

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON MONDAY 06 JULY 2015 AT 6PM

PRESENT: Paul Fullbrook (PF) Chairman; John Fulwell (JF) Treasurer; Phil Bowden (PB) Captain; Phil Arbourne (PA) Past Captain; Graham Wells (GW) Course Manager; Kay Lockett (KL) Lady Captain; Jayne Fulwell (EJF) Premises; Dorrien Bickerstaff (DB) Competitions & Handicaps; Graham Walsh (GWalsh) Catering & Social

IN ATTENDANCE: Dave Williams (DW) Senior Rep; Dave Dennis (DD) Handicaps; Steve Archer (SA) Bar Manager; Faye Barringer-Capp (Minutes)

1. APOLOGIES Jenny Holland (JH) Lady Vice Captain; Ian Gover (IG) Junior Organiser

2. MATTERS ARISING

7.1 Defibrillator – Publicity to promote the defibrillator was to be arranged following the Swindle on a Tuesday or Friday. Training was to be arranged as soon as possible. The Seniors were running a competition in week commencing 13 July, with the proceeds being donated to the defibrillator fund.

Junior Organiser - IG had resigned with immediate effect from the position of Junior Organiser. To date, no-one had offered to take over the role, but George Hampshire was willing to start a Saturday Club for juniors, for which he could be paid from the Junior Fund. It was considered that a mailshot could be sent to schools to promote golf for young people, and EJF suggested contacting Years 6 & 7 at Minehead Middle School and Danesfield School. EJF would liaise with George Hampshire.

Premises – PF had spoken to Ryan Cody-Boucher regarding the ongoing roof leak, and work was due to commence on 13 July.

3. SECTION REPORTS

3.1 Treasurer's Report

JF reported that the figures to the end of May were good because both Subscriptions and Green Fees were ahead of budget. The subscription figure to the end of May of £207.7k exceeded the budget figure for the whole year which was £204.0k, due principally to the hard work by the Marketing Group who were congratulated. New member exceeded 25, but JF considered that Green Fees would have to be reviewed. There remained some unpaid subscriptions, and it was noted that some people may be playing without being paid up. Infill income to date was £27.0k but the programme had been paused during April, May and June. JF advised that it was imperative that this be restarted ASAP as the funds were essential to continue to put the Club on a solid financial footing, and pay for major improvements on and off the course. Normal income would then pay for day-to-day expenses.

Sales figures for the Bar and Kitchen appeared high, although it was noted that May was a 5 week month and often busy.

The new Toro Rough Mower had now been purchased, and additional depreciation would start from June, but all expenditure to the end of May was close to budget. There would be an £8k charge to the year, from the infill budget.

Corporate Membership had been offered to Maitland Walker, equal to 2 x standard subscriptions (£600), comprising 2 x tee times per week for a maximum of four players, with two Bar Cards, to the end of 2015.

NatWest Bank Mandate – it was resolved that the authorised signatories as per the current mandate, for the accounts detailed in Section 2, be changed in accordance with Sections 5 and 6 and the current Mandate would continue as amended. Signatories would remain as JF and PF, with PA being added and Gerry Mason removed.

3.2 Course Management Report

Communication with Members – GW advised that the next notice informing members of work planned for July/August would appear in the next week. There were no plans for further working parties although needs were continuously reviewed.

Staff Issues – GW and DW intended taking staff through the revised contracts although a date had not been set.

Course Issue and Priorities – GW advised that he remained in contact with Lynch regarding landfill, but no date had been set to re-start deliveries.

Costings were awaited for the steels to reinstate the 5th white tee bridge.

Two practice mats for the temporary practice range tee were due to be delivered.

The absence of landfill deliveries has enabled much work to be done moving sand, to be mixed with topsoil, to be used for the bases for the target practice greens. This was a lengthy process but it was hoped that good grass growth would result in the greens being usable to early autumn.

The new irrigation system controller was now working, but 5 or more valve boxes needed replacing and 3 of these would be attended to in the near future.

Chemical treatment of certain greens referred to in last month's report would go ahead after the Club Championship. Weedkilling would be noticeable on several badly affected fairways. The new Toro Rough Mower was now in operation.

Training & Practice Facility – GW advised that he had been informed he would receive only a £5k grant of funds towards the facility. Subject to Committee Agreement GW recommended that the construction of the practice bays be delayed until further landfill income was secured.

Other Issues – Expenditure at the end of May was on budget despite the exceptional cost of £4k in replacing irrigation system parts.

A number of people had offered to trim the top of the bunkers; Rob Barrett had advised that he did not want this, but help with controlling rabbit numbers would be welcomed. PA said visitors had problems with rabbit holes on the course.

DW raised a Health & Safety issue, having noted greenkeeping staff standing up vehicle trailers while mobile. This was noted and would be discussed with staff

A suggestion was made to net the tee area, to keep the putting green free from danger.

The Greens Committee meeting would be held mid-July as it had not been possible to agree a date in June.

3.3 Captain's Report

PB reported that the Club Championship would be held on the weekend of 11/12th July, with 79 people entered to date.

