

MINEHEAD AND WEST SOMERSET GOLF CLUB
MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD

2ND MARCH 2015 AT 6 P.M.

ACTION

- PRESENT P. Fulbrook (PF) Chairman, P. Arbourne (PA) Captain, P. Bowden (PB) Vice-Captain, J. Fulwell (JF) Treasurer, G. Wells (GW) Course Manager, D. Bickerstaff (DB) Competitions & Hcps, K. Lockett (KL) Lady Captain, I. Gover (IG) Junior Organiser, Gerry Mason (GM) past Captain, John A'Court (JA) Premises, Jayne Fulwell (EJF) Bar and Social.
- IN ATTENDANCE T John (TJ) President, D Williams (DW) Senior Captain, R Chidgey (Minutes)
- APOLOGIES J Holland – Lady Vice-Captain
1. MINUTES Minutes of the last meeting to be amended and then signed by PF – Chairman
2. MATTERS ARISING GW stated that 5.4 was an approximate cost making various assumptions and the cost is to be confirmed and approved at a later date.
3. TREASURER'S REPORT JF presented a copy of the accounts for the 12 months ended 31st December 2014 for approval.
- 3.1 JF reported that the accounts were satisfactory but commented on the disappointment of the catering profits. It is felt that there is room for improvement and various measures have been put in place i.e. reduction of waste, tighter stock control, checking of staffing structures. Meetings have been held with James regarding these matters. DW informed the committee that on various functions already this year the kitchen had not been open or sufficient supplies available. PF replied that this was lack of communication between the person responsible for the function and the kitchen. A suggestion was made that a Blackboard in the kitchen with all the events for the coming week might help.
- 3.2 TJ asked why the VAT was lower this year and JF explained the reasons for the difference.

- a) Last year's VAT included an amount from the previous year
- b) From April green fees were no longer subject to VAT

- 3.3 With regard to the Course expenditure it was pointed out that costs were higher on turf and fertilizer this year.
- 3.4 This year was the first year the club was liable for Corporation tax.
- 3.5 JF proposed the committee accept the accounts and TJ seconded – Accounts passed
- 3.6 JF reported that the budget for next year would be tough as it was important for the club to break even before taking into account landfill. He stated that this would not be easy as the two big unknowns were subscription levels and green fees. At the end of February these were almost £10,000 short on the previous year and JF wondered if it was possible to make sanctions on members who have not paid their subs. A list was given to committee members requesting attempts be made to contact these members. ALL
- 3.7 Another important key to the budget is the reduction in the Rates that the club get from the West Somerset District Council. JF informed the committee that a letter had been received giving notice that this might be withdrawn next year.
- 3.8 It has been agreed that there will be a change in the membership year; it is proposed that the year will change from January to December, to April to March. PF to prepare a proposal to this effect which will be displayed on the notice board, explaining that next year's subscription will be for 15 months and will be paid in two equal amounts due in January and July 2016 PF
- 3.9 After some discussion It was decided to include a percentage increase for staff in the budget. The budget will be presented for approval at pre-AGM meeting. JF
- 3.10 A proposal has been received from N. Humphries regarding a Defibrillator. DB reported that both the Minehead and Porlock Fire Services were trained in the use of defibrillators and could be at the Golf

Club within 5 mins. It was still felt that it would be beneficial to have one at the club. This request was approved in principle.

4 COURSE MANAGER

GW handed out a report covering February 2015

4.1

GW/JF to look at the budget for the coming year

GW/JF

4.2

Rob taking 3 weeks holiday at the end of March and GW felt that it would be best to suspend landfill until the beginning of May due to Rob being away and the Ladies Somerset Championship being held at Minehead. GW to liaise with CJ Lynch

GW

4.3

GW has plans to deal with the work to bunkers on the 10th, 1st and 18th this is a winter task which if carried out would cost £3,500. The bunker programme has been discussed with the professionals, Ian and John.

