



MINEHEAD & WEST SOMERSET GOLF CLUB

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MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON 24TH MARCH 2014 AT 5.30 P.M.

PRESENT

P Fullbrook - Chairman

John Fulwell – Treasurer

P Arbourne – Captain

Ros Chidgey – Ladies Captain

J A' Court – Premises

Jayne Fulwell – Bar & Social

T Bowden – Competitions & Hcps

K Lockett - Vice - Ladies Captain

G Mason – Retiring Captain

I Gover – Junior Organiser

D Bickerstaff – Competitions & Hcps

IN ATTENDANCE:

T John (President), S Archer (Bar Manager), A Giles (Minutes)

1. INTRODUCTION & APOLOGIES

The Chairman welcomed D Bickerstaff and I Gover onto the committee and wished them success in their posts.

Apologies were received from C Valentine, P Bowden.

2. MINUTES & MATTERS ARISING

2.1 Approval of Minutes: The minutes of the meeting held on the 17th February 2014, circulated prior to the meeting, were approved.

2.2 Clubhouse Lighting: G Mason reported that significant savings could be made on electricity costs if the light bulbs in the dining room and lounge were replaced with LED bulbs. The cost of replacing the bulbs would be £367. It was unanimously agreed that the bulbs should be replaced

as soon as possible.

2.3 Coffee Machine: G Mason reported that the new coffee machine was not being used sufficiently to meet the quota in the contract. It was felt that use of the machine was being adversely affected by the availability of coffee on the bar. It was agreed that coffee would no longer be made available from the bar, members requiring coffee in future will need to order from the kitchen or use the machine.

2.4 Variations to Subscriptions – Mr Mark Perkins: The Chairman confirmed that he had contacted Mr Perkins and discussed his request for a reduction in his annual subscription due to ill health. The issues require further clarification and at present the matter is unresolved.

2.5 Outstanding Subscriptions: The Treasurer circulated a list of full playing members who had recently resigned from the club and other members who, to date, had not paid their 2014 subscription. It was agreed that the members who have not yet paid their subscription in 2014 would be contacted in order to determine the reasons why they had not done so.

3. DATE AND ACTION PLAN FOR SPECIAL GENERAL MEETING

The Special General Meeting to be arranged in accordance with Rule 13 of the club and agreed at the AGM held on March 15th 2014 was debated. The items to be discussed at the meeting would be:

1. Proposal put forward by the Seniors Section to amend Rule 5 of the Club so as to include a representative of the Seniors Section, with full voting rights, on the Management Committee.
2. Amendment to Rule 17. Proposals to change some of the membership categories of the Club and the conditions associated with those categories.

It was agreed that a Special General Meeting will be called for Friday 13th June 2014. The Chairman will set up a working group to determine the possible financial impact of changes to Rule 17 and to provide other supplementary information for the meeting.

The Chairman confirmed that members will be able to vote by proxy on both items on the agenda in accordance with Rule 13 (g).

4. TREASURERS FORUM

4.1 Financial Position: The Treasurer reported that, whilst it was still relatively early in the year,

the financial position of the Club compared favourably with the same period in the previous year.

Detailed figures for expenditure and income in the first quarter (1st January 2014 to 31st 2014) will be presented to the April meeting of the Management Committee.

4.2 Budget 2014: The Treasurer confirmed that in accordance with a proposal made at the recent AGM, a summary of the 2014 budget will be displayed on the Club notice board. Performance against the budget will also be displayed periodically throughout the year.

4.3 Office Improvements: The Treasurer sought the views of the Committee regarding the improvement of office facilities as agreed at the February meeting. It was agreed that a working group would begin clearing the office and removing unnecessary records etc during the period 4th – 6th April 2014. Once cleared the office will be refurbished and re-equipped. The project would be led by the Treasurer with the assistance of other members of the Management Committee. Margaret Stone had been kept informed.

5. SECTION REPORTS

5.1 Course Managers Report

The Chairman presented a report prepared by the Course Manager, Craig Valentine, which had been circulated prior to the meeting and is appended to these minutes.

5.1.1 Course Improvements: The Course Managers report provided an update on the position regarding improvements to the 14th tee and a progress report on the dumping of spoil which is going well. Work will shortly commence on the practice area; this will require the removal of two fir trees adjacent to the green keeper's area to enable vehicular access.

