

Gosport & Stokes Bay Golf Club

Minutes of the Committee Meeting held on 13th November 2018

The meeting opened at 18.10 hrs

(Grey font: Closed business – will be removed in next month's minutes)

1. In Attendance:

Pete Fry	PF	Club Captain/Officer of the Club (OOB) Chairperson (casting vote)
Ray Spittles	RS	Club Vice Captain/ OOC
Paul Bearman	PB	Club Treasurer/OOC
Sue Tosdevin	ST	Club Secretary/OOC
Mark Williams	MW	Chairman of the Greens (COG)
Geoff Laver	GL	Seniors' Captain
John Joice	JJ	Seniors' Vice Captain (Non-voting)
Julie Beames	JB	Past Lady Captain
Fiona Todd	FT	Ladies Vice-Captain (non-voting)
Carol Evans	CE	Minute taker (non-voting)

2. Apologies:

John Gunther	JG	Acting Mens Captain
Gordon Reid	GR	Seniors' Secretary (non-voting)
Donna Lloyd-Henry	DLH	Lady Captain

3. Corrections/Acceptance to Previous Minutes

Minutes from 9th October accepted.

4. Matters Outstanding at 13th November 2018:

Serial:		Action
006	Suggestion Book: 09 Oct 18: A new bench has been received and will be located at the back of the 18 th green. The Maureen Butchard memorial plaque will be moved onto this bench – completed. A request to fill in the hole alongside the 12 th tee was received which was agreed - completed. Following a theft of an item hanging on the clothes rail in the Men's changing room a request to install CCTV has been made. This cannot be accepted due to personal privacy issues when people are changing. Instead Notices will be put up warning people not to leave items unsecured outside lockers – completed. 13 Nov 18: RS to request quotes for CCTV to be located outside the locker rooms.	Priority Low
	13 Nov 18: a bridge has been requested at the 5/14 on the right-hand side of the gully, this request has been noted and will be considered in the future. Also a request for green staff not to drive through the GUR on the 5 th fairway, this has been noted and the greens staff will be requested to avoid.	RS MW
013	Ladies Toilets: 10 Oct 17: Looking at fitting 3 toilets, possible extension, to use as storage area as well. PF suggested a long-term master plan for all clubhouse changes. 14 Nov: on-going, PBM to request clubhouse plans to review. Philippa Banner to forward Fire Plan used for the Risk Assessment. PF requested that a master plan be produced to gain an overview of all intended works. 12 Dec: PB to arrange for sketch with measurements to be produced of the clubhouse ground plan, to enable long term plans to be drawn up. 09 Jan 18: On-going. 13 Feb 18: PB advised that Gosport Home Improvements no longer carry out this type of work, locate another builder to estimate, plans to include better storage facilities. 13 Mar 18: PB has arranged for a local builder to visit and give a rough guide price, this will be tabled at the next committee meeting and then reviewed by the Finance committee. 17 Apr 18: Rough price of £18k from Covers,	Priority Low

PB to get drawings and firm price for next meeting. JB to check with Kier. Discussion regarding disabled toilet access via ladies locker room, JB to check. 08 May 18: Close to getting a price, which includes brick-built storage area and disabled access, then after Ladies and Club committee agreement, will need ask for member's approval at an EGM as project will be over £25k. 12 Jun 18: on-going, meeting to take place next week. 14 Aug 18: Design work has yet to be completed and no builder is currently keen, approval from MOD landlords also required so no prospect of an early start. Carpet tiles and worksurface needs attention and this will be prioritised. 11 Sep 218: This project is not going to happen in the near future. Clubhouse drawings need to be produced before any additional clubhouse building work is considered, which needs to be an integrated project to address all of the outstanding building issue legacies (ladies and gents changing rooms, disabled toilets and access, wall issues and additional storage requirements). In the short term the ladies changing rooms need work on flooring and sink areas and this will be prioritised. DLH will speak to ST re new carpet tiles. 09 Oct 18: Sink has been completed. Non-slip flooring and new carpet will be ordered asap. 13 Nov 18: this is to be installed in January 2019.

