

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON
29TH SEPTEMBER 2014 AT 6.00 P.M.

PRESENT

P Arbourne – Captain	Ros Chidgey – Ladies Captain
John Fulwell – Treasurer	P Bowden – Vice Captain
Jayne Fulwell – Bar & Social	G Wells – Course Manager
T Bowden – Competitions & Hcps	J A’Court - Premises
D Bickerstaff - Competitions & Hcps	K Lockett - Ladies Vice-Captain
I Gover - Junior Organiser	G Mason – Retiring Captain

IN ATTENDANCE:

W Elston (Seniors Representative), S Archer (Bar Manager), A Giles (Minutes)

1. INTRODUCTION & APOLOGIES

Apologies were received from P Fullbrook, T John. In the absence of the P Fullbrook the role of Chairman was undertaken by the Captain.

2. MINUTES & MATTERS ARISING

2.1 Approval of Minutes: The minutes of the meeting held on the 28th August 2014, circulated prior to the meeting, were approved and signed by the Chairman, subject to the amendments referred to below.

2.2 Paternity Leave (Section 10): T Bowden referred to the decision made at the previous meeting which he was unable to attend. He queried the decision to implement a policy whereby employees earnings would be ‘topped up’ to their full rate of pay when on paternity leave, provided that they had completed twelve months service. Various opinions were expressed but it was agreed that the original decision would stand.

2.3 Car Park Issues (Section 6 paragraph 2): The minutes to be amended to read ‘*A member*’ instead of ‘*An elderly lady member*’.

2.4 Sewage Pumps (Section 6 paragraph 1): The problems with the pumps, identified at the previous meeting, have still not been rectified; there had also been a major malfunction of the system recently which had rendered the male changing rooms unusable for a period of time. J A’Court was aware of the problem and had asked Margaret Stone to progress the matter. After

some discussion J A'Court agreed to take responsibility for identifying and resolving the issues with the pumps and to deliver a report on the action taken to the next meeting. The Treasurer then proposed that MC members be authorised to incur reasonable expenditure where prompt action was required in order to protect the interests and activities of the Club. This was agreed.

2.5 Winter Golf T & P (Section 12 paragraph 3): The Chairman referred to the request made by Taunton & Pickeridge members to have guaranteed tee times on Sunday mornings throughout the winter at a preferential rate of £75 per person. It was unanimously agreed to decline their request.

2.6 Advertising Banner (Section 12 paragraph 4): Jayne Fulwell reported that an advertising banner had now been received and will be displayed at the entrance to the car park. The cost of the banner was £175.

2.7 Car Park Issues (Section 6 paragraph 2): The Captain reported that action was being taken to carry out the necessary repairs to the car park and the matter should be resolved in the very near future.

2.8 Showers: J A'Court raised the issue of showers in the changing areas and advised the Committee of their limited capacity. He was concerned that the shower facilities would be unable to cope with proposed events, especially those with a 'shotgun' start. The matter was debated and the following measures agreed (i) The Captain to arrange for notices to be displayed asking people to limit their time in the showers and to consider other users. (ii) J A'Court to investigate the cost of installing regulators.

3. TREASURERS FORUM

The Treasurer's report, together with details of the accounts up to the 31st August 2014, had been circulated prior to the meeting; these documents are appended to the minutes. The Treasurer expanded upon the key messages contained within the documents as follows:

3.1 Subscription Fees: The Treasurer reported that subscription fees received were below the level expected. He advised that, whilst the shortfall of just over £5,000 was a cause for concern, the reduction was manageable.

3.2 Green Fee Income: The Treasurer reported that green fee income was well below budget and the situation was very worrying; he explained that fees received in the year to date were approximately 18% lower than for the same period in the previous year. This reduction was in spite of the fact that accounting arrangements for VAT on green fees, had changed on the 1st April 2014, effectively allowing the club to retain the element of the green fee which would have

been paid over as VAT in the past. There had also been increased advertising and the Club was now able to offer buggies. He advised that the matter would be looked into by the Finance Sub Committee.

3.3 Infill Income: The Treasurer reported that the income received to 31st August totalled almost £30,000 of which £9,500 had so far been allocated (£5,000 budgeted income figure plus an additional £4,500 for kitchen refurbishment). He also reported that it was likely that a further £15,000 could be received before the end of the year. The Treasurer advised that, in the short term, the infill income would offset the reduction in both subscription and green fee income. He stressed however that this could only be done for the short term and that a great deal of work was necessary if the Club was to be assured of longer term financial stability.

D Bickerstaff questioned whether the large amounts of soil being brought on to the course might cause drainage issues in the future. G Wells gave assurance that action was being taken to improve drainage in these areas to ensure that there would be no problems.

3.4 Other Financial Matters:

Taunton Vale Golf Club: The Treasurer reported that green fee income at Taunton Vale Golf Club exceeded £100,000 pa and, if it were to close, there may be an opportunity to attract additional golfers to Minehead.

Bar & Catering: The Treasurer reported that the bar and catering services were doing well. He advised that the figures reported could not be viewed on a strictly commercial basis as the labour costs were higher than one might expect due to the need to provide a service to members as well as generating income. He was confident that both services would achieve the levels of income set in the budget.

Cash Position: The Treasurer confirmed that the cash position of the Club was currently healthy thanks to the level of infill income received to date. However, he advised that he had prepared a financial forecast to the end of the financial year and without the infill income, the Club would be likely to make a small loss in 2014.

4. LADIES CAPTAIN REPORT

The Ladies Captain gave a brief report and advised that she is approaching the end of her captaincy; the role will then be taken on by the Ladies Vice Captain K Lockett

5. PREMISES MANAGER'S REPORT

J A'Court gave a brief report regarding the condition of the male changing rooms. It was agreed that the facilities in the men's changing room were in need of refurbishment; however no action was approved at this stage and the matter would be looked at again in the future when funds become available.

