

Minutes of Arscott Golf Club Board Meeting
Monday 17th December 2018 at 7.00 p.m.

Present: Nick Jones (Chair) John Simpson
Chris Brace Claire Evans
Geoff Harding Trish Harding
Paul Buckley Paul Owen (Men's Captain)
Jacqui Mullineux (Ladies Captain)
Keith Morris (Seniors Captain)
Dave Wallace (minutes)

1. Apologies

Barbara Parnell

2. Declaration of Any Other Urgent Business

None.

3. Declaration of Interests

PB declared an interest in relation to any discussion of bar staff costs in view of the work that he had been undertaking behind the bar in the last month.

4. Minutes of Last Meeting

- a) The Minutes were received and confirmed as a correct record;
- b) Matters Arising – none.

5. Reports from Directors

a) Managing Director

NJ reported that he and TH had met with Martin Hamer and had finalised most of the outstanding financial matters, except for the water bill. The Club had been paying for the water used by the chalets, but an additional meter had now been installed which would enable the Club to recoup costs. There had been agreement in relation to repayment of some members' subscriptions, bar credits and green fees which had been paid to Martin after 1st August, while the Club needed to pay for some bar stock, diesel, biomass pellets and insurance carried over.

b) Finance and IT

TH circulated a spreadsheet showing actual and projected monthly income and expenditure. As expected for the time of the year, income for November was down from previous months, but there had been income of £1,775 from new members under the Black Friday offer which had been extended to the end of December. Expenses were also down, including a slight reduction in wage bills. There had been two large items paid out – for fuel and for pellets for heating, but these should now last the winter. These items meant that there was a small loss for the month compared to the previous projection of a small profit, but generally progress was good.

TH and Sian had prepared the first VAT return (£5,909 – a big reduction from when the Club was owner run.

JS – any legal fees outstanding? NJ: Yes, solicitors fees (approximately £1,800 plus VAT) and Stamp Duty (possibly £2,600). TH: also the accountants bill at the end of the year.

Other points: food purchases quite high (re-stocking); bar wages down; insurance costs down; 75% business rate relief.

c) Business Compliance

PB: GDPR request sent out, with response now over 50% - 154 outstanding; sending out a reminder in the newsletter during the week, then will ask the Captains to chase further responses. Hard copies had just gone out in the post.

JS: raised security questions. **Action: Security and Safety Audit to be carried out in Quarter 1.** CB: can look at accommodating any physical layout changes needed in programme for improvements.

d) House

CB report:

Clubhouse

Final touches to the window dressing completed. The simple and plain appearance of the Clubhouse will now be the standard. All potential plans for physical development of the Clubhouse now on hold pending completion of the electrical board work and release of funding, but paint job will be carried out when Club closed by weather. NJ: need to check with Martin Hamer before do anything to the doors – **Action: CB will check with him and consult the Board on planned finishes.**

Decoration of the blackboards above the bar had been started and would be completed in December. Simple Xmas decorations were put in place for the successful Children's Xmas party. The Ladies and Seniors' Xmas dinners were managed successfully despite the absence of Heidi who quit unexpectedly without notice. Di Lewis had stepped in to help with the Seniors dinner. For the first time the Ladies were waited on by the Seniors and vice-versa.

England Golf held their first symposium at the Club, and a second (junior) event now also taken place (PB).

Staffing

Staffing had been challenging. In the last four weeks the Club had lost Heidi (unexpectedly) and Jamie, who had moved on to a full time job. CB and the Board expressed thanks to Paul Buckley for his unstinting support to cover gaps in the manning schedule (on paid basis for a full shift).

A new Hospitality Manager had been recruited and further casual staff additions were being considered. The new manager is Josh Willcox - an enthusiastic young man with experience of pub management and self employment plus local knowledge and contacts. CB would agree personal objectives with him to move the hospitality and club facility usage forward – he was keen to encourage the local community to use the facility of the Club, with special events to bring people in over the winter.

