

West Cornwall Golf Club Ltd

Board Minutes

Monday 21 January 2019 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].

Also Present: - Mr G Evans [SEC].

Agenda Item		Responsibility	By When
JDS 96.0	Apologies for Absence		
	Mr I Coutts [IC].		
JDS 97.0	Minutes of the Last Meeting		
	26th November 2018 97.1 These were signed by the Chairman as a true record of the meeting.		
JDS 98.0	Matters Arising		
	98.1 Minute 81.2 – signage for the 8 th tee asking players to stay right has been provided. 98.2 Minute 84.2 – following the get together at Una, it was decided to go ahead with the bar design and contact has therefore been made with the designer in this respect. 98.3 Minute 86.8 – [JDS] and [TR] will put together a cost analysis for the new Flexible Membership. If this launched in June and does realise 25 new Members it would generate £11,250 of income against an outlay of £7,000. Lifestyle Membership is nearly up to 100 and this generates good income. The figures stack up but we do need digital marketing as an integral part of the launch. Albatross Digital are willing to provide a 3-month free trial. It was thought the proposition was knocked down at the last meeting but that was disagreed with and stating that clear cost/benefit figures were needed. [JDS] would hope to have an Open Day in June and with marketing would already have an identified group that would attend. 98.4 Minute 88.2 – the query made regarding the AGM retirement of directors was correct and the notification was changed before being put up. 98.5 Minute 88.3 – copies of last year's Annual Report were sent out to the Board	[JDS]/ [TR]	25/2/19
JDS 99.0	Health & Safety		
	99.1 An update was circulated prior to the meeting. 99.2 There have been 2 incidents with visitors tripping on the step between the restaurant and the upper bar area. It was asked whether this door could remain closed but there were various reasons mentioned why this might not be practical or an attractive option. 99.3 [GW] will look further into this and what options we may be able to exercise.	[GW]	25/2/19
JDS 100.0	Captain's Committee Minutes		
	100.1 The minutes from the Captain's Committee meetings for December and January were circulated prior to the meeting. 100.2 It was highlighted that Christmas Day was not proceeding but that the Captain may do something on Christmas Eve. This was thought to be a good idea.		

JDS 101.0	Strategic Plan		
	101.1 This matter is commercially sensitive and forms part of the confidential minutes.		
JDS 102.0	Annual Accounts		
	<p>102.1 Paper 3/19, together with the figures for the 12 months to 30th November was circulated prior to the meeting.</p> <p>102.2 The first draft of the Annual Accounts from the accountant were also sent out shortly before the meeting.</p> <p>102.3 There was a bit of discussion surrounding the performance and the difference between that and the cash position of the Club. [JDS] & [NM] will meet with [MA] & [Sec] to go through that in more detail.</p> <p>102.4 Overall the performance is good, with a surplus of £18,331 after Corporation Tax, but there is still a need for further investment into the Club.</p>	[JDS]/ [NM]/ [MA]/ [Sec]	15/2/19
JDS 103.0	Human Resources		
	103.1 This item was Staff Confidential and is included with the confidential minutes.		
JDS 104.0	Catering Prices Review		
	<p>104.1 Paper 2/19 was circulated prior to the meeting and requested this matter be deferred as the prices are possibly going to change 'post Brexit'.</p> <p>104.2 It was agreed that this matter be deferred until further information is available.</p>		
JDS 105.0	Policies Review		
	<p>105.1 Paper 1/19 together with the 3 policies under review was circulated prior to the meeting.</p> <p>105.2 The conclusions in the paper being: -</p> <p>The Board is asked to consider and, if appropriate, agree: -</p> <ol style="list-style-type: none"> 1. The 3 policies being reviewed do not require any changes 2. The Chairman can sign off the policies 3. The next review dates for these policies unless a review is needed prior to the date set 4. That the Health & Safety report from Peninsula will be presented at a Board meeting following its receipt. <p>Were approved unanimously</p>		
JDS 106.0	Junior Development Update		
	<p>106.1 A report from Nick Brewaeys was circulated prior to the meeting, which detailed what has been happening with the junior section over the last 10 months.</p> <p>106.2 The update was acknowledged and thought to be good progress.</p> <p>106.3 There is nowhere to use when it is wet for the juniors and Nick has been using the clubhouse areas for putting. Nick felt that doing something with the junior room may help.</p> <p>106.4 [JDS] will speak to Andrew Kevern, the Junior Organiser to see what other options and support can be provided.</p> <p>106.5 [DI] read a report he had put together on the juniors and that is attached to the minutes. A copy will be sent out to Board members.</p>	<p>[JDS]</p> <p>[Sec]</p>	<p>25/2/19</p> <p>28/1/19</p>