6. BAR AND SOCIAL REPORT

Jayne Fulwell reported that there had been a number of staffing changes. Liam Fleming had now left and his position would now be taken by James Bellamy. Georgie Everett would recommence employment on the 9th October. She also advised that additional staff may need to be employed during the Christmas period. Jayne reported that there were a number of people interested in the position which would shortly be vacated by Dominic Bowden and interviews would take place in due course. Jayne also updated the Committee on a number of forthcoming events.

7. CAPTAIN'S REPORT

The Captain gave a brief report on a recent match against Taunton and Pickeridge which resulted in a 5 – 1 victory for Minehead. G Mason also gave a brief report on a Past Captains match against Enmore Golf Club.

8. COURSE MANAGER'S REPORT

The Course Manager's report had been circulated prior to the meeting and is appended to the minutes. The Course Manager, Graham Wells, expanded upon the key messages contained within his report as follows:

8.1 Greens Sub Committee: The second meeting of the Greens Sub-Committee was held on the 18th September, issues that were discussed and approved included:

- Volunteer groups to be tasked with repairing divots on tees and fairways and raking and clearing bunkers.
- To investigate use of a 'rack system' to provide the opportunity for golfers to repair divots on designated fairways.

8.2 Communications: G Wells will produce and publish a guide to etiquette, care and behaviour on the course. He advised that efforts were being made to improve communications but he was

disappointed by recent negative comments on the state of the course which had been made by club members on social media.

8.3 Workload Priorities for Green Staff: G Wells advised that the Greens Staff were performing well despite a number of challenges including those that arose from the breakdown of equipment. He was in the process of compiling a list of new / replacement equipment for consideration as part of the 2015 budget process.

8.4 Projects: G Wells reported that the landfill programme was continuing and it was likely that it would generate significant income throughout the rest of this year and into 2015. Future infill sites included areas around the 5th tee and 4th green. The practice area is progressing and G Wells will shortly be seeking competitive quotes for the work to be carried out. Two quotations had been received for improvements / development of buggy paths, both exceeded £40,000 which was considered to be excessive and alternative options would now be looked at. G Wells advised that the new tee signs would soon be in place.

8.5 Staff Issues: The issues that arose between Rob Barrett and the Club Professional have now been resolved.

8.6 Agronomist Visit: G Wells advised that the Agronomist, employed by the Club to give advice on the improvement and development of the greens, will be at the Club on the 8th October. He will be available to meet with members of the Committee to discuss the condition of the greens and other related issues.

9. MEMBERSHIP CATEGORIES

A report recommending changes to the current membership categories had been prepared by the Treasurer and circulated prior to the meeting; the report is appended to the minutes. The Treasurer provided further background information to the Committee advising that the Club rules required that any changes to membership categories must be notified to members not less than three months before the start of the subscription year. The report was debated by the Committee and agreement reached on the following:

- i. The full membership subscription to be increased to £660 per annum and the bar levy to be reduced to £20. This would result in an annual invoice for a full member being below £700 when Golf Union fees were added.

- ii. There will be eight age related membership categories. This will include two new categories of 'Adult and 'Student'. The new 'Adult' category will apply to persons aged 31 to 40, with a subscription of 60% of the full membership subscription; the 'Student' category will apply to persons aged 19 to 25 who are in full time education and the subscription will be 20% of the full membership subscription.
- iii. There will be two categories of Country Membership; category 1 will apply to persons living 40 to 64 minutes away from the Club who will pay 65% of the full membership subscription and category 2 which will apply to persons living over 65 minutes away from the Club who will pay 35% of the full membership subscription.
- iv. There will be a Beginners Package which will allow beginners or persons returning to golf after a break of at least five years to play for one full year on a Taster Membership followed by a further year on a Flexible Membership. The Taster Membership will require an annual equivalent payment of 15 % of the full membership subscription plus a fee of £10 per round of golf. The Flexible Membership will allow those persons who have taken up the Taster Membership, to continue playing for a further twelve months, paying a unit based fee where units equate to a certain number of rounds of golf.
- v. There will be a category for a non-playing Social Member where the annual fee will equate to 10% of the full membership subscription.
- vi. The Committee considered introducing a category of Twilight Membership however it was decided not to proceed with this option.
- vii. There will be a Winter Membership category, which will allow members of other clubs to become a member of Minehead for the period 1st November to 31st March; the fee will be 30% of the full membership subscription.
- viii. The Green Fee for non-members signed in to play golf with a member will be £20 for weekdays; the fee at the weekend will be £25 before noon and £20 after noon.

10. CONFIDENTIAL ITEM

S Archer (Bar Manager) left the meeting for this item. Details of the issues debated and decisions made are recorded in the confidential section of these minutes.

11. MARKETING REPORT

11.1 Green Fee Vouchers: Jayne Fulwell put forward a proposal from the Marketing Group to introduce books of Green Fee vouchers that can be purchased as presents etc. The price for these

vouchers would be £75 for a book of five vouchers or £140 for a book of ten vouchers. The proposal was unanimously supported by the Committee.

11.2 Buggies: Jayne Fulwell reported that she had received a request from the Club Professional, Ian Reed, asking for approval to acquire four more buggies. The Committee acceded to the request.

12. OTHER BUSINESS

12.1 Open Competitions: P Bowden raised the issue of Open Competitions to be held by the Club during 2015. It was agreed that the matter would be dealt with by the group coordinating dates for the production of the 2015 diary.

13. DATE OF NEXT MEETING

The next meeting will be held on Monday 27th October starting at 6.00pm.

Meeting Closed at 8.30pm.

Date _____

Signed _____
Chairman