

Interim Board of Directors
Arscott Golf Club Ltd

Minutes of meeting 23rd July 2018

Present: Nick Jones, Trish Harding, Geoff Harding, Barbara Parnell, Claire Evans, John Simpson, Chris Gettings, Paul Buckley, Chris Brace, John Ecclestone

1. Apologies

Mark Lewis, Alan Tolhurst

2. Minutes of Meeting 5th July

H&S manual actions noted. NJ to add remedial actions to list of proprietors works to be attached to lease. PB stated that Fire Safety actions, including testing and drills to be implemented from 1/8/18. CG noted that fire extinguishers are due a service.

Staff have been spoken with regarding the change of management and it was agreed all Board members to meet with all staff immediately prior to takeover day to allay any fears and outline vision.

3. Update on Lease

Nick Jones gave an update on the progress of the lease. The proprietor is happy to use the lease drawn up by our solicitor. There has been a delay due to searches revealing number of charges being held over the title to the course. The proprietor is working on having these removed.

A list of remedial works is to be attached to the lease together with a schedule of condition, with photographic evidence, for both course and clubhouse.

The responsibility for the maintenance of the structure of the buildings is to remain with the proprietor and is to be kept in good repair. If there is any default on the part of the proprietor we can arrange carry the works and offset the costs against the rent.

The agreement to hire / purchase the machinery will be dealt with by a separate agreement.

The landlord will insure the property and we will pay the premium.

NJ will add a copy of the lease to Dropbox.

4. Transition Arrangements

Subscription renewals have been sent out and monies are being received in our account. The credit card machine needs changing so that monies are now directed to the Arscott Golf Club Limited account. NJ arranging this and looking at adding a second machine for use in shop / office.

The credit company offered to members for subscriptions has been changed to Zebra Finance.

Arcscott Golf Club Limited need to register with HMRC for Payroll, Tax and NI. P45 to be issued to all staff who will be immediately re- employed and transferred under TUPE.

Premise Licence to be transferred from proprietor to Arcscott Golf Club Limited. PB dealing.

TH asked if SAGE to be updated to two company system. NJ looking to purchase the most appropriate configuration to include payroll. TH and SE to assist Club Secretary in setting up system.

Noted that the membership category for ages 30 – 35 has been added. Concensus of meeting agreed importance of encouraging younger membership.

Meeting agreed to tighten up the eligibility for Country Membership and amend Constitution accordingly.

Life Membership – The meeting agreed in principle to grant Life Membership to former Club Secretaries and Accountant. It was also agreed to add the proprietor to this category. TH cautioned on this and requested the advice of accountants as to whether this could compromise the VAT situation.

Question raised as to whether Shrewsbury School would retain access to the course a preferential rates. This would have to be reviewed.

CE asked whether we have a CRM system. PB informed that the Club runs Club Systems 2000 which deals with memberships but there is no system for recording visitors.

JS stressed the importance of keeping the current staff up to date and suggested a “Day One” meeting with all staff. It was agreed to hold this the day prior, 31st July.

NJ stated that a stock check needs to be undertaken at 31st July. This should be a straightforward exercise and not take too long.

5. Club Constitution -[AGC Constitution Draft 4.7.18.docx](#)

Due to changes and additions paragraph numbering needs to be updated.

Section 6 – Family membership to be added
Country membership needs to be redefined

Privacy Policy – this now satisfies GDPR requirements. Requires method to obtain positive confirmation from members

Section 8 – New Members. Remove reference to £25 deposit and publishing of list on noticeboard and member’s objections.

Section 13 – Resignation. Remove reference to Founder member loans

Section 14 – Capitalise “m” in line 2

Section 15 – add “A Managing Director”

Section 16 – add “The period of service for the Company Secretary shall be three years”. Question to be resolved – Should the Company Secretary also be one of the Directors?

Section 18 – insert “Managing Director”.....and Directors responsibilities.....
Annex to be written in accordance with item 7 below

Section 21 – Noted that conduct of visitors shall be monitored, and appropriate actions taken, by Professional and Club Secretary. Not necessary for inclusion in Constitution.

Section 30 – amend to “Nomination for the biennial appointment of Club President is to be made by the immediate past President and nominations for the annual appointments of Club Captain and Vice Captain are to be made by immediate past and present Captains and submitted to the Board for approval by the 1st of October and will be announced at the AGM.”

Section 32 – un-capitalise “GOLF”

Section 33 – Dress - Noted that enforcement to be discussed with Professional. Need for clear guidance and notices.

Section 47 – Replace “Club Captain” with “President”

Section 48 – Replace “Club Secretary” with “Company Secretary”

Section 49 – this wording needs to be moved to Men’s Section rules and be replaced with election of Directors.

Section 50 – Replace “Club Captain” with “Board” and “Club Secretary” with “Company Secretary”

Section 51 – insert “Managing Director”

Section 53 – replace final sentence “These will be audited by Financial Director” with “These will be independently audited”

6. Section Constitutions

1. Seniors - [Seniors Constitution Proposal 18.07.18.doc](#)

Update rules agreed with minor amendment

2. Ladies

Lady Captain to amend section rules with her committee in line with Senior’s template

3. Men’s

Captain to amend section rules with his committee in line with Senior’s template

4. Junior’s

Phil Sinclair and Anthony Mullineux to be asked to review and amend in line with Senior’s template

7. Directorates – role, responsibility, job specification, and person specification for each role -

1. [Directors responsibilities.docx](#)

GH presented a report outlining Director Roles and Responsibilities which was agreed would be the guideline for the basic management structure of the Club going forward, although it was noted that this would evolve as we moved forward.

PR was added to the role of Director of Marketing.

The meeting discussed the roles and nominated the following to take interim leadership of the agreed roles. The Interim Board will however continue to have collective responsibility until the AGM.

Managing Director – President NJ
Director of Finance - TH
Director of Greens – GH and PB
Director of Business Compliance – JS and GH
Director of Marketing and PR – CE
Director of House – CB
Director of HR – Group responsibility

It was agreed that each Director would head up a small sub-group and that it was time to start sounding out Club members with appropriate skills.

JS asked if sufficient time was being allowed for candidates to come forward for the Director positions to be voted in at the AGM. It was agreed that the roles and responsibilities would need to be formulated into job descriptions by early October.

2. [Guidelines for Applicants and Selectors.docx](#)

These guidelines were discussed in conjunction with item 6 above and will be considered when job descriptions are written.

8. Any Other Business

The meeting reviewed the previously discussed “Quick Wins”. Sand in bunkers was considered imperative as was subject to many complaints.

CE suggested a new clock on the front of the clubhouse.

Improved signage. CG indicated that Club member Graham Humphreys may be able to assist with signs.

Lifebuoys and associated “Deep Water” signs. These are also a H&S requirement.

“Day One” PR and press to be involved.

Prepare and advertise an “Open day”

Members Questionnaire – GH to send CE the England Golf member’s questionnaire.

JS suggested a commemorative gift to martin Hamer. It was agreed to purchase a bottle of malt whiskey.

Safe Guarding – GH reported that the policy needs re-writing and Golf Mark will need to be updated.

9. Date of Next Meeting – Tuesday 31st July (with all staff) in Clubhouse