

Minutes of the Board of Directors Meeting Tuesday 12th May 2020

Present:	M Keates	Chairman
	T McIvor	Finance Director
	P Higgins	Golf Director
	E Botham	Ground Director
	G Unsworth	House Director
	T Longden	Marketing Director
	J Bliss	Lady Director
	S Wells	Captain
	A Stewart	President
	PJ Keane	General Manager

Apologies: A Crawford Lady Captain

Zoom meeting commenced at 6.30pm with a warm welcome by the Chairman. With two amendments to the minutes of Tuesday 28th April, they were signed as a true record.

Biomass Boiler

The General Manager confirmed that the additional information requested to support our planning application to Manchester City Council for sighting of the biomass boiler, burner and pellet silo housed in a pod to the corner of the Clubhouse has been submitted. MCC will consider our application 23rd June.

Bank Switch

The General Manager was pleased to confirm all balances from Royal Bank of Scotland have been moved to Santander. Accounts with RBS for Withington Golf Club Limited and Withington Golf Club (Trading) Limited have been closed.

The General Manager confirmed that the Direct Debit facility for the collection of members subscription remains an issue. Exchanges between RBS, Santander and AccessPay have been numerous over the last 6 weeks, resulting in the non-collection of members Associated Costs in April and subscription renewals scheduled from May. This is ongoing.

The Board discussed the option of Bounce Back Loan Scheme. The scheme helps small and medium-sized businesses to borrow between £2,000 and up to 25% of their turnover. The maximum loan available is £50,000. The government guarantees 100% of the loan and there will not be any fees or interest to pay for the first 12 months. After 12 months the interest rate will be 2.5% a year. This was discussed and approved. Action AS.

Garage Doors

Replacement up and over garage doors to green keepers' sheds will be fitted in early June.

Guttering

Quotation is pending but will be placed on hold due to the lockdown.

Furlough Staff

In line with the Government Job Retention Scheme, all bar and catering staff have been placed on furlough. HMRC changes to the scheme are as follows:

1st July - Flexible Furlough.

Employers will be able to bring back furloughed employees part time if they need to

1st August

Employers will need to start paying the employer's national insurance and pension contributions

1st September:

Employers will continue paying the employer's national insurance and pension contributions the government will pay 70% of wages employers will need to top up to 80% or more, depending on what has been agreed with the employee

From 1 October:

Employers will continue paying the employee's national insurance and pension contributions the government's contribution to wages will go down to 60%

Employers will need to top up to 80% or more, depending on what has been agreed with the employee

31st October 2020:

The furlough scheme will close

Staff will be encouraged to take holiday entitlement. Action point FD.

Insurance Claim

The Chairman informed the Board that following discussions with our loss accessor, the agreed rebate on members subscription for 2020/21 will only apply to membership renewals and will not take into account members that have resigned. This is very disappointing and has been challenged.

The payments received to date, only represents half of our claim (no allocation has been provided; (therefore no acceptance has been approved) this include:

- Members rebate
- Material Damage
- Revenue Loss

No calculation has been finalised for any uninsured losses:

- Increased insurance premium
- Excess on insurance claim 1 & 2
- Loss adjusters fee

The revenue loss claim was only to the end of December 2019, so a further claim will need to be made under this heading. Action FD.

Finance Director's Report: No figures are available for the month of April or draft year end accounts.

The Finance Director stated that our cash reserves are diminishing as we are not trading at usual levels of business due lockdown from COVID-19 pandemic. Our position remains the same, forecasting a loss of £90K for the financial year 2020/21. This is clearly non sustainable.

The Captain will form a sub committee to consider any potential cost savings for approval.

Bank overdraft

The Finance Committee will look to increase our current agreed overdraft facility from £26K to £50K once all other banking issues have been resolved.

