

MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON TUESDAY 3 NOVEMBER 2015 AT 5.30PM

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

IN ATTENDANCE: Alan Ridgway (AR) President; Dave Williams (DW) Senior Rep; Steve Archer (SA) Bar Manager; Faye Barringer-Capp (Minutes).

1. APOLOGIES Phil Bowden (PB) Captain.

2. AGREE MINUTES

The Minutes of the October 2015 Committee Meeting were agreed subject to minor amendments being made, and would then be signed by the Chairman.

3. MATTERS ARISING

Brian Waites – Mr Waites had agreed to take up one of the offers of Membership which the Committee had made to him; this was for a reduced subscription payable in two instalments, which also enabled him to play in Open Competitions.

4. SECTION REPORTS

4.1 Treasurer

See attached Report. Updates and additions as follows:-

Financial Year End – Proposal to change the date in line with the new Subscription year.

Discussion ensued as to implications for the date of appointment of the Club Captain. Both the Ladies and Seniors had moved their appointment year to fall in line with the Mens. It was agreed to confer with other clubs which had changed their financial year but not their official appointments year. The timing of future AGMs was also discussed.

Subscription invoices for the 2016/17 would be issued at the end of November.

JF advised on the need to replace the office printer/copier as it had become unreliable. The purchase of a new machine was approved.

4.2 Premises

See attached Report. Updates and additions as follows:-

GWalsh raised an issue with the standard of cleaning the urinals in the Mens' Changing room.

EJF would speak to Malcolm Grist regarding this.

Solar Panels – No planning permission required for the installation. 11kw appeared to be the maximum output permitted under Western Power regulations. EJF would email Solar Panel information to interested Committee Members.

Telephone System – A very positive and productive meeting had been held on 2 November with a representative from BT. EJJ recommended that the Committee accept the proposed new contract. Unanimously agreed.

Waste Disposal – A meeting had been held with Cory Environmental on 4 November to discuss a new waste disposal service contract. The terms were very favourable compared with existing company Viridor, with whom no current contract existed. It was unanimously agreed to switch to Cory.

Contracts - EJJ drew attention to a number of existing supplier contracts which had been issued to the Club in the name of Gerry Mason. The practice of using a named individual was to cease, with all new contracts being issued to Minehead & West Somerset Golf Club.

Manual Assistance - AR advised that John Bickerton and Ian Read had dismantled the old shed, and that John had moved all the paving slabs on his own, and queried if anyone else in the Club was available to help carry out this type of manual work. GW stated that the Greens Staff should be willing to help if asked, and also that they had indicated to DW during the Employment Contract negotiations that they would be willing to assist with sand removal and hedge trimming around the Pro Shop.

4.3 Competitions & Handicaps

DB reported that bad weather on 2 November had caused the Buchanan Cup to be postponed, but conflicting information had led to some players leaving rather than waiting to see if the weather improved so the competition could not be continued on the day. There was to be a shotgun start at 7.30am on the date of the next round for players to continue from the point at which they had stopped, in order to play on into the next round.

4.4 Catering

GWalsh reported that the Club Night on Friday had been well attended, as had the Porlock Bowls Dinner on the Saturday. The high standard of catering by the Chef, Susan Sly, was very well received.

GWalsh had met with SA, and aspects of working practice had been agreed.

Two new social events were suggested, being a Burns Night (possibly men only as traditionally a gentlemen only evening), and a Dining-In Night.

AR stated that all social events should be publicised by posters around the Clubhouse as in the past, as not all members received emails.

GW advised that he required the following items for the kitchen;-

Battery powered deck mounted tap for hand washing - £99

Pre-rinse unit to go beside the dish washer - £100

Electric food slicing machine - £250

It was unanimously agreed to purchase the three items.

Discussion ensued as to the merits of advertising for a new chef, or continuing with the arrangement for Susan Sly to provide chef services when required. It was agreed to continue throughout December with the present chef services arrangement; Shawn Gay would do more hours on the bar to enable SA to cover kitchen management duties. The Ladies were willing to help with catering duties for functions.

4.5 Lady Captain

KL reported that the Fashion Show had raised £621.50 for MacMillan Cancer Support, bringing the total raised for her chosen charity to £1400. KL asked if the Management Committee would match anything raised at the Centenary of the Ladies Section. JF suggested that a ceiling be put on the amount, and it was agreed that the sum of £500 be donated, with the possibility of more.

4.6 Course Management

See attached Report. Updates and additions as follows:-

Landfill – GW, JF and John A’Court to meet to discuss this matter urgently before meeting with Lynchs, as there had been conflicting information from John A’Court and Lynchs regarding the legality of the landfill arrangements.

Rabbits – Shooting was taking place at night, with approximately 16 rabbits killed per night. Ferreting had to be carried out during the day.

Budgets – There had been overspend to date on irrigation and machine maintenance. The irrigation system was old and required ongoing maintenance to keep it functioning, and the loss of the Club’s employed mechanic had made no difference to the high cost of maintaining the course machinery. GW advised that an increased budget was required for next year.

