

Gosport & Stokes Bay Golf Club

Minutes of the Committee Meeting held on 9th October 2018

The meeting opened at 18.10 hrs

(Grey font: Closed business – will be removed in next month's minutes,)

1. In Attendance:

Pete Fry	PF	Club Captain/Officer of the Club (OOC) Chairperson (casting vote)
Ray Spittles	RS	Club Vice Captain/ OOC
Sue Tosdevin	ST	Club Secretary/OOC
John Marsden	JM	Past captain/OOC
Geoff Laver	GL	Seniors' Captain
Gordon Reid	GR	Seniors' Secretary (non-voting)
Julie Beames	JB	Lady Captain
Donna Lloyd-Henry	DLH	Ladies Vice-Captain (non-voting)

2. Apologies:

Paul Bearman	PB	Club Treasurer/OOC
John Gunther	JG	Acting Mens Captain
Carol Evans	CE	Minute taker (non-voting)
Mark Williams	MW	Chairman of the Greens (COG)

3. Corrections/Acceptance to Previous Minutes

Minutes from 11th September accepted.

4. Matters Outstanding at 9th October 2018:

Serial:

006

Suggestion Book: 09 Oct 18: A new bench has been received and will be located at the back of the 18th green. The Maureen Butchard memorial plaque will be moved onto this bench. A request to fill in the hole alongside the 12th tee was received which was agreed. Following a theft of an item hanging on the clothes rail in the Men's changing room a request to install CCTV has been made. This cannot be accepted due to personal privacy issues when people are changing. Instead Notices will be put up warning people not to leave items unsecured outside lockers.

Action

**Priority
Low**

PF

013

Ladies Toilets: 10 Oct 17: Looking at fitting 3 toilets, possible extension, to use as storage area as well. PF suggested a long-term master plan for all clubhouse changes. 14 Nov: on-going, PBM to request clubhouse plans to review. Philippa Banner to forward Fire Plan used for the Risk Assessment. PF requested that a master plan be produced to gain an overview of all intended works. 12 Dec: PB to arrange for sketch with measurements to be produced of the clubhouse ground plan, to enable long term plans to be drawn up. 09 Jan 18: On-going. 13 Feb 18: PB advised that Gosport Home Improvements no longer carry out this type of work, locate another builder to estimate, plans to include better storage facilities. 13 Mar 18: PB has arranged for a local builder to visit and give a rough guide price, this will be tabled at the next committee meeting and then reviewed by the Finance committee. 17 Apr 18: Rough price of £18k from Covers, PB to get drawings and firm price for next meeting. JB to check with Kier. Discussion regarding disabled toilet access via ladies locker room, JB to check. 08 May 18: Close to getting a price, which includes brick built storage area and disabled access, then after Ladies and Club committee agreement, will need ask for member's approval at an EGM as project will be over £25k. 12 Jun 18: on-going, meeting to take place next week. 14 Aug 18: Design work has yet to be completed

**Priority
Low**

PB/JB/PF

and no builder is currently keen, approval from MOD landlords also required so no prospect of an early start. Carpet tiles and worksurface needs attention and this will be prioritised. 11 Sep 218: This project is not going to happen in the near future. Clubhouse drawings need to be produced before any additional clubhouse building work is considered, which needs to be an integrated project to address all of the outstanding building issue legacies (ladies and gents changing rooms, disabled toilets and access, wall issues and additional storage requirements). In the short term the ladies changing rooms need work on flooring and sink areas and this will be prioritised. DLH will speak to ST re new carpet tiles. 09 Oct 18: Sink has been completed. Non-slip flooring and new carpet will be ordered asap.