JDS 107.0	Entertainment		
	<p>107.1 This was on the agenda as comments are being made about non-attendance from the Board and Captain's Committee.</p> <p>107.2 Both the Board and Captain's Committee spend a great deal of time on Club business and it is not always possible to attend functions as well, especially around the festive period when there are a lot of family commitments.</p> <p>107.3 Comment was made that it is believed there were only 14 golfing members at New Year's Eve and the rest are made up of Social Members and guests.</p>		
JDS 108.0	AGM Programme		
	<p>108.1 There are 2 Directors to stand down, [MA] and [NM]</p> <p>108.2 [MA] advised that he is standing down due to the rotation but due to a change in his personal circumstances will not be seeking re-election. [MA] has enjoyed it and would like to continue to be involved and will help out if required and his time allows.</p> <p>108.3 [NM] has also had a change in circumstances and is at this time, unsure whether he will re-stand.</p> <p>108.4 It is important that suitable Members are found that can continue the progress of the Board and this needs to be given some thought.</p> <p>108.5 The Board need to be able to deliver the Strategic Plan but also this is flexible and can change depending on the expertise on the Board.</p> <p>108.6 The timetable was mentioned with any resolutions to be tabled by 24th January and Director Nominations to be received by 14th February.</p> <p>108.7 The next Board meeting for the AGM details will be Monday 4th February and is for the approval of accounts and to review the arrangements.</p> <p>108.8 [Sec] will send out the Timetable document and Annual Report again to Board Members.</p> <p>108.9 It was agreed the Annual Report needs a Chairman's Report. [JDS] asked for input into that. The reports need to be with [Sec] to be circulated to the Board by 10th February. (The earlier the better.)</p>	[Sec]	24/1/19
JDS 109.0	Secretary's Report		
	<p>109.1 The Secretary's Report was circulated prior to the meeting and detailed membership numbers and the bar report.</p> <p>109.2 FME numbers continue to improve, which is good progress in the current climate.</p>		
JDS 110.0	Correspondence		
	<p>110.1 A letter had been received from NHS Foundation Trust asking whether we would offer discounts to their workforce.</p> <p>110.2 [TR] will look into this further and put some suggestions forward. [JDS] & [DI] both offered to attend the benefits fayre on 20th May (Monday) if required.</p> <p>110.3 Suggestions as to whether we offer anything to the Armed Forces/RNLI/Emergency Services were also raised.</p>	[TR]	25/2/19
JDS 111.0	Any Other Business		
	<p>111.1 Following the recent communication about Members joining it was thought that a process for new Members joining is required and it is necessary to liaise with the Captain's Committee on this.</p> <p>111.2 The fencing on the practice area was mentioned as not being in keeping. If it stays it needs to be toned down and staining or plant growth was suggested. [Sec]</p>	[Sec]	01/2/19

	<p>will speak with Keith Kemp for his views.</p> <p>111.3 There were a few concerns with the boiler issues and the work being done. [Sec] will follow this up. The new boiler is up and running. It might be that the thermostat is too high and this might need checking.</p> <p>111.4 [DI] raised the tee booking system and the fact it can be abused and this might be a concern with Flexible and Lifestyle membership. The number of guests being signed in is also being abused. Repeat offenders for 'no show' or not registering with the professional should be sanctioned.</p> <p>111.5 As part of the green fee, visitors should receive a 'goody bag'. An increased fee would cover the cost of that.</p> <p>111.6 It was suggested that a £50 levy be made on the Loyalty Card. Prices were thought to be high and we are penalising those members using the bar.</p> <p>Consideration of a 15% discount for members was also raised.</p>	[Sec]	01/2/19
JDS 112.0	Date of Next Meeting		
	<p>Monday 25th February 2019 6.00pm. (Notwithstanding AGM meetings – next 4th February at 3pm)</p> <p>Meeting closed at 9.15pm</p>		