Spring Membership Campaign (pro rata)

Join Withington and play 3 courses until the end of April 2021:

- £188 ages 12 to 20
- £182 ages 21 to 24
- £449 ages 25 to 29
- £650 ages 30 plus

The General Manager confirmed that this has created numerous enquiries. The Chairman stated the conversion of these enquiries to members is a priority.

Ground Director's Report for the month has been circulated and a copy has been posted on the Club's website.

Impact of Flooding Events – Current Status

The 13th, 17th and 18th fairways are now completely free from standing water for the first time since late September 2019.

Despite Coronavirus restrictions considerable progress has been made to course improvements in these affected areas:

- Excavation of a drainage ditch immediately in front of the Ladies 18th tee and across the 17th fairway to speed removal of any standing water off both fairways
- Provision of crossing points to this ditch
- Extension of existing drains on the 17th and 18th fairways into the new ditch to improve ground drainage and provide better access for regular jetting of these drains
- Excavation of a new pond at the end of the ditch before it turns towards the existing 16th pond to provide additional storage attenuation
- Excavation of a new ditch linking this pond with the existing 16th pond, allowing flow off the fairways to be discharged into the River Mersey via the existing outlet drain
- Further excavation of the existing 16th pond, to provide additional storage attenuation
- Excavation of a new pond to the rear of the 17th green to provide additional storage attenuation. This is linked to the existing 16th pond by a new ditch
- Further excavation of the existing pond in the left hand rough on 13th hole to provide additional storage attenuation
- Conversion of the existing bunker at the dog leg on 13th hole into a pond to provide additional storage attenuation
- Reseeding of 13th, 17th and 18th fairways

The Ground Directors stated the following measures are now in place to protect the reseeded areas:

- Compulsory use of fairway mats on holes 13, 17 & 18
- Dropping Zones on 17th and 18th fairways

The Captain raised the point that following tree removal work on behalf of National Grid, the motorway embankment looks very bare and hedgerow to the right of the 13th hole has been

removed, leaving open gap that may encourage walker onto the golf course. The Ground Director stated due to financial restraints and the very dry weather, it is the wrong time to replant trees/bushes in this area as they will not take. This will be reviewed moving forward.

The Ground Director was asked when would the faulty sluice gate be installed. The Ground Director stated that the design has changed and will be a specialist piece of engineering when installed. He was unable to confirm commission date but stated the temporary repair is secure.

Any other Business:

Health & Safety

The following action points to be deferred pending the re-opening of the Clubhouse:

- Fire evacuation training for all staff to be completed and noted
- Fire Evacuation Procedure to be displayed
- Appropriate PPE is in place for use in the cellar
- Bar steward and staff are familiar with correct working practices
- Correct signage is in place
- Clubhouse Risk Assessment
- Introduction and compliance with Clubhouse toolbox

Green Fee Rates

Following discussion it was agreed that the following green fee rates will be applicable for visitors and members guest when the golf course reopens for nonmembers:

- Visitors Monday to Friday £30.00
- Visitors Saturday & Sunday £35.00
- Members guests Monday to Friday £15.00
- Members guests Saturday & Sunday £18.00

This will be reviewed on a weekly basis

PMG Membership

The Marketing Director stated that there have been some issues with members booking tee times. He asked the General Manager to review. Further discussion took place on the viability of this membership category. The Marketing Manager stated that we are in a two-year contract that is due for renewal in January 2021. He will review this membership category in late summer and report accordingly prior to the renewal date. Action MD.

Society Booking

The General Manager asked the Board for guidance on society bookings that have booked prior to Covid-19. This was discussed by the Board. The General Manager was informed that these bookings would be honoured as the Club needs the income. This would be on a golf only basis as food and beverage would not be available due to the lockdown of the Clubhouse.

The General Manager will circulate guidelines on access, booking, play and social distancing for Board approval prior to resuming play. Action GM

The meeting closed at 8.25pm. With no further business, the Chairman thanked all for attending. The next Zoom meeting will be Tuesday 9th June at 6.30pm.