The match against Weston-super-Mare was to be held on 27th July, and a club match against Burnham & Berrow was planned for August for which PB advised he was looking for 16 players. PB's Captain's Day to be held on 1st August. It was open to everyone, and there would be prizes for all. There would be a music event at the end of the day.

Addendum as Past Captain – PA advised the first Past Captain's match against the Warreners resulted in 3 all and was very successful.

3.4 Lady Captain's Report

KL reported a very busy month. On 1st June the ladies played the 2nd Wessex at Taunton & Pickering, the matches were

close and the result was a win for T&P 4.5 – 2.5. Orchard Leigh visited Minehead in an Interleague match and won 4-3.

The Ladies Mixed Invite & Skylark was won by Robin and Kim Hill with 43 pts.

The triumph of the month was a win for the Ladies against Vivary Seniors Men, the match result was 4-2.

Ilfracombe Ladies made their trip to Minehead but lost 3.5 – 1.5.

The Mixed Match against Taunton & Pickering at T&P resulted in a win for the home side 4.5 – 2.5.

Minehead visited Orchardleigh, a distance to travel but a lovely course, the home side won 4.5 – 2.5.

KL and JH attended Burnham & Berrow's 125th Celebrations to play in a Bowmaker and had an excellent day. The Ladies section at Minehead celebrate 125 years in 2016.

Cancelled match due lack of numbers – The Ladies Open on 13th August.

3.5 V1 Computer Upgrade

DD requested approval from the Committee to proceed with the proposed upgrade of the system at a cost of c£1700, and although it was initially proposed and agreed, following the meeting it was considered that other expenditure merited priority. The proposal was subsequently approved due to DD suggesting an alternative means of financing the project. Discussion ensued as to the merits of the system, and implementation of same. Using the new system, on the day of a competition a player could use a swipe card to pay and enter. The Voucher system for Competition prizes would continue, but in addition to the current arrangements Members could take a Voucher to the Office and have it credited against next years subscriptions.

3.6 Premises Report

Clubhouse Decoration – EJF reported that this had been in progress for some 2 weeks, with a further 2 weeks to go. As the weather had been good, the decorators had made steady progress.

Septic Tank – The new purpose-made cover for the pumps was now in place, they had been serviced and the tank had been emptied. A new fibre glass cover had been fitted on the tank.

Flat Roof of the Clubhouse – The work was agreed, and scheduled to go ahead in March. This should now be done by the end of July, as the temporary repair that was carried out earlier in the year had shown signs of leaking in the last few weeks.

Container – Planning Permission for the container had been received on 6 July 2015.

Men's Lockers – SA had used a master key to gain access to inspect all the lockers. 157 had items in them, but only 104 had been paid for. EJF advised that written labels were being allocated to those known to have paid, for each locker. It had been found that some lockers were paid for by non-playing members. EJF proposed that only full playing members be eligible to have a locker. The vote to approve this and send letters to members advising same was passed unanimously.

EJF had found that very few of the outside lockers were in use, and notices would be placed on unassigned lockers with items in them giving 30 days' notice.

Premises Electrics – EJF reported that in early Spring Rob Porrier of Brendon Electrics undertook a formal inspection of the clubhouse wiring. The following points were raised as concerns in respect of Rob's report:-

The level of protection, if something went wrong, is too low;

The insulation is poor;

All the fuse boards need upgrading;

If an employee electrocuted themselves the Club would be liable, as a survey had been carried out. Should a fire be caused as a result of the existing electrics, the Club would also be liable as far as the Insurers were concerned.

The cost of the remedial works would be between £2k - £2.5k. EJF requested approval to go ahead with the works, this was passed unanimously.

PF discussed the option of installing a 3-phase electricity supply in respect of the kitchen. EJF advised that she had discussed with Rob Porrier the possibility of having a separate electrical supply to the flat. PF requested costs for this, as there were clear benefits for both the Club and the tenants.

EJF advised that the Past Captains photographs were now on display.

EJF advised that the Cellar floor and wall was in poor shape. The kitchen had lost stars in part due to the freezer being in the cellar, and not up to the standard for a storage area. The room was not a sealed unit, so the doors needed to be closeable and the floor to be level, clean and unbroken.

4. CATERING REPORT

GWalsh reported that following the loss of 2 of the kitchen's 5 stars in June, new procedures were being put in place, and the new 'Safer Food, Better Business' book had been reprinted. Issues relating to existing contracts, job descriptions and training were being addressed.

James Bellamy had started a training programme for his staff to be monitored on a regular basis and for which GWalsh would do a fortnightly review. SA, Shane Archer and Emma Kemendi were sitting Level 2 Food Hygiene for Catering, and James and Beverley Guest were sitting Level 3 Supervision in Food Safety. The importance of following the correct procedures for labelling and storing food had been impressed upon staff.

Priorities to be addressed in the kitchen area were as follows:-

Dishwasher – It would cost approximately £850 to carry out essential repairs with no guarantee that the machine would last for long. A new dishwasher would cost £1500 - £1800. It was

agreed that costings for replacing the dishwasher with either a new or reconditioned model be obtained.