ST

034 **Kevin Maris:** 12 Dec 17: Meeting to held in January to discuss **Junior golf** and **Shop stock levels**. 09 Jan 18: on-going. 13 Feb 18: PF/JM to advise Kevin that he should retrieve any practice balls from the 9th. Future plans are to fence off the practice area, estimate to be obtained. Also shop stock levels to be reviewed. 13 Mar 18: Shop stock levels have been reduced. PF to source specialist netting company for suggestions / estimates. On-going to hold meeting with Kev Maris. 17 Apr 18: Thank you to Mark Williams for the netting for the practice area. PF advised that the fence will go up eventually – on-going meeting to be arranged with Kev Maris. 08 May 18: Netting for the practice area is on the list to do. There are still practice area issues, PF to write to Kevin Maris to advise on clearing up afterwards. 12 Jun 18: on-going, after much discussion 3 actions: 1. RS to set up meeting with Kev Maris. 2. Check Risk Assessment covers the Practice Area. 3. Risk Assessment required from Kev Maris for the children in lessons. 14 Aug 18: RS has met with Kevin. A fence needs to be designed and priced to protect the 9th green and practice area from risks to each other and this work is ongoing with PF. 11 Sep 18: A 15m x 3m high fence is proposed. A quote will be requested from Coastal Netting and this together with images will be put to the Club Committee for approval. 09 Oct 18: Ongoing. 13 Nov 18: Risk Assessments for the practice area have been prepared - Ongoing.

**Priority
Medium**

PF

047 **Land Collapse:** 13 Jun 17: JM raised the issue regarding the land collapsing into the lake by the 7/16 fairways, letter to be sent to Defence Infrastructure Organisation (DIO) to seek their views. 11 Jul/12 Sep/10 Oct: on-going, letter has been sent to DIO, awaiting response. 14 Nov: meeting held on 25 Oct with DIO, the land surrounding the ponds are part of the council land. PF to arrange meeting with GBC to discuss. 12 Dec: on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: PF has written to the council environmental section to request meeting, also covers Dog Walkers 015 & Pump House 069. 17 Apr 18: on-going – aim to get meeting arranged to discuss Land Collapse, Dog Walkers & Pump House Cladding. 08 May 18: on-going. 12 Jun 18: on-going. 14 Aug 18: No response yet from council. This will be hastened as other priorities allow. 11 Sep 18: Ongoing. 09 Oct 18: The committee agreed that this is a low priority low risk issue. It will be left on the minutes to be followed up at some time in the next year as other priorities allow. 13 Nov 18: Closed until re-raised.

Closed

055 **Course Signage:** 11 Jul 17: The provision of smarter signs around the course was raised and supported by the committee. PF requested that all ideas (where & wording) for course signage be forwarded to him as he would like to get all ideas together for the committee. This may have an impact on the scorecard local rules wording. This includes the Course Information board (Tee of the day – yellow). 12 Sep: MW advised that new course information sign would be about £1500; however, there are a lot of variations that need to be considered, subcommittee to be set up – Philippa Banner/MW/GR. 10 Oct: on-going, meeting to be arranged. 14 Nov: meeting to be held on Wed 29 Nov, PF to

