

## MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE ON  
7<sup>th</sup> APRIL 2015 AT 6.00 P.M.

### PRESENT

|                                |                               |
|--------------------------------|-------------------------------|
| P Bowden – Captain             | K Lockett – Ladies Captain    |
| P Fullbrook – Chairman         | G Wells – Course Manager      |
| John Fulwell – Treasurer       | Jayne Fulwell – Premises      |
| D Dennis – Competitions & Hcps | G Walsh – Bar & Social        |
| I Gover - Junior Organiser     | P Arbourne – Retiring Captain |

### IN ATTENDANCE:

A Ridgeway (President), S Archer (Bar Manager), A Giles (Minutes)

## 1. INTRODUCTION & APOLOGIES

The Chairman welcomed new members of the Management Committee who had been elected to office at the recent Annual General Meeting.

Apologies were received from D Bickerstaff, D Williams and J Holland.

## 2. MINUTES

**2.1 Approval of Minutes:** The minutes of the meeting held on the 2<sup>nd</sup> March 2015, circulated prior to the meeting, were approved and signed by the Chairman, subject to the deletion of item 5.2 as shown in the draft minutes.

## 3. MATTERS ARISING

**3.1 Kitchen Staffing (5.1):** Jayne Fulwell reported that Beverly Guest to assist in the kitchen.

**3.2 Training and Practice Facility (9.4):** The Chairman reported that he had contacted Colin Johnson of Sport England who had advised that progress on the grant application submitted by the Club had been delayed due to the impending parliamentary and local government elections. It was now unlikely that any decision will be reached before June.

**3.3 Somerset County Championships 2017 (9.7):** The Chairman reported that he had received a letter from Richard Dix thanking the Club for hosting the County Championships on the 14<sup>th</sup> and 15<sup>th</sup> May 2017. Mr Dix had offered a facility fee of £500 in recognition of the likely cost to the Club of hosting the competition.

#### **4. TREASURERS FORUM**

The Treasurer's report, together with details of the accounts up to the 28<sup>th</sup> February 2015, had been circulated prior to the meeting; these documents are appended to the minutes. The Treasurer expanded upon the key messages contained within the documents as follows:

**4.1 Accounts Overview:** The Treasurer reported that the financial position of the Club was healthy at 28<sup>th</sup> February 2015. He advised that subscription fee income and green fee income compared favourably with both the budget, and with figures for the previous year.

The Treasurer reported that the situation with the catering function needed to improve. Whilst the poor catering results for February could largely be attributed to staff holidays resulting in the need to employ additional labour, there were still issues to be addressed with portion size and wastage. G Walsh advised that these issues would be addressed.

**4.2 Unpaid Subscriptions:** The Treasurer reported that at the end of March £12,000 remained outstanding in respect of current year subscriptions. He advised that efforts were being made to contact the people involved, in order to determine the reasons for non-payment.

**4.3 Junior Coaching:** The Treasurer asked if the Committee would be prepared for the Club to meet the cost of the DBS (Disclosure and Barring Service) check for George Hampshire. George would need to undergo a DBS check in order to meet legislative requirements, when coaching junior golfers. The Chairman advised that George is currently suffering back problems and awaiting appropriate treatment; this may prevent him from continuing his coaching role in the short term. The Chairman agreed to discuss the situation with George in order to determine the best course of action.

**4.4 Club Office:** The Treasurer reported that the office had now been refurbished and he expressed his thanks to a number of Members who had assisted with work involved. He advised that in order for the Club to move forward, changes would need to be made both to the office environment and to the way that it operated. He called upon everyone to support the changes that had been made.

#### **5. COURSE MANAGER'S REPORT**

The Course Manager's report had been circulated prior to the meeting and is appended to the minutes. The Course Manager, Graham Wells, expanded upon the key messages contained within his report as follows:

**5.1 Communications with Members:** The request for volunteers to help with the removal of sand from the car park had been well supported. He expressed his thanks to everyone who had given up their time to help, he was especially grateful to Ian Read and his professional team who provided equipment and manpower to assist with the work.,

**5.2 Green Staff:** The Head Green-keeper, Rob Barrett, would be on annual leave from the 25<sup>th</sup> March to 15<sup>th</sup> April 2015. G Wells advised that Andy Atkins had now been employed to work five mornings per week; this had been provided for in the budget.

**5.3 Course Issues:** G Wells reported that the course sprinkler control system was damaged and beyond repair. The cost of acquiring and installing a replacement was likely to be in the region of £1,700. He also advised that the annual machine maintenance programme was now underway and that this was estimated to cost £3,000 to complete.

Whilst both of the above items would be met from the course maintenance budget of £10,000, expenditure would be high in relation to the profile of the budget for the early part of the year.

**5.4 Infill:** G Wells advised that landfill deliveries were currently on hold and would not recommence until Rob Barrett returned from annual leave. The next project on the course would involve the reconstruction of the bridge to the 5<sup>th</sup> medal tee; this tee would then be extended for general use. The 5<sup>th</sup> yellow and red tees will be stripped of turf and this area will then be used for infill.

**5.5 Training and Practice Facility:** A decision on external funding for the training and practice facility had not yet been received. In the meantime the target greens will be prepared and temporary mats laid in the position of the proposed practice bays; this would at least provide limited practice facilities.

**5.6 Course Improvements:** Further improvement works to the course were discussed by the Committee including improvements to the bunkers on the 1<sup>st</sup>, 18<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> holes and the installation of a further 400ft of rabbit fencing. The Committee agreed that improvements to the bunkers on holes 9 and 10 should take precedence over improvements to bunkers on holes 1 and 18. It was also agreed that the extension to the rabbit fence should be installed at the same time as work is undertaken on holes 9 and 10.

