

Minutes of Arscott Golf Club Interim Board Meeting  
Monday 10th September 2018 at 7.30 p.m.

**Present:** Nick Jones (Chair)                      John Simpson  
              Alan Tolhurst                             John Ecclestone  
              Geoff Harding                             Trish Harding  
              Paul Buckley                               Claire Evans  
              Barbara Parnell                         Chris Brace

Dave Wallace (minutes)

### **1. Apologies**

Mark Lewis, Chris Gettings.

### **2. Update**

NJ: still waiting on lease, with the owner waiting on the bank to release the charge on a parcel of land – not a cause for concern.

### **3. Minutes of Last Meeting**

a) Amendments – none;

b) Matters Arising:

NJ clarified that the £150,000 balance referred to under item (5) included the sum to be transferred from Martin Hamer's account. NJ referred to the need to itemise e.g. stock pellets, diesel and any items still in the shed so that figures can be agreed with Martin Hamer. TH to ask.

### **4. Governance and Strategy**

AT circulated the draft constitution and went through the note that he had prepared:

1) Para 6 - agreed that Country Members should have a main club;

2) Para 19 – agreed:

- it should be left to the Directors to appoint/request the help of suitable Club member(s) on the sub-committees;
- task and finish/operational groups do not need to be set out in the Constitution;
- Roles of Directors - discussed later. Considered that a Company Secretary was not necessarily required, just compliance with the related legal requirements, but agreed to leave reference to having a Company Secretary. JS had drafted 6 requirements in JD.

3) Para 39 – agreed as per note.

4) Para 48 – agreed to add an item regarding the appointment and approval of external auditors.

5) Section Constitutions

Agreed:

## General

- take out reference to 'Management' Committees so is just Men's/Ladies/Seniors'/Juniors Committees;
- Para included for consistency for all section re potential interference in the management of Club business;

## Men's

- age added;
- PB to add re how funded (competition fees);
- Club Captain could be Men's or Ladies Captain - to be set out in Club Section (decision by Board) and just say in Men's Section how Men's Captain and Vice-Captain appointed.

## Juniors

- made consistent with other sections – age '18 and under'.

## Seniors'

- simplify re age 60 – take out sentence.

- 6) Club Policies – agreed refer to all 3 Club policies (Child Protection and Safeguarding, Equality and Diversity, and Privacy), make them appendices to the Constitution and put them on the website, with hard copies in the office, and with approval process to be Interim Board/Board then just ratification at AGM. The policies have to be reviewed annually, prior to AGM. Maintenance of the policies down to individual Directors, but compliance monitored by the Business Compliance Director. Discussion about sending out newsletters – need for affirmative consent? Board considered that members would expect to be kept informed, so ok to send just with ability to unsubscribe. Need for other policies (e.g. Health and Safety, Whistle Blowing) to be addressed going forward. GH with help from CB will pull together a draft Health and Safety Policy.
- 7) Publication of Constitution – agreed to be put on Members section of website, with key points e.g. in newsletter, emailed to some members who do not use website. GH suggestion of do's and don'ts on the scorecards. JS suggestion of a Visitors' guide.
- 8) Mission Statement – welcomed as drafted by CE and GH. Add 'safe' re environment under 'Respect' section. GH suggestion of using Vision for website front page. JS stressed that immediate vision must be to stabilise and sustain the Club (referred to in key messages for first year).
- 9) Status of Governance and Strategy Management Role - AT circulated draft JD for Director, suggesting that roles could be split between other Directors. The Board considered that there was a need for the role, especially in the short term. AT to add re an idea of how much time likely to be involved for anyone taking on the role.