**Priority
Medium**

- forward potential sign information. Also new Club sign to be placed to the entrance to the Golf Club and Lucy's Garden raised flower bed, tiled sign to be improved. 12 Dec: on-going. 09 Jan 18: The Course Risk Assessment is still outstanding, JB to ask Philippa Banner if she will co-ordinate this. MW has details of signage contact. 13 Feb 18: JB advised that Philippa is prepared to carry this out, although she cannot complete until her support boot has been removed as she will need to walk the course. 13 Mar 18: on-going, see also DLH letter to be taken into consideration regarding signage for the 'Rights of Way' through the course. PF has prepared a list of signs. 17 Apr 18: on-going. 08 May 18: Course Risk Assessments progressing. 12 Jun 18: on-going. 14 Aug 18: Risk assessment work is complete and OOC need to finalise sign content and location, agreed with head greenkeeper before purchase and erection can be completed. 11 Sept 18: The OOC will meet to review signage requirements prior to a greenkeepers meeting (also includes 'Dog Walking' signage). 09 Oct 18: The OOC will meet on the 25 October to review all risk assessments from which new signage requirements will be identified. Once agreed purchase and erection of signs will quickly follow. 13 Nov 18: meeting held and all Risk Assessments reviewed, a proposed list of 26 signs has been prepared, these will be prioritised and gradually ordered. Scorecards also require review. OOC
- 069 **Pump House Cladding:** from 004 Pump. 12 Sep 2017: cladding estimate received of £11k, (note: no specification received), concern over cost to GBC. Clause states cladding has to be in place 3 months from date of delivery. PF to write to GBC Environmental section with our concerns. 10 Oct: letter on-going. 14 Nov: GBC Environmental letter on-going. 12 Dec: on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: PF has suggested better solutions, on-going. 17 Apr 18: on-going see 047. 08 May 18: Council rep to be contacted and advised of solution. 12 Jun 18: on-going. 14 Aug 18: on-going. 11 Sep 18: on-going. 09 Oct 18: no progress on this item. 13 Nov 18: closed until re-raised. Closed
- 076 **Welcome/Induction Booklet:** 14 Nov 17: reference 068 CASC changes to constitution, which removes the need to 'interview' members, suggest that this is replaced with an Induction Meeting, the Ladies section have a 'Welcome' booklet, and this is to be revamped for ST to give out to all new members. CE agreed to draft. 12 Dec: template received from ladies section, on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: on-going. 17 Apr 18: on-going. 08 May 18: on-going. 12 Jun 18: on-going. 14 Aug 18: on-going. 11 Sep 18: on-going. 09 Oct 18: no progress on this item. 13 Nov 18: on-going. CE Priority Low
- 089 **Spot Check Regime:** 09 Jan 18: OOC to set in place procedures to spot check staff training records and cleanliness, for the bar, restaurant, shop and green keeper areas. 13 Feb 18: on-going. 13 Mar 18: to be discussed at the next Officers meeting, on-going. 17 Apr 18: on-going, more format required. 08 May 18: on-going. 12 Jun 18: on-going – Also Fire Alarm drills must be held and recorded, ST to check how often to be held, GL to bring in log book to record. 14 Aug 18: ongoing. 11 Sep 18: GL has brought in a fire logbook, regime of use to be set up. 09 Oct 18: ST to establish a Monday morning fire alarm test routine. 13 Nov 18: alarm test routine established. Closed
- 092 **General Data Protection Regulations (GDPR):** 09 Jan 18: new GDPR regulations due 25 May 18, PF to review how this impacts on our member's information. 13 Feb 18: all members to be requested to give written approval/consent by completion of a form to allow contact by email / phone/ post etc. 13 Mar 18: draft form prepared, this will be sent to all members, on-going. 17 Apr 18: on-going – PF has draft form to issue to members. 08 May 18: PF to pass form to ST to distribute. 12 Jun 18: members have been contacted and RS agreed to add responses to a spread sheet for further action by the sections. NOTE: all emails to members through the Club Systems communications must be sent via ST. 14 Aug 18: Only a small number of members have so far returned their communication approval form. ST would provide a print out of those who have failed to return forms. Extra copies of forms would be printed and members would be hastened individually to complete these. 11 Sep 18: Club V1 hold approvals for members using their Priority Medium