**5.7 Practice Putting Green:** D Dennis asked G Wells ‘when would the practice putting green be available for use?’ G Wells reported that it would take a further two to three weeks to recover. He advised that the siting of the tent on the putting green for approximately three weeks, in order to facilitate various functions, had resulted in significant damage to the putting surface. In future if a tent/marquee is sited on the practice putting green, it should be removed as soon as possible after the function in order to avoid unnecessary damage to the surface of the green.

## **6. CAPTAIN’S REPORT**

**6.1 Shotgun Bowmaker:** The Captain reported that he was enjoying his new role. It was disappointing that the Shotgun Bowmaker competition on the morning of his ‘Drive In’ had to be cancelled due to poor weather; however efforts would be made to replay the competition later in the year. The Captain also advised that he was in the process of arranging a three way competition involving the Club, the Seniors and the Warreners.

**6.2 Match Report:** The Captain reported that the Club had recently played a match against Tiverton which Minehead had won 7 – 3. However the victory had been tainted by the poor and unsporting behaviour of a member of the Minehead team, Mr Owen Thresher. The Captain advised that Mr Thresher’s behaviour did not meet the standard that was expected of players representing Minehead and West Somerset Golf Club and that he would not be selected for future matches until his behaviour improved.

**6.3 Players Withdrawing From Competitions:** The Captain advised that Mr Thresher’s poor behaviour on the Saturday was compounded by the fact that he had subsequently withdrawn from the medal competition that was played the following Sunday morning, without giving adequate notice or valid reason.

The Committee debated the issue of late withdrawals from competitions at some length and approved the following:

- (i) Owen Thresher to be banned from the next three Club competitions.
- (ii) No other retrospective action to be taken.
- (iii) All Members to be advised that if they withdraw from a competition less than twenty four hours before the first tee time and they are unable to give a valid reason, they will be banned from the next three Club competitions.
- (iv) The on-line booking system to be adjusted so that competition bookings cannot be altered, other than by Club officials, in the twenty four hour period prior to the first start time.

**6.4 Defibrillator:** The Captain advised that money raised from his recent 'Drive In' would be put towards the provision of a defibrillator. The provision of this equipment was approved in principle at a recent meeting of the Management Committee. Some progress had been achieved and efforts were being made to secure further funding from the Bernard Gallacher Defibrillator Campaign.

**6.5 Captain's Bunker:** The Captain confirmed that his charity bunker for the year would be the bunker on the 18<sup>th</sup> nearest to the green. A sign was currently being prepared.

## **7. LADIES CAPTAIN REPORT**

The Ladies Captain updated the Committee with the results of recent matches and competitions. She also advised that the Somerset Ladies County Championships will be held at the Club on the 1<sup>st</sup> to 3<sup>rd</sup> of May 2015. Minehead Ladies Section would be running a raffle during the event in order to raise money for Somerset Juniors. Donations of raffle prizes would be most welcome; P Arbourne confirmed that the Club had donated a four-ball voucher.

## **8. PREMISES MANAGER'S REPORT**

**8.1 Furniture and Equipment:** Jayne Fulwell reported that planning permission was being sought for the container to be used for storage of function equipment. She also advised that the redundant chairs from the Clubhouse had been offered to Members, any remaining chairs would be donated to charity.

**8.2 Photographs of Past Captains:** Jayne Fulwell asked for the views of the Committee regarding the relocation of the photographs of Past Captains which were displayed in the Clubhouse. She also sought the Committee's views on the possibility of displaying larger photos of the Captain and the Retiring Captain and reducing the size of the photographs displayed of all Past Captains. The Committee supported the proposed changes and the President agreed to seek the views of Past Captains and report back to Committee.

## **9. BAR AND SOCIAL MANAGER'S REPORT**

**9.1 Club Nights:** G Walsh reported that Club Nights will recommence on the 1<sup>st</sup> May with a music quiz. It was agreed that the members draw fund be restarted at £100.

**9.2 Dishwasher:** G Walsh advised that the dishwasher would need to be replaced in the near future. The current machine had recently been repaired but it had limited life expectancy.

## **10. STAFFING MATTERS**

The Management Committee discussed an issue raised by Jayne Fulwell with regard to staffing, these discussions and the determinations made are deemed to be confidential and have not been published with the records of this meeting.

## **11. OTHER BUSINESS**

**11.1 Open Day:** Jayne Fulwell advised that a 'returners' open day had been arranged for Sunday 10<sup>th</sup> May 2015. Tee times have been reserved between 12.40pm and 14.10pm and efforts were being made to encourage people who had been members of the Club in the past to come along.

**11.2 Conservation Issues:** G Wells advised that Val Anderson had documented the conservation issues associated with the course together with a map showing the most sensitive areas. He stressed that golf would not be affected.

**11.3 Course Activity Information:** G Wells raised the issue of the availability of information pertaining to activity on the course. He advised that it might be useful to have a summary of everything happening on the course which could be made available to the Greens Staff and published on the noticeboard and in the newsletter. It was agreed that options would be investigated.

**11.4 Clubhouse Electrical Wiring:** The Chairman reported that Rob Poirrier had produced a condition report on the state of the electrical wiring and installations within the Clubhouse. Jayne Fulwell agreed to discuss the report with Rob in order that priority issues are addressed as soon as possible.

**11.5 Risk Assessment:** The Chairman advised that a risk assessment had now been undertaken for the kitchen. Procedures have been put in place which should help to prevent problems in the future.

## **12. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 5<sup>th</sup> May 2015 starting at 6.00pm.

Meeting Closed at 7.35pm.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Chairman