



MINEHEAD & WEST SOMERSET GOLF CLUB

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MINEHEAD & WEST SOMERSET GOLF CLUB

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD AT THE CLUBHOUSE

ON 23RD JUNE 2014 AT 6.00 P.M.

PRESENT

P Fullbrook - Chairman

John Fulwell – Treasurer

P Arbourne – Captain

P Bowden – Vice Captain

Jayne Fulwell – Bar & Social

G Wells – Course Manager

T Bowden – Competitions & Hcps

IN ATTENDANCE:

T John (President), S Archer (Bar Manager), S Kaye (Seniors Representative), A Giles (Minutes)

1. INTRODUCTION & APOLOGIES

The Chairman opened the meeting at 6.05pm. Apologies were received from G Mason, R Chidgey, I Gover, J A’Court, D Bickerstaff and K Luckett.

2. MINUTES & MATTERS ARISING

2.1 Approval of Minutes: The minutes of the meeting held on the 27th May 2014, circulated prior to the meeting were approved subject to the following amendment:

Section 5 paragraph d (2) was amended to read ‘the Captains Committee felt it would be a good idea to have a news letter’

2.2 Buggies (Section 7 paragraph 2): The chairman confirmed that the buggies now being used on the Course have GPS tracking installed on them.

2.3 Lockers (Section 8 paragraph 4): The chairman confirmed that the lockers which were causing an obstruction to the trolley shed have now been removed.

3. TREASURERS FORUM

The Treasurer's report together with details of the accounts up to the 31st May 2014 had been circulated prior to the meeting and are appended to these minutes. The Treasurer expanded upon the key messages contained within the documents as follows:

3.1 Subscription and Green Fee Income: The Treasurer reported that the combined total of these income streams was currently £4,000 below the budgeted figure. He anticipated that the situation regarding Green Fee income would improve if the fine weather continued and as a result of a change to the treatment of VAT on Green fee income. More work would need to be done if the Club was to achieve the budgeted level of subscription fee income which was approximately £1,800 below target.

3.2 Infill Income: The Treasurer reported that the actual income to date totalled £26,700 of which £8,500 had so far been allocated (£5,000 budgeted income figure plus an additional £3,500 for kitchen refurbishment). The Treasurer sought approval for a further £1,000 to be allocated towards the improvements to the kitchen as the final cost had been higher than anticipated. This was unanimously agreed. Prior approval has been granted for part of the remaining funds to be allocated towards the improvement of paths although the actual figure for this work has not been finalised. The balance of the infill income will only be used to fund special unbudgeted expenditure that has had prior Management Committee approval.

3.3 Budgets: The Treasurer gave an overview of the main budget areas reporting that that the bar and catering services are currently performing very well. Course expenditure is an area of concern with some budgets having been exceeded and higher than expected levels of expenditure showing against others. Clubhouse expenditure was high; this was primarily due to the full years invoice for the rates having been paid in March together with the cost of repairing the roof which was £2,500. Budgets for financial and administration costs are currently on target.

3.4 Cash Flow: The Treasurer reported that the cash flow position was satisfactory and that the bank balance currently exceeded £125,000. He estimated that the bank balance at the 30th June 2014 would be in excess of £100,000; this would be over £20,000 above the level at the same date in 2013.

3.5 Insurance Claim: The Treasurer reported that, following advice from its Insurance Brokers, the Club had accepted liability for the accident which occurred on the 7th April 2014 when a visitor slipped outside the ladies changing rooms. The matter would now be dealt with by the Club's insurers. The advice received regarding the claim indicated that the Club had no defence against the claim as no signs were displayed warning of the hazard. The sign was still not in place and it was agreed that this would be done as a matter of urgency.

3.6 Financial Services: The Treasurer updated the Committee on preliminary communications which had taken place with Colin Norris who is the Managing Partner of Concentric Partners Ltd, a company offering financial and associated services. It was agreed that Concentric Partners

Ltd be invited to deliver a short presentation to the Management Committee immediately prior to the next meeting of the Committee to be held in July.

