

SUMMARY OF MINUTES OF THE EXECUTIVE MEETING

TUESDAY 12th DECEMBER 2017

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| 1. PRESENT | Nigel Hughes
Cedri Lewis
Martin Leech
Mary Williams
Edward Morris
Annette Jones
Bernie Sweeney
Debra Herbert | Chairman & Chairman of Greens
Treasurer
Men's Section Captain
Ladies Section Captain
Men's Section President
Ladies Section President
Men's Section Vice Captain
Ladies Section Vice Captain |
|------------|---|---|
2. APOLOGIES - Trustees Elspeth Jones, Malcolm Griffiths, Gwilym Evans and Oscar Williams
3. TO APPROVE THE MINUTES OF THE LAST MEETING
- Proposed as correct by Cedri Lewis and seconded by Mary Williams.
4. MATTERS ARISING
- Statement re practice ground to be published now.
 - The issue of entry to the Club House by non members must be addressed at the AGM. The current rules are difficult to administer and membership approval is required for any changes. List of related Rules circulated with request that committee members give consideration to new wording for next meeting in mid January.
 - Suggestion that a link between the Club's web site and that of the Professional so that all could see his News Letter. (Further investigation has shown that his News Letter is issued by email to his data base. Further action therefore not appropriate).
5. FINANCE
- Figures to end of November circulated.
Bar income up £11k on last year and gross margin maintained. We have been notified that there will be a price increase on all beers as from 8th January. It was agreed that prices be increased by 5p a pint and that the members discount be increased by similar figure.
 - Subscription income is down nearly £5k despite 29 new members from Dolgellau.
 - Greenfees are up £9.5k and would have been better had we not been down £5k and £2.5k in September and November.
 - Course expenditure shows an increase of £9k mainly due to major overhaul of fairway mower at £7.1k.
 - Legal and Professional down as last year's figure included costs of obtaining VAT refund.
 - End of year profit should be near £20k, and with £176k in bank and cash at present the Club's finances are satisfactory.
 - Cedri proposed that Xmas Bonus be paid to green staff and office assistant again at the same gross figure as last year.

Following discussions with our Accountants regarding CASC and HMRC regulations they have advised that the following be minuted

" To comply with HMRC requirements in respect of CASC status the club has formed a subsidiary company "Porthmadog Golf Club Limited"

The separation of the activities of the club from the limited company require the following items of income and expenditure to be allocated to the company accounts:

Income	Expenditure
Bar sales	Bar expenses
Membership subscription from house/social members	Heat and Light
Green fee income	Clubhouse expenses and repairs
Competition income (vatable)	Wages and salaries of bar staff
Catering franchise income	Admin staff wages
Sundry vatable income	Expenses associated with admin
	Professional green fee commission
	Telephone, post and sundry
	Computer software and licences
	Advertising
	Household and Cleaning
	Licence, service and hire
	Sundry expenses
	Legal, Professional and Accountancy fees
	Subscriptions
	Bank Charges
	Credit Card Charges

In addition the club is authorised to charge to the limited company a proportion of the costs associated with green fee income. This is calculated using the following expense items charged through the club accounts:

The total of:

- Course maintenance
- Course equipment expenses
- Course wages
- Professional retainer

To which a percentage of 35% is applied for the transfer sum."

6. HEALTH AND SAFETY

- Nothing to report.

7. SUB COMMITTEE REPORTS

Ladies

- Christmas Cracker was a success again this year and the catering very satisfactory.

Men

- Nothing to add to the minutes circulated.

House

- Review undertaken with Caterer regarding hours, menu, sandwiches on the bar when kitchen closed, flexibility on the menu board and a specials board to encourage evening dining. Catering will be available for one hour later from January. Members to be advised by Notice Board and email.
- Quote received for replacing carpet in Spike bar, entrance hall and snooker room at £2,275 + VAT with possible additional cost of levelling £560 + VAT. It was agreed that we proceed.
- Quote received to replace lounge tables at £3174 or tops only at £1242 + VAT. Agreed to obtain one top and if House Committee satisfied, to proceed to fully replace tops.

Greens

- As per minutes 4th December.
- Agreed that work on the trees along the 3rd fairway be undertaken by Wildewood Services.

8. CORRESPONDENCE

- Request received by e mail from a member seeking a refund of subscription fees from August to end of year due to being unable to play as a result of a medical condition. Current Club Policy is not to refund in such circumstances and it was agreed that this should remain the case. Member to be advised accordingly.
- Request received from a member that we consider introducing a new membership category to cover those only able to manage 9 holes. It was considered that as our full playing subscription is relatively cheap there was no need to change at present.

9. ANY OTHER BUSINESS

- NONE

10. DATE OF NEXT MEETING

- Early January, and Trustees to be invited.