

# MINEHEAD & WEST SOMERSET GOLF CLUB

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 5 AUGUST 2019

### Present:

(JAC)	John A'Court - President
(WJP)	W. John Perkins - Chairman
(GR)	Glenn Ross - Club Captain
(RC)	Ros Chidgey - Lady Captain
(CE)	Chris Embling – Treasurer
(DB)	Dorrien Bickerstaff – Bar & Catering
(IG)	Ian Gover - Vice Captain
(BC)	Barry Chaffey – Premises
(DC)	Denis Compton – Greens
(GH)	Gil Hurley – Lady Vice Captain
(PD)	Paul Davies – Bar & Catering
(FBC)	Faye Barringer-Capp – Minutes

The Chairman opened the Meeting at 1730 hours.

WJP announced the appointment of a new Manager for the Club (see Captain's Report).

### 1. Apologies

There were no apologies for absence.

The Chairman advised that Gerry Baxter had resigned his position as Marketing Committee Member on the MC.

### 2. Minutes of the Meeting held on Monday 1 July 2019

The Minutes were agreed as a true record of the meeting and duly signed by the Chairman.

### 3. Matters Arising

There were no matters arising. The Clubhouse and Proshop windows had been cleaned on 5 August 2019.

### 4. SECTION REPORTS

#### Chairman

- a) The June 2019 financial information presented by CE had been a cause for concern, however the July figures were much improved in both Green Fees and Clubhouse sales.
- b) The Captain's Day on 27 July 2019 had been very enjoyable and successful. GR expressed his thanks to everyone who helped make the day a success.
- c) The ProShop Contract was still outstanding as the Solicitors appointed to confirm the validity of the contract document had not responded. FBC to contact them and establish what the issue was.
- d) Septic Tank – recent costings to upgrade the system were much lower than the original estimate to replace the tank.
- e) Cleaning – there had been serious issues with the reliability and standard of cleaning since Sancom took on the cleaning contract on 1 May 2019. Tracy Compton had recently carried out a deep-clean of the premises, but there remained issues with the cleaner's attendance and opening the premises on time. RC to contact Keith Sandow to discuss a refund for missed days.  
JAC reported that hair was not being cleaned from the Mens' shower hair trap, and the shower cubicle had not been cleaned for over a week.

- f) DC was asked about Landfill progress; he advised that Adam Robbins was still working on the application. WJP requested that an action plan be produced to advise the MC on progress to date.
- g) WJP had spoken with Rob Barrett regarding the proposed appointment of a new assistant Greenkeeper. Rob would be involved in discussions regarding the new Greenkeeper's role and method of employment and training. Bridgwater & Taunton College had emailed information to the Club regarding Apprenticeships, and WJP would invite a representative of the College for a meeting at the Club to discuss the scheme. BC proposed the Apprenticeship scheme as being the way forward, which was unanimously agreed.
- h) WJP reported on a meeting with the Police held at the Club on 30 July 2019 in connection with a theft from the Bar in November 2018. The case was being put forward to the next level of Police investigation for possible referral to the CPS. At the meeting on 30 July 2019, the matter of the Bar takings stolen in July 2016 was raised. The Police Officer contacted Bridgwater Station for information on this and advised that the money had been reported as 'misaid' by the Bar Manager; at the time this 'explanation' had not been reported back to Committee Members and was therefore unknown to date.
- i) Membership Categories – DC and Gerry Baxter had been looking into the various categories of membership, but this had not been completed. To be re-opened with GR, DC and WJP.

### **Greens**

- a) The annual Health & Safety Report had been received from Xact. A number of issues had been identified in the Red (Immediate) Category to be addressed without delay. Quotes for the works to be obtained.
- b) A meeting with Adam Robbins to be arranged to get the matter of Landfill moving.

### **Captain**

- a) GR informed the Committee that the new Club Manager interviews had been carried out on 16 & 17 July 2019. Mr Ian Donnelly had been duly appointed following scoring and discussion by the interview panel. He was an experienced Club Manager having worked in this role in the South East of England. Ian had visited on 4 August to familiarise himself with the Club, spending time with GR. His start date would be 1 September 2019, and as part of his employment package would be occupying The Flat. Maintenance works to The Flat were required prior to this date. Ian's Contract of Employment would be for 40 hours per week. Staff would be informed of the appointment by the Heads of Department, and a notice would be published for members giving brief details of Ian's employment history. GR to email the membership.
- b) It was reported that a member had not paid the second instalment of his A1 Membership subscription following a Captain's Day entry issue. GR had emailed the member requesting further information as to his grievance but had not received a reply. A formal letter would be written to the member in respect of his behaviours advising him that his membership was now overdue and members cannot elect to 'drop out' at a point in the year.
- c) GR thanked IG for all the work he had put in for the Seniors Club Championship.

### **Premises**

- a) RC advised how pleased she was with the standard of the refurbishment of the Ladies shower room. Works still to be done were redecoration of the changing room and new carpeting.

- b) The installation of a fat-trap directly under the sink in the kitchen was required to prevent the regular build-up of fat into the external trap which then filtered into the septic tank. The quote of £834 + VAT from GP Plumbing for the work was approved.
- c) Three windows in The Flat required replacing as they were beyond economic repair, one to include fire escape provision. One quote had been received, a second was required. FBC to contact Exmoor Windows for the second quote.
- d) WJP reiterated the need to obtain three quotes whenever possible for works required at the Club and Premises.

### **Bar & Catering**

- a) The Bar & Catering figures for June had been poor, but July had shown an improvement. It had been noted that both Chefs had been on duty at the same time on a number of less busy days, and DB had issued an instruction that only one Chef was to be on duty unless an event or function was taking place which required additional staffing. A new member of staff had been employed at the Bar without going through the interview process; in future appropriate recruitment and employment procedure was to be followed and the Chairman to be kept informed at all stages.
- b) Club Night events coming up in September and November with performances by the Moonstone Theatre Company were a Murder Mystery evening and a Comedy evening. It was essential that these events be promoted well in advance, and that those wishing to attend pay a £10 non-refundable deposit to secure a seat, with full payment required before the Club Night. The cost for the theatre production and meal evenings was £27.50 per head. A Bingo Night would be held in October, and Christmas Party in December.
- c) DB & PD to investigate Bar & Catering staff hours of work in conjunction with members' use and bookings for the Clubhouse and facilities.

### **Treasurer**

- a) See Treasurer's report.

### **Any Other Business**

- a) GR reported the sad news that member Mr Martin Gilbertson was seriously ill.
- b) CE sent apologies in advance of the next meeting as he would be away.

### **Date of Next Meeting**

The next MC Meeting to be held on Monday 2 September 2019 at 1730 hours in the Clubhouse.

The Meeting closed at 1900 hours.