

Gosport & Stokes Bay Golf Club

Minutes of the Committee Meeting held on 11th September 2018

The meeting opened at 18.20 hrs (due to photocopying of minutes).
(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/ OOB |
| Paul Bearman | PB | Club Treasurer/OOB |
| Geoff Laver | GL | Seniors' Captain |
| Gordon Reid | GR | Seniors' Secretary (non-voting) |
| Donna Lloyd-Henry | DLH | Ladies Vice-Captain (non-voting) |

2. Apologies:

| | | |
|---------------|----|------------------------------|
| John Gunther | JG | Acting Mens Captain |
| Carol Evans | CE | Minute taker (non-voting) |
| Sue Tosdevin | ST | Club Secretary/OOB |
| Mark Williams | MW | Chairman of the Greens (COG) |
| Julie Beames | JB | Lady Captain |

3. Corrections/Acceptance to Previous Minutes

Minutes from 14th August accepted.

4. Matters Outstanding at 11th September 2018:

Serial:

006

Suggestion Book: 14 Aug 18: All comments have now been answered. There is a problem with the bench by the putting green which has now rotted beyond repair. Covers are providing new benches so location of these will be agreed and relocation of the memorial plaque to one of these will be investigated. 11 Sep 18: Ongoing as no new benches received yet.

Action

**Priority
Low**

PF

009

Licensing Hours: 09 Aug 16: Bar Steward (Victoria Shields) is to attend the 'Responsible Person' course and train her staff; records of the training are to be held. The event organiser needs to liaise with the Bar Steward about bar opening times outside of the normal routine. 12 Sep 17: Bar Steward has completed the training, ST to progress the **bar staff training and recording**. 10 Oct: on-going – see also 061. 14 Nov: On-going. 12 Dec: On-going. 09 Jan 18: On-going – see also new action 089. 13 Feb 18: JB advised that Safer Food Better Business (SFBB) books to be maintained, further info to be gained - On-going. 13 Mar 18: OOB to review records of training for all staff. External catering report to be requested from the Caterer for golf club records. 17 Apr 18: on-going, training policy to be reviewed and updated. 08 May 18: Review of Bar Steward contract required and training needs to be identified. 12 Jun 18: on-going. 14 Aug 18: Contract has been reviewed. Compilation of training requirements is ongoing. 11 Sep 18: Training is an ongoing issue across the club as no single system of identifying, monitoring and recording it exists and the high turnover of staff makes this a constant issue. A new action to consider a pan club training system will be opened and this action closed (see 152).

Closed

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

**Priority
Low**

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, 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.

PB/JB/PF

- 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. **Priority Medium**
- 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. **Priority Low**
- 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 forward potential sign information. Also new Club sign to be placed to the entrance to the Golf Club and **Priority Medium**

- 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. OOC
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).
- 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. PF
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. **Priority Low**
- 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. CE
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. **Priority Low**
- 077 **Clubhouse Hire:** 13 Mar 18: the club committee decided that £100 refundable deposit would be implemented to cover any 'wilful damage' to the clubhouse and surroundings, form to be reworded to cover this. ST to check with World Pay that transactions can be taken by card remotely. PF encouraged sections to use the venue for social events as the bar sales are important income to the club. 17 Apr 18: on-going for £100 deposit procedure to be implemented. 08 May 18: ST to review booking form and look into legalities, also review the technical difficulties to take swipe card, if not feasible? 12 Jun 18: on-going ST advised that the pre-authorisation on the terminals can be set up, ST to email draft Application form with 'up to £100'. Should members pay for club house hire? Finance committee to be asked to review. 14 Aug 18: On going. Following a recent double booking a notice would be placed in the bar that all bookings must be made through the Club Secretary. 11 Sept 18: On-going. **Priority Low**
- 081 **Call Point Signage:** 12 Dec 17: from 003 Health & Safety; signs to be added to each call point to notify evacuation assembly points. 09 Jan 18: GL volunteered to co-ordinate signage – What to do in the case of fire. 13 Feb 18: GL advised that the signage is now displayed, however exit signs are required and an Assembly Area sign to be displayed by the 1st tee. PF agreed to purchase. 13 Mar 18: exit sign completed, Assembly Area sign to be purchased and displayed by the 1st tee. 17 Apr 18: on-going, sign to be purchased. 08 May 18: on-going. 12 Jun 18: on-going – RS had provided and fitted some extra signage. 14 Aug 18: PF agreed to purchase the final sign before the next meeting. 11 Sep 18: Sign has been purchased but has yet to be erected. **Closed**
Post Meeting Note: sign has now been erected.
- 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 OOC **Priority Medium**

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.