5. CORRESPONDENCE

A letter had been received from member Andy Giles in respect of the format of a Competition held on Friday 16/10/15 by the Seniors, which he considered showed a lack of consideration for other golfers following the competition. Andy also addressed the issue of equality in using the course, and felt that the practice of reserving tee times for specific groups was unfair, and also unlawful under the terms of the Equality Act 2010. The letter had not been circulated prior to the meeting having only recently been received, and it was read out to the Management Committee by JF. The contents of the letter were discussed. JF had taken advice from England Golf guidelines, and reported that anything that contravened the Clauses in the Equality Act was illegal. The Seniors concurred that their activity on the occasion had caused inconvenience to other players and accepted they could possibly be in contravention of the Equality Act. It was agreed that further time was needed to research the Equality Act to establish how the Club was affected by the law, to be followed up at the next meeting.

A letter had been received from member Steve Beswick regarding concerns raised via the Newsletter, being the resignations of Dave Dennis and the Chairman. PF had telephoned Steve to clarify the situation, and would not be issuing a statement.

6. ANY OTHER BUSINESS

Bev Guest – DW was concerned that there had been rumours circulating to suggest that Bev had been dismissed, which was not true, and reminded the Management Committee that discretion was necessary in these matters.

Staff Holiday – DW suggested to the Management Committee that any new salaried employees should receive 28 days annual leave, including Bank Holidays. This was proposed and passed.

SA raised awareness that staff working over 40 hours per week were now entitled to holiday pay in lieu.

Disabled Golfers Association – GWalsh had received a letter from the Disabled Golfers Association requesting a date for their annual event to take place the Club. It was suggested for w/c 2 May 2016.

Signs – GW advised that sponsorship for the external marker signs on the tees expired on 31/12/15. The matter was in hand.

7. DATE OF NEXT MEETING.

Monday 7th December 2015 at 6.00pm.

M&WSGC - Treasurer's Report to MC meeting 3 November, 2015

September Accounts

The Club's budget for 2015 was for a surplus of £ 31 k after including infill income of £ 30 k. In other words, the Club would seek to break even on its traditional income and expenditure. The MC also took the view that the infill income could then "pay for" approved special items of expenditure on the course and the clubhouse, that were not of a recurring nature. In the case of the Clubhouse lighting, furniture and curtains, these have been mostly financed by donations received from members and others.

By the end of September, the following special items had been bought that were not included in the club's original budget.

		£'000	
Course	Rough Mower (depreciation cost)	7.7	
	Irrigation equipment	6.0	13.7

C'house	Kitchen equipment (dep'n cost)	0.7	
	External decoration	4.1	
	Internal decoration	1.2	
	Cellar cooling equipment	1.9	
	Cellar floor	1.1	9.0
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			22.7

In addition, the following monies will be spent before the year-end.

Replacement window (Ladies Locker room)	1.1	
Upgrade to electrics (estimate)	2.5	
Container	1.9	5.5

		£ 28.2
		=====

The actual infill income amounts to £ 26.9 k and has thus been completely used. I have said before that it is of paramount importance, not only for this year but for the coming years also, that this income stream is turned on again. If Graham and Rob Barrett need additional help from the Chairman or myself to get things moving, they only have to ask.

Regarding the figures themselves, subscription income continues to do well. Green fees, although better than budget on a cumulative basis, were £ 2 k less than budget for September. The overall picture is not helped by the fact that we budgeted to receive £ 2 k of infill income in September which, of course, did not materialise.

Net income from the bar continues to be very satisfactory but the catering income does not. Also, the catering figures for October will not be helped by the significant and unexpected termination payment to Beverley Guest.

Expenses in September are always high as they include the quarterly rent of £ 4.6 k and the quarterly charge for irrecoverable VAT £ 1.6 k. These, of course, were budgeted for. What was not budgeted is the continuing high cost of machinery maintenance with a further £ 3.2 k being charged in September. Rob has assured me that, for the rest of this year, these maintenance costs should reduce to almost nothing.

My latest estimate for the full year is that the club will struggle to breakeven even after the receipt of £ 26.9 k of infill income. There are always a number of year-end adjustments that need to be made in December and I am hoping that a number of these will be in our favour. In the meantime I must stress to all spending sections that, from now to the year-end, we can only afford to incur expenditure on items that are absolutely essential.

Subscription Notice

As required by the Club Rules, the Notice detailing the 2016/17 subscriptions has been circulated to members (by e-mail) and a copy put on the Notice Board. Letters were also sent to those members for whom we did not hold e-mail addresses. As of the date of this report, I have not received any comments, adverse or otherwise.

Financial year-end

At the AGM held in March, members agreed to change the start of the subscription year from January to April. At that time it was thought that the Club's financial year would continue to run from January to December. Having now considered the matter in more detail I feel that it would be sensible to change the date of the Club's financial year to keep it in line with the subscription year. I therefore propose to consult with Amherst Shapland on this question and will make a proposal to the MC before the end of the year. If the proposal is to change the date then the necessary resolution can be put to the AGM due at the end of March, 2016.

