

Minutes of Arscott Golf Club Board Meeting
Monday 21st January 2019 at 7.00 p.m.

Present: Nick Jones (Chair) John Simpson
Chris Brace Barbara Parnell
Geoff Harding Trish Harding
Paul Buckley Keith Morris (Seniors' Captain)
Dave Wallace (Men's Vice Captain and minutes)

1. Apologies

Claire Evans, Jacqui Mullineux (Ladies' Captain), Paul Owen (Men's Captain).

2. Declaration of Any Other Urgent Business

None.

3. Declaration of Interests

None.

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 had placed a quarter page advert in the previous week's Chronicle and would be running an advert with the paper for 3 weeks. A press release had also been submitted to and used by the Chronicle, giving good coverage for the Club. NJ had also been looking into the costs of tee signs, receiving one quote for £4,500 plus VAT, so £300 per tee for sponsors. He would obtain a further quote. NJ would like to see the whole area around the 1st tee improved, possibly giving the sign for that tee to a firm in return for them doing up the area. **The Board agreed that the improvement of the area around the 1st tee would be very beneficial;**

GH added that the Head Greenkeeper (Andrew L) had suggested bulb/shrub planting on the bank on the left hand side of the main drive below the 1st hole, and BP suggested that volunteers could tidy up the planter areas by the Clubhouse. JS offered to approach a local professional gardener for advice/assistance. GH reported that John Ecclestone had suggested that a permanent working group be established for such gardening jobs (e.g. including the memorial garden). **The Board agreed that this would be a good idea – John E to be approached and PB to put an item in the Newsletter.** It was noted that there needed to be sensitivity with regard to removal of any planting previously carried out by the owner.

NJ considered that the shoe cleaning facility under the balcony should be removed as it was creating a mess by the entrance to the Clubhouse. He also reported that

he had a volunteer who was prepared to put up a brick sign at the new second entrance, but needed to source about 300 bricks. He still thought that there was also scope for a sign in the field by the main road, but understood that the field was jointly owned by Martin, Sam and Joe Hamer, so it was not just Martin's agreement that would be needed.

NJ reported that England Golf had been in contact to say that there was someone who had attended the Volunteers Seminar at the Club who would like to use Arscott GC as a case study on volunteering – a meeting had been set up.

b) Finance and IT

A spreadsheet showing actual and projected monthly income and expenditure had been sent round prior to the meeting. TH commented that this showed that December had been quite a good month (+£1,096), with food sales boosted by Christmas events, and a small increase in membership fee income (she understood that there were 332 members, but NJ thought that there were still some names to come off the list). TH reported that:

- two adverts had been sold in the Club Diary;
- the water meter had now been installed for the lodges – there would be a meeting with Martin to agree what he needed to play;
- the Club had also been overcharged by the bank (for two card readers rather than one);
- the invoice had been received from the solicitors (Hatchers) £1,870 plus VAT;
- expenses for bar purchases were down for December, as expected;
- Sian would be reducing the hours that she charged to the Club to reflect the hours that she was working for Martin;
- there had been progress in the financial settlement with Martin;

TH considered that overall progress was good, and there had been a promising start to January. Hopefully the Board could start identifying 'desirable' items for expenditure (in addition to the 'essentials') because, as the Club was a not-for-profit company, members would want to see funds invested in the Club, and the Club could have to pay Corporation Tax on profits.

JS: are bar wage forecasts realistic now? TH: yes, should be ok.

JS: can the Board have an end of month bank balance figure for each month? TH: yes.

PB reported on IT matters:

- the Club had a new broadband hub;
- the PC in the bar had a fault – could not pick up the printer upstairs. **Action: CB to ask Josh if he could sort out the problem. Also, BP to advise the Ladies Section Committee that it was best not to continue to take results off the PC to work on at home and then to transfer back on,** as this was have contributed to the problem. PB queried who would be responsible for replacement if a new PC was required – the Board or the Men's Committee (which had paid for the current one)?

c) Business Compliance

JS: GDPR response now at 75% - 74 outstanding; the Captains were asked to continue to push for returns to the end of the month, but then it would be

necessary to send out a letter to any remaining to respond, as the Club needed to get to 100%.

JS: needed to do a security check with Sian, perhaps next month.

GH: a meeting was taking place with Mark Romasiuk from England Golf regarding the new Golf Mark accreditation requirements – Sian to go on a course.

d) House

CB report:

Clubhouse

- Captains' photos taken down and being put into proper racks;
- decoration of the blackboards above the bar had been completed;
- freezers had been defrosted and cleaned out;
- revenue in December and January was up from previous years, as a number of events were being held, organised by Josh;
- Josh had prepared a set of menus, and they had been doing price checks. Prices on last year's Club Night menus would have to be higher – NJ/PB commented that the Club Night menu had been more than the members had wanted. CB would ask for comments on all the menus, to ensure that they were what members wanted;
- Josh was trying to attract non-members to use the Clubhouse facilities, through targeted events;
- a full hygiene inspection was expected – should all be ok except for the flooring. **The Board agreed that the remedial works for the flooring was a priority** – Martin was responsible but, if necessary, the work could be done and Martin re-charged. The work would involve disruption for a day or two, so ideally to be done when the Club was closed. Mick Doster had been lined up to do the work – **Action: CB to check still prepared to do/costs/timing.**

Staffing

Josh and his team had done well – now fully manned through to the spring, with a well established rota. Heidi had returned to work in the kitchen, Ryan was working additional hours, Jacqui M was working a number of regular shifts, and a new member of staff had joined the team.

