



## MINEHEAD & WEST SOMERSET GOLF CLUB

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### MANAGEMENT COMMITTEE MINUTES: MEETING HELD 6:30pm 10<sup>th</sup> Oct 2016

PRESENT Chairman, Stephen Kaye (SK): Treasurer, Alan Bissell (AB): Competitions, Tony Bowden: Bar and Social, Mike Shortland (MS): Premises, Jayne Fulwell (JF): Past Captain, Phil Bowden (PB): President, Alan Ridgeway (AR).  
IN ATTENDANCE Ingrid Swinburn, Minutes  
APOLOGIES Graham Wells (GW) course; Dorrien Bickerstaff (DB) Captain; Dave Chidgey(DC) Seniors Captain; Jenny Holland (JH) Lady Captain; Leslie Davis (LD) Lady Vice Captain.

#### AGREE MINUTES

Minutes of 5<sup>th</sup> September 2016 approved.

#### Course report (SK)

1. Dredging going on for the next 5 weeks, although this will cause some disruption, it is necessary to prevent any flooding, this is in co-operation with Butlin's and the Environment Agency.
2. Winter rules now apply, these always start with the first round of the Buchanan Cup. Notices need to be put up so all members were aware of the fact. Concerns were raised about the path on the beach outside the fence by the 18<sup>th</sup> tee. Can the environment agency be persuaded to do anything about it, There are gabions that have been stored at Blue Anchor, could some be used to try and stop the sea taking more ground away
3. Landscaping was needed in various places around the course, could the club import some soil from Lynch to do that. The main problem was some of the householders along the lane that the lorries would use might object. TB volunteered to talk to them and see if a compromise could be reached.

#### Bar & Social (MS)

4. The last month had been good, but, it would help if a unit cost of the various often ordered foods could be made, it would help the Treasurer to keep an eye on profit and loss, also which department could cut costs. There had been a cut in staff costs.
5. There have been good advance bookings for the Christmas season.
6. Graham had said that some sections were asking him to make prices cheaper, if sections have negotiated a price for a meal they should stick to that price not ask for it to be reduced afterwards. In future, perhaps, a form could be designed that states the price and the negotiator signs and that is the price no more discussion.
7. There was a discussion about ways of making the restaurant more open to the public. The idea of a mid-week carvery was talked about.
8. The tickets for the Paul Merson evening were going well. There will be an evening with Marcus Trescothic on the 18<sup>th</sup> February, tickets will be £25 a head, suggested food, bangers and mash. St Austell Brewery will help with the costs.
9. A member of staff has now been reinstated with a written warning. The club needed more robust procedures for the keeping of records of all money, this to be rectified immediately.

## **PREMISES (JF)**

10. Thank you to all those who had helped clear out the trolley shed. Most of the lockers that were not needed have now been removed, keys for those that were going to be used would need to be sorted out. After Christmas lockers in the men's changing room would need to come out, so that the walls could be looked at and any repairs done and repainted.
11. A firm had been approached to refit the changing room and a quote of £7,500 given. It was decided that only small lockers, big enough to hold a pair of shoes and wallets etc should be fitted.
12. The showers did need work done on them, including the floor covering, a budget of £15,000 was suggested.
13. It was hoped to have drawings of the proposed work would be available for members to look at and see what they were fund raising for would be ready for 12<sup>th</sup> November.
14. There has been a change in the security firm used, from ADT to Coomers, which save the club money.
15. It is hoped that a new competitions office will be made available soon.

## **COMPETITION (TB)**

16. The first round of the Buchanan Cup had been played.
17. There had been a Captain's meeting to plan the diary for next year, hopefully this will avoid clashes.
18. The Golf Day on 12<sup>th</sup> November had been billed as Charity Day it is not, it is a Fund Raising Day.
19. At a recent British Legion Charity 4 members had signed up to play in It and then did not turn up, this reflects badly on the club, TB will have a word with them.
20. On Saturday a society had booked to play and then did not turn up, no deposit had been taken. It was suggested that in future there should be a booking form on the website that states clearly the terms, prices and deposit needed.

## **FINANCES (AB)**

21. Green fees had been good in the last month and for the year. There was still an over spend, there were still problems with the catering, but, these were gradually being sorted out.
22. A member of staff now past his trial period should be salaried, makes more sense than paying hourly, this would start at the beginning of November. His contract needed looking at to make sure that it includes this. It was decided that if the catering started making a profit there might be a possibility of a bonus, this would be discretionary.
23. It was felt that the Green staff should be encouraged to be more involved. Robert should be invited to come to the Monday morning meetings and given a monthly diary of the competitions, open day's society days etc so the course can be set up appropriately. He should be encouraged to let GW know the state of machinery and which pieces of equipment need replacing.
24. There should tighten of security. Two people should go to the bank to pay in any money and make sure it is properly receipted. There should be a limit on the bills that are paid out of petty cash, there should be invoices and monies signed for. What happens to money from the coffee machine and from the Pool table, keys for which should not be freely available, MS should be the only key holder.

The Chairman reminded everybody that the finances of the club were an ongoing worry, we should not be in denial of the fact. He is in discussion with the Governments Valuation Office to get the non-domestics rates reduced, so far he had some success and is still in discussions with the VOA to get further reductions from April 2017 and beyond.

The club must think now about business planning for 2017 and future years. The committee was asked to think about and come up with their individual thoughts using SWOT (Strengths, Weaknesses, Opportunities and Threats) this can then be incorporated into future business plans. There are a number of options that with backing, hard work and good planning will produce a healthy future. Sadly and of great concern, a sum of money has gone missing (£4,700 just over). A full investigation has taken place which concluded that the money was taken by person/s unknown. The matter has been reported to the Police who are investigating. Procedures are to be put in place to ensure that this does not happen again. SK & MS to draw up plans for these procedures, see treasures comment (24). Our insurers have been notified. A claim is being pursued.

**AOB:** None

## **DATE OF NEXT MEETING**

**Monday 14<sup>th</sup> November at 5.30pm**