

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON
5th JANUARY 2015 AT 5.00 P.M.

PRESENT

P Arbourne – Captain

P Fullbrook – Chairman

J Holland - Vice - 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

I Gover - Junior Organiser

P Bowden – Vice Captain

IN ATTENDANCE:

T John (President), W Elston (Seniors Representative), S Archer (Bar Manager), A Giles (Minutes)

1. INTRODUCTION & APOLOGIES

Apologies were received from G Mason and K Luckett.

2. MINUTES

2.1 Approval of Minutes: The minutes of the meeting held on the 1st December 2014, circulated prior to the meeting, were approved and signed by the Chairman.

3. MATTERS ARISING

3.1 Front of Clubhouse (3.3): The Treasurer queried whether the quotation from Exmoor Fibre in the sum of £830 had been formally approved. The Chairman confirmed that formal approval of the quotation had been made at the meeting and the work will be carried out during January 2015.

3.2 Golf Simulator (3.4): The President queried the current situation regarding the simulator and in particular the fact that a sign was currently in place indicating that the equipment was for sale. It was agreed that the situation would be clarified and if necessary, the sign to be removed.

Presentation Preceding Meeting: T Bowden advised that discussions had now taken place with Minehead Town Councillor, P Grierson, regarding the proposed Training and Practice Facility. He also advised that an application had been submitted seeking support for the project from funds made available from the Hinkley Point Power station development, under the provisions of

Section 106 of the Town and Country Planning Act 1990. Further discussion on these matters was deferred until later in the meeting.

4. TREASURER'S FORUM

The Treasurer's report, together with details of the accounts up to the 30th November 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. He estimated that the Club was likely to show a loss of approximately £10,000 for 2014 in the absence of any infill income; however with infill income included, the Club was likely to show a profit for the year of approximately £23,000. The Treasurer also reported that the bank balance at the end of December 2014 stood at just over £100,000.

4.2 Irrecoverable VAT: T Bowden asked the Treasurer to clarify the position regarding irrecoverable VAT. The Treasurer explained that because a proportion of the Club's income was classed as exempt for VAT purposes, we are unable to reclaim the full amount of VAT incurred on expenditure. Irrecoverable VAT is therefore shown as a cost to the Club in the accounts.

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 raking the greenkeepers bank however weather conditions had not been suitable to carry out the work. The 'Activities on the Course' notice had been well received and will be repeated monthly. The alphabetical allocation of holes to members had been well received and outcomes will be monitored.

5.2 Green Staff / Course Issues: Contracts for staff will be reviewed in the near future. Non routine tasks that will be undertaken in the first quarter of 2015 will be prioritised and reported to the next meeting. G Wells reported that he had spoken with local builders regarding future landfill requirements; they had confirmed that there will be a future need but that quantities and timings were impossible to predict. He also reported that brambles and bushes etc. had now been cleared from in front of the 6th tee and to the side of the 10th tee. Following consultation with a proportion of playing members, G Wells advised that a significant majority were in favour of the

diseased trees in front of the 8th tee being removed. G Wells recommended to the Committee that these trees be removed and requested approval to proceed with the work. The issue was debated and a majority decision reached in favour of removing the trees.

Following the delivery of the Course Manager's report, the Chairman extended his personal thanks to G Wells for the work he had done in the role so far, having taken over the position in somewhat difficult circumstances. G Wells acknowledged the comments of the Chairman and advised that he had received tremendous support from the Greens Staff since his appointment.

6. COMPETITIONS AND HANDICAPS SECRETARY REPORT

6.1 Diary Issues: T Bowden advised that a number of issues had arisen with events scheduled in the 2015 diary. He will be seeking to resolve these issues over the coming weeks and asked for the support of all sections within the Club in order that amicable solutions can be reached. Particular reference was made to a Seniors event scheduled for Thursday 7th May which would clash with an open competition to be held by the Ladies Section. The Chairman advised that if a compromise could not be reached then the Ladies event would naturally take priority on that day. The Chairman confirmed that control of the diary and fixture list was vested in the Management Committee who will, if necessary, determine the way forward in the event of a dispute.

6.2 Events / Tee Reservations: T Bowden also advised that timeslots reserved on the BRS system should be reviewed by event organisers in order to ensure that all reserved tee times are required. Surplus tee times should be identified and released for alternative use in order to maximise potential green fee income; this principle was supported by the Treasurer who advised that every effort would need to be made to maximise green fee income if the Club was to be able to meet its future financial targets.

6.3 Competition Start Times: Major competitions in 2015 will start at 7.00am if agreement can be reached with the Club Professional who will be required to open the shop earlier than normal. This would free up tee times later in the day for green fee payers.

7. CAPTAIN'S REPORT

The Captain reported that the Captain's Winter Fourball was now underway. He also reported that he had received a great deal of positive feedback regarding the New Year's Eve event, this was echoed by a number of Committee Members, the consensus being that it was an excellent evening. The Chairman also advised that he had received very positive comments from a number of Club members. The Committee expressed their appreciation to all of the staff involved, thanking them for their efforts in delivering such a successful event.

8. SENIORS REPRESENTATIVE

W Elston raised a query regarding the hire of tables used in the Clubhouse. It was agreed that the Chairman, in consultation with the Seniors Representative, would address the matter and seek to resolve the issue informally. W Elston also raised the issue of the standard of dress adopted by many members who attended the presentation evening. It was agreed that a dress code will be put in place for the 2015 presentation evening.