Other Matters

- problems with the till and associated order printer had been resolved;
- plans for improvements to the operating fabric of the kitchen and ancillary areas had been reviewed with Josh and John E. Priorities were a blender (£100), a stainless steel table (£100), and improvements to the area between the bar and the kitchen (£300);
- there were problems with a number of doors and locks – CB and John E looking at tomorrow;
- the plans to decorate the bar area await an opportunity when the course and Club house are closed.
- NJ: worth asking around Club members for any work/materials needed for improvements.

e) Course

GH had circulated a note prior to the meeting:

- the lifebuoys were going up in the next week or so;

- signage/access issues: some signage could be done in conjunction with information on the new scorecards. Problems mainly related to non-golfers on the course. GH was still trying to contact Shropshire Council Rights of Way team to improve waymarking – then there would be a need for information signage relating to walkers sticking to the paths and keeping dogs on leads. DW asked whether occupiers of the chalets had additional access? **The Board agreed that occupiers needed to have information on where they could go (via Glyn, Sian and information in the chalets);** GH/TH – angler with car by 18th pond. **Action: NJ/GH to have a word with Martin;**
- an additional winter tee mat had been ordered (for the 4th tee) – paid for by the Ladies Section. GH asked whether the Sections might each be prepared to fund another mat each (cost £380 plus carriage). Action: Captains to ask Section Committees.
- John Potter was not yet fit to return to work, and may wish to reduce his number of days from 4 to 3 days;
- scope for volunteering e.g. painting posts for penalty areas, strimming?;
- drainage works on the 8th hole – getting costings;
- re-shaping some of the fairways – Glyn had produced a sketch plan for consideration. Andrew L was experimenting;
- issue of mis-use of peg boxes/removal of litter bins – the Board had mixed views. GH to review/experiment. JS: put something in the newsletter to encourage members to take their rubbish off the course with them?
- Local rules/penalty areas - still being worked on. PB: see England Golf local rules template;
- bins and pile of stones by the lodges an eyesore – an issue for Martin. **Action: GH and NJ to discuss with Martin in forthcoming meeting;**
- New scorecards – GH considering layout, including space for 4 players' scores and adding a course map – will investigate use of a local printer and possible sponsorship. Usual order is 20,000.

f) Marketing and PR

PB updated on the Members' Survey – following the test run, looking to shorten and simplify. A member's daughter had volunteered to look at it and assist with analysis – awaiting feedback.

Placing of adverts/promotional press release covered earlier.

g) Company Secretary

PB: Shropshire Council had re-issued the premises licence (for supply of alcohol), but had left Martin as the 'designated premises supervisor', which needed changing, but to whom? Board thought Sian might be the most appropriate, but requirements to be checked with Josh and others.

6. Health and Safety

Fire drill – still outstanding, but CB thought that, now there was stability in the staffing of the Clubhouse, it would be possible to sort out responsibilities, including for fire drills – **Action: CB -to be discussed with staff tomorrow.**

7. Any Other Business

Feedback from Sections

Seniors

KM: asked for Board's view of the Seniors having a reciprocal day with Trentham GC Seniors, involving up to 40 of their Seniors coming to Arscott for a round of golf. They would have bacon baps and coffee on arrival, play a round of golf and then have a two or three course meal but would only be charged for the food, i.e. no green fee. Arscott Seniors would at some point do the same at Trentham. Agreed: OK as long as their players were signed up to have a meal, there was a minimum number, and it was on an agreed day of the week (Monday, Wednesday (not when Club Day/Nights on), or Friday.

Ladies

BP: have some events planned, notably a Shropshire Girls Golf Coffee Morning on Wednesday 20th February – fundraiser with stalls/games etc. The Board welcomed the event and suggested inviting Mark Romasiuk from England Golf.

Men's

DW: the main issues raised had been the misuse of the tee boxes/litter bins and walkers on the course, discussed earlier. Also DW informed the Board that the Juniors' Organiser was hoping to hold matches between the Juniors and the Men's, Seniors' and Ladies' Sections in half term/holidays. **Action: DW to ask Phil Sinclair to contact the Seniors and Ladies Sections.**

Other matters

NJ: Mastersscoreboard is now password protected;

NJ: Diaries delayed as usual printer had gone out of business;

GH: Christmas trees planted by Martin between 4th and 5th holes without prior agreement. Action: NJ and GH to discuss with Martin when meet;

CB: Website and Facebook maintenance and content, and Twitter – not being kept up to date. CB: Josh is doing some promotional work already, while Glyn does basic Twitter updates regarding the course/competitions etc. PB: could seek a volunteer to do this, via the newsletter. **Action: NJ to discuss with CE;**

NJ: Visitor green fees – two for £20 after 2 p.m. is too cheap. Agreed – need to raise from April. **Action: NJ to discuss with Glyn;**

NJ: will run membership advert again in March;

BP: follow up idea of members' donations to the Club? Perhaps best if project related/something visible. What do members want doing? PB: members' survey should show.

8. Date and Time of Next Meeting

Next meeting to be held on **Monday 18th February at 7 p.m.**
(apologies from JS).