## 5. Finance

TH had circulated a report on the first month of trading – figures noted by the Board, including 291 members and income from subscriptions at £158,841. NJ said that he had slightly lower figures for members and income – agreed that there was a need to cross check between the book and Sage. It was confirmed that Martin Hamer had been made payments of £1,058 for machinery costs and £1,250 for rent (paid on 3<sup>rd</sup> of month). There was discussion of the issue of Sian spend time on Martin Hamer's accounts. Agreed for now that Sian be asked to note what she does

for Martin. CE suggested that Sian also be asked to draft her JD to provide a basis for discussion. NJ considered that Sian also needed to enter all members' invoices/payments into Sage – it was recognised that Sian would need help with this, especially as there were three elements to each account (bar, membership and EGU) - BP and Sue Ecclestone possibly could assist. TH would talk to Sian.

## **6. HR and H & S**

NJ reported apologies from ML, whose scope to assist had been hindered by business commitments. However, GH had been looking at H & S in relation to the course, with CB considering in respect of the Clubhouse matters. Of the 'critical' issues from the H & S report, only a couple were urgent and serious, and some of the issues were already being addressed e.g. the fire alarms had been serviced this week. NB this needed to be recorded in the Action Plan. The steps by the 7<sup>th</sup> tee were also being replaced – new ones provided by Paul Owen.

It was agreed that HR responsibilities should be subsumed within the operational areas, so no JD/Director required, but there was a need for a whistle blowing policy applied through the Company Secretary to the Managing Director. GH would look at both whistle blowing and grievance policies.

GH referred to an EGU document on H & S, e.g. with regard to Employer's Liability and Public Liability Notices – agreed to be reviewed in October – noted that Martin Hamer would be responsible for some aspects.

## **7. Course Development**

VAT PB reported on work to treat some disease in a couple of greens, purchase/cost of fungicide, bunker maintenance (sand purchased – Greenkeeper looking for help loading sand into trailers), mowing, planned spraying of greens, and a visit from a local agronomist (services and costs to be explored). GH and PB had reviewed the signage required around the course – including 8 'deep water' signs at £67 plus each. Some of the signs were being painted. NJ suggestion that the presence of bells on particular holes on the course could be flagged on the scorecards.

## **8. Business Compliance**

that As agreed, JS was holding off doing too much until the end of September to give Sian more time, but he had drafted a summary Privacy Policy Notice – suggests this goes on the website for transparency – Board members to be asked to look at the draft. PB confirmed that the Club was registered with the Information Commissioners Office. It was agreed that the policy on how long we would keep data should be 'up to 7 years after the data is no longer needed'.

JD for Director role prepared by JS agreed.

## **9. Marketing and PR**

CE tabled her report, including reference to a news article in English Golf and a visit from the Editor of Midlands Golfer, increased engagement with Facebook and Twitter, (including competition results), improvements to the Club's website (including Members' site - log in: Pontesbury - to make more secure and exclusive). CE raised chasing up members from last year (Sian re-invoicing) and need to survey members, with incentives for participation. CE had prepared an enquiry form for use by staff members, so this was ready to be used when appropriate. She had more work to do on the website, and was looking to secure quality photos of the course and to get the logo re-done. JD for Marketing and PR Director prepared and circulated.

## **10. Clubhouse**

CB had tabled a House Update, covering improvements made and planned (including kitchen and toilets), staffing matters, and cost management. JE had arranged for an architect to carry out a review of the Clubhouse and to put forward proposals for consideration. CB ran through current costs and some initial ideas for a future business model for hospitality, noting the degree of oscillation in income and costs and the scope make significant savings through changes to hours of operation. He would do more work on the figures and make some proposals for the Board to consider, potentially linked to physical improvements to the Clubhouse for next year. Comments invited by email on the draft JD for the Director – CB noted the need for some standardisation on all the JD's.

## **11. Any Other Business**

- NJ: confirmed that the AGM was on 6<sup>th</sup> November;
- CB: Dropbox somewhat unfriendly to use, although Document Library Ok. PB will tidy up, including archiving old documents.

**Next meeting to be held on Monday 8<sup>th</sup> October at 7.00 p.m.**