

MINEHEAD & WEST SOMERSET GOLF CLUB

DRAFT MINUTES OF EXECUTIVE COMMITTEE MEETING HELD AT THE CLUBHOUSE ON 17TH FEBRUARY 2014 AT 5.30 P.M.

PRESENT

P Fullbrook - Chairman

John Fulwell – Treasurer

G Mason – Captain

Ros Chidgey – Ladies Captain

J A' Court – Premises

Jayne Fulwell – Bar & Social

T Bowden – Competitions & Hcps

K Lockett -- Vice - Ladies Captain

P Arbourne - Competitions & Hcps

IN ATTENDANCE:

T John (President), W Elston (Senior Representative), S Archer (Bar Manager), A Giles (Minutes)

**1. INTRODUCTION & APOLOGIES**

Apologies were received from C Valentine.

**2. MINUTES & MATTERS ARISING**

**2.1 Approval of Minutes:** The minutes of the meeting held on the 20<sup>th</sup> January 2014, were approved subject to minor amendments to numbering. The Chairman confirmed that Appendix A which summarised requests from members for variations to their subscriptions, discussed at the meeting, would also be published.

**2.2 Marketing Group:** The Chairman confirmed that he had spoken with Mr Stephen Kaye regarding the setting up of a marketing group. P Arbourne also confirmed that Mr Bill Black may be interested in joining the group. A meeting will now be arranged between interested parties to discuss the way forward.

**2.3 Practice Ground Funding:** The Chairman confirmed that he had discussed the matter with D Compton who had agreed to coordinate the funding programme for the practice ground.

**2.4 Junior Organiser:** The Chairman confirmed that he had contacted Mr Ian Gover who had agreed to stand as Junior Organiser when the post becomes vacant.

**2.5 Variations to Subscriptions:** The Chairman confirmed that he had contacted those members who had requested variations to their subscriptions set out in Appendix A to the minutes of the January meeting; informing them of the decision of the management committee.

**2.6 Clubhouse Lighting:** G Mason reported that action was now being taken to replace the lighting within the clubhouse with LED lights. He informed the committee that whilst this would initially involve higher installation costs, significant savings would be achieved in the longer term through a reduction in running costs.

**2.7 Clubhouse Roof:** J A'Court reported that quotations had been received from two contractors to carry out repairs to the clubhouse; this would include the removal of a chimney and the re-pointing of the rear wall. It was agreed that quotation from MB Sumbler in the sum of £2,500 would be accepted and that the work should be undertaken as soon as possible.

**2.8 Dumping of Spoil:** The Treasurer reported that the recent deliveries of spoil dumped on to the course had so far generated approximately £6,500. However this money had not yet been received as invoices had not been sent due to the lack of a formal contract. The Chairman agreed to speak to C Valentine as soon as possible to ensure that the necessary paperwork was put in place and the contractor sent invoices for all outstanding monies. The Treasurer confirmed that the first £5,000 of this money will not be ring-fenced.

**2.9 Security Cameras:** It was agreed that a quotation would be obtained for the installation of two new security cameras, one overlooking the rear car park and the other overlooking the first tee.

**2.10 Trolley Shed:** P Arbourne reported that members had voiced their concerns to him regarding the condition of the trolley shed. The committee agreed that the current condition of the trolley shed was unacceptable and that there were other projects which could be undertaken by club members if volunteers could be found. It was agreed that J A'Court would prepare a schedule of outstanding work together with an estimate of the manpower / resources necessary to carryout the tasks and report back to the management committee.

**2.11 Employee Contract Issues:** T Bowden confirmed that he would be reviewing the contracts of all employees during the course of the next few weeks.

**2.12 Coffee Machine:** G Mason confirmed that the new coffee machine was now in operation. The initial contract is for 500 sachets per month at a cost of £125, this may be varied in the future depending on use.