The Board congratulated CB on his work and handling of the difficulties faced.

e) Course

GH reported on his weekly meetings with the Head Greenkeeper. The Greenstaff were very busy but coping, with John Potter off recovering from his shoulder operation. The priority work was drainage, including on the 6th hole. Works to improve drainage and install a path up the side of the 8th fairway were being costed – **GH would then circulate these costings to the Board**. The digger (supplied through Mark Lewis) had been used to remove the hedge between the 11th and 12th fairways and to fill the bunker on the 11th hole (NB areas to be marked as GUR – GH getting more signs).

NJ: wants to get sponsorship to improve the area around the first tee.

GH: lifebuoys going up shortly. Nick Evans had supplied the posts for free and PO had made the brackets.

Tee signage - **Action note: NJ getting costings, then propose to approach members and other businesses for potential sponsorship.**

GH: Local agronomist had visited the Club, taken some samples and would report back with recommendations, but had made some immediate suggestions for improvements, including applying lawn sand to the greens.

Local rules and penalty areas: **Agreed that a task group should be put together to discuss local rules and potential penalty areas** – GH and PB plus perhaps Stuart Cummings, Brian Ince, and Captains with input from Glyn. Board **Agreed that, in line with England Golf recommendation, there should just be red staked areas** (not red and yellow).

Mowers: Greens mower required blades sharpening annually (circa £600), but the fairways mower sharpening was only bi-annually (c £1,000).

GH: Glyn had ideas for re-shaping some of the fairways – he would produce a plan for consideration.

GH: **payment of membership fee of the national Greenkeepers Association for Head Greenkeeper: Agreed.**

JS: can the ball cleaners be moved to winter tees? GH: yes, once posts are in sleeves. GH to let NJ know how many posts needed. NJ: are there are some replacement ball cleaners in store e.g. to replace the one on the first tee? GH: yes.

GH: have taken away some of the litter bins. NJ: problem that players (and dog walkers) are using the tee boxes instead – GH will review.

Signage – **Action: Signage costings sent to Board members – comments requested.** GH suggesting 6 signs where rights of way enter/leave the course. Also need for better waymarking on the course. **Action: CB to find contact for Parish Paths Partnership which may be able to address the matter.** NJ

suggestion to paint white the posts for the course directional signs for players on the 2nd and 14th holes.

f) Marketing and PR

CE reported that the Members' Survey had been put out in paper form, but there remained issues regarding how to allow electronic responses – either using Survey Monkey or Type Form. CE had not had the time to investigate fully. **Action: NJ and PB to look into options.** Also **Board Agreed need for a team/task group to take forward the various elements of business development, marketing the Club, and promoting membership. Members to be invited to assist through the newsletter.** It was recognised that Sian, Glyn and PB already did some elements, while the new Hospitality Manager had IT skills. NJ: priority was to push for new members for January, including hitting the market for the intermediate age group. **Action: NJ to get costings for an advert in the Chronicle.** Note: scope to use local newsletters too.

g) Company Secretary

PB confirmed that the Board Members were now registered as Company Directors.

6. Health and Safety

NJ: need for fire drill. Discussion of how to do and requirements e.g. responsibility for 'sweeping' building to ensure all staff, members and visitors are out of the building. **Action: Fire Drill to be held and CB to look at staff responsibilities.**

7. Any Other Business

PB: Staff Christmas Party will now be held in the New Year;

CB/KM: Club Development Fund – Seniors would like a say in use of the funds (Men's Section also). NJ suggestion that **Sections put forward ideas for the use of the funds, Board then to prioritise them and put them to the members at the AGM to decide – Agreed;**

JS: what outcome from visit of IT specialist? PB: removal of 'blacklisting' of Gmail, Hotmail and BT Mail should resolve the issues experienced, while PC in bar area needs to be replaced – possibly use the one currently upstairs.

PB: Clubhouse WiFi password changed – now 'Arcottgolf2019';

NJ: email backlog removed from Sian's PC;

NJ: presentation of England Golf ball markers to volunteers – one done so far (Tim Evans);

NJ: request to assist with replacement of Father Christmas outfit – **Action: NJ will find out costs** – Board supportive in principle;

NJ: Workshop at Shrewsbury GC in February for Welfare Officers (Sian);

PB: Diary out soon – just checking that Sian has details of Committee members.

8. Date and Time of Next Meeting

Next meeting to be held on **Monday 21st January at 7 p.m.**