- 034 **Kevin Maris:** 12 Dec 17: Meeting to held in January to discuss **Junior golf** and **Shop stock levels**. 09 Jan 18: on-going. 13 Feb 18: PF/JM to advise Kevin that he should retrieve any practice balls from the 9th. Future plans are to fence off the practice area, estimate to be obtained. Also shop stock levels to be reviewed. 13 Mar 18: Shop stock levels have been reduced. PF to source specialist netting company for suggestions / estimates. On-going to hold meeting with Kev Maris. 17 Apr 18: Thank you to Mark Williams for the netting for the practice area. PF advised that the fence will go up eventually – on-going meeting to be arranged with Kev Maris. 08 May 18: Netting for the practice area is on the list to do. There are still practice area issues, PF to write to Kevin Maris to advise on clearing up afterwards. 12 Jun 18: on-going, after much discussion 3 actions: 1. RS to set up meeting with Kev Maris. 2. Check Risk Assessment covers the Practice Area. 3. Risk Assessment required from Kev Maris for the children in lessons. 14 Aug 18: RS has met with Kevin. A fence needs to be designed and priced to protect the 9th green and practice area from risks to each other and this work is ongoing with PF. 11 Sep 18: A 15m x 3m high fence is proposed. A quote will be requested from Coastal Netting and this together with images will be put to the Club Committee for approval. 09 Oct 18: Ongoing. **Priority Medium** PF
- 047 **Land Collapse:** 13 Jun 17: JM raised the issue regarding the land collapsing into the lake by the 7/16 fairways, letter to be sent to Defence Infrastructure Organisation (DIO) to seek their views. 11 Jul/12 Sep/10 Oct: on-going, letter has been sent to DIO, awaiting response. 14 Nov: meeting held on 25 Oct with DIO, the land surrounding the ponds are part of the council land. PF to arrange meeting with GBC to discuss. 12 Dec: on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: PF has written to the council environmental section to request meeting, also covers Dog Walkers 015 & Pump House 069. 17 Apr 18: on-going – aim to get meeting arranged to discuss Land Collapse, Dog Walkers & Pump House Cladding. 08 May 18: on-going. 12 Jun 18: on-going. 14 Aug 18: No response yet from council. This will be hastened as other priorities allow. 11 Sep 18: Ongoing. 09 Oct 18: The committee agreed that this is a low priority low risk issue. It will be left on the minutes to be followed up at some time in the next year as other priorities allow. **Priority Low** PF
- 055 **Course Signage:** 11 Jul 17: The provision of smarter signs around the course was raised and supported by the committee. PF requested that all ideas (where & wording) for course signage be forwarded to him as he would like to get all ideas together for the committee. This may have an impact on the scorecard local rules wording. This includes the Course Information board (Tee of the day – yellow). 12 Sep: MW advised that new course information sign would be about £1500; however, there are a lot of variations that need to be considered, subcommittee to be set up – Philippa Banner/MW/GR. 10 Oct: on-going, meeting to be arranged. 14 Nov: meeting to be held on Wed 29 Nov, PF to forward potential sign information. Also new Club sign to be placed to the entrance to the Golf Club and Lucy's Garden raised flower bed, tiled sign to be improved. 12 Dec: on-going. 09 Jan 18: The Course Risk Assessment is still outstanding, JB to ask Philippa Banner if she will co-ordinate this. MW has details of signage contact. 13 Feb 18: JB advised that Philippa is prepared to carry this out, although she cannot complete until her support boot has been removed as she will need to walk the course. 13 Mar 18: on going, see also DLH letter to be taken into consideration regarding signage for the 'Rights of Way' through the course. PF has prepared a list of signs. 17 Apr 18: on-going. 08 May 18: Course Risk Assessments progressing. 12 Jun 18: on-going. 14 Aug 18: Risk assessment work is complete and OOC need to finalise sign content and location, agreed with head greenkeeper before purchase **Priority Medium** OOC

and erection can be completed. 11 Sept 18: The OOC will meet to review signage requirements prior to a greenkeepers meeting (also includes 'Dog Walking' signage). 09 Oct 18: The OOC will meet on the 25 October to review all risk assessments from which new signage requirements will be identified. Once agreed purchase and erection of signs will quickly follow.

