

West Cornwall Golf Club Ltd

Board Minutes

Monday 25 June 2018 commenced at 18:00

Present: Mr. J De-Seta (Chairman) [JDS], Mr. D Inch (President) [DI], Mr M Austin [MA], Mr N Morris [NM], Mr. T. Ruhrmund [TR], Mr G. Wignall [GW].

Also Present: - Mr G Evans [SEC].

Agenda Item		Responsibility	By When
JDS 26.0	Apologies for Absence		
	Mr I Coutts [IC].		
JDS 27.0	Minutes of the Last Meeting		
	23rd April 2018 27.1 These were signed by the Chairman as a true record of the meeting.		
JDS 28.0	Matters Arising		
	28.1 Minute 16.2 – [Sec] confirmed that he has met with [IC] and discussed Health & Safety matters. 28.2 Minute 16.5 – [GW] has assumed the HR Director role and liaised with Peninsula as needed. 28.3 Minute 17.4 – [Sec] confirmed that the latest Buggy Policy includes: - 1.5 Alcohol must not be consumed by anyone who is or will be in charge of a buggy. (Board Minutes July 2017) Discussion then surrounded having a disclaimer signed that puts the onus on the hirer and they would assume any risk. It was also considered that this would be a disciplinary matter if Members were using a buggy while under the influence of alcohol. [GW] will draw up a disclaimer. 28.4 Minute 22.3 – [Sec] confirmed that with additional work from [GW] the Club complies with GDPR. 28.5 Minute 23.1 – The Member has been advised of the decision not to provide any discounted rates on buggy hire. 28.6 Minute 24.2 – The Strategic Planning Day had been held.	[GW]	25/07/18
JDS 29.0	Health & Safety		
	29.1 [Sec] advised we have had a visit from Peninsula (Thursday 21 st June) and now await their report. 29.2 The main issues expected are staff training and implementing a fire drill procedure. Record keeping may also be raised. 29.3 The report will be circulated once it has been received. 29.4 Mention was made the [IC] is planning a course review using the existing reports and in conjunction with [Sec] and the Course Manager.		
JDS 30.0	Captain's Committee Minutes		
	30.1 The Captain's Committee minutes from 2 nd May were circulated prior to the meeting. 30.2 Comment was made that the Captain's Committee had also identified the furniture as an issue and it is an opportunity to look at what we have got and get rid of what we don't need, purchasing additional suitable furniture. 30.3 It was questioned what the rules for the Citrus Bowl were and it was felt this had been rushed through and not particularly well planned.		

	<p>30.4 Captain's Charity Day evening was good and the atmosphere was much more what is required. It was thought the Club would get used more if that sort of atmosphere was created. More numbers would also be developed in this way.</p> <p>30.5 It was questioned whether the Captain's Committee was working and comment was made that they are learning the ropes and the Board will look to assist them. [JDS] has asked to attend the next meeting (Wednesday July 11th – 5pm) and provide an update of what the Board is doing.</p> <p>30.6 Comment was made that the change in tee times on a Wednesday is not working and wasn't communicated to Members.</p> <p>30.7 In terms of the shoe cleaner, we have a course that doesn't cause a great deal of dirt and mud and it was considered at this time that brushes are suitable and perhaps when funds allow a new cleaner could be considered.</p>		
JDS 31.0	Business Plan		
	<p>31.1 An initial draft of the strategic plan was circulated before the meeting.</p> <p>31.2 With the amount going on at present, the effectiveness of the Board has been diminished. [JDS] has started the plan, assigning responsibilities and hopes it is ok.</p> <p>31.3 At this stage there are not timelines for the activities and this is a working document.</p> <p>31.4 It is important to have a strong junior section.</p> <p>31.5 The ultimate position would be to share the plan with the Members.</p> <p>31.6 It was commented on that a date to meet with the staff has still not been rearranged. The management team has not yet come back with any available dates.</p> <p>31.7 [JDS] stressed there is sometimes noise at the Club that we need to ignore and that the Board has been appointed to take the Club forward and does not feel that much has been done in the first few months.</p> <p>31.8 The Board has agreed to produce a strategy document by the end of September.</p> <p>31.9 Mention was made of the pavilion and the men's shower room.</p> <p>31.10 It was considered that 'visitors' needed to be included in the Mission Statement.</p> <p>31.11 The core items in the paper were accepted although the retention numbers had not been fully checked.</p> <p>31.12 The Financial Reality section was the thoughts of [JDS] and needs clarifying and thoughts on how we address them.</p> <p>31.13 It was agreed that for the next meeting, a skeleton report for each area of responsibility would be produced so that 'more meat can be put on the bones'.</p>		
JDS 32.0	Quarterly Review of Accounts for Period End 31st May 2018		
	<p>32.1 Paper 13/18 detailing the quarterly accounts, together with the figures for the period were circulated prior to the meeting.</p> <p>32.2 [Sec] advised that although there was a positive variance against budget showing of £52,644, there were a number of reasons for this as outlined in the paper. Irrecoverable VAT of £4,144 had not yet been processed.</p> <p>32.3 The page detailing membership numbers was explained with each month showing a budgeted number, giving an end of quarter budget. Actual figures were then added at the quarterly review. There is always a dip in June and July at renewal time.</p> <p>32.4 Comment was made that we need innovative ways to attract new Members. Festival of Golf may be an opportunity to have a 'stall' with brochures available.</p> <p>32.5 The question of contacting new members and getting them involved and asking them to introduce others was thought important. It was felt that the Captain's Committee should be active in this area but initially [MA] volunteered to stand as a contact for new members and [NM] would support him.</p> <p>32.6 It was thought a get together with the Captain's Committee was needed as we should all be working together as one team. Mention was also made about the staff</p>		

	<p>get together not yet being arranged and [Sec] will raise this at the management meeting on Friday (29th June).</p> <p>32.7 [MA] mentioned he had met with [Sec] to go through systems and processes and reported that there are robust systems in place.</p> <p>32.8 A large part of the positive variance was within subscriptions and it is probable that this is just down to timing. More will be known towards the end of June when Members should definitely have paid their subs.</p> <p>32.9 The bar had a good month in May. The purchases being more than budgeted relate to accounting entries due to stock adjustments.</p>	[Sec]	29/6/18
JDS 33.0	Marketing		
	<p>33.1 This will form part of the strategy plan.</p> <p>33.2 As yet the website review has not been done but will be completed by the next meeting.</p>	[TR]	20/8/18
JDS 34.0	Board Effectiveness Review		
	34.1 This will be deferred until the next meeting.		
JDS 35.0	Secretary's Report		
	<p>35.1 The Secretary's report, covering membership numbers and the bar report was circulated prior to the meeting.</p> <p>35.2 The bar performance is up and we have had a few good functions, which have been birthday celebrations. This has brought us back in line with budgeted turnover.</p> <p>35.3 Wages are to be reviewed and this will also come forward to the next meeting. It is done at this time so that the Club knows the position of renewals and is back dated to April for payment to staff if appropriate.</p>	[GW]	20/8/18
JDS 36.0	Correspondence		
	36.1 [DI] had received a phone call regarding the noise on the night of one of the parties. [Sec] advised we had the Licensing Authority here to discuss that and they were happy that we were operating within our license. However it was thought that some local PR might be worthwhile and could be an opportunity to attract more social members.		
JDS 37.0	Any Other Business		
	37.1 [JDS] mentioned there may be an impromptu meeting in July.		
JDS 38.0	Date of Next Meeting		
	Monday 20 th August 2018 6.00pm.		