- 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 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. **Priority Medium** 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. **Priority Medium** PF
- 124 **Suspended Membership:** 17 Apr 2018: PB advised that the Constitution requires amendment to clarify the process for members to suspend their membership, to be proposed at the next EGM/AGM. 08 May 18: on-going. 12 Jun 18: on-going, suspended memberships will be sought approval at the club committee meetings. 14 Aug 18: This will be on-going until the next AGM/EGM. 11 Sep 18: closed. **Closed**
- 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. **Priority Medium** ST/OOC
- 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. **Priority Medium** OOC
- 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. **Priority Low** OOC
- 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 **Priority Medium** ALL

candidates have been identified. On-going.

- 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. **Priority Medium**
PB
- 142 **New Electric Buggy Bay:** 08 May 18: PB advised that we have measured the area and can fit in 8 extra bays. John Gunther and Mick Watts on the tractor will dig out footings and put in base, Derby Watts has agreed to do the block work. (Blocks bought from Covers) we may need to hire a cement mixer. We have asked Frank Beetlestone for a cost of doors and roofing. Will report back when we have received this. The ladies buggy door which was falling of hinges has been repaired by John G new hinges fitted. John G is going to try to sell on the plastic and drain pipes on top of the buggy sheds as we have no need for them now. 12 Jun 18: on-going, preparation works combined with 139. 14 Aug 18: Work is progressing with foundations and walls built. Doors, roof and charging facilities awaited. 11 Sep 18: a quote has been received for the doors and roof which has been accepted. Work will complete soon. **Priority Low**
PB
- 143 **Drainage of 5th Fairway:** 08 May 18: PB advised that a costing of £3600.00 plus VAT was received from Turf Dry to survey the course for drainage works to be carried out as requested at the Officers Meeting. A costing was sought for the West Side only of the course. This costing would be £2400.00 plus VAT. This is the part of the course on the West side of Military Road as shown on Google maps and is in fact the path to Fort Gilkicker. I have told Melvyn Taylor that I would contact him either way, if we will or won't proceed. Review for next month. 12 Jun 18: on-going, MW to speak to the Head Green keeper for any ideas. 14 Aug 18: It was agreed that at this stage a full drainage survey would not be conducted. The OOC had walked the course and the Head Greenkeeper had a proposal to improve drainage by contouring the slope on the 4th fairway where the water sits and to dig out the ditches to improve water flow to the pump. It was agreed to pursue this and hire a digger for greenkeeper use. Work would commence on 24 Sep 18. 11 Sep 18: work due to commence on the 24 Sep and take one week. **Priority Medium**
MW/PB
- 144 **Patio by New Restaurant Doors:** 08 May 18: PB advised that Mick Watts and John 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. **Priority Medium**
OOC
- 146 **Mobile phones / ipads / tablets:** 12 Jun 18: Issue of them being used by shop staff was discussed, PF to write to the Senior Shop Assistant to advise all staff that these items may not be used whilst customers are awaiting service. 14 Aug 18: Despite not having written yet PF felt that the situation had improved and was much better. ST was concerned that errors were occurring on the till which she believed was due to inattention. She would write to staff to highlight this and with measures to improve accuracy. 11 Sep 18: On-going. **Priority Medium**
ST