- 069 **Pump House Cladding:** from 004 Pump. 12 Sep 2017: cladding estimate received of £11k, (note: no specification received), concern over cost to GBC. Clause states cladding has to be in place 3 months from date of delivery. PF to write to GBC Environmental section with our concerns. 10 Oct: letter on-going. 14 Nov: GBC Environmental letter on-going. 12 Dec: on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: PF has suggested better solutions, on-going. 17 Apr 18: on-going see 047. 08 May 18: Council rep to be contacted and advised of solution. 12 Jun 18: on-going. 14 Aug 18: on-going. 11 Sep 18: on-going. 09 Oct 18: no progress on this item. **Priority Low** PF
- 076 **Welcome/Induction Booklet:** 14 Nov 17: reference 068 CASC changes to constitution, which removes the need to 'interview' members, suggest that this is replaced with an Induction Meeting, the Ladies section have a 'Welcome' booklet, and this is to be revamped for ST to give out to all new members. CE agreed to draft. 12 Dec: template received from ladies section, on-going. 09 Jan 18: on-going. 13 Feb 18: on-going. 13 Mar 18: on-going. 17 Apr 18: on-going. 08 May 18: on-going. 12 Jun 18: on-going. 14 Aug 18: on-going. 11 Sep 18: on-going. 09 Oct 18: no progress on this item. **Priority Low** CE
- 077 **Clubhouse Hire:** 13 Mar 18: the club committee decided that £100 refundable deposit would be implemented to cover any 'wilful damage' to the clubhouse and surroundings, form to be reworded to cover this. ST to check with World Pay that transactions can be taken by card remotely. PF encouraged sections to use the venue for social events as the bar sales are important income to the club. 17 Apr 18: on-going for £100 deposit procedure to be implemented. 08 May 18: ST to review booking form and look into legalities, also review the technical difficulties to take swipe card, if not feasible? 12 Jun 18: on-going ST advised that the pre-authorisation on the terminals can be set up, ST to email draft Application form with 'up to £100'. Should members pay for club house hire? Finance committee to be asked to review. 14 Aug 18: On going. Following a recent double booking a notice would be placed in the bar that all bookings must be made through the Club Secretary. 11 Sept 18: On-going. 09 Oct 18: It was agreed that no notice was required. All other actions have been completed. **Closed**
- 089 **Spot Check Regime:** 09 Jan 18: OOC to set in place procedures to spot check staff training records and cleanliness, for the bar, restaurant, shop and green keeper areas. 13 Feb 18: on-going. 13 Mar 18: to be discussed at the next Officers meeting, on-going. 17 Apr 18: on-going, more format required. 08 May 18: on-going. 12 Jun 18: on-going – Also Fire Alarm drills must be held and recorded, ST to check how often to be held, GL to bring in log book to record. 14 Aug 18: ongoing. 11 Sep 18: GL has brought in a fire logbook, regime of use to be set up. 09 Oct 18: ST to establish a Monday morning fire alarm test routine. **Priority Medium** ST
- 092 **General Data Protection Regulations (GDPR):** 09 Jan 18: new GDPR regulations due 25 May 18, PF to review how this impacts on our member's information. 13 Feb 18: all members to be requested to give written approval/consent by completion of a form to allow contact by email / phone/ post etc. 13 Mar 18: draft form prepared, this will be sent to all members, on-going. 17 Apr 18: on-going – PF has draft form to issue to members. 08 May 18: PF to pass form to ST to distribute. 12 Jun 18: members have been contacted and RS agreed to add responses to a spread sheet for further action by the sections. NOTE: all emails to members through the Club Systems communications must be sent via ST. 14 Aug 18: Only a small number of members have so far returned their communication approval form. ST would provide a print out of those who have failed to return forms. Extra copies of forms would be printed and members would be hastened individually to complete these. 11 Sep 18: Club V1 hold approvals for members using their systems and members can amend this themselves online. We need to review our own data holdings and responsibilities **Priority Medium** ST/OOC

prior to amending and reissuing any policy statements or use approval notices. 09 Oct 18: A data enquiry has been received from a member which is taking priority but will also ensure we identify all data holdings and their management.