**2.13 Tee bookings:** P Arbourne confirmed that he had spoken to the professional and his staff and they have confirmed that they will no longer book tee times for members more than seven days in advance.

### **3. REPORTS FROM SECTION MEMBERS**

The Chairman confirmed that reports from the various section members had been circulated to the committee via email prior to the meeting. These reports are appended to the minutes of this meeting.

**3.1 Wedding 18<sup>th</sup> October 2014:** Jayne Fulwell reported that a request had been received to hold a wedding reception at the clubhouse on Saturday the 18<sup>th</sup> October 2014. The committee agreed to accept the booking and that the necessary arrangements would be put in place to minimise, as far as possible, disruption to members and to the normal operation of the clubhouse.

### **4. OUTSTANDING SUBSCRIPTIONS**

A list of outstanding balances on member's subscriptions had been circulated prior to the meeting. The Chairman confirmed that there was no standard system for the payment of subscriptions and that there was currently a lack of clarity regarding the actual amounts outstanding for certain individuals. It was agreed that the status of members whom it appeared had not yet paid their full annual subscription would be investigated. The Chairman and Treasurer would write to all members where balances appear to be outstanding and request that these balances be cleared with immediate effect. In cases where members did not meet their obligations regarding the payment of their subscriptions they will be suspended from using the course and its associated facilities.

### **5. MARKETING GROUP**

**5.1 Arrangements with Butlins:** Jayne Fulwell reported that she and Steve Archer had met with Sarah Fitzgerald of Butlins Ltd in order to discuss a range of concessions which the golf club might offer members of their organisation. A range of options together with prices etc have been proposed by the club and a response from Butlins is awaited.

**5.2 Leaflet Advertising:** Jayne Fulwell also reported that a leaflet advertising campaign would commence very soon. Ten thousand leaflets will be distributed to outlets throughout the south west, funding for the campaign will come from £800 of sponsorship which has been secured from local businesses.

**5.3 Marketing Group – Terms and Conditions:** Jayne Fulwell confirmed that terms and conditions for the Marketing Group had been drafted and circulated to the committee prior to the meeting. The draft terms and conditions were approved.

**5.4 Website:** The committee agreed that the clubs website is in need of updating and that this should be looked at by the Marketing Group.

## **6. MEMBERSHIP CATEGORIES**

**6.1 Membership Proposals:** The Chairman made reference to proposals circulated by D Compton prior to the meeting and confirmed his support for the principles set out in the document with a fee structure based upon percentages. It was agreed that the proposals set out in the document be implemented.

**6.2 Country Membership:** A range of proposals for the conditions which should apply to country members were debated. It was agreed that a firm proposal will be put to the Annual General Meeting.

**6.2 Subscription Period:** The committee also debated various options which would allow the club to move to an April to March subscription period as opposed to the current January to December period. No change would be made in 2014.

## **7. NOMINATIONS TO MANAGEMENT COMMITTEE POSTS FOR AGM AND AGM ACTION PLAN**

**7.1 Posts Requiring Nominations:** Gerry Mason advised the committee that the following posts would require prospective candidates to be appointed by election at the Annual General Meeting: Captain, Vice Captain, Treasurer (3 years), Competitions and Handicaps (3 years), Course (3 years) and Junior Organiser (3 years).

**7.2 Treasurer:** The current Treasurer (John Fulwell), advised the committee that, having been co-opted in June of 2013, if nominated and duly elected at the AGM he would only be able to commit to serving one further twelve month term. The management committee accepted this limitation.

**7.3 AGM Agenda and Nominees:** the agenda for the AGM was approved. It was agreed that the agenda and the list of nominees be posted on the club notice board as soon as possible.

**7.4 Seniors Section Representative on Management Committee:** The chairman advised the committee that he had received a letter from the seniors section requesting that an item be placed on the agenda for the forthcoming AGM to consider the creation of an additional post on the management committee. This post would be a representative of the seniors section and to have full voting rights on all committee decisions. It was agreed that the item be placed on the agenda for discussion at the AGM.

