

# **MINEHEAD & WEST SOMERSET GOLF CLUB**

## **MINUTES OF THE MANAGEMENT COMMITTEE MEETING**

**HELD ON MONDAY 03 AUGUST 2015 AT 6PM**

**PRESENT:** Paul Fullbrook (PF) Chairman; John Fulwell (JF) Treasurer; Phil Arbourne (PA) Past Captain; Graham Wells (GW) Course Manager; Kay Lockett (KL) Lady Captain; Jayne Fulwell (EJF) Premises; Dorrien Bickerstaff (DB) Competitions & Handicaps; Graham Walsh (GWalsh) Catering & Social; Alan Ridgway (AR) President;

**IN ATTENDANCE:** Dave Williams (DW) Senior Rep; Dave Dennis (DD) Handicaps; Steve Archer (SA) Bar Manager; Faye Barringer-Capp (FBC) Minutes

**1. APOLOGIES** Phil Bowden (PB) Captain; Jenny Holland (JH) Lady Vice Captain;

**2. AGREE & SIGN MINUTES**

### **3. MATTERS ARISING**

Juniors – EJF reported that following the request at the July meeting to advertise a Juniors Saturday Club, leaflets had been sent out to the middle schools and an advertisement placed in the West Somerset Free Press. There had been a few more attendees at the end of July. With no appointed Junior Organiser, Janet Handley had agreed to work with George Hampshire and was willing to continue to help. EJF suggested removing the Junior Organiser from the Committee as there had been limited attendance in the past, and no-one currently in post. It was agreed that the position would remain vacant for the rest of the year.

Grant Application – A letter had been received from Colin Johnson confirming the £5k funding from West Somerset Council. Forms were now to be completed in respect of \$106 funding in the sum of £40k, although it was considered that this amount was unlikely to be awarded.

SA advised that he was waiting for Pete Bowden to confirm a start date for the new patio.

### **4. SECTION REPORTS**

#### **4.1 – Treasurer (JF)**

JF reported there had been an error in the figures for May which had occurred in May on the implementation of the new administration system. The May figures had been corrected and the June figures were cumulative and accurate.

Green Fees were reported as being good, the Bar was doing well, but the Catering figures needed to be reviewed.

#### 4.2 - Course Management (GW)

Communication with Members: The next notice informing members of work planned for August/September would appear after priorities had been set with Rob Barrett in early August. Working parties to remove ragwort were being planned for August.

Staff Issues: GW and DW had met with Greens Staff and received constructive comments on minor changes which could be made to Contracts of Employment. GW expected that the Contracts would be signed subject to Committee approval of the changes.

Course Issues: Higher than usual costs had been incurred during July in respect of annual servicing of equipment, now undertaken by contractor Masons Kings. Three irrigation system greenside valve boxes had been replaced, with two remaining on the 15<sup>th</sup> and 18<sup>th</sup> greens. GW had been looking into methods of rabbit control, being shooting and ferreting. Rabbit fencing would be repaired alongside the 18<sup>th</sup> green. Members were reported as being frustrated with ad hoc repairs, but killing and improved fencing were the only effective remedy to the problem.

Training & Practice Facility: Practice mats would be laid soon, but otherwise the project is on hold with only work on the target greens continuing.

#### 4.3 – Captain (PB)

There was no Captain's Report

#### 4.4 - Lady Captain (KL)

KL reported that the Ladies Wessex home match v Yeovil on 3 August had been stop/start as there was no buffer zone, making play difficult. The Ladies Wessex Interleague could go into the system and put buffer times in if necessary.

4.5 - HR – DW reported that following receipt of his letter of authority in respect of HR matters, he had looked at staff records and found only three members of staff had a Contract of Employment. Anomalies found in one had been rectified, and DW was now working through other staff Contracts. Overall he considered that he was making progress with implementing and working on the required changes. The Greenkeeping staff had refused to sign their Contracts as they contained incorrect information, and they were concerned that they were being asked to do non-greenkeeping duties. They no longer received overtime, and any extra time worked was given as Time Off In Lieu. DW advised that he required authority to include relevant wording into the Greenkeepers' Contracts to cover additional work, with Head Greenkeeper Rob Barrett reporting to the Course Manager and the two Greenkeeping staff to report the Rob. DW was duly given the authority to make the necessary changes. Job descriptions were not in place for employees, and it was suggested that these be compiled by the Managers of the various sections, ie Rob Barrett for the Greenkeepers, SA for the Bar Staff and GWalsh for the kitchen staff.

#### 4.6 – Premises (EJF)

Boiler – This had been a problem during July, with at best intermittent hot water. The engineer had made four visits in 10 days, and it was hoped the problems had now been resolved.

Electrics – Following the report at the July meeting, EJF was still waiting for Rob Porrier of Brendon Electrics to suggest a start date.

