

Minutes of Arscott Golf Club Board Meeting
Monday 12th August 2019 at 7.00 p.m.

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

1. Apologies

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

2. Declaration of Any Other Urgent Business

None

3. Declaration of Interests

None.

4. Minutes of Previous Meetings

1. Meeting of 15th July

a) The Minutes were received and confirmed as a correct record;

b) Matters Arising:

In PO's absence, DW reported that the Men's Section Committee had now agreed to meeting the cost of the new PC, but had decided, due to the high cost of this capital item, to withdraw its offer to fund the two additional winter tee mats. GH reported that the mats had already been purchased. In view of this, and given that it was towards the end of the financial year when funds available were becoming clear, DW (who had not been present at the Men's Section Committee meeting) agreed take the matter back to the Committee again. KS confirmed that the Seniors had agreed to fund the remaining 7 mats.

NJ: The bench by the 6th tee was still unsteady. Action: GH to check again (NB balcony staircase now repaired).

2. Meeting of 25th July

a) The Minutes were received and confirmed as a correct record;

b) Matters Arising:

NJ: had advertised for bar staff – CB to report further later in the meeting.

5. Reports from Directors

a) Managing Director

NJ: had received a donation of £200 towards the Club Development Fund from someone who had been unable to attend the Captains' Barbecue. JM: profit had

been about £100. It had been a good evening and the band had been excellent – there were thoughts of holding another event later in the year also with a band. JM was also offering to get a Social Committee going again to try to hold a few events next year – to be well publicised and included in the Club Diary.

NJ: about 170 Golden Tickets had been sold, so a great success – with congratulations to Glyn in particular for pushing sales. Tickets for next year would be available for sale in time for Christmas.

NJ: report from BRS Golf in relation to on-line tee bookings, showing the quietest times to be Tuesday and Sunday afternoons. Overall there had been an increase of 25% in bookings online.

NJ: query from Glyn as to whether the Club wanted to advertise in a societies' edition of Midlands Golfer (September). **Agreed – half page advert (£240).**

b) Finance and IT

TH had circulated a finance report for July prior to the meeting, and commented on the good figures for the month. The cost of equipment purchases had been added in to the spreadsheet of monthly income and expenditure, shared out over the year. The accountants were working on the annual accounts, including with regard to Sage accounts. No Corporation Tax would need to be paid, with the greens equipment and tee signage all having been paid out of the current year.

The CASC application had been submitted to HMRC – hoping for response within 35 days. Constitution also submitted – if changes were needed, then a Special General Meeting might be required. A Community Concessionary membership had been prepared in readiness for CASC.

The subscription bills for the new year had gone out, with 200 members already rejoined, including 20 using Orchard Finance. **Action – print out a list of who has paid, so that can start reminding members playing.** Sue Ecclestone was helping to update bar credits – thanks to her. NJ: membership increased in 2019 from 290 to 330.

TH summarised the financial picture over the year, which she felt showed good management by the Board, with improvements made and equipment purchased, to the benefit of the members. NJ congratulated TH on her work on the finances over the year.

c) Business Compliance

NJ: Stamp Duty had been paid – there had been a fine due to late payment, but this had been funded by the Solicitors.

PB: the Land Registry had needed a new plan, which he had provided.

d) House

CB had circulated a report prior to the meeting including staffing issues, the posting of opening hours and other information on a new board outside the main door, various Clubhouse repairs/replacements required and carried out, drafting of the member questionnaire on Clubhouse activities, and production of new bar menus to be introduced later in the month.

CB commented that the staffing position had stabilised, with thanks to staff and

volunteers for their efforts. The advert for casual staff had led to an increased pool available, so that the rotas could now be filled. **Agreed: further actions on staff issues, including production of job descriptions with associated task lists and expectations for staff then to be discussed with staff members, provision of standard clothing for front of house staff, and scope for temporary pay increases in agreed circumstances.**

Also **agreed: amendments to the proposed bar menus.**

CB commented, in light of various repairs carried out recently, on the need to pin down the owner's responsibilities with regard to aspects of the Clubhouse, including e.g. the pellet burner and gas boilers. **Action: Board members to forward items to NJ to draw up a list of issues for discussion with the owner.**

JM: issue of radiator in bar coming on – CB to check.

e) Course

GH had circulated a note relating to a Greens Committee meeting on 7th August, with topics covered including the Pee Wee's tees and course measurement, greens irrigation, bunker sand top ups, greens mowers servicing, and planned treatment of greens.

GH had drafted a questionnaire for visitors, as this was required for the Brown Visitor Signs application – Glyn was going to give this to societies to trial for a couple of months. GolfMark had been secured, and certificates regarding SafeGolf would be put up in the Clubhouse – GH would arrange for England Golf to do a presentation (aiming for last Juniors' evening on 22nd August).

JM raised a concern regarding use of safety equipment by greens staff – GH to follow up.

f) Marketing and PR

No report as CE unable to attend.

NJ: tee signs received so would now start selling packages to sponsors. PB reported that he had an interested party.

g) Company Secretary

PB: nothing to add.

6. Health and Safety

JS: issues logged in Accident Book should be discussed by the Board to enable learning lessons. **Agreed: Accident Book entries to be reported to each Board meeting.**

NJ: noted that the Defibrillator and First Aid Kit had been moved to a more prominent position. **Action: CB would top up the First Aid Kit.**

7. Feedback from Section Captains

KM: suggestion of new annual inserts for the bag tags rather than new bag tags every year. PB: planned to do in future.

JM: Ladies Committee had reconsidered its suggestion of holding over the Club Development funds raised by the Ladies to enable improvements to their changing

room – now happy for it to go into the general pot.

JM: had circulated a letter received from a lady member relating to approaches to Directors, membership fees, communication with members and membership categories. The points raised were considered in turn by the Board, including agreeing on the need for improved communication and for simplification of membership categories. **Action: PB, as Company Secretary, to reply accordingly.**

JM: thought that the defibrillator should be outside the Clubhouse.

JM: concerned at attire of some on the golf course. **Action: NJ - there is a notice up, but will put up another one and ask Pro Shop staff to monitor.**

JM: concerned at occasional early closure of Pro Shop, linked to the risk of people coming up and playing for free on summer evenings. CB: maybe need to do some informal and irregular marshalling? GH: put something in the newsletter, reminding members to display their bag tags?

8. Any Other Business

NJ: as Managing Director, thanked all on the Board, reflecting on an interesting first 12 months and reflecting on feedback from members and visitors on how good everything was. JM expressed her thanks to the Board from the members, while TH looked forward to continued success.

9. Date and Time of Next Meeting

Next meeting to be held on **Monday 16th September at 7 p.m.**