

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON
1ST DECEMBER 2014 AT 6.00 P.M.

PRESENT

P Arbourne – Captain

P Fullbrook – Chairman

K Lockett – Ladies Captain

G Wells – Course Manager

John Fulwell – Treasurer

Jayne Fulwell – Bar & Social

T Bowden – Competitions & Hcps

J A'Court - Premises

D Bickerstaff - Competitions & Hcps

J Holland - Vice - Ladies Captain

I Gover - Junior Organiser

G Mason – Retiring Captain

IN ATTENDANCE:

T John (President), D Williams (Seniors Representative), S Archer (Bar Manager), A Giles (Minutes),

The meeting was preceded by a presentation from Conner Sidley Adams who discussed ways in which Sport England might be able to assist the Club in developing its Training and Practice Facilities through the 'Inspired Facilities Grant' scheme. Conner advised that the scheme awarded grants of between £20,000 and £75,000, provided that the facilities were made available to the whole community. The Committee debated a number of issues associated with the project and agreed that a Sub Committee should be created to take the matter forward. The Chairman thanked Conner for his contribution and invited him to be a member of that Sub Committee; Conner accepted the Chairman's invitation.

1. INTRODUCTION & APOLOGIES

Apologies were received from P Bowden.

2. MINUTES

2.1 Approval of Minutes: The minutes of the meeting held on the 27th October 2014, circulated prior to the meeting, were approved and signed by the Chairman, subject to the following amendments:

- 2.1.1 Amendment to title of J Holland to Vice – Ladies Captain.
- 2.1.2 Correction to the name of Premises Manager (J A'Court)
- 2.1.3 The phraseas much praise as possible... to be deleted.

3. MATTERS ARISING

3.1 Meeting with Secretary of SGU (12.10): Jayne Fulwell advised that the meeting with the new secretary of the SGU had been arranged for Tuesday 9th December. She asked if more members of the Committee could make themselves available for the meeting. P Arbourne, T Bowden, T John and J Holland agreed to attend the meeting.

3.2 Clubhouse Roof (6.1): The Chairman reported that quotations had been received from a number of companies in respect of the repairs to the clubhouse roof. The quotation from Exmoor Fibre in the sum of £4, 992 had been accepted and the work was programmed to commence during the third week of February 2015.

3.3 Front of Clubhouse (12.5): The Chairman advised that Exmoor Fibre had also provided a quotation in the sum of £830, to provide fencing and gates to the front of the building in order to obscure the area between the clubhouse entrance and the kitchen.

3.4 Golf Simulator (9.2): The Chairman reported that John Bickerton and Ian Read had acquired the golf simulator from Lee Hardick. The Treasurer advised that these new arrangements would result in the Club having to write off the sum of £2,000, at the end of the financial year; this was because there was currently a fixed asset shown in the accounts relating to the original installation of the simulator.

3.5 Showers (2.8): J A'Court reported that the new water main had now been installed. The boiler had been inspected and no problems were identified; however the timer had been adjusted to increase the length of time that it heated the water. Restrictor valves had also been installed to reduce the amount of water used. It was hoped that these actions would now resolve the problems that had been experienced with the showers.

4. TREASURERS FORUM

The Treasurer's report, together with details of the accounts up to the 31st October 2014, had been circulated prior to the meeting; these documents are appended to the minutes. The Treasurer expanded upon the key messages contained within the documents as follows:

4.1 Accounts Overview: The Treasurer reported that there were no major issues with the accounts and, whilst there were variances between the budget and actual income or expenditure in certain areas, it had not been necessary to make any significant alterations. Overall the budget for 2014 remains on target, although infill receipts would compensate for shortfalls in both green fee and subscription income and increased expenditure on the clubhouse. The cash position of the Club is strong and the bank balance was in excess of £70,000 at the end of October.

4.2 Infill Income: The Treasurer advised that he was taking a more conservative view of the level of infill receipts that might be achieved in the year as activity had slowed. However the income generated from the infill programme, would provide the opportunity to restructure the Club's finances in the short to medium term. The Treasurer further advised that infill income was extremely important to the Club and to such an extent that he felt that it should now be the responsibility of a named member of the Committee to proactively manage and control the activity. The Treasurer nominated the Course Manager, G Wells to fulfil this role; this was supported by the Committee and accepted by G Wells. It was agreed that G Wells should meet with a representative from C J Lynch to review how the process was working at present and what opportunities might exist for further infill receipts during 2015.