4.4

PF spoke about and additional member of grounds staff i.e apprentice/labourer. There are 3 options

- Apprentice
- Labourer
- Mechanic/Green keeper

This item to be dealt with at a later meeting

5 BAR & CATERING

5.1

PF informed the committee that a meeting had been held with James regarding stock control and portion control. EJF stated that James requires another multi-skilled member of staff in the kitchens as the kitchen is open long hours. It was also felt that as a club the charges for food are not high enough.

5.2

EJF read out an e-mail received on the 25th February 2015 from Emma regarding an incident with a fryer. Emma had a meeting with Steve following the incident. It has been decided that when training is given in the kitchen then the members of staff should sign a book or form to indicated the date this took place and confirming the training.

With regard to the above incident TB did not feel

James/E
JF

there was anything substantial for a claim.
JF to advise club's insurers.

JF

5.3 PF feels advise from an outside Health and Safety body would be helpful, to enable all necessary issues to be dealt with and procedures put in place. DB felt we know what to do and this should be implemented.

PF/EJF/
James

5.4 EJF informed the committee that a Wedding had been booked for 20th June 2015 – Spike bar to be open for members.

6 MARKETING EJF requested that an exit survey be sent to people who have not rejoined this year, although IG thought this would be part of the phone call that committee members were making. GM suggested that perhaps these should be sent out at the end of March.

6.1 Open days have been planned for Sunday 10th May for returners and 7th June for beginners

7 JUNIORS IG queried the cost of membership for the 11 – 14's. as a member had stated that £66 seemed excessive as he would not send his child down to the golf club on his own. IG felt the age group should go up to 14 not 11. After discussion JF proposed an amendment as Golf England Juniors is up to 12 years.

IG proposed change of age group:

Up to 14 years - £33

15 & 16 years - £66

17 & 18 - £100

This proposal was agreed

7.1 IG would like to purchase a programme that would show achievements at the cost of £150.00 per year. IG would also like to enter juniors into National Open Competitions and support the juniors with a limited amount of money. GW suggested this should be agreed within the context of the budget. JF to include a modest sum in next year's budget.

JF

7.2 IG stated that the money raised from the Peter Trego Benefit Golf Day is meant to go towards the

	Juniors. IG to follow this up	IG
8. CAPTAIN'S REPORT	PA reported Brian Hamblin and Charlie Griffiths won the Captain's winter fourball with 50 points. Annual Dinner was successful with 54 people attending	
9. A.O.B		
9.1	A discussion was held regarding MS retirement from the office with several ideas being mentioned with regards of how to acknowledge her service with the club. Various sections within the club are making their own presentation. It was decided that GM would talk to GS.	GM
	JF informed the committee that they were in the process of looking for a replacement and interviews are being held on the 6/7 th March.	
9.2	TJ reported that an item had gone missing from the ladies changing room and suggested that it might be a good time to look at the security and change the entrance number for the changing facilities.	
		PF
9.3	AGM update- all the nominations are up and there are nominations for all the posts. PA confirmed that the booklet for the AGM is on course for printing	PA
9.4	An update is requested on the grant application – PF is to send an e-mail	PF
9.5	Captains' Drive in will take place on the 29 th March 2015 all Captains to take part	
9.6	TJ thanked the committee for all their assistance of his years of service.	
9.7	Richard Dix has informed the club that they wish to hold the Somerset County Championships at Minehead on the 14/15 th May 2017	
9.8	Martin Gilbertson has requested 2 disabled parking spaces put in the car park and marked accordingly. This was agreed by the committee	
9.9	The pipes from the showers have been blocked again – PF has spoken to the kitchen staff to ensure that no fats are put down the sink. Action has now	

been taken to this effect.

9.10

Date for pre-AGM meeting MONDAY 23rd MARCH 6 P.M.

10. DATE OF
NEXT MEETING

TUESDAY 7TH APRIL 2015 AT 6 P.M.