## **8. CORRESPONDENCE**

**8.1 Jordan Arnold:** The chairman reported that he had received a letter from Jordan Arnold requesting a reduction in his annual subscription fee due to his current employment in the golf shop. It was agreed that Jordan should pay 50% of the appropriate subscription in accordance with the current policy of the club.

**8.2 Mark Perkins:** The chairman reported that he had received a letter from Mark Perkins requesting a reduction in his annual subscription fee due to ill health restricting his ability to play a full round of golf. It was agreed that Mark should be permitted to pay a pro rata fee based on the golf he is able to play at the moment and that when he returns to full fitness there would be no rejoining fee. (This decision supersedes that made on 20<sup>th</sup> January 2014 – Minute 5 - Appendix A)

**8.3 Bridge Club:** The chairman reported that he had received a letter from Mr C Parkin of the Minehead Bridge Club requesting use of the clubhouse on two evenings per week (6.30pm to 10.30pm). It was agreed that G Mason would contact the Bridge Club offering use of the facilities on a trial basis with final terms and conditions to be negotiated.

## **9. FINANCE – YEAR END 2013**

**9.1 Draft Year End Accounts 2013:** The draft statement of accounts had been circulated to the committee by the Treasurer prior to the meeting. The accounts show a loss for the year ended 31<sup>st</sup> December 2013 of £22.6k compared to a loss of £8.5k for the year ended 31<sup>st</sup> December 2012.

**9.2 Approval of Accounts 2013:** The Treasurer gave a verbal explanation of a number of matters associated with the accounts after which the draft statement of accounts was approved.

**9.3 Audit of Accounts 2013:** The Treasurer explained that the accounts would now be reviewed by the club's reporting accountants, Amherst and Shapland, but he did not expect any significant alteration to the figures.

## **10. BUDGET – BUDGET 2014**

**10.1 Draft Budget 2014:** The draft budget for 2014 had been circulated to the committee by the Treasurer prior to the meeting. The draft budget (after adjustment for accountancy support) would deliver a surplus of £21.9k.

**10.2 Specific Budgets 2014:** The Treasurer advised the committee that in order to deliver the surplus required, there were a number of budgets that had been specifically targeted for savings / increased income. These included a slight reduction in the cost of course labour, an increase in the level of income generated by the bar and catering, a modest increase in green fee income and a modest income from the dumping of spoil.

**10.3 Subscriptions:** The Treasurer advised the committee that the budget for subscriptions had been based on the assumption that the club will lose the equivalent of 15 full members (net of additions) during the course of 2014. This was in line with the trend over recent years.

**10.3 Approval of Budget 2014:** The Treasurer gave a verbal explanation of a number of matters associated with the draft budget, including the specific items referred to in 10.2 and 10.3 above, after which the 2014 budget was approved.

**11. ANY OTHER BUSINESS**

**11.1 Improvements to Ladies Changing Facilities:** The ladies captain, Ros Chidgey, advised the committee that the work currently being undertaken to improve the ladies changing facilities would be funded by the ladies section. The Club would reclaim VAT in the usual way on the expenditure incurred. Thanks were given to the ladies section.

**11.2 Office:** The Treasurer reported that the club office was desperately in need of improvement. He advised that resources may need to be found to undertake this work. This was approved.

**11.3 SGU Delegates Meeting 18<sup>th</sup> February 2014:** P Arbourne and T Bowden were authorised to attend on behalf of the club.

**11.4 Tree 7<sup>th</sup> Tee:** The committee discussed a number of issues regarding the tree adjacent to the 7<sup>th</sup> tee. After a short discussion it was agreed that the current plan approved by this committee should be implemented.

**12. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 10<sup>th</sup> March 2014 at 5:30pm in the Clubhouse.

Meeting Closed 7.58pm

Signed: ..... (Chairman) Date:.....