

Minutes of Arscott Golf Club Board Meeting
Monday 18th February 2019 at 7.00 p.m.

Present: Nick Jones (Chair) Claire Evans
 John Ecclestone Barbara Parnell
 Geoff Harding Trish Harding
 Paul Buckley Keith Morris (Seniors' Captain)
 Paul Owen (Men's Captain)
 Dave Wallace (minutes)

1. Apologies

John Simpson, Chris Brace, Jacqui Mullineux (Ladies' 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:
GH drew attention to the improvements to the planter area at the front of the clubhouse, thanks to the efforts of JE and helpers.

5. Reports from Directors

a) Managing Director

NJ queried some of the expenditure on improvements in the kitchen. JE explained that this related to more efficient use of space and he understood that CB was funding some of these himself.

NJ explained that as a Community Amateur Sports Club (CASC), the Club can get a 80% business rates reduction (saving some £17,000 p.a.), with a further 20% reduction if also registered under Safe Golf. However, the new Club can not achieve CASC status until it had been trading for 12 months and had a set of audited accounts. NJ was talking to the Council in the hope that there was some discretion given the new Club's circumstances. Under CASC, the Club would be required to offer a low cost membership fee of £520 for low earners, but the Club could stipulate how many members would be accepted on that basis and the criteria.

GH would continue to pursue Golf Mark/Safe Golf status – Golf Mark accreditation runs out this year, with the new requirements being very much evidence based relating to e.g. retention and recruitment, safeguarding, the Pro and shop services. Application can be made online at England Golf 'Clubhouse', but GH would run off a hard copy and share the appropriate elements out between the Directors. Safe Golf was a new element relating to safeguarding children...Sian needed to go on a course and Glyn and George had to have their safeguarding training up to date.

b) Finance and IT

A spreadsheet showing actual and projected monthly income and expenditure prepared by TH had been sent round prior to the meeting. NJ was very concerned at the size of the bar wages bill and considered that there were too many staff on at quiet times, whilst more flexibility was required to maximise sales when there were customers. PO suggested staggering shifts so that they overlapped at busy periods. **Action: in CB's absence, JE would discuss the staffing with Josh** the next day, show him the figures and go over the staffing rota with him. On a positive note, it was felt that the food offer was improved and everything in the bar area was tidier.

c) Business Compliance

PB referred to an email received from JS – there had been only 47 GDPR responses outstanding, with letters then sent out, so now there were only 34 to come in.

DW asked about the keeping of Company records – PB confirmed that he was storing electronic copies of all reports and minutes of meetings.

JE reported that they were having a clear out of Sian's office this week.

d) House

CB's report had been circulated with the agenda, setting out further improvements implemented, the start of a new member of staff and higher than expected staff costs. JE gave further updates and explained that there were more things to do once the electrics had been sorted out. NJ thanked JE for installing the new mounting system for the past Captains' photographs.

e) Course

GH had circulated a detailed note relating to a Greens Committee meeting held on 13th February and covering issues raised with Martin, including trees under power lines needing to be trimmed, passing over of maps of drainage and irrigation, two solenoids to be repaired/replaced (PO may be able to help), maintenance of the memorial garden, and installation of new mats (funded by the ladies, seniors and men's sections) and the lifebuoys.

GH reported that the sub-group had finished looking at the local rules and penalty areas, and there followed discussion of some of the proposals. **It was agreed: that the ditch to the right of the 2nd green should no longer be marked as a penalty area, but the ditch to the left of the green should be left marked as red staked (not out of bounds), while the ditch at the back of the 6th green should also remain as red staked, with beyond the stream being out of bounds.** It was suggested that there could be a sub-group going forward, with one representative from each section. The new local rules would come into force as soon as the new posts were painted and installed (during the current week). The rules would be going up on the noticeboard and summarised on the new scorecards.

GH outlined the costs for the new scorecards – **it was agreed that 20,000 double fold cards should be ordered** at a cost of £660 plus VAT – one or two

sponsors to be sought.

f) Marketing and PR

CE had circulated a marketing report before the meeting summarising activity to date, outstanding activity and work moving forward. She understood that the Club had received a number of enquiries from potential new members in response to the recent promotions, but perhaps they were holding off to see what deals were available from April before joining. NJ stressed that there would only be pro rata reductions for the remainder of the year. An advertisement would be run again in March.

CE commented that updates were required to the website, and more engagement with social media. DW referred to the need to promote the Opens via the Club's Facebook and web pages. **Action: DW and PO to provide details to CE.**

The Members' survey had received a good response – over 50% of members had responded. GH summarised some of the key points raised. **It was agreed that a file of the results be left in the bar for members to peruse, and results could be featured in the next newsletter.**

NJ was obtaining finalised prices for the proposed tee boards, which he thought should be purchased up front and then be sold to sponsors. He was also getting a quote for the enhancement of the first tee area.

g) Company Secretary

PB – nothing to report.

6. Health and Safety

Nothing to report.

7. Feedback from Section Captains

PO: requested transfer of the levy to Section funds. TH confirmed that this would happen in due course.

KM: nothing specific this time;

BP: there had been a couple of working parties improving the garden areas and the ladies changing rooms. There was the coffee morning raising funds for Shropshire Girls Golf on Wednesday morning – going to be well attended, and to be featured in West Midlands Golf.

8. Any Other Business

NJ: thanks to the various working groups...and suggested a message on Facebook regarding volunteers to help painting the red posts. KM made the point that not everyone was on Facebook, so alternative approaches with greater notice would be beneficial in bringing people forward.

9. Date and Time of Next Meeting

Next meeting to be held on **Monday 25th March at 7 p.m.**