4.3 Control Procedures - Subscriptions: The Treasurer sought the views of the Committee on three proposals put forward by the Finance Sub Committee aimed at improving internal control over memberships and membership subscriptions. The proposals were:

1. From around mid-January 2015 or earlier if possible, publishing on the notice-board a list of all those members who have not paid their subscriptions.
2. From 1st February, 2015, using the BRS system to block all non-payers from booking a tee time. The BRS system enables the Club to do this.
3. From 1st February, 2015, providing a list to the ProShop of all non-payers so they can be informed that they are no longer able to play the course as members.

K Lockett expressed reservations regarding proposal (1.) and felt that publishing the names of non-payers could cause difficulties and might be counterproductive. This view was shared by other members of the Committee and it was agreed that proposal (1.) should not be implemented. Proposals (2.) and (3.) were approved and will be implemented from the 1st February 2015. It was also agreed that greater use should be made of the BRS system to monitor those using the course and their current membership status.

The Captain will monitor those playing in the Captains Winter Fourball with view to ensuring that memberships had been paid. The Committee emphasised that discretion will be exercised in cases where members are experiencing difficulties.

4.4 New Members: The Treasurer advised that there were weaknesses in the procedures in place for welcoming new members to the Club. Improvements had been made in promotion and advertising for new members, but once applications had been received, no formal procedure was in place to ensure that the needs of new members were met. The Captain agreed to take on the roll in 2015 as part of his role as Retiring Captain. T Bowden offered to work with the Captain to develop a flow-chart detailing the process for welcoming new members to the Club. Jayne Fulwell suggested that the role of welcoming new members to the Club be formally incorporated into the duties of the Retiring Captain. It was agreed to revisit this proposal, should the informal changes referred to above prove to be ineffective.

4.5 Control Procedures – Green Fees: The Treasurer sought the views of the Committee on five proposals put forward by the Finance Sub Committee aimed at improving internal control over green fee income. It was proposed that with effect from 1st January 2015:

1. When using the RBS system to book a tee time, ALL members will be required to insert a specific name into each player's box, rather than just putting an "X" as can be done at present.
2. Members in the "sensitive" categories, i.e. R1/R2, "Flexible" and Social non-playing, will be allocated a colour which will show up on the BRS sheet whenever their name appears.
3. For each Friday morning, the Swindle, the Seniors and the Warreners will be asked to furnish Steve Archer with a copy of their competition sheets for the previous week, so that Steve can insert the individual names on to the BRS system.
4. Each week in January, a comparison will be made between the information on the BRS sheet and the payments or vouchers received by the ProShop and noted in the Green fee book. This process can continue into February and beyond on an ad hoc basis.
5. Any discrepancy will be taken up with the member concerned. If the circumstances warranted it, the Finance Committee would wish to see some form of sanction applied.

The Treasurer advised that these changes were necessary because the current system was being abused and whilst it was impractical to take significant action in the current year, steps must be taken to stop the abuse. The changes would also provide valuable information to the Committee as to who was using the course and when they were using it; in addition it would provide

information on when the course was not in use and possibly lead to action to fill these vacant times.

It was agreed that the aforementioned proposals be implemented. If these changes identified members abusing the system, a report would be brought to the Management Committee for a decision on the appropriate sanction.

5. COURSE MANAGER'S REPORT

The Course Manager's report had been circulated prior to the meeting and is appended to the minutes. The Course Manager, Graham Wells, expanded upon the key messages contained within his report as follows:

5.1 Communications with Members: Volunteers had come forward to assist with various tasks on the course; currently help was being provided to rake the bank surrounding the Greenkeepers shed. There are also plans to involve members in the other aspects of routine maintenance of the course; holes will be allocated to groups of members on an alphabetical basis to cover sixteen holes with responsibility for the first and eighteenth holes resting with all Management Committee members.

5.2 Green Staff Workload: G Wells reported that Green Staff are constantly under pressure and that recent holiday absences had, at times, left only one member of staff working on a number of days. The Head Greenkeeper was also having difficulty in taking his annual leave entitlement. Staff resources are insufficient to fulfil all necessary tasks; for example bunkers are no longer raked daily and improvements to certain bunkers cannot be undertaken.

5.2.1 Future Apprenticeship: The Chairman suggested that the Club investigate the possibility of employing an apprentice greenkeeper. G Wells felt that this was an option that could be considered although there were issues regarding supervision etc. that would have to be overcome. It was agreed that the possibility would be investigated by G Wells in consultation with the Chairman and the Treasurer.

