



## Hilton Park Bowling & Recreation Club (Inc.)

ABN: 69 394 509 279

PO Box 90, Hamilton Hill, Western Australia, 6963  
Tel. 9337 2897 (after 3pm) | Email: hpbowling@westnet.com.au

### Minutes of a Meeting of the Committee

**Date:** 10<sup>th</sup> June 2026  
**Time:** 4pm  
**Location:** Hilton Park Bowling Club

**Present:** Michael Broadbridge (President)  
Doraine Stone (Secretary)  
Shaun Farrell (Bar)  
Dave Van de Ven (Men's Captain)  
Rob Fortini (Greens)

#### Opening and Attendance

The Chair opened the meeting, welcoming all members.  
A quorum was present, and the meeting commenced at 4.00pm.

#### Declaration of Interests

Each member advised that they had no conflict of interest.

#### Meeting Objectives and Agenda Overview

The meeting focused on interim financial arrangements following the Treasurer's departure, including the appointment of the Secretary/Finance Officer for a three-month period. Updates were provided on Hidden Treasures event preparations, the club's financial position, and future funding opportunities for key projects such as a second synthetic green and solar installation. The committee also discussed insurance, bar and staffing matters, maintenance issues, member transfers and other operational matters.

#### Minutes of Previous Meeting

The minutes from the previous meeting, held prior to the AGM, were reviewed. The minutes of the previous meeting were read and accepted as a true and accurate record.

Minutes to be displayed on the Notice Board.

#### Matters Arising / Action Review

The Committee reviewed outstanding actions from the previous meeting. It was noted that the majority of actions related to AGM preparations and had been completed.

### FINANCE AND TREASURER POSITION

#### Discussion

The committee discussed the Treasurer's departure and the need to ensure continuity of financial operations while a longer-term solution is developed.

The Secretary proposed undertaking the additional responsibilities of Finance Officer for a period of up to three months to ensure continuity of financial operations while a longer-term finance structure is reviewed and implemented.

The Secretary advised that the role would be administrative only and would not include sole authority for expenditure approvals. Governance, financial oversight and spending approvals would remain the responsibility of the Executive Committee.

The committee discussed the need to streamline current financial processes, noting that many tasks are currently duplicated across spreadsheets and manual systems. Members agreed that procedures should be reviewed to reduce double and triple handling, improve efficiency and establish clearer financial controls.

The Secretary will meet with the club's finance adviser to conduct a full review of all accounts and obtain a clear understanding of the club's financial position. This review will also consider options for restructuring financial processes, outsourcing bookkeeping functions and establishing an appropriate long-term finance model for the club.

The committee acknowledged the need to review banking access, signatories, passwords and financial system permissions, noting that former office bearers remain associated with some accounts and systems. Members agreed this represents a governance risk and should be addressed as a priority.

The current financial position was reported as being stronger than the same period last year, although cash reserves remain tight and expenditure should continue to be carefully managed. Members agreed that a cash-flow forecast and formal budget process should be developed to improve financial planning and decision-making.

### **Decision**

The committee unanimously endorsed the Secretary assuming responsibility for the club's finance administration functions for a period of up to three months while a review of the club's financial management structure is undertaken.

The Secretary will oversee payroll processing, banking, payment of accounts and financial administration matters. Governance oversight, expenditure approvals and financial decision-making authority will remain with the Executive Committee.

### **Actions**

- Secretary/Finance Officer to meet with the finance adviser and undertake a full review of club accounts.
- Secretary/Finance Officer to work alongside the outgoing Treasurer to document payroll, banking and financial administration processes.
- Secretary/Finance Officer to review current financial procedures and identify opportunities to reduce duplication and improve efficiency.
- Executive Committee to review and update banking signatories, passwords and access permissions.
- Secretary/Finance Officer to prepare a cash-flow forecast and budgeting framework for committee consideration.
- Secretary/Finance Officer to advise members of the interim finance arrangements and the review of the club's future financial management structure.

## **HIDDEN TREASURES EVENT**

### **Discussion**

The Secretary reported that preparations for Hidden Treasures are progressing well.

The club is currently working with the City of Fremantle to complete the required food business registration. Discussions continue regarding the event liquor permit following an increase in expected patron numbers and the extension of the licensed area.

Volunteer requirements have been finalised and a lanyard system will be introduced to clearly identify authorised volunteers. This follows concerns from previous years regarding unauthorised access to event areas.

Attendance numbers and stock requirements were discussed, with members noting the need to monitor ticket sales and prepare appropriately for anticipated patron numbers.

### **Decision**

The committee noted that event preparations are on track and endorsed the current arrangements.

### **Actions**

- Secretary to finalise food business registration requirements.
- Secretary to continue liaison regarding liquor permit approval.
- Volunteer lanyards to be distributed prior to the event.
- Event stock requirements to be reviewed closer to the event.

## **STRATEGIC PROJECTS AND FUTURE FUNDING OPPORTUNITIES**

### **Discussion**

The President outlined several priority projects for the club and discussed potential funding opportunities.

