



Hilton Park Bowling & Recreation Club (Inc.)

ABN: 69 394 509 279

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Minutes of a Meeting of the Committee

Date: 18th February 2026
Time: 4pm
Location: Hilton Park Bowling Club

Present: Michael Broadbridge (President)
Andrew Ryder (Treasurer)
Doraine Stone (Secretary)
Dave Van de Ven (Men's Captain)
Rob Fortini (Greens)

Apologies: Glenn Dwyer (Social)

Opening and Attendance

The Chair opened the meeting, welcoming all members.
A quorum was present, and the meeting commenced at 4.05pm.

Declaration of Interests

Each member advised that they had no conflict of interest.

Meeting Objectives and Agenda Overview

The purpose of the meeting was to review the club's operational progress since the previous meeting, address outstanding action items, and ensure that governance, financial management, and operational systems are functioning effectively.

Minutes of Previous Meeting

The minutes of the previous meeting were reviewed. It was confirmed that the minutes had been circulated prior to the meeting and were generally an accurate reflection of the discussions, decisions and actions from that meeting.

It was noted that a member had subsequently raised queries regarding financial transparency, specifically requesting clarification of the total funds held across all club bank accounts. While the committee acknowledged that financial summaries are routinely provided, it was agreed that the reporting format could be improved to present a clearer consolidated view of the club's overall financial position.

It was agreed that improved visibility would enhance member confidence and reduce the need for repeated queries.

Resolution

The Committee resolved that the minutes be accepted as a true and correct record.

Action

Secretary to include a consolidated summary of total bank balances and overall financial position in future monthly financial reporting and circulated minutes.

Minutes to be displayed on the Notice Board.

MATTERS ARISING / ACTION REVIEW

The committee reviewed all outstanding actions from the previous meeting and noted a strong level of completion across all items.

The following key actions have been successfully completed:

- Consolidate synthetic greens account
- Inventory management system implemented and nearing full operational use
- Member information session
- Wooden shelving replacement in bar area underway (Bryn Regan progressing works)
- EFTPOS system implemented and operational

It was acknowledged that these initiatives represent a significant improvement in the club's operational capability and governance processes, reflecting the efforts of committee members and volunteers.

Financial Report

The Treasurer presented a detailed financial report and update on new systems and financial controls implemented.

The 1.3% EFTPOS surcharge recovery system is now operational and is expected to substantially offset merchant fees over time. A separate accounting line has been created to track surcharge income against merchant fees to improve transparency and reconciliation.

Early POS system issues were identified where staff were not cancelling transactions before recharging member accounts, resulting in minor overcharges. This issue has now been addressed through system prompts and additional staff training.

The club's financial position remains strong, with positive cash flow and significantly improved financial controls compared to previous periods.

A broader discussion was held regarding financial governance. It was agreed that the club is now operating with improved financial discipline and is moving toward a more professional and business-like operating model to ensure long-term sustainability.

The Treasurer formally advised that he will not be re-nominating at the upcoming AGM, and confirmed he is willing to assist with a structured handover and training process for a replacement.

Resolution

The Committee resolved to:

- Continue current financial monitoring systems and controls
- Commence succession planning for the Treasurer role

Action

- Committee to identify and approach potential Treasurer candidates prior to the AGM
- Treasurer to prepare documentation and provide handover and training support

Events and Competitions

The Men's Captain reported that competitions and events are progressing well with strong participation levels.

Current updates include:

- 11 confirmed entries received to date for the Hilton Classic
- Finals and upcoming men's singles competitions on schedule
- Minor issues were experienced with the email distribution system, with some communications bouncing back due to sending limits.

The committee acknowledged the positive engagement levels and noted the ongoing importance of competitions in maintaining member participation.

Resolution

The Committee resolved to continue with the current competitions and events program.

Action

Men's Captain to update mailing lists and reissue communications to affected recipients.

House, Facilities and Grounds

A detailed discussion was held regarding facilities management and the increasing workload associated with maintaining the club premises.

