

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON  
2nd FEBRUARY 2015 AT 6.00PM

PRESENT

P. Arbourne - Captain

P Fullbrook - Chairman

John Fulwell - Treasurer

G Wells - Course Manager

T Bowden - Competitions & Hcps

Jayne Fulwell- Bar & Social

D Bickerstaff - Competitions & Hcps

Kay Lockett - Lady Captain

I Gover - Junior Organiser

IN ATTENDANCE

T John (President) W Elston (Senior Representative) S Archer (Bar Manager)

Ingrid Swinburn (Minutes)

1. INTRODUCTION & APOLOGIES

Apologies were received from Jenny Holland, J A'Court , P Bowden & G Mason

2. MINUTES

2.1 **Approval of Minutes;** the Minutes of the meeting held on 5th January 2014, circulated prior to the meeting, were approved and signed by the Chairman.

3. MATTERS ARISING

3.1 **Front of Clubhouse;** the tidying in front of the Clubhouse has taken place.

3.2 **Golf Simulator;** the signage had been changed to clarify the use of the facility.

6.3 **Competition Start Times;** this had been agreed with the Ian Read. Should there be any times, that the Pro shop staff were not available to open at the Competition start time, then Committee members would fill in.

**11 Margaret Stones - Retirement;** Margaret's letter of resignation has been accepted, and her date for leaving is the end of March 2015.

**13.3 Clubhouse Refurbishment;** J. Fulwell is still in discussion with a member, with regard to his kind offer of financial assistance towards some furniture for the lounge area. The proposal is to purchase dining room tables that do not need covering; this would enable us to lay tables without the use of linen tablecloths. Last year we spent £2.5K on Laundry.

The bar/lounge area would be redecorated and the light fittings replaced. The area around the bar where the carpet is worn would be replaced by safety flooring.

We are looking to replace the wooden storage shed, with a steel container, to be used for the storage of our function equipment.

At the time of the meeting there were offers of financial donations towards these projects, amounting to approx. £4K. Other offers of assistance may be sought. The MC approved a Club commitment of up to £10K on this improvement. The work is to commence as soon as possible.

**13.4 Gents' Changing Room Refurbishment ;** nothing will be done at this present time. We will look to carry out work parties, similar to those undertaken by the Ladies Section, in the successful refurbishment of their Changing Rooms.

#### 4 TREASURER'S REPORT

4.1 The Treasurer reported that the accounts for 2014 should be completed by the end of February and that they should not show a loss, even excluding the money received from the landfill. He was hopeful that the accounts show a surplus of more than £34K.

4.2 The areas that were significantly worse than budget are Subscriptions, Green Fees, and the Clubhouse. The Clubhouse expenditure is over budget as there have been a number of essential repairs that have needed to be addressed. The other expense areas: Course, Professional, Administration and Finance have all come in under budget.

4.3 2015 subscription invoices totalling £217K have been issued, although it was too early to say that they will all be paid. This compares with a figure of £204.3K for

subscriptions received in 2014. Reminders will be sent to late payers. The Club still needed to attract new members to halt the general decline.

4.4 In the past year, surpluses have been made by the Bar (20K) and Catering (5K) with the takings from both in excess of £100K after VAT.

4.5 The Budget for 2015 will be prepared for the March meeting, just prior to the AGM.

4.6 The Past Captain will oversee new members; the club has had 28 new members since September.

## 5 COURSE MANAGER

5.1 There had been a complaint, which has since been addressed, regarding the number and state of the lorries entering the Course. This will continue to be closely monitored.

5.2 Some of the landfill will be used to build up the 5th tee and also the 6<sup>th</sup> and 7<sup>th</sup>; there was some discussion about the best ways for machinery to get there without making too much of a mess on the course. At a later stage some work will be done on the 16th tee.

5.3 The club needs to have a plan for replacing small equipment regularly.

5.4 It was proposed by Graham Wells and passed by the Committee that we lease a new piece of equipment for cutting the rough. This will be leased for a 5 year period at a cost of £6K per annum. The machinery will be owned by the Club at the end of this period.