## **5. CATERING**

GWalsh reported that James Bellamy had given written notice of resignation on 30 July, his final day of employment would be Friday 28 August 2015. He was due holiday, total to be confirmed, and his last working day would therefore be prior to the 28<sup>th</sup>. Emma Kemendi was reported as being very popular with members, and it was suggested that she should have more involvement in the kitchen. Concern was raised in respect of staffing during August as it was a busy month, in particular the Arnold Palmer evening on 30 August. It was agreed that GWalsh, KL and Emma would staff the kitchen. DD raised the issue of the kitchen making a loss. Discussion ensued regarding alternatives to the current working practice, including taking on a franchisee. It was considered that the catering should be profitable, and able to cover the cost of purchasing new equipment which had been required recently. PF stated that the menus should be kept basic, which would reduce stock levels and make preparation easier, and that Sunday roasts should be reinstated. Large functions could then be contracted to outside caterers as required. DW suggested the kitchen staff required improved leadership. EJF suggested that SA would be the right person to run both the kitchen and the bar, with less time spent working behind the bar. SA considered that it would be good to take on the role, and oversee the situation to the end of the year. He would increase the bar staff hours to include front of house, so there would be no requirement for extra staff. SA's enhanced role was proposed by EJF, and agreed unanimously.

## **6. LANDFILL**

JF advised that landfill had stopped because the permitted weight quota had been reached, and wished to clarify this. GW advised that Rob Barrett was expecting further comment from Lynch regarding the quota, and suggested holding a meeting with Lynch to address the matter as quickly as possible. PF suggested contacting the Environment Agency using the Club's reference number to confirm the quota. To date there had been at least a three month break in receiving landfill, and JF stated that there could be no planning financially for any further to the end of the year.

## **7. EXPENDITURE PROJECTS WITH COSTINGS**

### **Premises**

Cellar Floor - A price of £1,413 had been obtained and work to replace the floor would go ahead soon.

Cellar Cooler – This was faulty and blowing hot, with beer being wasted as not able to be kept at the correct temperature. SA had obtained a quote of £1900 + VAT for a replacement cooler, which was required ASAP. In addition, work to repair the outside cellar door and window would cost c£1000.

External Decoration – The outside work had been slow due to the poor condition of the building, and bad weather. The cost would not be affected, as the figure was a quote. The three windows on the south side of the ladies changing room were in far worse condition than expected, as the render on the wall had deteriorated and allowed water to permeate which had caused the window frames to rot. The cost to repair would be £365 by Aaron Coles, or to replace with PVC for £1107 by Alder Windows.

Flat Roof – some remedial work had been carried out, but to make good the cost would be c£4k.

## **Kitchen**

GWalsh reported that the cost of a new dishwasher and stand would be £1622. This was a commercial model with a 3 year guarantee and parts would be readily available unlike the existing model.

It had been found that 3-phase electricity was already installed within the premises, but did not extend to the kitchen. A new fuse board was required to enable the supply to the kitchen, cost for the electrical work £200.

## **Other Works**

Cellar wall replastering cost £350. Cost of upgrading the electrics throughout the premises c£2500.

## **Course Works**

GW advised finance required for rabbit control (shooting/ferreting/netting) and fencing work to bunkers 1, 9, 10, 11 & 18 amounting to a total of c£6000. Netting was required by the 1<sup>st</sup> tee to protect people on the putting green.

JF calculated that c£20k was required to spend on projects as detailed, and that assuming there was no further expenditure, the bar takings remained good and the catering started making a profit then there would be enough funds in the bank to support the projects. The bank balance should not be allowed to fall below £55k, and on completion of these capital projects the Club should make a small profit in following years.

The vote to pursue all of the above projects was proposed by DB and unanimously agreed.

## **8. AOB**

V1 Upgrade – DD reported that the Club V1 upgrade would take place on Monday 17 August, with training on Tuesday 18 August. Six adverts had been sold towards the cost of the installation.

Late Tee Times – DD made a proposal to scrap the LATE tee times in Mens Competitions for the following reasons:-

- 1 We will not be able to switch on the Live Leaderboard at all if we have LATE tee times as we all agree it should not be switched on until the last Group have teed off.
- 2 Members currently playing LATE can usually get feedback from the morning players on the scores already in and have the potential to play accordingly.
- 3 The 3 LATE slots are very rarely filled, the average seems to be 5 out of the 9 slots being filled. We could easily add 2 more slots to the Morning tee times to mitigate this.
- 4 It is not possible to close the Competition on the Day as the LATE starters do not compete before 5.000pm.

The proposal was voted down and it was not seen as a problem switching the Live Leaderboard on before the last group went out. DD strongly disagreed with this.

SA advised that information for the 2016 Club Diary needed to be finalised by early November.

Work to the cellar floor would take place from 11<sup>th</sup> to 13 August, there would be no draught beer during this time.

Defibrillator training was booked to take place at 7pm on Thursday 17 September 2015. The bar would be closed to facilitate the training.

EJF advised that MG Cleaning would undertake cleaning of the Half Way House, which previously did not have proper cleaning arrangements.

DB advised that John Bickerton had achieved a course record of 65 on the 2011 White Tee Course.

As the Bon Cup had been rained off, another date was to be arranged for it to be held. Saturday 19 September was suggested, using the Spike Bar afterwards.

**9. Date of Next Meeting**

Tuesday 1<sup>st</sup> September 2015.