The committee discussed the need to formalise a House / Facilities role to coordinate facility maintenance and improvements. Currently, much of this responsibility is being undertaken informally by individuals such as Shaun Farrell without a defined structure. The committee agreed that this role would not need to attend committee meetings, just a formalisation so there us clarity over the role.

Maintenance issues identified included:

- Topsoil required for greens
- Line marking equipment requiring repair
- Toilets not consistently being locked after use
- Glass washer not performing effectively and may require servicing
- Printer not functioning and requiring replacement
- Air-conditioning units activating unexpectedly, likely related to council maintenance

It was agreed that formalising responsibilities and improving coordination would improve efficiency and standards.

Resolution

The Committee resolved to:

- Introduce a House / Facilities role prior to the AGM
- Proceed with required repairs and equipment replacement

Actions

- Committee to approach Shaun and other potential candidates for the House role
- Purchase replacement printer
- Arrange service inspection for the glass washer

- President to liaise with council regarding air-conditioning maintenance
- Greens Director to coordinate topsoil and line marking equipment repairs

Bar Operations and Trading Hours

The committee reviewed Sunday bar operations and trading patterns.

Financial analysis indicates that Sunday trading can be profitable when attendance is strong. For example, recent trading generated approximately \$1,400 revenue against approximately \$400 in wages.

However, winter morning trading (particularly during scroungers) typically involves low attendance (approximately 6–10 people) and does not justify the cost of paid staff.

It was also noted that historical reliance on volunteer bar operations resulted in inconsistent compliance with liquor licensing requirements and potential revenue leakage.

The committee discussed the need to balance member expectations with responsible financial management and compliance obligations.

Resolution

The Committee resolved that:

- Bar opening hours will be determined by the committee based on demand and financial viability
- Winter Sunday hours will be reduced and aligned with peak attendance periods
- Bar operations will be conducted by paid staff only to ensure compliance and accountability

Actions

- Bar Manager to monitor trading patterns and provide recommendations for winter trading hours
- President to communicate clearly to members regarding bar hours and the rationale for these changes

Club Culture, Behaviour and Compliance

A discussion was held regarding member behaviour, staff welfare and compliance with liquor licensing requirements.

A conduct matter involving inappropriate behaviour toward bar staff by a member was reviewed. The member has been formally warned but has not provided an apology. The incident has impacted staff wellbeing and resulted in one staff member not returning to work.

The committee discussed the club's legal obligations under liquor licensing legislation and the potential risk of significant penalties if responsible service requirements are not enforced.

The committee reaffirmed the importance of maintaining a respectful and safe environment for both staff and members.

Resolution

The Committee resolved that:

- The member remains formally on notice
- Bar staff are fully authorised to refuse service to intoxicated patrons
- The club adopts a zero-tolerance approach to abusive behaviour toward staff

Actions

- Bar Manager to ensure staff are confident in RSA enforcement procedures
- All incidents to be documented and reported to the committee
- President to continue follow-up with the affected staff member

Strategic Projects

Updates were provided on several major strategic initiatives.

- The padel court development application has been submitted to council. Additional approval will be required from the State Government due to the Crown land status of the site.
- Indoor carpet replacement has been scheduled for post-season installation.
- An opportunity has been identified to source refurbished office furniture for the clubhouse at minimal cost.
- It was agreed these projects will significantly improve club facilities, increase utilisation and support long-term sustainability.

Resolution

The Committee resolved to proceed with all strategic projects as planned.

Actions

- President to follow up council and state approvals for the padel court project
- Schedule carpet installation post-season
- Investigate and source suitable replacement furniture

Functions, Community Engagement and Bookings

Strong growth in community engagement and external bookings was reported.

Recent developments include:

- 100 Club lottery permit approved
- Food licence approved
- Increase in external bookings including community groups, Maritime Union meetings and dance group bookings

The committee recognised these activities as an important revenue stream and an opportunity to strengthen community engagement.

Resolution

The Committee resolved to continue promoting the venue for community use and events.

Actions

- Bar Manager to manage bookings, staffing and bar tab arrangements
- Committee to support marketing and community engagement initiatives

AGM Planning

The committee discussed planning for the upcoming Annual General Meeting.