- systems and members can amend this themselves online. We need to review our own data holdings and responsibilities prior to amending and reissuing any policy statements or use approval notices. 09 Oct 18: A data enquiry has been received from a member which is taking priority but will also ensure we identify all data holdings and their management. 13 Nov 18: the enquiry has been answered satisfactorily. In our Privacy Statement we advise that we give members names and phone numbers to other members. The Club V1 data is protected by Club Systems. ST/OOC
- 120 **Winter Tees:** 17 Apr 18: winter tee positions to be decided, prioritise by September 2018. 08 May 18: Astro turf prices to be obtained, maybe get one or two completed first. 12 Jun 18: on-going. 14 Aug 18: This project has been side-lined by more important work. On-going 11 Sep 18: If time allows it may be possible to fit Astro turf to one or two tees prior to winter. This will be investigated. 09 Oct 18: Ongoing. 13 Nov 18: suggested that 1st and 10th tees are trialled initially. PF **Priority Medium**
- 127 **England Golf – Get into Golf Initiative:** 17 Apr 2018: JB requested that we look into how we can be part of this golf initiative; Risk Assessments required, to be reviewed. 08 May 18: Risk assessment on-going, ST to send out and feedback required by next week. 12 Jun 18: on-going, awaiting Risk Assessments. 14 Aug 18: Ongoing. 11 Sep 18: completed risk assessments need to be reviewed by the OOC before any action on this can proceed. 09 Oct 18: The OOC will meet on the 25 October to review all risk assessments. 13 Nov 18: The Risk Assessments have been reviewed, Ladies Section to continue with this initiative. DLH/FT **Priority Medium**
- 132 **Independent Financial Advice:** 08 May 18: OOC to seek independent financial advice. 12 Jun 18: on-going, awaiting new date. 14 Aug 18: On-going. 11 Sep 18: Action continues. 09 Oct 18: Ongoing. 13 Nov 18: Ongoing. OOC **Priority Medium**
- 134 **Committee Parking:** 08 May 18: GL enquired as to the history behind why the seniors captain has never had a designated car parking space as do other captains of sections. He suggested that all designated car spaces were removed and replaced with committee spaces only, which would be filled on a first come first served basis by committee members. After some discussion, it was decided that all captains of sections would have a designated car space and some additional spaces adjacent to the first tee would be allocated for committee members. During this discussion PB also said he was going to advise subcommittee members who shouldn't be parking there. 12 Jun 18: on-going, ST to look into sign writing on the car park. 14 Aug 18: It was agreed that the Senior Captain was the highest priority and he would be allocated a space adjacent to the 1st tee to make positioning of signage easier. Sign would be purchased with other course signs. 11 Sep 18: action continues. 09 Oct 18: Ongoing. 13 Nov 18: It was agreed that the 'Lady Captain' space would be a shared 'Captains' space for the Men, Senior or Lady Captain, as it is very unlikely that all 3 captains would require the space at the same time, (if so, the other 'committee' spaces should be used). The word 'Lady' is to be removed and the 'Caterer' space. It was agreed to close this item. **Closed**
- 135 **Junior Secretary:** 08 May 18: Possible candidate to be DBS checked, then seconded onto the committee if no objections, PF to talk to him. 12 Jun 18: Matt Searle unable to attend meetings as he has prior commitments on a Tuesday evening, Matt to be requested to email a report in for the meetings. 14 Aug 18: Matt is now unable to undertake this role so the search for a new Junior Secretary continues. 11 Sep 18: No candidates have been identified. On-going. 09 Oct 18: still no candidate identified. 13 Nov 18: Continue to find someone. ALL **Priority Medium**
- 139 **Shoe Cleaning Machine:** 08 May 18: DLH enquired about the shoe cleaning machine, PB advised it's on the list to purchase. 12 Jun 18: on-going, preparation works combined with 142. 14 Aug 18: This will now be sited adjacent to the flower bed by the shop. A box and grill need to be procured. 11 Sep 18: action continues. 09 Oct 18: ongoing. 13 Nov 18: PB to email 2 quotes to committee for agreement for this to go ahead. PB **Priority Medium**
- 144 **Patio by New Restaurant Doors:** 08 May 18: PB advised that Mick Watts and John **Priority**

