



MINEHEAD & WEST SOMERSET GOLF CLUB

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MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY FEBRUARY 4TH 2019 at 5:30pm

Present: WJ Perkins (JP), D Hayhoe (DH), L Trump (LT), D Compton (DC), G Ross (GR), D Bickerstaff (DB), M Shortland (MS), B Chaffey (BC), John A'Court (JA), G Baxter (GB). P Arbourne (PA) taking the minutes.

Apologies: A Bissell, R Chidgey

Minutes of Last Meeting: these were unanimously approved.

JP welcomed GB (new Business Development Manager) and JA (President).

Matters arising:

- a) MS said that he had had 3 quotes for the work in the Ladies' showers and was waiting for a final quote from Pete Bowden.
1. Items from the Chairman.
 - a) JP thanked DC for calling a Greens' Committee (Minutes had been circulated to members of MC).
 - b) JP also thanked Alan Bissell for speaking to the member who had sent a letter to the Club and had not received a reply.
 - c) JP spoke about the licencing of the Club and said that everything was in order and that, in addition, we had two Committee members with personal licences (GB and DB).
 - d) PA had updated the Employees' Handbook and a 'Return to work' form exists.
 - e) Re the cleaning of the Club JP had received two quotes. They were very compatible with what we have at the moment, but he would speak to Ros Chidgey before going forward.
 - f) JP had also received from John Compton quotes regarding the website and an App for the Club. He added that our current website should be secure (it is not at the moment) and PA said that he was looking into it. Re the App, after discussion, it was felt that because we already had TeamO and BRS the cost would not be worth it.
 - g) The use of the Broadband and telephone by the Pro Shop was discussed.

- h) The Club had received a quote for 2 new computers in the Office for £580. It was proposed to go ahead with this by JP and seconded by DC. **Approved unanimously.**
- i) The contract that we have with Tee Times was discussed. They have 2 free tee times per day and advertise our unused tee times for rates lower than the Club's standard rates. It was discussed that we need to know what our current contract is. PA would look into this and get back to the Committee.
- j) JP commented that the organisational structure to the Club means that volunteers are spending excess time to manage the Club in many areas. He had spoken to DB earlier and he will be addressing the issue in his report.

Course – DC had previously circulated a report from his Greens' Committee. In addition, he reported on the state of the planning sections of Devon and Somerset, especially concerning whose responsibility it was to care for the shoreline. Adam Robbins was at present working at getting approval for landfill.

Premises – MS raised the issue of the roundabout outside the Club's premises. If we took it on we would be responsible and liable for any issues concerning it. It was decided to find out what happened at the meeting of the Town Council and GB would get in touch with Andy Giles.

The tiling is underway for the Gents' urinals.

After discussion it was agreed that we place an ash-container at the front of the Clubhouse to keep the area free of cigarette ends. PA offered to empty container on a regular basis.

The possibility of having a screen across the dining area to secure the bar area and the kitchen was discussed. MS and BC would look into it and draw up plans.

Our septic tank will be illegal in 2020 and BC agreed to look into the option of having a Treatment Plant.

Bar/Catering – DB talked about Claire's Kitchen and the contract we had with them. The profit for January was very good, much better than that for December. JP agreed to talk to AB about our Accounting Procedures.

We had now appointed an interim Bar Manager (Paul Jones) for 3 months.

Our chef Ashley Jackson had been very positive since the new year and had agreed to share work with another chef who might be joining us.

DB had produced a document with opening hours for Kitchen and Bar.

DB said that shutters for the bar would cost either £3400 or £2400 if we put them in.

There then followed a discussion re the choice of running the kitchen in-house or franchising to Claire's Kitchen or another provider. After discussion and the plan put forward by DB **it was unanimously agreed that we would stay in-house.**

JP then talked about the organisation of the Club and was of the opinion that we should have a Club Manager/Secretary who would work 5 days a week, 8 hours a day, and be in charge of the Bar/Kitchen and run the Club as a business. He felt this was the way forward.

GR was of the same opinion, with the Proshop running the golfing side and the Club Manager running the business side. The MC would then be similar to a company board, setting the objectives of the Club with the Club Manager running the Club.

JP added that it should be a pleasure to be on the Committee. He proposed that we advertise nationally for a suitable individual with a recruitment and interview panel to be appointed from the MC.

This was agreed.

Captain –

- a) The next Captain's Committee will be held on February 22nd at 5:30pm.
- b) All the keys and fobs that members hold have been identified.
- c) The Annual Dinner will be held on March 2nd with a maximum number of 60, which may be extended if we are able to have both chefs on for that day. The price of the dinner was discussed.
- d) DH was looking into the positioning of the Washer/Dryer in the kitchen/cellar area.
- e) Notice had been given to Steve Archer to leave the flat and he should have left by March 25th.

AoB

- a) GR said that we should have Social Media Policy, something in black and white. He will work on a possible document and will work with Jordan Arnold and GB. Admin for the Club Social Accounts should be a member of the MC. Current administrators to be contacted and GR/GB to oversee in future.

This was agreed.

- b) The Pros' contract is in the final stages of being finalised and agreed. This will be checked by the MC and then by solicitors. Every MC member should read through the contract and reply with any proposed changes or edits.
- c) PA stated that he had received 6 car passes from Dunster Chalets for 2019.

Meeting closed at 7:40pm.

Next meeting Monday March 4th at 5:30pm.

Date: _____

Signed: _____

Chairman