Cellar Floor & Walls – These must be repaired before the Environmental Health Officer returns as this formed part of the loss of the 5 star rating. In addition, the cellar was found to be too hot for beer storage as the compressor/cooler required a complete overhaul. Costs to be obtained, SA would approach St Austell brewery to establish if they could assist with this. The new, comprehensive, menus were awaiting final approval. No problems were envisaged with implementation and costings. As fewer Sunday lunches were being ordered due to the time of year, from 19 July lunch would be served from the kitchen as opposed to the carvery unit in order to save on time, costs and waste. Sales of food generally had increased. The last Club Night had been very well attended, and the kitchen staff were praised for turning out lots of good food that everyone had enjoyed. Next Club Night Friday 17 July.

DW had been brought in to assist GWalsh with staffing issues following the EHO visit. At the Committee Meeting DW brought staffing and H&S issues to the attention of the Committee, raising concerns regarding the Employers Handbook and anomalies within the reporting structure. DW raised awareness that the incorrect handling of staffing issues could have had financial implications for the Club. In view of the costs of employing an outside agency, DW offered his own services to get the employee files up to date, formalise Contracts of Employment and review the Employers Handbook. He required a letter of authority from the Club to do this. DW's offer of assistance was accepted unanimously, and followed by letter of confirmation from PF that he would be co-opted as an Officer of the Club to act as agent in all aspects of Human Resources, including staff Contracts of Employment, Job Descriptions, Training, H&S and Conduct.

5 PROPOSED TRAINING & PRACTICE FACILITY (JF)

Application to West Somerset Council to Grant monies

At the WSC meeting on 1st July, M&WSGC received a provisional grant of £5,000 towards the £80,000 total cost of the proposed Training and Practice facility. It was also suggested that the Club explore Section 106 funding possibilities with Minehead Town Council and work with SASP to produce a bid proposal.

At the beginning of the year, the MC recognised that grant funds may be available from WSC to assist with funding of the proposed T&P Facility. The funding mostly stemmed from the development of Hinkley Point C. In particular there was a WSC Leisure Fund of £250k to be distributed among worthy causes solely in West Somerset. In October 2014 WSC had commissioned a report from the Somerset Activity & Sports Partnership (SASP), led by Colin Johnson of Sports England, to advise on the needs of local sports groups applying for funds from the Leisure Fund. SASP held 3 local meetings in November, one of which was attended by M&WSGC, and Colin subsequently met the MC when the project was outlined to him. The Club's bid document, put together by Connor Sidley-Adams, was submitted to Colin in February. The SASP report was submitted to WSC in March and listed 20 organisations which had submitted project applications, which came to a total of £2.91 million. The report was not formally considered by WSC until 1st July.

Costings for the M&WSGC bid for a covered T&P Facility were £80k, comprising Building Structure £40k, 3 new greens £25k and Trackman technology £15k.

The SASP report, written by Colin Johnson, had short sections on the consultation process and the criteria used in assessing individual projects. It listed the 20 organisations (31 projects), showing both the total project costs and the amount that had provisionally been approved. An approval list was then drawn up by Colin Johnson, Andrew Goodchild and Angela Summers, all familiar with matching applications with required criteria.

JF believed that the Club should set up a small discrete group to take this matter forward as it was clear there are still some substantial funds available. For example, the Community Impact Mitigation (CIM) fund had more than £4 million of unallocated monies.

It was agreed that PF would be the point of contact/liaison with the three SASP consultees. PF suggested regular de-briefings from Colin Johnson's group in respect of the application.

6. MEMORIAL BENCH

SA gave a brief history of how the memorial bench dedicated to Philip Cross and supplied by West Somerset Garden Centre had been installed at the Club. The bench seat had broken on two occasions whilst in use, the first after being in-situ for only 2 weeks, as it had proved to be of sub-standard construction. Although the bench had been repaired by West Somerset Garden Centre, when Mr Cross' family had visited the Club to see it, they were upset to find that it had been damaged a second time, and they had not been informed sooner. Email correspondence had ensued between Mr Cross' grandson and the Club, and it was arranged for West Somerset Garden Centre to remove the bench and assess the quality of the product, and report back to Mr Cross' family. As a gesture of goodwill, it was agreed that Mr Cross' memorial plaque would be affixed to an existing, good quality Course bench, and lunch arranged for his widow at a future date. West Somerset Garden Centre had refunded Mr Cross' family the cost of the sub-standard bench.

7 AOB

Publicity - PA had looked at the 'How Did I Do' Club News section, and suggested putting the Club newsletter onto this section. He would speak to newsletter editor Steve Kaye in respect of this.

Flat - SA was interested in taking over the flat once it became vacant at the end of July.

Patio Area – SA and EJJ would formulate a letter to Jewsons asking for a donation towards the construction costs of the patio area improvements.

8 DATE OF NEXT MEETING

Monday 3rd August 2015.

The meeting closed at 20.25 hours.