- Gunther will remove excess soil from under the doors and lay 20 x 2' x 2' paving slabs joining up with the existing patio. This will allow these doors to be used. The costing will be the slabs and sand & cement. Should we wish to progress further I have brought a couple of House of Tents Brochures, the cheapest and the most expensive marquee as a guide. Both tents are 5m wide by 12m long and can be opened up from either end or side. The cheaper one is 2m high and the more expensive one is 2.6m high. The more expensive one is obviously better quality. One problem would be Winter Storage and if the Ladies Toilet storage is not completed (which I do not think it will be). We could always use one of our new buggy bays if they are completed, and they should be. 12 Jun 18: paving slabs to be levelled with the door. Make good area outside patio door, compact sand, ready for the wedding 23 June. 14 Aug 18: Builders were not interested in the work to finish the patio area. This needs to be done and so the services of a skilled handyman would be sought. 11 Sep 18: It is proving difficult to get someone to finish this work. On-going. 09 Oct 18: a builder has been identified and costs are being discussed. 13 Nov 18: works to be carried out on 1st/2nd December, ST to email Kev Maris to advise not to hold lessons on this day. **Medium** ST
- 152 **Training:** 11 Sep 18: There is no training process in place for clubhouse staff identifying requirement, delivery method and recording completion. Work will be undertaken over the winter to rectify this deficiency. 09 Oct 18: Ongoing. 13 Nov 18: Process is to be set up next year. **Priority Medium** OOC
- 153 **Clubhouse Cleaning:** 09 Oct 18: Issues were raised about the cleaning of the patio area and other areas outside the clubhouse. This would be discussed with club staff to establish responsibilities. 13 Nov 18: on-going. **Priority Medium** PF
- 154 **Beer Cellar:** 09 Oct 18: There is an open drain in the doorway of the beer cellar which is illegal. This needs to be rectified. 13 Nov 18: cover to be fitted, on-going. **Priority High** OOC
- 155 **Fog Issues:** 09 Oct 18: The problem of players teeing off in fog, the safety of green staff when they do and the responsibility of the club was discussed. This is a complex and difficult issue to manage effectively. It was agreed that a marker pole would be placed on the first fairway which needs to be in view for players to start. Green staff should cease work on the course if their safety is in doubt. 13 Nov 18: Marker pole with Blue disc to be erected, on-going. **Priority High** OOC
- 156 **Photos:** 13 Nov 18: ST to arrange another session of photos for the club house for Donna, John and Ray. **Priority Low** ST

5. Treasurer/Finance Report:

13 Nov 18: The membership has increased to higher than last year, bringing in over £10k more this year than last, this is due partly to this committee advertising policy. After a wet start to the year, green fees have started to get to an amount we were expecting, the bar takings are also recovering to last year's amount. In view of this we are trying an increase to members discount in the bar from 17.5% to 25% from 1st December 2018 until 31st January 2019.

Spending on machinery has gone slightly over budget having bought a Vertidrain aerator, a Toro workman buggy and a utility mower, we are also paying for the greens machine. Next year we will be buying a 2nd hand pro core 648, a New fairway slitter, a second-hand greens slitter and finalise the payments of the greens machine.

In 2020 we will need a new rough cutter costing £35k.

We are progressing with several ideas and plans that we will put on our news bulletins as and when they are agreed and finalised.

The latest advertising offer for Christmas period has already brought in two new members.

6. Secretary/Manager Report:

13 Nov 18: the bank balance is £49k (last year £53k) which includes £36k which has been transferred from the Gilkicker account to cover the bunker works. The balance in the

Gilkicker account is £405,968.

PAT testing is required to be carried out.

The bungalow patio door and window are to be replaced. The boiler in the bungalow is not working efficiently, 1 x quote received for replacement, another to be obtained.

The OOC have agreed that members have 25% swipe card discount during the months Dec and Jan to encourage usage in the bar. This is to be included in the newsletter.

7. Chairman of The Greens Report:

13 Nov 18: MW advised that the team have been working hard, it should also be noted that this has been the worst year for the weather. Portsmouth Water are to improve the water main, which should help fill the tank quicker to assist with the course irrigation. Shed access is to be improved, with Covers supplying some materials. The uneven tees are to be levelled where possible. The other bunkers are to be edged with AstroTurf. Possibly set up a greens committee.

Pump usage:

Date	Hours
15 Oct 18	3h
16 Oct 18	2h 15m
17 Oct 18	1h 25m
31 Oct 18	1h
07 Nov 18	1h 15m
09 Nov 18	1h 25m
10 Nov 18	45m
11 Nov 18	45m
12 Nov 18	2h 45m

PF has received comments on the uneven greens, MW advised that the green keepers, said this will be rectified.

Issue around getting out of the 9th Bunker, MW agreed to review.

RS requested that the greens staff tidy up after works have been completed.

8. Social Secretary Report:

13 Nov 18: Social Secretary post remains vacant. An Elvis act will be at the club on 23rd November. New Year's Eve party to go ahead. More social functions required to be held in the club house.

9. Men's Section Report:

13 Nov 18: no report.

10 Ladies Section Report:

13 Nov 18: In my absence, Julie Beames is kindly representing me, and may I introduce Fiona Todd as our Lady Vice-captain, welcome Fiona. I look forward to working with you all over the coming year.