- 120 **Winter Tees:** 17 Apr 18: winter tee positions to be decided, prioritise by September 2018. **Priority**
08 May 18: Astro turf prices to be obtained, maybe get one or two completed first. 12 Jun **Medium**
18: on-going. 14 Aug 18: This project has been side-lined by more important work. On-
going 11 Sep 18: If time allows it may be possible to fit Astro turf to one or two tees prior PF
to winter. This will be investigated. 09 Oct 18: Ongoing.
- 127 **England Golf – Get into Golf Initiative:** 17 Apr 2018: JB requested that we look into **Priority**
how we can be part of this golf initiative; Risk Assessments required, to be reviewed. 08 **Medium**
May 18: Risk assessment on-going, ST to send out and feedback required by next week.
12 Jun 18: on-going, awaiting Risk Assessments. 14 Aug 18: Ongoing. 11 Sep 18: completed ST/OOC
risk assessments need to be reviewed by the OOC before any action on this can proceed.
09 Oct 18: The OOC will meet on the 25 October to review all risk assessments.
- 132 **Independent Financial Advice:** 08 May 18: OOC to seek independent financial advice. **Priority**
12 Jun 18: on-going, awaiting new date. 14 Aug 18: On-going. 11 Sep 18: Action continues. **Medium**
09 Oct 18: Ongoing. OOC
- 134 **Committee Parking:** 08 May 18: GL enquired as to the history behind why the seniors **Priority**
captain has never had a designated car parking space as do other captains of sections. He **Low**
suggested that all designated car spaces were removed and replaced with committee spaces
only, which would be filled on a first come first served basis by committee members. After
some discussion it was decided that all captains of sections would have a designated car
space and some additional spaces adjacent to the first tee would be allocated for committee
members. During this discussion PB also said he was going to advise subcommittee
members who shouldn't be parking there. 12 Jun 18: on-going, ST to look into sign writing OOC
on the car park. 14 Aug 18: It was agreed that the Senior Captain was the highest priority
and he would be allocated a space adjacent to the 1st tee to make positioning of signage
easier. Sign would be purchased with other course signs. 11 Sep 18: action continues. 09
Oct 18: Ongoing.
- 135 **Junior Secretary:** 08 May 18: Possible candidate to be DBS checked, then seconded onto **Priority**
the committee if no objections, PF to talk to him. 12 Jun 18: Matt Searle unable to attend **Medium**
meetings as he has prior commitments on a Tuesday evening, Matt to be requested to email
a report in for the meetings. 14 Aug 18: Matt is now unable to undertake this role so the
search for a new Junior Secretary continues. 11 Sep 18: No candidates have been identified. ALL
On-going. 09 Oct 18: still no candidate identified.
- 139 **Shoe Cleaning Machine:** 08 May 18: DLH enquired about the shoe cleaning machine, PB **Priority**
advised it's on the list to purchase. 12 Jun 18: on-going, preparation works combined with **Medium**
142. 14 Aug 18: This will now be sited adjacent to the flower bed by the shop. A box and
grill need to be procured. 11 Sep 18: action continues. 09 Oct 18: ongoing. PB
- 142 **New Electric Buggy Bay:** 08 May 18: PB advised that we have measured the area and **Closed**
can fit in 8 extra bays. John Gunther and Mick Watts on the tractor will dig out footings
and put in base, Derby Watts has agreed to do the block work. (Blocks bought from Covers)
we may need to hire a cement mixer. We have asked Frank Beetlestone for a cost of doors
and roofing. Will report back when we have received this. The ladies buggy door which
was falling off hinges has been repaired by John G new hinges fitted.
John G is going to try to sell on the plastic and drain pipes on top of the buggy sheds as we
have no need for them now. 12 Jun 18: on-going, preparation works combined with 139.
14 Aug 18: Work is progressing with foundations and walls built. Doors, roof and charging
facilities awaited. 11 Sep 18: a quote has been received for the doors and roof which has
been accepted. Work will complete soon. 09 Oct 18: All work has been completed and bays
allocated.
- 143 **Drainage of 5th Fairway:** 08 May 18: PB advised that a costing of £3600.00 plus VAT
was received from Turf Dry to survey the course for drainage works to be carried out as