Resolution

The Committee resolved that the AGM will be held on Sunday 24 May 2026.

Actions

Secretary to prepare AGM notice and nomination process

Committee to actively recruit candidates for Treasurer and House roles

General Business

Additional matters raised included:

- Encouraging members to return glasses to the bar to assist staff workload
- Reinforcing volunteer culture as a contribution rather than an entitlement
- Recognising and appropriately acknowledging volunteer contributions

Resolution

The Committee resolved to introduce clearer communication regarding member responsibilities and volunteer expectations.

Action

Committee to communicate expectations regarding glass returns and respectful behaviour and consider implementing periodic volunteer appreciation initiatives.

ACTION ITEMS

No.	Action	Responsible	Timeframe
1	Include a consolidated summary of total bank balances and overall financial position in monthly financial reports and circulated minutes	Secretary	Ongoing
2	Identify and approach potential candidates for the Treasurer role	Committee	Prior to AGM
3	Treasurer to prepare documentation and provide structured handover for incoming Treasurer	Treasurer	Prior to AGM
4	Approach Shaun Farrell and other potential candidates regarding the proposed House / Facilities role	Greens	Prior to AGM
5	Monitor bar trading patterns and provide recommendations regarding winter Sunday trading hours	Bar Manager	Ongoing
6	Communicate revised bar operating hours and rationale to members	President	Prior to winter season
7	Ensure bar staff are confident in Responsible Service of Alcohol (RSA) enforcement procedures	Bar Manager	Ongoing
8	Follow up council and State Government approvals for the padel court development	President	Ongoing
9	Schedule indoor carpet replacement following the playing season	President	Post-season
10	Continue promoting the venue for community use and external bookings	Committee / Bar Manager	Ongoing
11	Communicate expectations to members regarding respectful behaviour and returning glasses to the bar	Committee	Ongoing

Next Meeting

Date: 18th March 2026

Time: 4pm

Meeting Close

The Chair thanked members for their contributions and acknowledged the significant progress made in strengthening governance, financial management, operations and club culture. The committee reaffirmed its commitment to continued improvement and the long-term sustainability of the club.

Meeting closed at: 5pm

Minutes recorded by

Doraine Stone

Secretary

18th February 2026

Hilton Park Bowling & Recreation Club (Inc.)

PO Box 90, Hamilton Hill, WA, 6963

Phone: 08 9337 2897

Profit & Loss Analysis for Financial Year to 31/01/2026

	Jan-26	Jan-25	FY26 vs FY25
Income Bar and Hall Hire	468,480.86	380,959.27	23%
Bar Staff for Functions			
COS Bar Expenses	-161,308.55	-152,315.21	6%
Gross Profit	307,172.31	228,644.06	34%
Employee Expense (Bar)	-125,720.89	-86,355.59	46%
Bar R&M	-7,299.45	-2,918.73	150%
Bar Direct Costs	-133,020.34	-89,274.32	49%
Gross Profit Bar including Direct Expenses	155,471.87	205,163.15	-24%
Indication of Gross Margin %	56.7%	61.0%	
Club Income	155,471.87	205,162.64	-24%
Club Expenses	-113,691.99	-223,201.32	-49%
Net Profit/Loss Club	30,883.58	-18,038.68	-271%
Operating Profit/Loss	30,883.58	-18,038.68	-271%
Add Non Operating Income (Grant Income, Interest & Sale of Assets)	180.78	99.56	
Less Non Operating Expense (Depreciation of Assets)			
Net Profit/Loss per Financial Report	31,064.36	-17,939.12	-273%

Balance Sheet at 31/01/2026

Cash Position - Jan 2026	Nov-25	Nov-24	variance \$
Working Cash Account - General Trans Acc14410026541	23,047.08	14,714.64	57%
Synthetic Green Repl - Online Saver 14410179513	17,008.01	11,995.82	42%
Employee Benefits - HPBC Online Saver 14410179513	30,249.41	30,403.82	-1%
Debit Card 066190 10378006	1,485.70	189.45	684%
Total of all Bank Accounts	71,790.20	57,303.73	
Cash Position compared to last year		14,486.47	