proposed expenditure prior to the end of each financial year
- The Management Committee is responsible for managing the approved budget and making payments in accordance with it.
- Where expenditure is required in addition to the budget, the Management Committee has authority to approve spend of up to £3000 on any project or individual items. Expense items above this amount, other than in relation to maintenance of the green, must be brought before an EGM of the membership to seek approval for such expenditure.
- The Management Committee will delegate limited spending responsibilities to the sub-committees as shown below. All expenditure exceeding these limits must be approved by the Management Committee.
- Any invoices presented that have not had prior approval will not be paid by the Club.
- The approved Financial Procedures in this document will be reviewed annually by the Management Committee.

Executive Committee

The Executive Committee, composed of the Chair, Treasurer and Secretary, has the power to make urgent decisions on behalf of the Club provided they are unanimous in their decision. For financial matters they are limited to expenditure of £1000. All decisions taken by the Executive Committee must be put to the Management Committee at their next meeting.

Where a unanimous decision cannot be reached or where the required expenditure exceeds £1,000, the issue will be put to all members of the Management Committee, by email, for urgent consideration. If 50% of the Management Committee respond and support a particular view, the decision will be made.

The Executive Committee also has responsibility for the effective operation of the Club's Code of Conduct in accordance with Paragraph 10.4 of the Constitution.

The Facilities Sub-Committee

Scope

The Facilities Sub-committee will be responsible for managing all aspects of the club premises including the green, club house, gardens and perimeter fences.

Composition

The Facilities Committee will be composed at least 4 club members, including the Green Ranger and will have the right to co-opt members or others with suitable skill as appropriate. The Chairperson (or their nominee) will represent it on the Management Committee.

Terms of Reference

- The sub-committee will be responsible for dealing with all material matters relating to the green, clubhouse, gardens and perimeter fence; keeping the premises in the best order commensurate with voluntary help and finance availability.
- The sub-committee will meet as necessary.

- The sub-committee's representative will report the actions and decisions of the sub-committee to the Management Committee.
- The sub-committee is responsible for organizing the voluntary help of members in undertaking those projects that can be done with internal resource.

Finance

- In accordance with the Financial Procedures, the Sub-committee will:
 - By 30th August each year, provide the Treasurer with spending proposals for the financial year starting 1st October, specifying regular maintenance items and special/one-off items
 - Once the budget is approved, manage spending on the regular maintenance items.
 - For all special items above £1,000, seek the approval of the Management Committee to a costed proposal before spending is incurred.
 - For items not in the approved budget, present a proposal to and seek approval by the Management Committee.
 - On emergency items, be able to spend up to £200 without prior approval from the Treasurer.

The Bowling Sub-Committee

Scope

The Bowling Sub-committee will be responsible for all bowling activities within the club.

Composition

The membership of the sub-committee will comprise all team captains, the Match and Competition Secretaries and the Green Ranger. The Chairperson (or their nominee) will represent it on the Management Committee.

Terms of Reference

- The sub-committee will be responsible for overseeing the organization of all friendly and league matches and internal competitions played by the Club.
- The sub-committee will be responsible, in conjunction with the Match Secretary, for the publication of the fixtures booklet and, through the team captains, the posting of all weekly team sheets.
- The sub-committee will meet at least twice a year and more frequently if necessary.
- The sub-committee's representative will report the actions and decisions of the sub-committee to the Management Committee.
- The sub-committee will be responsible for ensuring the supply all team sheets and match score cards.
- The sub-committee will report to the Management Committee on any shortfall in the availability of necessary equipment and on the bowling condition of the Green.
- The sub-committee is responsible for fixing the date of club finals days and all associated arrangements.
- The sub-committee is responsible for determining arrangements for match day meals and refreshments and ensuring their provision.
- The sub-committee is responsible for determining travel allowances each year.

Finance

- In accordance with the Financial Procedures, the Sub-committee will:

- By 30th August each year, provide the Treasurer with spending proposals for the financial year starting 1st October, specifying regular maintenance items and special/one-off items
- Once the budget is approved, manage spending on the regular maintenance items.
- For all special items above £1,000, seek the approval of the Management Committee to a costed proposal before spending is incurred.
- For items not in the approved budget, present a proposal to and seek approval by the Management Committee.
- On emergency items, be able to spend up to £200 without prior approval from the Treasurer.

Social Activities Sub-committee

Scope

The Social Sub-committee will be responsible for social activities at the club. This will include social events and coffee mornings.

Composition

The Social Activities Sub-committee will be composed at least 4 club members and will have the right to co-opt members or others with suitable skill as appropriate. The Chairperson (or their nominee) will represent it on the Management Committee.

