

# MINEHEAD & WEST SOMERSET GOLF CLUB

## MINUTES OF MANAGEMENT MEETING HELD AT THE CLUBHOUSE ON 28TH AUGUST AT 6.00 P.M.

### PRESENT

Paul Fullbrook - Chairman

John Fulwell - Treasurer

Phil Arbourne - Captain

Phil Bowden - Vice Captain

Jayne Fulwell - Bar & Social

Graham Wells - Course Manager

John A'Court - Premises

Kay Lockett - Ladies' Vice-Captain

### IN ATTENDANCE:

Trevor John (President), Will Elston (Seniors' Representative).

### 1. INTRODUCTION & APOLOGIES

The Chairman opened the meeting at 6.00 p.m. Apologies were received from Ros Chidgey, Dorian Bickerstaff and Tony Bowden.

### 2. MINUTES & MATTERS ARISING

**2.1 Approval of Minutes:** The Minutes of the meeting held on the 28th July, 2014, circulated prior to the meeting were approved and signed by the Chairman.

**2.2 Clubhouse lighting:** The Chairman reported that he had approached Mr R Porrier, a qualified electrician, who had agreed to examine the recent alterations to the Clubhouse lighting with a view to "signing them off" in order to comply with the requirements of the Club's Insurers.

**2.3 Advertising banner:** This item would be dealt with later in the meeting.

**2.4 Membership categories:** This subject appears later in the agenda.

### 3. TREASURER'S FORUM

The Treasurer's Report, together with the details of the Management Accounts up to the end of July, 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:

**3.1 Total Income:** The Treasurer reported that while Total Income was very satisfactory, this hid the fact that both Subscriptions and Green fees were falling short of budget. The shortfall from these two income streams could be as high as £ 15 k by the end of the year. This deficit, however, would be more than covered by the expected income from the infill contract.

**3.2 Expenditure:** Course expenditure had been reviewed by Graham Wells and Rob Barrett and was now expected to be less than budget. Clubhouse spending was adversely affected by emergency spending on the Clubhouse roof and an upgrading of the lighting fixtures.

**3.3 Cash Flow:** The end-July bank balance was £ 95 k, having benefited from the infill income to date of more than £ 28 k. The Management Committee would need to carefully consider how to make best use of this windfall.

#### **4. COURSE MANAGER'S REPORT**

**4.1 Issues discussed in Greens Committee:** Graham Wells reported that the next Greens Committee Meeting will be held in September. Meanwhile only Swindlers and Warreners have forwarded names willing to work on volunteer groups. Ray Holland is actively pursuing Seniors but Ladies have not yet responded.

Members have generally shown great interest in Landfill Plans, Course Policy Document and outline of Medium Term Projects posted for information on the notice board.

The Pro & Staff have assisted in ensuring that on-course practice is curbed and Mr Wells requested committee support in ensuring all members comply.

White lines for guidance (not instruction) of where to take buggies and trolleys around greens have been drawn. Some abuse still continues.

**4.2 Communications with members:** Details of plans for the practice facilities and a series of guidelines for taking care on the course will be published in September and met with Committee approval.

**4.3 Greens staff issues:** The issue of Adam Hewett's paternity leave, paternity pay and salary were being resolved with the help of Mr Fulwell. In Adam's absence for two weeks the greens staff workload has stretched resources bearing in mind the additional work caused by the handling of landfill and completion of 14th Tee improvements. However, all has been managed well with Andy Atkins providing in excess of his 20 hour commitment much of the time. Greens will be fertilised, top dressed, seeded and needle-tined in the lead up to the Buchanan Cup – necessary work even though they had been in very good condition for play.

**4.4 Budgetary control:** With due care it is expected the greens budget will come in some £5k below budget. This assumes that future landfill income will pay for finishing off any areas needed. There will be some additional costs for finishing off the bridge to the 5th white tee and improving buggy direction signs.

**4.5 Landfill income:** Mr Wells reported that provided issues are resolved over access to the Ellicombe site, a further £20 k gross income could be expected this year. Putting aside 15-20% of income to reinstate areas covered would be necessary and the Committee approved this principle subject to final approval of costs at the time.

**4.6 Practice area:** Such is the importance of the Practice Area to existing and future members, specifically Junior members, that this is in the next priority for landfill. Raised target practice greens will be created with banking to the left of the 5th Fairway being further extended towards the practice tee and requiring the filling in of one or maybe two of the bunkers recently installed (the practice green(s) will be protected somewhat by this new banking).

Rob Barrett has been asked to provide 2 quotes for construction of the 4 bay practice bay "shed" for which outline plans have been agreed. Mr A'Court was asked to provide detailed plans as a matter of urgency.

Costs for construction of the bays and finishing off the landfilled area will come from the expected £20 k gross income expected from the landfill itself.

**4.7 Buggy paths and 5th tee bridge** Rob Barrett has been asked to provide 2 quotes for constructing improved paths (for 2 seater buggies) where improvement is essential. Paths will be to the standard of that alongside the 9th Tee. This procedure was agreed by the committee together with obtaining costings for the 5th tee bridge.