- 147 **Machinery shed access:** 12 Jun 18: MW to speak with contractor on how this can be improved for the winter. 14 Aug 18: on-going. 11 Sep 18: action continues. **Priority Medium MW**
- 150 **Patio Tables and Chairs:** 12 June 18: DLH enquired whose responsibility it is for the patio table and chairs? 14 Aug 18: This is not covered in staff contracts. Further investigation is required. 11 Sep 18: On-going. **Priority Low PF**
- 151 **Socks colour:** 12 Jun 18: PF raised the issue of the socks colour, to be raised at the next AGM/EGM as constitution change required, currently says predominantly white.14 August 18: The issue is not just about sock colour but that the Club Committee have no powers to respond to changing fashion without an EGM/AGM. The OOC would seek to amend this at the next AGM. **Closed**
- 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. **Priority Medium OOC**
- 5. Treasurer/Finance Report:**
11 Sep 18: PB advised that both membership and green fees remained on budget target. A £19.7k operating loss on the year remained the forecast but he was optimistic that tight control of expenditure would help to reduce this as the year progressed. Pay rates for office and green staff has been negotiated and concluded.
- 6. Secretary/Manager Report:**
11 Sep 18: There was no report due to annual leave.
- 7. Chairman of The Greens Report:**
11 Sep 18: There was no separate report due to absence on holidays.
- 8. Social Secretary Report:**
11 Sep 18: Social Secretary post remains vacant; Sections and Caterer are encouraged to hold social events at the club. An Elvis act will be at the club in early November and it was agreed to hold a New Year's Eve party.
- 9. Men's Section Report:**
11 Sep 18: Antony Sheehan had resigned as Men's Captain and from the club because of personal and business issues. He was thanked for all he had achieved and for the hard work he had put in over the last 18 months. The leader-board function was not working on the Club V1 system which would be reported. Tony Keefe wished the committee to be advised that the Ball draw would be suspended from the end of September to allow for sales of Xmas raffle tickets.
- 10 Ladies Section Report:**
11 Sep 18: JB had sent in a written report. The ladies had cancelled a friendly match against Chilworth due to planned green staff work on the course. A successful mixed match had been held against Southsea thanks to Phillipa's hard work. A return match will be held next year but they can only play on a Sunday. All other mixed competitions are complete. The Solent Bay trophy match with Lee would be held on 15/16 Sep (home and away). The ladies section wished for their thanks to be recorded to Antony Sheehan for all his efforts and to wish him well for the future and to welcome John Gunther into the role. Fiona Todd would be the new Ladies Vice Captain for 2018/19. Confirmation of the 2019 Pro-Am date was requested for inclusion in the Ladies Fixtures.
- Post Meeting Note:** This is provisionally set for the 19th July. However, the Hampshire PGA southern area competition dates are not yet set so we may move our date in the

event of a serious competition clash.

11 Seniors Section Report:

11 Sep 18: The Seniors auction had been a great success with around £450 raised for charity. The Club V1 system had been giving problems following a recent software upgrade (as had affected all areas of the Club) this was being reported for resolution. The issue of increasing handicaps was being kept under review to monitor how it affected competitions.

12 Junior Section Report:

11 Sep 18: PF had tried to hold one competition but had no entries. He would continue to review options and opportunities.

13. Sub Committee Reports:

11 Sep 18: There had been no meetings of the following committees during the last month. The Fort Gilkicker committee can probably be suspended due to the current cessation of the development.

Finance committee / Pro-Am committee / Social committee / Fort Gilkicker committee.

14. Club Captain Report:

11 Sep 18: PF advised that the business continued to operate on a solid basis and he continued to hope to ensure the club broke even over the year. Complaints had been received from residents in Fort Road over noise and shrubbery and these were being addressed. Issues affecting the trophy cabinet were being rectified. A 2 page letter had been received from a member with a long list of observations, complaints and suggestions for improvement, this was being addressed but would take up a lot of Officer hours to investigate and respond. An EGM needed to be set in January/February to set 2019 fees and the AGM confirmed in the diary. A written reply had now been sent to Jon Evans to his Customer Comment Form.

15. Club Constitution/Rules: Amendments and Revisions:

11 Sep 18: nothing new to add.

16. Any Other Business from 11th September 2018:

PB suggested that we hold regular meetings with the Green staff to improve communication. This was agreed.

Meeting closed at 20.30.

The next Club Committee meeting date is to be Tuesday 9th October 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)