Terms of Reference

- The sub-committee will be responsible for organising all social activities within the club.
- The sub-committee will meet at least six times a year or more frequently if necessary.
- The sub-committee's representative will report the actions and decisions of the committee to the Management Committee.

Finance

- By 30th August each year the sub-committee will provide the treasurer with an estimate of the surplus from social activities (not including bar profits) for the financial year commencing on 1st October for inclusion within the overall budget.
- The sub-committee will provide the Treasurer with a statement of income received and expenditure incurred for each event.
- The sub-committee will advise the Treasurer if at any point it is expected that the surplus for the year will differ significantly (by more than £500) from the budget figure.

Bar Sub-committee

Scope

The Bar sub-committee will organise bar facilities for all bowls matches, social events run by the club and for all premises hire events that require bar facilities.

Composition

The membership of the sub-committee will include the Bar Manager and any club members who are willing to volunteer for bar duty on a regular basis. The Chairperson (or their nominee) will represent it on the Management Committee.

Terms of Reference

- The sub-committee will be responsible for organising bar facilities for all bowls matches, social events run by the club and for all premises hire events that require bar facilities.
- The Bar Manager will be responsible for maintaining appropriate drinks stocks up to a value specified in the club insurance policy.
- The Bar Manager will undertake a quarterly stock check and report on the bar surplus each quarter to the Management Committee.
- The committee's representative will report the actions and decisions of the committee to the Management Committee.
- The committee will meet as frequently as necessary.

Finance

- In accordance with the Financial Procedures, the sub-committee will:
 - By 30th August each year,
 - provide the Treasurer with spending proposals (other than drinks stock) for the financial year starting 1st October for inclusion in the budget.
 - provide the treasurer with an estimate of bar profits for the financial year commencing on 1st October for inclusion within the overall budget.
 - Once the budget is approved, manage approved spending.
 - For all special items above £1,000, seek the approval of the Management Committee to a costed proposal before spending is incurred.
 - For items not in the approved budget, present a proposal to and seek approval by the Management Committee.
 - Advise the Treasurer if at any point it is expected that bar profits for the year will differ significantly (by more than £500) from the budget figure.
 - On emergency items, be able to spend up to £200 without prior approval from the Treasurer.
- The Bar Manager will be responsible for maintaining appropriate drinks stocks up to a value specified in the club insurance policy.
- The Bar Manager will undertake a quarterly stock check and report on the bar surplus each quarter to the Management Committee.

KMBC Financial Procedures – Approved by Management Committee on 4th February 2019

Setting the budget

- A budget will be prepared by the Treasurer by 30th September each year for the new financial year.
- Sub-committees will submit spending proposals to the Treasurer by 30th August – these will include recurring items and could include special/one-off items – e.g. equipment, special treatments for green; work on premises.
- The budget will differentiate between general/recurring items and special items
- The budget will be submitted to the Management Committee for approval and then reported to AGM.

Managing the budget

- Once the budget is agreed, Treasurer will be given authority to authorise general payments in accordance with budget.
- All special items and all contracts for services need specific approval by Management Committee.
- Sub Committees given authority to spend up to £200 on emergency items without reference to Treasurer.
- Sub-committee projects in excess of £1,000 need advance approval by Management Committee; based on costed scheme or project, with evidence of at least 2 competitive quotes. (see Document KMBC 001)
- Any items not in the approved budget need the approval of Management Committee (by email, if urgent)

Making payments

- The Club has a Visa Debit card and the Treasurer (and only the Treasurer) is authorised to use the card for purchases/cash. The card can be used for amounts of up to £200 per transaction.
- Cheque payments – the Treasurer is authorised to sign cheques up to £1,000. For amounts over £1,000, or in the absence of the Treasurer, two signatures are required.
- In addition to the Treasurer, the Secretary and two other persons appointed by the Management Committee are authorised to sign cheques.

Internal check

- The Treasurer will submit a quarterly summary of receipts and payments to Management Committee, showing reconciliation with bank statement.
- Transfers between the Reserve Account and the Current Account can only be made after being approved by the Management Committee.
- The Bar Committee will ensure quarterly stock checks are undertaken and will report on the bar surplus each quarter to the Management Committee.

Year-end accounts

- During the year the Treasurer will maintain records of all the financial transactions of the Club.
- The Treasurer will provide information to accountant/auditor in a timely manner to allow accounts to be prepared for approval by the Management Committee and presented by the Treasurer at the AGM.

Managing cash / funds

- Paying in money – all monies will be paid in by the Treasurer, other than bar takings which can be paid in by the Bar Manager.
- Investments – the Treasurer will manage the Club's Funds in either the Current or Reserve Account at an established bank. No funds will be invested elsewhere.