Our AGM and prize giving held on 7th November, was well attended and a great success.

My Charity is Square Pegs, a relatively new charity formed in 2016, whose aim to support the whole community, reducing social isolation, encouraging inclusivity, and promoting well-being through creative groups and activities.

Following our Ladies Committee Meeting on Monday 29th October, it was brought to our attention that several of our members are also deeply concerned some Health & Safety issues are not up to date. Donna did email the OOC on the 3rd November, with more specific details as the club has a duty of care towards members, visitors, pedestrians, trespassers etc., who by law, could be affected by the club's act's or omissions. We also look forward to the signage being completed, so we can progress the last link for 'Get into Golf' recognition, including use of their website to increase members.

The Ladies 2019 Fixture list has now been distributed.

Thursday 29th November, the ladies will decorate the club house Christmas tree.
Saturday 8th December the Ladies will hold their Christmas lunch.
DLH requested that Square Pegs be permitted to use G&SBGC in their marketing communications, this was agreed in principle, however more details required.

11 Seniors Section Report:

13 Nov 18: no report, see AOB. PF requested that the seniors be reminded that they do not have a tee time booked on a Friday morning, it is a roll-up and other members/green fees can play during this time, suggest using the 'ball shute' to determine turn of play.

12 Junior Section Report:

13 Nov 18: The club continued to seek a Junior Convenor and, in the meantime, would continue to seek to hold junior competitions.

13. Sub Committee Reports:

13 Nov 18: There had been no meetings of the following committees during the last month: Finance committee / Pro-Am committee / Social committee.

14. Club Captain Report:

13 Nov 18: as mentioned last month, a proposal had been received from Hampshire County Golf to include a Hampshire Card for all members in an increased Hampshire annual fee. The committee agreed to oppose this based on cost and that few members want to use the card. PF to attend the Hampshire County Golf AGM on 20th December, where the outcome of this will be communicated.

A 6-page letter has been received and requires to be responded to.

An EGM would be arranged in January/February to set 2019 fees and the AGM confirmed in the diary, EGM suggested 2nd week in January.

New Rules Forum to be organised, R&A can provide PowerPoint presentation, quiz etc.

15. Club Constitution/Rules: Amendments and Revisions:

13 Nov 18: JJ advised some minor amendments to the Club Rules that will be incorporated in the next issue.

16. Any Other Business from 13th November 2018:

Also See Section 4, serial numbers 155 - 156 for new actions.

Club Solicitor: PB advised that a Club solicitor is being sourced to take over from John Guest who recently retired.

Limited Company Status: PB advised that the benefits of becoming a 'Limited' company are being investigated with the solicitor, our accountant and GCMA.

Seniors Xmas Do: GL asked for the initial wine on the meal tables to be purchased at a reduced cost due to the double-booked Seniors Xmas do, this was agreed.

Greens Roller: GL enquired whether a 'Greens Roller' was required to compact the greens, MW to investigate.

Alternative Tee: GL enquired whether some seniors were permitted to play off the red tees in competition, this was agreed in principle, however this was referred to the Seniors section competition secretary for review/implementation.

Work Parties Required: RS advised that a Work Party is required to put the past captain's pictures back up in the clubhouse, currently in the office, GL/JB/FT volunteered.

GSBGC Tiles: RS advised that the GSBGC tiles on the front of the flower bed are to be replaced a sign.

Meeting closed at 21.15.

The next Club Committee meeting date is to be Tuesday 11th December 2018 at **1800**.

Distribution:

Club Committee

Head Greenkeeper

Main Noticeboard

Website

Revised Agenda:

CLUB COMMITTEE AGENDA

1. Attendance
2. Apologies
3. Corrections/Acceptance to previous minutes
4. Matters Outstanding/Actions from the previous meeting
5. Treasurer/Finance – report, issues
6. Secretary/Manager – report, issues
7. Chairman of the Greens – report, issues
8. Social Secretary – report, issues
9. Mens Section – report, issues
10. Ladies Section – report, issues
11. Seniors Section – report, issues
12. Junior Section – report, issues
13. Sub-committees – report, issues
14. Club Captain – report, issues
15. Club Constitution/Rules: amendments and revisions.
16. AOB

Version 0.5, 14 November 2017 (to reflect the minutes order)