### **Solar Installation**

A grant opportunity offering funding for solar projects was identified. Members discussed the potential benefits through reduced electricity costs and improved sustainability.

Questions were raised regarding eligibility requirements and whether the club's current status satisfies all grant criteria. Further investigation is required.

### **Second Synthetic Green**

The committee discussed pursuing funding opportunities for a second synthetic green.

The President advised that discussions have commenced with the City of Fremantle regarding funding support and potential loan arrangements to cover the club's contribution.

Members agreed that a second synthetic green would reduce maintenance costs, improve operational efficiency and contribute to the long-term financial sustainability of the club.

### **Other Infrastructure Priorities**

Additional projects discussed included lighting upgrades and improvements to the western entrance.

Members agreed these remain important but should be prioritised behind the synthetic green and solar initiatives.

### **Decision**

The committee agreed the following project priority order:

1. Second synthetic green.
2. Solar installation.
3. Lighting upgrades.
4. Western entrance improvements.

### **Actions**

- President to investigate eligibility requirements for solar grant funding.

- President to obtain electricity usage information from the City of Fremantle.
- President to continue discussions regarding synthetic green funding opportunities.
- Executive Committee to review project priorities as funding opportunities arise.

## **INSURANCE RENEWAL**

### **Discussion**

The upcoming insurance renewal was considered and payment options discussed.

### **Decision**

The committee agreed to continue with the existing insurance premium payment plan arrangement.

## **BAR AND FUNCTIONS OPERATIONS**

### **Discussion**

An operational update was provided regarding staffing and club operations.

Several staff resignations have recently occurred, and replacement arrangements are being implemented. New rostering arrangements are being established to maintain service levels.

The committee discussed management availability during peak trading periods, particularly Friday evenings, Saturdays and functions. Members noted that operational issues often arise when management is unavailable and communication arrangements are unclear.

The committee also discussed incident reporting processes, emergency contact arrangements and communication expectations between management and committee representatives.

### **Decision**

The committee agreed that clearer communication protocols are required regarding management availability and operational escalation procedures.

### **Actions**

- Bar Director to discuss availability expectations with the Bar Manager.
- Committee Member contact list to be updated and displayed near the club phone.
- Bar Director to continue acting as liaison between the committee and bar staff.
- Review management availability arrangements during functions and peak trading periods.

## **MAINTENANCE**

### **Discussion**

Several maintenance matters were raised.

### **Vacuum Cleaner**

A replacement commercial vacuum cleaner is required. Members agreed that this purchase should be deferred until the financial review has been completed.

### **Kitchen Flywire Door**

The kitchen flywire/security door has become difficult to close due to movement in the frame and timber swelling. While the door remains secure, repairs will be required.

### **Decision**

Major purchases will be deferred until the financial review is completed.

### **Actions**

- Maintenance Coordinator to investigate repair options for the kitchen flywire/security door.
- Vacuum cleaner replacement to be reconsidered following the financial review.

### **Bowls Administration**

#### **Discussion**

Member transfer requests were discussed.

Clarification is required regarding originating clubs and transfer documentation before approvals can be processed.

The release of the upcoming Bowls WA calendar was also noted. Initial review indicates the club's major events remain suitably positioned within the season schedule.

#### **Actions**

- Secretary to process transfer approvals once documentation is confirmed.
- Club calendar information to be updated and displayed.

### **General Business**

General discussion occurred regarding future staffing requirements, maintenance planning and long-term operational sustainability.

The committee acknowledged the significant workload currently being undertaken by the Executive and emphasised the importance of improving systems and governance processes to support future growth.

### **NEXT MEETING**

8<sup>th</sup> July 2025 at 4pm.

### **CLOSURE**

There being no further business, the Chair declared the meeting closed at: 4.45pm.

### **Minutes recorded by**

Doraine Stone

Hon. Secretary

10<sup>th</sup> June 2026

## Action List

Action	Responsible	Due Date
Conduct a full review of club accounts and current financial processes.	Secretary/Finance Officer	Within 2 weeks
Work alongside the outgoing Treasurer to document payroll, banking and financial administration procedures.	Secretary/Finance Officer	Ongoing – next 3 months
Update financial access permissions and banking signatories.	Executive Committee	Within 1 month
Develop a cash-flow forecast and budgeting framework.	Secretary/Finance Officer	Ongoing – next 3 months
Finalise Hidden Treasures food registration and liquor permit requirements.	Secretary	Prior to event
Finalise volunteer allocations and distribute volunteer lanyards.	Secretary	Prior to event
Investigate solar grant eligibility and electricity usage data.	President	Next Meeting
Continue funding discussions regarding a second synthetic green.	President	Ongoing
Clarify Bar Manager availability and communication expectations.	Bar Director	Next Meeting
Update and display Committee Members contact information at the club.	Secretary	Within 2 weeks
Investigate repairs to the kitchen flywire/security door.	Maintenance	Next Meeting
Process outstanding member transfers.	Secretary	As received