9. PREMISES MANAGER'S REPORT

J A'Court reported that restrictor valves had now been fitted to the showers, there had been some negative comments from members but it was decided that the water flow was adequate and should remain unchanged. The Chairman raised the issue of a risk assessment being carried out for the shower areas in order to assess the risk of Legionnaires Disease etc. It was agreed that T Bowden would arrange for this to be carried out in house. A problem had been identified with the urinals in the gents changing rooms, action had been taken to upgrade the facilities but the problem would reoccur unless changes were made to the cleaning chemicals used. S Archer agreed to raise the issue with the cleaning contractor.

10. TRAINING AND PRACTICE FACILITY

T Bowden updated the Committee on the outcomes of a meeting that he had recently attended with various interested parties regarding the proposed training and practice facility. He reported that P Grierson of Minehead Town Council was of the opinion that the facility should include toilet facilities, lighting, easy access etc. in order to broaden its appeal across the local community. The Chairman emphasised that, first and foremost, the facility was to be a training and practice area for Club members and young people; extending its use to other sections of the community is a secondary consideration. The Chairman advised that the legislative implications

of extending the use of the facility to the disabled may prove to be prohibitive. This issue will be discussed further at a forthcoming meeting with C Johnson of Sport England in order to establish the likely impact of such decisions on potential grant funding.

G Wells reported that three quotations had been received for the construction of the facility, two for the construction of the base only and one for construction of the complete facility. Full details of the quotations, together with prices, will be reported to the Management Committee when all prospective tenderers have replied.

11. MARGARET STONE – RETIREMENT

The Chairman reported that he had received a letter of retirement from Margaret Stone who would be ending her employment with the Club at the end of March 2015. The issue of replacing Margaret will be raised by the Treasurer at the next meeting of the Finance Sub Committee.

12. SUBSCRIPTIONS 2015

12.1 Request for Reduction in Subscriptions: The Chairman reported that he had received a number of requests from members seeking a reduction in their 2015 subscriptions. The requests had been made for a wide variety of reasons and the Chairman asked for the views of the Management Committee on the way forward.

The Treasurer advised that a ‘Membership Bible’ was being developed which will contain a number of policies which, if adopted, would allow a consistent approach to be taken when considering these requests. He recommended that the following policies be adopted:

(i) **Prolonged Absence (Not Due to Illness):** Any member absent for a period of four months or more would be required to pay a re-joining fee equivalent to three months membership plus a membership subscription fee calculated on a pro rata basis for the rest of the year.

(Example: - If a member was absent for the first six months of the year, they would be required to pay a re-joining fee equal to three months membership plus the appropriate membership for the remaining six months).

(ii) **Prolonged Absence Due To Illness:** In cases where a member is unable to play due to sudden and unforeseen illness, the first month of illness will be discounted. The remaining whole months for which the member has paid and is unable to play, will be credited against the following year's subscription.

(Example: - If a member is unable to play for six months in 2015 due to illness, the first month of their illness will be discounted. The following five months for which they had paid and been unable to play will be credited against their 2016 membership subscription. The 2016 membership subscription would therefore be charged at seven twelfths of the annual fee for that year).

(iii) **All Other Requests:** Any requests for a reduction in subscriptions that do not fall into categories (i) or (ii) above will be determined by the Management Committee on a case by case basis.

Policies (i) to (iii) set out above were unanimously approved.

Two cases were discussed and determined by the Management Committee in accordance with policy (iii) above, these discussions and the determinations made are deemed to be confidential and have not been published with the records of this meeting.

12.2 Processing of New Membership Applications: The Treasurer reported that three new membership applications had been received recently but they had not been processed as they had to be 'formally' approved. The Treasurer recommended that new applications should be processed immediately, thus reducing the delay in collecting subscription fees from new applicants.

It was unanimously agreed that new membership applications be processed without delay and that the requirement for 'formal' approval of applications prior to processing would no longer apply.

13. OTHER BUSINESS

13.1 Procurement of Professional Services: The Chairman reported that he had received correspondence from a member who had provided services to the Club in the past on a voluntary basis. The member had now requested that he receive a reduction in his 2015 membership subscription fee in lieu of the services that he had rendered.

It was unanimously agreed that the request be refused. It was the view of the Management Committee that, in all cases where commercial services are provided to the Club by members, settlement will be made upon the submission of a suppliers invoice.

13.2 Clubhouse Furniture: Jayne Fulwell reported that she had met with Club member Mike Shortland in order to discuss his offer to replace some of the furniture in the Clubhouse. Jayne confirmed that Mike has offered to fund the replacement of chairs in the lounge area at an estimated cost of £1,600. The Committee unanimously agreed to accept Mike's very generous offer.

13.3 Clubhouse Refurbishment: Jayne Fulwell asked the Committee to consider options for the future refurbishment of the Clubhouse.

It was agreed that the item be placed on the agenda for the next meeting. Jayne agreed to prepare an outline plan, together with estimates of costs, for the work that needed to be undertaken.

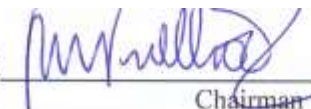
13.4 Gents Changing Room Refurbishment: The Captain asked the Committee to consider options for the future refurbishment of the gentlemen's changing rooms. This item was deferred to be considered at a future date.

14. DATE OF NEXT MEETING

The next meeting will be held on Monday 2nd February 2015 starting at 6.00pm.

Meeting Closed at 6.50pm.

Date 02/02/2015

Signed 
Chairman