

# **West Cornwall Golf Club Ltd**

## **Board Minutes**

**Thursday 23 August 2018 commenced at 18:00**

**Present: Mr. J De-Seta (Chairman) [JDS], Mr. D Inch (President) [DI], Mr M Austin [MA], Mr N Morris [NM], Mr. T. Ruhrmund [TR], Mr G. Wignall [GW], Mr I Coutts [IC].**

**Also Present: - Mr G Evans [SEC].**

<b>Agenda Item</b>		<b>Responsibility</b>	<b>By When</b>
<b>JDS 39.0</b>	<b>Apologies for Absence</b>		
	None		
<b>JDS 40.0</b>	<b>Minutes of the Last Meeting</b>		
	<b>25th June 2018</b> 40.1 These were signed by the Chairman as a true record of the meeting.		
<b>JDS 41.0</b>	<b>Matters Arising</b>		
	41.1 Minute 28.3 – [GW] confirmed that the documents relating to a new buggy policy document had been drafted and should improve the process. In the meantime, prior to this being introduced, the existing policy is in place with the relevant documentation to be signed when buggies are hired. The complete documents will come to the next meeting. 41.2 Minute 32.6 – the Board has now met with the staff and provided information regarding the strategy planning that the Board is undertaking. 41.3 Minute 33.2 – In respect of the website review, this is forming a bigger picture on marketing and will form part of that review. 41.4 35.3 The wage review will be discussed later in the meeting.	<b>[GW]</b>	<b>29/10/18</b>
<b>JDS 42.0</b>	<b>Health &amp; Safety</b>		
	42.1 Paper 18/18 was circulated prior to the meeting. 42.2 [IC] advised he had met with Keith Kemp [KK] (Course Manager) and [Sec] and had gone through the points from the last review. 42.3 Some of the issues are on the back burner at present but we are compliant in most areas. 42.4 The main weaknesses are the record keeping, i.e. documentation, and the lack of training for staff. 42.5 The conclusion in the paper being: - <b>The Board is asked to acknowledge the position with Health &amp; Safety at present and the need for structured budgeted training going forward for all staff.</b> Was accepted.		
<b>JDS 43.0</b>	<b>Captain's Committee Minutes</b>		
	43.1 Minute 41.1 stated that a Member had expressed concern about his treatment and it was questioned what the concern was. In response, [Sec] advised that he had been told to tuck his shirt in on the course and also other players had seemingly accused him and his group of slow play. The group behind were visitors. 43.2 There were some comments made regarding competitions but this was as individual members view rather than the Board and these will be sent directly to the Captain's Committee.		

<b>JDS 44.0</b>	<b>Budget Strategy</b>		
	<p>44.1 Paper 14/18 had been circulated prior to the meeting.</p> <p>44.2 The expenditure on the tractor (note 6.2) was questioned as this included the actual costs. It was explained that this was a strategy paper and when the figures came back to the Board for the annual income and expenditure budget, the final decision would be made. The figure was included in the paper as it was known.</p> <p>44.3 The recommendation in the budget, being: -</p> <p><b>The Board is asked to consider and, if thought appropriate, to approve the budget strategy set out in the paper, which will provide the basis on which the financial operating and capital budget for the year ending 30 November 2019 will be prepared.</b></p> <p>Was approved.</p>		
<b>JDS 45.0</b>	<b>Employee Pay Review</b>		
	45.1 This matter is staff confidential and will form part of the confidential minutes.		
<b>JDS 46.0</b>	<b>Retention &amp; Recruitment of Members</b>		
	<p>46.1 Paper 20/18 was circulated prior to the meeting and an additional information sheet regarding details of a scheme at Goodwood Golf Club was circulated at the meeting.</p> <p>46.2 [JDS] explained that this was all for information at this time and that these are not proposals but something that he, together with [TR] and [Sec] would look at further.</p> <p>46.3 Mention had been made of a driving range at the Club and this had previously been raised. It is now possible to get 'semi-permanent' facilities and this would attract people to the Club.</p> <p>46.4 Golf has an aging membership and we need to find alternative ways to retain members such as a 9-hole membership, which may cater for the older players as well as encouraging those with less time such as the younger professionals.</p> <p>46.5 Mention was made of an off-peak membership and the booking system can be utilised for this.</p> <p>46.6 It was considered that the Lifestyle membership had perhaps become a cheap membership and few actually purchase extra credits.</p> <p>46.7 Goodwood Golf Club was used as an example for flexible membership and details of how this operated were provided. It was stated that Goodwood has a waiting list. This would involve new software being required.</p>		
<b>JDS 47.0</b>	<b>Estate Management Report</b>		
	47.1 This information is commercially sensitive and will form part of the confidential minutes.		
<b>JDS 48.0</b>	<b>Greens Winter Work Programme</b>		
	<p>48.1 Paper 16/18 was circulated prior to the meeting together with a updated Course Risk Assessment document.</p> <p>48.2 It was thought that players from the second needed to be able to see up the 14<sup>th</sup> fairway. Comment was made that the second tee was widened to allow players on that tee better vision of the 14<sup>th</sup>.</p> <p>48.3 [IC] has also mentioned to Keith Kemp that the 11<sup>th</sup> tee might need sleepers added to it for safety and stability.</p> <p>48.4 If the net on the 13<sup>th</sup> tee is considered to need replacing, this needs to be higher on the priority list as it is an H&amp;S issue.</p> <p>48.5 The path on the 13<sup>th</sup> was also raised and the danger of walking to the left of the tee on the way up. It was thought the sign there advised players to stay right and [Sec] will check this when the signage review is undertaken.</p> <p>48.6 The note circulated at the Board/Captain's Committee get together was mentioned and the thought of starting from 16<sup>th</sup> tee. The concept of having a viewing area in front of the Club of the finishing hole was thought to be a good one.</p>		