requested at the Officers Meeting. A costing was sought for the West Side only of the course. This costing would be £2400.00 plus VAT. This is the part of the course on the West side of Military Road as shown on Google maps and is in fact the path to Fort Gilkicker. I have told Melvyn Taylor that I would contact him either way, if we will or won't proceed. Review for next month. 12 Jun 18: on-going, MW to speak to the Head Green keeper for any ideas. 14 Aug 18: It was agreed that at this stage a full drainage survey would not be conducted. The OOC had walked the course and the Head Greenkeeper had a proposal to improve drainage by contouring the slope on the 4th fairway where the water sits and to dig out the ditches to improve water flow to the pump. It was agreed to pursue this and hire a digger for greenkeeper use. Work would commence on 24 Sep 18. 11 Sep 18: work due to commence on the 24 Sep and take one week. 09 Oct 18: All work has been completed and will be monitored for success.

Closed

- 144 **Patio by New Restaurant Doors:** 08 May 18: PB advised that Mick Watts and John Gunther will remove excess soil from under the doors and lay 20 x 2' x 2' paving slabs joining up with the existing patio. This will allow these doors to be used. The costing will be the slabs and sand & cement. Should we wish to progress further I have brought a couple of House of Tents Brochures, the cheapest and the most expensive marquee as a guide. Both tents are 5m wide by 12m long and can be opened up from either end or side. The cheaper one is 2m high and the more expensive one is 2.6m high. The more expensive one is obviously better quality. One problem would be Winter Storage and if the Ladies Toilet storage is not completed (which I do not think it will be). We could always use one of our new buggy bays if they are completed, and they should be. 12 Jun 18: paving slabs to be levelled with the door. Make good area outside patio door, compact sand, ready for the wedding 23 June. 14 Aug 18: Builders were not interested in the work to finish the patio area. This needs to be done and so the services of a skilled handyman would be sought. 11 Sep 18: It is proving difficult to get someone to finish this work. On-going. 09 Oct 18: a builder has been identified and costs are being discussed. **Priority Medium** OOC
- 146 **Mobile phones / ipads / tablets:** 12 Jun 18: Issue of them being used by shop staff was discussed, PF to write to the Senior Shop Assistant to advise all staff that these items may not be used whilst customers are awaiting service. 14 Aug 18: Despite not having written yet PF felt that the situation had improved and was much better. ST was concerned that errors were occurring on the till which she believed was due to inattention. She would write to staff to highlight this and with measures to improve accuracy. 11 Sep 18: On-going. 09 Oct 18: the situation has improved and certain members of staff are balancing the till each day. **Closed**
- 147 **Machinery shed access:** 12 Jun 18: MW to speak with contractor on how this can be improved for the winter. 14 Aug 18: on-going. 11 Sep 18: action continues. 09 Oct 18: MW should bring this back to committee when a proposal is developed. **Closed**
- 150 **Patio Tables and Chairs:** 12 June 18: DLH enquired whose responsibility it is for the patio table and chairs? 14 Aug 18: This is not covered in staff contracts. Further investigation is required. 11 Sep 18: On-going. 09 Oct 18: This will be combined with action 153. **Closed**
- 152 **Training:** 11 Sep 18: There is no training process in place for clubhouse staff identifying requirement, delivery method and recording completion. Work will be undertaken over the winter to rectify this deficiency. 09 Oct 18: Ongoing. **Priority Medium** OOC
- 153 **Clubhouse Cleaning:** 09 Oct 18: Issues were raised about the cleaning of the patio area and other areas outside the clubhouse. This would be discussed with club staff to establish responsibilities. **Priority Medium** PF

5. Treasurer/Finance Report:

09 Oct 18: PB advised that an advert had been placed on the Gosport ferry offering 15 months membership for 12 months fee. At the induction of new members we would ask how they had heard about us to monitor the efficiency of our advertising. A £19.7k operating loss on the year remained the current forecast.