5.1.2 Sickness Cover: Due to the long term sickness of one of the green keeping staff Andy Atkins has been engaged on a self-employed basis, to undertake various small projects as directed by the Head Green Keeper. He will work as and when required but his hours will not exceed twenty hours per week. His hourly rate will not exceed that of the current staff and his period of employment will be limited to a maximum of three months.

5.1.3 Tree Adjacent to Seventh Tee: At the request of the Course Manager, the Management Committee again considered the options for the tree adjacent to the seventh tee following

representations from members, some wanting it removed and others, who would prefer it to stay.

The Committee unanimously agreed to stand by its previous decision to remove the tree.

5.2 CAPTAINS REPORT

The Captain delivered a brief report on his captaincy so far. He also stated his intention to form the Captains Sub Committee in order to carry out various projects on behalf of the Club.

5.3 BAR AND SOCIAL REPORT

The report of the Bar and Social Manager, Jayne Fulwell had been circulated prior to the meeting and is appended to these minutes.

6. STAFFING

6.1 Review of Current Staffing Arrangements: The Management Committee considered a report prepared and presented by the Bar and Social Manager, Jayne Fulwell regarding current staffing arrangements, circulated prior to the meeting. Due to the sensitive nature of the report and the debate and decisions which followed, it was decided that both the report and the associated minutes should remain confidential.

6.2 Contracts of Employment: Tony Bowden reported that, having recently carried out a review of staff contracts of employment, he had found that only four members of staff have contracts. There is also considerable uncertainty surrounding the conditions of employment and contractual arrangements that are in place for the staff. It was agreed that Tony Bowden would discuss outstanding matters with Margaret Stone and the Course Manager, Craig Valentine with the aim of getting new contracts of employment in place for all staff as soon as possible.

7. MARKETING

A report detailing matters discussed at the first meeting of the Marketing Group had been circulated by the Bar and Social Manager Jayne Fulwell, prior to the meeting. A number of issues were debated and the following items were approved:

7.1 Club Website: It was agreed that improvements needed to be made to the club website and a number of options were discussed. It was agreed that Ian Gover would speak with Neil Bowyer, a member of the Marketing Group, with a view to formulating a proposal for upgrading the website.

7.2 Recruitment Incentive: It was agreed that an improved incentive scheme whereby members receive £50 if they recruit a new full playing member, plus a further £50 if that membership is renewed next January, be put in place.

7.3 Course Marshall: It was agreed that the feasibility of introducing a course marshalling system, using volunteers from within the club, would be investigated.

7.4 Direction Signs: Reports had been received from visitors to the club that the direction signs on the course were inadequate. It was agreed that signage would be improved where necessary.

7.5 Golf Breaks: It was agreed that Marketing Group, in conjunction with the Pro Shop, would seek to increase green fee income through the promotion of the club via websites offering golf breaks etc. Specific details of such promotions to be agreed with the Pro Shop.

8. BUGGIES ON THE COURSE

The Chairman and Course Manager, in consultation with the Pro Shop, will seek to address the outstanding issues regarding the use of buggies on the course. It is hoped that this will be concluded in the next two weeks allowing greater use of the buggies acquired by the Pro Shop.

9. KITCHEN EQUIPMENT

The Chairman reported that there were problems with many items of the existing kitchen equipment; some items had broken down and others were judged to be unfit for purpose. It was agreed that £3,500 would be made available from the 2014 landfill income in order to install updated kitchen equipment such as a combination oven, grill, fryer etc.

10. ANY OTHER BUSINESS

10.1 Bridge Club: Gerry Mason reported that the Bridge Club had found an alternative venue and would not now be hiring the club facilities for their functions.

10.2 Seniors Event 1st November 2014: A number of issues were raised regarding the event to be held by the Seniors Section on the 1st November. It was agreed that a catering charge of £20 per head would be levied for the event (subsequently modified to £ 17.50 with no bacon bap) and a further £6 green fee charged per playing guest. It was also agreed that a 'shotgun' start would be permissible for the event and that the course would be closed for the morning.

10.3 County Golf Event – October 2014: The Chairman reported that an approach had been

received to hold an event at the club involving a number of Somerset and Devon county golfers over the weekend of 24th to 26th October 2014. It was agreed in principle to accommodate the event subject to agreement of tee times, costs etc.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 28th April 2014 at **6.30pm**.

Meeting Closed 7.30 pm