



MINEHEAD & WEST SOMERSET GOLF CLUB

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MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 17th MAY AT 5.30 P.M

PRESENT

Stephen Kaye (SK) Chairman; Alan Bissell (AB) Treasurer; Tony Bowden (TB) Captain; Frank McCarthy (FM) Catering, Jayne Fulwell (JF) Premises, Alan Ridgeway (AR) President, Leslie Davis (LD) Lady Captain

1. IN ATTENDANCE. Ingrid Swinburn Minutes
2. APOLOGIES. Mark Swallow(MS)Greens
3. AGREE MINUTES

Minutes of the last meeting had been approved before the Captain's Meeting. Some changes needed 4.1 The hot water had been badly plumbed in, the basins were not connected. 4.3 The Portland cement was a contributing factor not the main cause.

SECTION REPORTS.

CAPTAIN'S REPORT (3)

- 3.1 There has not been any forward movement on the base for the Driving Range. This needs to be underway as soon as possible, before the planning permission runs out. Ian Read has the plans.
- 3.2 There needs to be made a hole in the wall between the overflow car park and the club house, to allow the easy movement of furniture etc, from the container when it is needed for functions. There would also have some steps made and a gate.

COURSE REPORT (4)

- 4.1 There was some discussion as to whether the reeds etc at the side of the 7th fairway did constitute a lateral water hazard and should the red posts remain. It was considered that any change might affect the speed of play during medals, if the area was marked as out of bounds there was general agreement that they should stay. This might need to be changed for non-club events or if there is a change to the PGA rules that are proposed
- 4.2. Members of the committee would be sent a copy of MS' report.

PREMISES (5)

- 5.1 The boiler installed in 2009 was put in by Somerset Gas, but in 2012 the regulations changed. The flue is not accessible and following the work on the pipework S G had condemned it. EJF had taken the responsibility of turning it back on, but now that it had broken down firms refused to work on it as it is illegal. 2 quotes had already been obtained the committee asked EJF to try and obtain at least one more. The problem is finding an installer that is qualified to install on commercial property.
- 5.2 One quote had been obtained to repair the flat kitchen roof, EJF was asked to obtain another.
- 5.3 Following the letter from the Environment Agency with regard to the car park wall EJF had enlisted the help of John A'Court who been in contacted with then. We are awaiting a response.
- 5.4 At the previous meeting the MC gave the go ahead to fully repair the drains using VAT money. All the accessible areas had been surveyed and mapped and this will go ahead ASAP. The inspection chamber under the golf simulator was not accessible. If this work did not cure the problem with the ladies showers then we would need to gain access through the wooden floor.
- 5.5 We are looking at the possibility of replacing the dining furniture. One rep has been in with regard to providing information on cost and samples. This benefit of this would be to save the expense of most of our laundry bill. We are still waiting for the quote. EJF will also look again at using club table mats.

FINANCE REPORT (6)

- 6.1 Green fee takings were down, it had been a dry winter so players from other courses had no need to use ours.
- 6.2 Visitors playing in competitions here need to be charged more than £5. After every Open there should be a balance sheet presented to show exactly how money was spent and any profit.
- 6.3 The bar showed no profit. AB had received an up to date stock audit. This needs to be looked at on a quarterly basis so we can see the profit after stock adjustments.
- 6.4 Money had been spent on new course furniture, tee markers and flags. There were considerable costs incurred in clubhouse repairs
- 6.5 There needs to be a robust control of expenditure. Staff need to have an everyday budget, but, anything over needs to be passed by department heads, before it is spent. A new cost approvals policy was agreed.
- 6.6 Membership, there are some people who have not re-joined, but there are still some members who have not paid or only partially paid, these people will be having a reminder e-mail.

BAR & SOCIAL (7)

- 7.1 Members of the committee should have received their copy of the bar and social report.
- 7.2 There were some Health and Hygiene issues that needed to be implemented some were quite easy, hygiene Board, and the cellar.
- 7.3 Update regarding our premises licence, this has been done, it is for members and guests and 24 functions a year, these functions needed to be carefully worked out.
- 7.4 Matches, the visiting players if bona fide members of other golf clubs do not need to be signed into a visitor's book. However under the terms of our licence all other visitors must be signed in by a member.
- 7.5 Catering, Steve Archer and Georgie are Duty Managers responsible for the day to day operation of the whole department. They control the staff and decide the rotas. Even on their day off their mobiles should left switched on, so, should there be a problem they can be contacted. New contracts will be drawn up and staff need to agree to these at a meeting on 31st.
- 7.6 Profits, both bar and kitchen were not making a profit, both need to try to work towards making a profit, gross profit up to 65% and wages down to 40%.
- 7.7 All reservations must be put in the diary in the kitchen.
- 7.8 All correspondence and contact persons etc for reservations and functions should be on the main computer in the office so that all information can be easily accessed. After a function there should be a costings sheet.

ANY OTHER BUSINESS (8)

- 8.1 There have been a number of complaints from the ladies about a member and his abusive behaviour. LD will respond to the complainants to say that the Chairman will investigate. SK will follow up and communicate with LD.
- 8.2 A questions was asked about IR carrying on a mail order business, cardboard from this was filling up the bins, which was costing the club. SK stated that the pro-shop contributed greatly to the club. It was also generally felt that we were privileged to have their support and make a very valuable contribution to the club.
- 8.3 Weston-super- Mare were hosting a South West Golf Week and asked if the Club could offer them reduced Green Fees during that week. SK stated that we must also get reciprocal arrangements when our club is being used. It was agreed.

DATE OF NEXT MEETING

SK asked which day was most convenient. It was agreed that Wednesday was the best date for all concerned.

NEXT MEETING Wednesday 14th June at 6.00pm.