6. Secretary/Manager Report:

09 Oct 18: The bank balance is currently £26k against last year's £87k. Membership income was up to £161k but bar and shop income was poor in August. A poster may be needed to advertise clubhouse hire. Funds would need to be transferred into the current account to meet expenditure to year end. Strong income would be needed from the clubhouse over the winter to ease the financial pressure.

7. Chairman of The Greens Report:

09 Oct 18: There was an issue with the right-hand bunker at the 7th where golfers were hitting the bottom of the bunker. The depth of sand needs to be reviewed.

**Priority
Medium
MW**

8. Social Secretary Report:

09 Oct 18: Social Secretary post remains vacant. An Elvis act will be at the club on 23rd November. It was agreed to hold a New Year's Eve party.

9. Men's Section Report:

09 Oct 18: John Gunther (Vice Captain) had taken over the running of the Men's Section following Antony Sheehan's departure. There is one match left to play against Andover.

10 Ladies Section Report:

09 Oct 18: The ladies' team had won the Solent Bay trophy match against Lee. Two light covers and working toilet seats are required for the lady's locker room. PF thanked Julie for her commitment, dedication, hard work and support to him throughout her year in office. She had done well and achieved a lot.

**Priority
Low
ST**

11 Seniors Section Report:

10 Oct 18: GL asked about the purpose of the small section of OOB at the back of the right-hand gorse on the 2nd/11th. This would be reviewed. The seniors would also like to see the copper etched picture back up in the clubhouse, perhaps on the end of the bar? Pat Chubb, an ex-Captain had recently passed away, details of the funeral were awaited. The seniors would like the missing sleepers around the 4th tee replaced.

**Priority
Low
MW/OOC**

12 Junior Section Report:

10 Oct 18: The club continued to seek a Junior Convenor and in the meantime would continue to seek to hold junior competitions.

13. Sub Committee Reports:

09 Oct 18: There had been no meetings of the following committees during the last month: Finance committee / Pro-Am committee / Social committee.

14. Club Captain Report:

09 Oct 18: PF read an email of thanks from John Guest for the weekend break we had given him for the Gilkicker work he had undertaken for the club. A proposal had been received from Hampshire County Golf to include a Hampshire Card for all members in an increased Hampshire annual fee. The committee agreed to oppose this on the basis of cost and that few members want to use the card. A reply was ready to send to the members recent 2 page letter. An EGM would be arranged in January/February to set 2019 fees and the AGM confirmed in the diary.

15. Club Constitution/Rules: Amendments and Revisions:

09 Oct 18: nothing new to add.

16. Any Other Business from 9th October 2018:

09 Oct 18: There is an open drain in the doorway of the beer cellar which is illegal. This needs to be rectified.

The problem of players teeing off in fog, the safety of green staff when they do and the responsibility of the club was discussed. This is a complex and difficult issue to manage effectively. It was agreed that a marker pole would be placed on the first fairway which needs to be in view for players to start. Green staff should cease work on the course if their safety is in doubt.

**Priority
High
OOC**

Meeting closed at 21.20.

The next Club Committee meeting date is to be Tuesday 13th November 2018 at **1800**.

Distribution:

Club Committee
Head Greenkeeper
Main Noticeboard
Website

Revised Agenda:

CLUB COMMITTEE AGENDA

1. Attendance
2. Apologies
3. Corrections/Acceptance to previous minutes
4. Matters Outstanding/Actions from the previous meeting
5. Treasurer/Finance – report, issues
6. Secretary/Manager – report, issues
7. Chairman of the Greens – report, issues
8. Social Secretary – report, issues
9. Mens Section – report, issues
10. Ladies Section – report, issues
11. Seniors Section – report, issues
12. Junior Section – report, issues
13. Sub-committees – report, issues
14. Club Captain – report, issues
15. Club Constitution/Rules: amendments and revisions.
16. AOB

Version 0.5, 14 November 2017 (to reflect the minutes order)