4. COURSE MANAGER'S REPORT

The Chairman welcomed Graham Wells onto the Management Committee and thanked him for putting himself forward for the vacant position of Course Manager. The Chairman and Management Committee wished Graham every success in his new role.

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

4.1 Greens Sub Committee: G Wells stated his intention to reconvene the Greens Sub Committee. This Sub Committee would consist of the Captain, Course Manager, Head Green Keeper, Junior Organiser and Club Professional together with representatives from the Seniors Section and Ladies Section.

4.2 Communications: G Wells advised the Committee that he intended to improve communication within the Club on matters associated with the Course. He felt that there was a lack of information available to Club Members on matters such as infill and course improvements etc. and he would work towards improving communication with Members on such issues.

4.3 Buggies: G Wells advised that there was a lack of information available to Members regarding the use of buggies on the Course. There was currently no clear policy regarding the use of buggies; there was also an element of confusion regarding improvements that would need to be made to the Course in order to meet the requirements of Health and Safety legislation. It was agreed that more information would be made available to Members, possibly through a presentation at a future Club Night.

4.4 Practice Area: G Wells advised that there was also a lack of information available to Members regarding the proposals for improvements to the practice area. It was agreed that the proposals should also form part of the presentation referred to in 4.3 above.

4.5 Future Development / Maintenance of the Course / Priorities: Various matters associated with the future development of the Course, its current condition and future maintenance were discussed. G Wells stated that he would prepare a brief summary of his plans for the Course; this summary will set out proposals that are intended to deliver a challenging golf course which is also a pleasure to play. This summary will be presented to the next meeting of the management Committee and will take account of the limited resources that are at the Club's disposal.

4.6 Maintenance of Equipment / Machinery: The Committee were advised of an offer made by a former employee, Mr B Baker, to undertake the maintenance of the Club's equipment and machinery if he were granted free playing membership of the Club in return. The Chairman and G Wells agreed to further explore Mr Baker's offer and report back to the Management Committee.

5. COMPETITION SECRETARY'S REPORT

T Bowden updated the Committee with the results of recent Club competitions.

6. BAR AND SOCIAL SECRETARY'S REPORT

Jayne Fulwell updated the Committee with details of the wedding that was held at the Club on Saturday 22nd June 2014. Jayne expressed her thanks to all of the staff on duty for the event which was a great success with extremely good feedback having been received from the families of the bride and groom and other guests who attended. The event generated a gross income of approximately £12,500. P Bowden reported that he had heard some negative comments regarding the price of drinks and the poor state of the gent's toilet. It was agreed that these matters would be looked at prior to any similar event being held at the Club in the future.

7. STAFFING REPORT – CONFIDENTIAL

S Archer left the meeting.

Jayne Fulwell presented a report on matters associated with staffing within the clubhouse. This report and the corresponding minutes were deemed to be confidential and have not been published with the records of this meeting.

S Archer returned to the meeting.

8. EXTRAORDINARY GENERAL MEETING

The Chairman reported that the proposal put forward by the Seniors Section at the Annual General Meeting in March 2014, recommending a change to the constitution of the Club to include a representative of the Seniors Section on the Management Committee, had now been withdrawn. The Chairman and the Committee welcomed the decision to withdraw the proposal. It was unanimously agreed that the Seniors Section was a valued and respected section of the Minehead and West Somerset Golf Club and that the Committee would continue to welcome a representative from the Seniors Section to attend future meetings and to put forward their views in a non-voting capacity.

9. ANY OTHER BUSINESS

9.1 Membership / Communications: The Treasurer advised the Committee that membership issues and in particular matters associated with new members continued to cause significant difficulties. He proposed that a small group be created to deal with membership issues. The Captain felt that the welcoming of new members should be undertaken by the Captain and agreed to take on this role.

The Committee debated various matters associated with membership and communication issues within the Club. It was agreed that the subject of Marketing / Communications be included on the agenda for discussion at the July meeting.

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 28th July starting at 5.00pm with a presentation from Concentric Partners Ltd (see paragraph 3.6 above).

Meeting Closed at 7.55pm.