	<p>48.7 The Conclusion in the paper being: -  <b>Subject to cost, the Board is asked to: -</b></p> <ol style="list-style-type: none"> <li>1. Agree to the revamp of the 1<sup>st</sup> tee with turf being brought in</li> <li>2. Agree to the rabbit fencing along the 9<sup>th</sup> hole to be replaced by a post and rail fence as done along 17<sup>th</sup></li> <li>3. Decide whether the current junior tee should be moved and the mound either be built up or lowered or whether this needs to be changed at this time</li> <li>4. Decide whether all of the trees by the 6<sup>th</sup> green should be removed, just the end two trees removed, or the trees should be left as they are.</li> <li>5. Agree to the creation of a path on the 8<sup>th</sup> and the lower tee being built up using railway sleepers</li> <li>6. Agree to the replacement of the net on the 10<sup>th</sup>/13<sup>th</sup> tee</li> <li>7. Agree to the removal of the block work shelters on the 2<sup>nd</sup>, 6<sup>th</sup> and 13<sup>th</sup> by the sand pit.</li> <li>8. Acknowledge that at this time there is not a need to renew the irrigation</li> <li>9. Agree to the priority of the work as outlined in this paper.</li> </ol> <p>Was approved.</p>		
JDS 49.0	<b>Website Review</b>		
	49.1 The review has not yet been undertaken and forms part of the bigger marketing picture.		
JDS 50.0	<b>Chairman's Newsletter</b>		
	<p>50.1 Paper 22/18 being the draft Chairman's newsletter was circulated prior to the meeting.</p> <p>50.2 A couple of suggested changes were made and [JDS] will provide a final document by the end of next week.</p>	[JDS]	31/8/18
JDS 51.0	<b>Coastal Access Bill</b>		
	<p>51.1 Paper 17/18 was circulated prior to the meeting together with a map of the planned coastal access area and categories of accepted land.</p> <p>51.2 The Board agreed that a letter should be sent to Natural England objecting that part of the course is within the coastal access area as although it is excepted land, it is not clear why it should be included.</p> <p>51.3 It was also noted that the path on the map they provided was incorrect and this should also be highlighted to them.</p> <p>51.4 [Sec] will prepare a letter in this respect and send to [NM] for confirmation that it can be sent.</p>	[Sec]	31/8/18
JDS 52.0	<b>Board Effectiveness Review</b>		
	<p>52.1 Paper 23/18 was circulated prior to the meeting detailing the position and priorities for 2018/2019.</p> <p>52.2 The detail was acknowledged by the Board.</p>		
JDS 53.0	<b>Secretary's Report</b>		
	<p>53.1 The Secretary's Report was circulated prior to the meeting and included information on the membership numbers, the bar report and a flash report on the accounts.</p> <p>53.2 [IC] advised that junior numbers had dropped considerably and we need to find out why. [Sec] will forward the information held on this. Jason will also be approached with a view to Nick managing the junior section.</p> <p>53.3 [IC] also asked for visibility of visitor numbers and [Sec] will provide information on this. Comment was made that the website is important to attract visitors.</p>	<p>[Sec] [JDS]</p> <p>[Sec]</p>	<p>31/8/18 11/9/18</p> <p>31/8/18</p>

<b>JDS 54.0</b>	<b>Correspondence</b>		
	<p>54.1 The correspondence was included within the Secretary's report.</p> <p>54.2 In both cases stated, it was not considered appropriate for a refund to be made. [Sec] will advise the previous members accordingly.</p>	<b>[Sec]</b>	<b>31/8/18</b>
<b>JDS 55.0</b>	<b>Any Other Business</b>		
	<p>55.1 Mention was made of the annual diaries and the fact the Captain had raised whether they are necessary in modern times, especially with a cost of £750+VAT. The Board agreed that with modern technology, the diaries are not required and should not be produced this year. PDF's of the diary and individual date entries will be on the website.</p> <p>55.2 Players are still on the course with their shirts un-tucked and the pro shop will be asked to ensure players are told before they go out that they must have their shirt tucked in on the course.</p> <p>55.3 A meeting has been held with UNA, St Ives and the manger there was previously the GM at Celtic Manor and would be keen on a collaboration.</p> <p>55.4 An approach has also been made to Aspects Holidays and Cherished Cottages would also be agreeable to having flyers in their properties.</p>	<b>[Sec]</b>	<b>24/8/18</b>
<b>JDS 56.0</b>	<b>Date of Next Meeting</b>		
	<p>Monday 29<sup>th</sup> October 2018 6.00pm.</p> <p>Meeting closed at 9.15 pm</p>		