**4.8 New tee signs:** Mr Wells will be working with Sterling Tee Signs to produce hole by hole artwork for each tee sign.

## **5. BAR & SOCIAL REPORT**

**5.1 Bar prices:** Increased prices from the Brewery are likely to be passed on to members after Christmas.

## **6. PREMISES REPORT**

**6.1 Sewage pumps:** The warning lights on the sewage pumps had been indicating a malfunction for some weeks. John A'Court had asked Margaret in the office to get Hendy's in to sort the problem out.

**6.2 Car park:** An elderly Lady member had almost backed into the ditch that runs alongside the main car park. While unfortunate, it was agreed that there were ditches near many roads in Somerset and this was not a specific Health & Safety issue.

A hole had been created in the car park "turning area" and Steve Archer would contact a Club member who should be able to repair it.

## **7. JUNIORS REPORT**

**7.1 Training:** Training sessions with George Hampshire had now stopped. Some of the older Juniors would be taken out on the course on a Sunday afternoon.

**7.2 Met Shield:** Regrettably, there were insufficient Juniors to field a full side in the Met Shield, the Juniors were playing at home. Enmore Park and Tiverton would be asked to assist.

## **8. CAPTAIN'S REPORT**

**8.1 Captain's Day:** A successful Captain's Day had been held on 2nd August with 169 members playing in the competition. More than £1,000 had been raised for charity.

**8.2 Arnold Palmer:** Another successful day with more than £3,000 raised for charity. Special thanks to Sarah Fossey, not only for the organisation of the day but also getting Barclays to contribute a further £1,000. Letters of thanks will be going to all sponsors.

## **9. MEMBERSHIP CATEGORIES FOR 2015**

The meeting considered the proposals put forward by the Marketing Group in the knowledge that these would need to be advised to members by the end of September. A detailed discussion ensued with the following points, among others, being made either by the Marketing Group in their proposal or by committee various members:

- the Club has only 24 members aged between 30 and 50
- there are around 120 members in the age group 20 to 40 who have left in the past three years and they will all be contacted individually to see what might attract them back - our existing members might be able to help in this exercise
- a large number of “Taster” members are no longer eligible for that category and new categories might need to be created for them, e.g. a “flexible” membership
- a new “family” category might be of interest and the club will probably introduce “family afternoons” in 2015
- a “twilight” membership category could be considered
- individuals who are new to the game will need lessons
- categories catering for all the different age groups was thought to be a good idea
- the Golf England website has several membership suggestions
- the Club should not offer “deals” that are not available to existing members
- the “Associate” and “Social” memberships overlap and should be merged into a single “Non-Playing” category

The Captain advised that he would be attending a County meeting soon where membership issues would be discussed.

Jayne Fulwell confirmed, for the Marketing Group, that they now had enough information to put a firm proposal to the September meeting of the Management Committee.

## **10. PATERNITY LEAVE POLICY**

The Treasurer outlined the background to Adam Hewett’s claim for Paternity Leave (and payment therefor) and regretted that he had not advised Graham Wells, Rob Barrett or Adam before paying Adam only his statutory entitlement to paternity leave pay. It was agreed that the Club needed to establish its policy in this area.

After some discussion it was agreed that the Policy would be to “top-up” an employee’s earnings to their full rate of pay provided that employee had at least 12 months continuous service. Employees with less than 12 continuous service would be paid the statutory entitlement only.

## **11. CONCENTRIC PARTNERS**

Jayne Fulwell confirmed that Stuart Norris of Concentric Partners would be attending the Marketing Group meeting the following day.

## **12. ANY OTHER BUSINESS**

**12.1 Diaries for 2015** The Chairman reported that information was still being requested for the diaries and a number of dates for competitions would need to be changed. It was also recommended that the Ladies’ Club Championship be held on the same dates as the men. A quote of £754 plus VAT had been received for the cost of the diaries.

It was agreed that there would be two Senior Open competitions in 2015 one of which would be a Mixed Open. The point was made that the dates of these Opens should be carefully selected so that the dates do not clash with Opens being held by other Clubs.

**12.2 Avalon League** The Club was struggling to field three teams in the Avalon League and it was likely that the number of teams would be cut to two for 2015.

**12.3 Winter golf** The Chairman had been approached by an individual representing 20 members from Taunton & Pickeridge. They were seeking a low-cost, limited winter deal for all 20 players which might include entry into the Buchanan Cup. The attraction to M&WSGC was the additional income for both the course and the clubhouse and the fact that more golfers would get to know the course. The downside was that they did not wish to pay very much. After a spirited discussion, it was agreed that they be offered a limited package for £ 120 per person for 20 people and £ 150 per person if less than 20. Ian Gover asked to register his opposition to this offer on the grounds that it undervalued the Club.

**12.4 Banners** The Chairman had sample designs for two large banners that were to be put on the front of each car park. These would be considered by the Marketing group at their next meeting the following day.

**12.5 Personnel** A complaint had been received about a Club employee and the Chairman asked for details to be given to him in writing.

### **13. DATE OF NEXT MEETING**

The next meeting will be held on Monday, 29th September, 2014 starting at 6.00 p.m.