

Arcscott Golf Club Ltd
Notes of Interim Board Meeting
8th October 2018

Apologies: Dave Wallace (Minutes sec)

Minutes of previous meeting: passed

Matters Arising: AT queried whether number of directors was to be 6 or 7. Company Secretary to be added director with voting rights. The responsibility for governance will sit with Director for Business Compliance.
JS to update organisational chart.

Lease Update

Martin Hamer has proved title to all land and plan drawn up. Cost of machinery to include VAT.

JS pointed out the value of publicity on signing of lease to attract new members.

Governance

AT stated need to sign off the Constitution CE to publish to website. PB to notify all members via newsletter re- Constitution requesting any comments to be received prior to AGM.

NJ noted that AGM notices need to be sent out.

AT asked if the 3 policy documents were approved. Meeting decided incoming Board should sign off.

AT noted that the Mission Statement needs to be published via the website.

AT queried the status of Governance and strategy management. JS felt that the new Board would look initially at a first year plan.

Finance

TH provided figures for September income and expenditure. Reported that the Club 2000 records and reports were accurate and up to date. Showing a base level of £12k per month.

HR & H&S

GH felt one problem could be the existence of asbestos. CB and JE confident none was used in the construction of the clubhouse.

Sponsorship obtained for lifebouys. Golf vouchers provided. AT stated there should be a register of vouchers held and issued.

Reported that the steps on hole 7 are now more stable. New metal steps require inspection.

House

Kitchen now ok, with tiles to be replaced to standard for hygiene inspection.

Repairs to floor to be left until winter, to be done at the same time as the electrical work. Shelving installed in committee room with next stage to review the storage between the kitchen and the bar.

Need to appoint "duty" plumber and electrician.

Chris had held staff meeting and advised the Board of a number of pressures on staff.

CB and JE showed plans of possible long term upgrade of kitchen / bar areas.

Greens

GH and PB reported a great response from volunteers to help with bunkers and hollow tyning, saving the greens staff a great deal of time. Leaf blower purchased which also save time through autumn.

GH still reviewing signage and chemicals stored in shed. Plan to get rid of chemicals not required or out of date (return to MH).

There will be a requirement to move the diesel tank (Insurance and H&S)

Business Compliance

JS reviewed privacy policy with Sian and identified the relevant data categories: - (1) Membership (2) HR – staff (3) professionals and consultants (4) suppliers and service providers (5) Sponsors

We need to question what process data is required, how it is to be securely maintained, where it is obtained from. JS to put to incoming Board to review.

GH pointed out that the safeguarding Policy document relates to EGU training

Mission Statement / Objectives – short, medium and long term.

Contracts target date two months.

JS asked CE to publish Data Privacy notice to website.

JS stated need for fire drill

Marketing and PR

Extra emphasis on facebook and twitter with results being well received. CE had met with Jan Seal from Seal Marketing and reports possible collaboration opportunity.

CE to monitor Dyke Yaxley corporate event.

Arscott offer to host England Golf Volunteers Course, EGU to fund lunch and event is a marketing opportunity for Arscott.

JS we should consider a promotional leaflet.

CE to bring a proposal to the next meeting for membership deals.

Any other business

Buggy parking - consider charging

H&S Do we need to have contact details of visitors playing the course?

Date of next meeting 29/10/2018