

Interim Board of Directors  
Arscott Golf Club Ltd

Minutes of meeting 7<sup>th</sup> August 2018

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

1. Apologies

None

2. Update

Nick Jones gave an update on the current position. Membership renewals have been received at a pace, up by twenty members at this stage last year. Accurate numbers not available until the Zebra Finance renewals are cleared. Currently one hundred and nine renewals outstanding from previous years membership, twenty two resignations and six new members.

The lease is still to be signed. The proprietor has changed bank and there remains just one charge on the land to be released. This expected to happen this week. Both sides relaxed about the situation at this stage.

On the business side Nick reported that the Sage accounting package has been set up and this also deals with payroll. Nick going through the utility companies and changing direct debits for services and suppliers.

A new credit card machine has been acquired that is portable and can be used over the wireless network. Payments through the card machine still going to the proprietor but these will be reclaimed at end of August and the banking switch over will take place in the next week.

The lease for the till has transferred to the Club.

The coffee machine, with three years of lease remaining, is considered not fit for purpose. Nick to speak with supplier

The Proprietor is to insure the buildings, public liability insurance will be the responsibility of the Club. Nick to speak with broker.

A new printer has been purchased for the office.

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

Alan Tolhurst reported on the changes made to this document. Due to changes and additions paragraph numbering needs to be updated. Annex B will hold the organisation chart without names

The privacy statement has been added as an Annex

Section 6 – Senior fees, both male and female, from age 65

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

Section 14 – 3 year term agreed

Section 16 – amend "The Company Secretary shall be appointed by the Board with the period of service to be determined by the Board."

Section 22 – "Playing Committee" to be replaced with "Section Committee"

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 33 – Replace "headgear" with "hats and caps".

Section 56 – The Financial Director shall have delegated authority up to £5000

#### 4. Section Constitutions

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

Update rules agreed with minor amendment

##### 2. Ladies

Lady Captain pointed out that reference to Ladies Golf Association should be replaced with England Golf.

##### 3. Men's

Paul distributed Men's section rules for checking.  
section rules to be put to section committee  
in September.

Amended  
meeting

Noted that the Club logo has been added to front page.

Alan reported that the document was now subject to version control and all changes should go through him.

The approval process was discussed and decided that the Board would recommend to the AGM and ongoing changes ratified at future AGMs

Noted that the Interim Board of Directors are volunteers.

Claire recommended that all Club documentation be standardised on Arial 12 font and this was agreed.

#### 5. Finance

Trish reported on the stock take undertaken on 31<sup>st</sup> July. All items recorded in spreadsheet. Total value of stock £2200. Nick asked if that include stock in greenkeepers shed. It didn't. There is diesel and boiler pellets held there.

Sue Ecclestone is dealing with membership record and updating bar accounts. Claire reported that Zebra Finance records will take up to 14 days to go on. Nick asked if Sue could update the bar accounts twice a week.

Sage accounts, payroll and Nest pensions set up.

Trish stated that monthly management reports will be required for budgeting. Alan asked how many budgets would there be? This not yet decided but agreed that there should be a miscellaneous income budget.

Nick is to speak with Glyn about recording and monitoring green fee income.

Previously the proprietor had offered free membership for works carried out. This practice will stop and all works will be paid appropriately.

Nick raised the issue of suspensions for illness and injury. Currently there is no recompense for the first two months. Ongoing will be at Board's discretion. Those overlapping from last year could go into the "bargaining pot" with the proprietor. Chris Brace stated that the new rules should go in the Constitution and made known by newsletter.

Noted that the 30 to 35 age group renewals had gone out at wrong price. Possibly add the additional fund to member's bar account.

## 6. HR and H&S

It was agreed that a staff handbook should be the first priority and contracts drawn up for all staff.

Training manual required. John Simpson will see if he can find a relevant one.

There is no staff handbook. Suggestion that other club's may be able to help by sharing theirs. (Oswestry?) Mark Lewis has provided standard contracts and staff handbook. Paul to circulate.

Noted that Di Bothwell has she suggested that she could be salaried rather than being paid an hourly rate.

"Deep Water" signs. John and Sue showed examples from the Belfry.

## 7. Course Development

Geoff reported that the greenkeepers have requested the purchase of weed suppressant. Currently only Martin Hamer has certificate to operate mechanical sprayer. Requirement for training courses for greenkeepers in spraying and chain saw operation

Noted that the sprinkler on the 5<sup>th</sup> green is faulty, requires a new capacitor. Martin Hamer is still maintaining the irrigation system.

Head Greenkeeper has suggested hiring consultant agronomist. Noted that Sam Hamer has informally offered his services. Paul and Geoff to meet greenkeepers latter in week.

Noted that John Potter, greenkeeper, is looking to reduce hours next year.

## 8. Business Compliance

Paul to put updated organisation chart on Dropbox.

The group need to agree the Business Compliance Terms of Reference

Geoff is looking at safeguarding and John Simpson GDPR

John Simpson suggests that strategy be left for the new Board, post AGM. Alan Tolhurst offered to produce a base strategy, starting with an operational plan for each area. Alan feels some plans need to be in place sooner rather than later.

Policies can be put together now. Examples of policies required include Equality and diversity, Safeguarding, Health and Safety, Finance, Clubhouse, Course and Marketing.

Terms of reference needed for each director together with their remit.

## 9. Marketing and PR

Claire Evans submitted her report (attached)

John Simpson agreed that corporate events should be targetted and closer links made to Shropshire businesses.

Claire is to look at sponsorship but feels it too early yet as the basics are not yet in place. A proposal will be started but any launch will be later.

## 10. Club House

Chris submitted his report (copy attached)

Chris reported that the Proprietor had previously agreed exclusive use of the club house to a wedding event on 18<sup>th</sup> August from 4:00pm. This needs to be communicated to the members. Paul will put newsletter out informing membership.

Some decoration work will be undertaken pre-event.

Chris reported on staffing issues with a number of the staff leaving in the near future. A new cook has been interviewed and is being taken on on a trial basis. The

remaining staff are working high numbers of hours that need to be reduced. It was suggested that a pool of volunteers could be formed that could help out behind the bar.

Chris asked whether opening hours should be formalised. It was suggested that this could be an item for the member's survey.

Chris is to undertake a proper review of Club House H&S

Chris to speak with Sian and Glyn with regard to first point of contact.

#### 11. Any other businesses

Chris reviewed the existing staff contract and felt that this would suffice initially. Paul to email copy of Mark Lewis' standard contract to Chris.

External painting of club house windows and doors has started.

#### 12. Date of Next Meeting – 7:30pm Monday 20<sup>th</sup> August 2018