5.3 Course Development / Improvement: G Wells asked for approval to remove bramble bushes that are growing in front of the sixth tee. This was causing a visual obstruction and represented a danger to the health and safety of golfers. It was agreed that these brambles should be removed. A similar situation existed on the eighth hole where the tree was obstructing the view from the tee and again this represented a health and safety hazard. J A'Court expressed the

view that these actions contributed to the 'over sanitization' of the course and were unnecessary. No decision was reached regarding the tree on the eighth hole.

5.4 Course Budget: G Wells reported that expenditure on the course was currently within budget however the utility vehicle used by the Greens Staff was out of action and it was likely to cost £1,000 to repair.

5.5 Sterling Tee Signs: The signs have now been delivered and will be installed over the course of the next two weeks. The contract had yet to be signed with Sterling but this would be done in the near future; the contract would commit Sterling to maintain the signs for a period of eleven years and to find sponsors for that period. Sterling will then pay £1,000 per annum to the Club as part of these contractual arrangements.

5.6 Additional Mower: G Wells reported that a second-hand mower had been sourced from Taunton Vale Golf Club at a cost of £2,750 including VAT.

6. OTHER SECTION REPORTS

Reports from other Section Managers were to be submitted in writing and are appended to these minutes.

7. CAPTAIN'S REPORT

The Captain reported that in a recent match against the Ladies Section the men had won by a score of five and half to a half.

8. LADIES CAPTAIN REPORT

The Ladies Captain reported that the toilet facility at the tenth hole was currently in a very poor condition and asked if this could be addressed. It was agreed that the problem would be investigated.

9. SENIORS REPRESENTATIVE

The Seniors Representative, D Williams expressed the gratitude of the Seniors Section for all the work put in by all staff when they held their recent inter-club challenge. He also thanked the ladies who helped serve the food on what was a very successful day.

10. MEMBERSHIP SURVEYS

Jayne Fulwell reported that in excess of one hundred surveys had been returned following the recent consultation exercise with members. Feedback from the surveys had been circulated to the Committee and the views expressed by the membership provided valuable information which would enable the Committee to prioritise future actions. It was agreed that a summary of the key issues that came out of the survey be made available to members. The Committee recorded its sincere thanks to all those involved in the exercise and especially to Neil Bowyer for the considerable effort that he put in to the process.

11. MEMBER DONATION

The Committee discussed the informal offer received from a member of the Club, Mr Mick Shortland, to assist with the refurbishment / replacement of furniture in the clubhouse. Mr Shortland had also informally offered to meet the cost of repairs to the trolley shed. The Committee agreed to accept Mr Shortland's generous offer of support and Jayne Fulwell agreed to contact him formally in order to progress the matter.

12. TRAINING AND PRACTICE FACILITY

The Chairman summarised action taken to date regarding the development of these facilities. The next stage of the process will involve representatives from the Club meeting with Mr Colin Johnson of Sport England in order discuss the potential for financial support for the project. The Chairman will give a further update at the next meeting.

13. CATERING DEVELOPMENT - CONFIDENTIAL

Jayne Fulwell presented a report on matters associated with the catering function. This report and the corresponding minutes were deemed to be confidential and have not been published with the records of this meeting.

14. OTHER BUSINESS

14.1 Water Ingress to Office: T Bowden reported that there were still problems with water coming through the walls of the office. It was agreed that professional advice should be sought, in an effort to permanently resolve the problem.

14.2 Somerset County Cricket Club – Golf Day: S Archer advised that a request had been received from SCC for the Peter Trego Golf Day to be moved from the 7th of March 2015 to 21st March 2015. The Committee acceded to this request.

14.3 Golf Event 13th March 2015: S Archer advised that a request had been received from Mr A Giles to reserve tee times between 7.30am and 8.30am on Friday 13th March 2015, followed by a breakfast for up to twenty golfers. Dave Williams, as Seniors Captain, had no problem with this and the Committee acceded to this request.

14.4 Sink – Ladies Locker Room: J Holland advised that there were problems with the sink that had recently been fitted. She advised that the plumber who had installed the sink, would rectify the problems at no cost. It was agreed that J Holland would make the necessary arrangements for the work to be carried out.

14.5 Contracts of Employment - Confidential: D Williams raised the issue of contacts of employment for Club staff. The discussions that followed were deemed to be confidential and have not been published with the records of this meeting.

14.6 Aerial Photography: The Captain reported that an offer had been received from Club member, Martin Savage who was setting up a new business, which would involve taking aerial pictures of the golf course which could then be used to promote the Club. It was agreed that the Captain should discuss the matter further with Martin, with a view to obtaining more details of the proposal.

15. DATE OF NEXT MEETING

The next meeting will be held on Monday 5th January 2015 starting at 6.00pm.

Meeting Closed at 8.00pm.

Date _____

Signed _____

Chairman