5.5 Contracts for the staff are still to be agreed and sorted out.

5.8 Graham Wells has applied for approval to have non-agricultural waste infill.

## 6 BAR & SOCIAL

6.1 Bar licences are in hand to be updated, to comply with current laws. We also need various plans put in place: a noise policy, an age policy and various others. These will be implemented by Steve Archer.

6.2 The date for the Skylark Final had been changed from September 19th to

September 13th.

6.3 The MC gave their approval for a wedding to be booked in on September 19th.

## 7 PREMISES

7.1 The Septic tank has been pumped out, but some sand was found in the bottom, which was causing undue strain on the pumps. The steel sheets covering the tank will need to be replaced to make sure the sand is kept out in future. A quote from a firm to carry out this work has been sought.

7.2 The traps in the Gents' urinals have been replaced and the flush checked for flooding.

## 8 SECRETARY'S POSITION

(T Bowden left the room, as he declared an interest)

8.1 An advertisement would be put on the club website and in the Free Press and the Job Centre. The post would be Office Administrator, and the person appointed would need to have knowledge of Sage system. After some discussion it was decided that for the time being an advert would not be put in the County Gazette, the rate being £635-50 + VAT for a week. If there were no suitable replies the club might then reconsider.

8.2 Whoever is appointed would need to be properly managed with a clear job description; the person would report to the Treasurer or Chairman. The hours would be 25 a week, but that could be bit flexible.

8.3 The advert, agreed by the MC, would go to press and the Job Centre, with immediate effect.

T. Bowden returned to the meeting.

## 9 SUBSCRIPTION DATE

9.1 The MC discussed to move the Annual Subscription date to April 1<sup>st</sup>. It is hoped to implement this in April 2016. At present the MC is looking at 2 equal payments in 2016, 1 in January and 1 in July for the 15 month period to April 1<sup>st</sup> 2017. We will bring up the subject at the AGM.

## 10 TRAINING FACILITIES

10.1 C Johnson would put in the application in February ready for the Council Meeting in March.

## 11 AGM

11.1 There was discussion about which MC Positions still had time to run and which would have to be up for election. Course Manager will need to be elected as Graham Wells took over the post midway through the year and had been co-opted.

11.2 Jayne Fulwell had completed 3 years as Bar & Social. J.A'Court has completed 6 years as Premises. The Club will also have a new President.

## 12 CHEF MANAGER

12.1 See confidential attachment.

12.2 Annual Dinner would take place on February 28<sup>th</sup>; this would be put on the website to remind members.

## 13 ANY OTHER BUSINESS

13.1 The County Ladies Championship would take place at the club on the 1st, 2nd and 3rd of May; the 1st round of the Seniors Marshall Cup would be moved to another time.

13.3 D. Caldwell had refused Full Membership, as there was thought to be no room for his buggy in the buggy shed. On inspection, it was found that there were a number of buggies in there belonging to members who no longer played. Mr. Caldwell now has a space and has joined the Club. J. Fulwell asked the MC if a policy can be formulated concerning Buggies. This matter will be discussed at a future meeting.

13.3 P Arbourne said he would put some of the money from his Captain's year towards a new clock, one that was radio controlled and would alter the time between GMT and BST automatically.

13.4 It was noted that vouchers for rounds at the club had not been sent out to other clubs, this should be done as soon as possible so that the club would be able to

receive some from other clubs ready for Captain's Day.

13.5 Will Elston reported that S. Kaye had suggested if it would be worthwhile having a camera to monitor players going out, to make sure they were either members or Green fee payers, as there was a feeling that some people were playing who were not entitled to, particularly when the Pro-Shop was closed.

13.6 R Webb, a senior member, asked if he could have a reduced rate membership as he had a heart condition which meant he could not play that often, other players with a similar condition had a discount of 25%. Each application would be assessed separately. A Medical certificate would be necessary because of ill health.

DATE OF NEXT MEETING

Monday 2nd March at 6.00 pm