John Fulwell
Club Treasurer
2015

31st October,

Premises Report To MC for November 2015

1 - **Solar Power and electricity use** - following a discussion at the last MC (not minuted), there have been discussions with a local firm and a projected cost/saving etc., their representative would be available to talk to the MC to explain the process fully, if we were interested in taking it forward. Also the details of the quote received earlier in the summer are available. There are options of installing a more powerful system, but this would be more expensive, and require permission from Western Power. The MC will need to decide whether we wish to pursue this in the long term

I have also consulted a professional "switching" firm, to see if we can get a better deal once our contract runs out in March. The results on this are disappointing, as the most we can save is £359 per year (on an average spend of £12K+) - the situation is complicated because we have 3 meters and at the moment pay no standing charges on the 2 minor ones.

Other options -

- 1 - Meter, or have some method of checking consumption in the pro-shop and the club flat.
- 2 - I will be proposing that next year we spend the necessary money on putting longlife bulbs in all the clubhouse.
- 3 - Following comments about lights being on in the morning, I spoke to the cleaner, who tells me he turns them all off, I also mention the thermostat for the heating and he doesn't know where that is. I can only assume that it is one of our members turning things on, a message/comment will go in the next news letter.

2 - **Telephone System** - following a comment at the last MC. I have consulted one provider who was not keen to give a quote until next year, as a current contract does not run out until July 2016. However, Fay and I are seeing a rep from BT tomorrow (Nov 2nd).

3 - **Waste Disposal** - our signed contract with Viridor ran out earlier this year, and other quotes have been obtained. A rep from Cory Waste - the firm that have given us the most cost effective quote - are coming in on Wednesday Nov 4th to go through in more detail, what they can offer us. I hope the MC will give me permission to switch our contract, if it seems appropriate.

4 - **Container** arrives on Tuesday 3rd

5 - **Slabs** have been placed round by putting green and await laying!

Marketing -

1 - An ad for Winter Warmers and Winter Membership has been placed in the Taunton and Bridgwater papers.

2 - Phil A and Stephen Kaye attended a day seminar on the new computer system, which turned out to be very marketing based, we are receiving feedback from this next week.

3 - Junior coaching - Jordan and Janet Handley ran a very successful session last week with 16 juniors and some parents, despite poor weather it seems to have gone really well. With the backing of the MC, I would like to ask Janet to take on the Junior role, and run it as she sees fits our current situation. (We have already agreed to ask the next AGM to remove the roles from the MC)

Jayne Fulwell 1/11/15

COURSE MANAGEMENT REPORT – NOVEMBER 2015

1) Communication with members

The next notice will be posted at the beginning of November.

My extended absence from the club made it impossible to organize divot filling parties at the end of October but due to the limited growing conditions and the application of winter rules this is non critical. We'll attend to this in early spring.

2) Staff issues

None outstanding. Greenkeepers are working well together and relationships seem to continue to be in good order with other staff and with members, several of whom have been complimentary about course conditions.

3) Course issues

A recent visit from independent agronomist George Shields has produced a good report complimenting upon course conditions generally and on the grass transition on the greens. (The report is available from the office for committee members who may be interested). It has identified a problem with the poplar tree and the conifers growing close to the 6th green causing roots which are damaging grass growth on the green. The only solution will be removal of these non-native trees in due course. Rob Barrett has suggested building a landfill bank to the side and behind this green running into the existing landfill plan to raise and extend the 7th tee. I will develop a proposal for this in conjunction with the need to extend the existing planning application for the use of landfill.

A number of shooting expeditions have been successful around the 11th tee in particular. Now that the timing of ferreting is being better coordinated I expect good results here too!

4) Training and practice facility

Many tons of sand have been further removed from the 18th bank for use on the practice target greens and this continues. Grass growth on part of these greens has encouragingly started.

5) Landfill

Rob Barrett will have met with Lynch on the morning of our committee meeting to discuss issues concerned with re-starting landfill deliveries. I will report on this if information is to hand.

During November I will attend to the need to extend our existing approval for landfill beyond the end of March and John A'Court will assist. The cost for this extension will be in the order of a few hundred pounds. At the same time we will consider planning to use landfill in the dip between the 3rd fairway and the banking to the left of the fairway. This will take a very considerable volume of material with minimal disruption to play on the course. A proposal will be developed, again with John A'Court's assistance, for consideration by the committee.

6) Other issues

Constraints on course expenditures still apply and both myself and John Fulwell are giving this close scrutiny! The problem of unavoidable machinery maintenance costs continues with the breakdown of one of the utility vehicles. A more realistic maintenance budget will be necessary next year.

Harry Husband has offered for a tree to be planted somewhere on the course. I will discuss this in committee.

Graham J Wells