

Minutes of Arscott Golf Club Board Meeting (Virtual)  
Tuesday 2<sup>nd</sup> June 2020 at 4.00 p.m.

**Present:** Nick Jones (Chair)                      Paul Buckley  
Chris Brace    John Simpson  
Trish Harding  
Jacqui Mullineux (for Ladies' Captain)  
Joe Rimmer (Seniors' Captain)  
Dave Wallace (Club Captain/minutes)

**1. Apologies**

None.

**2. Declaration of Any Other Urgent Business**

None, but NJ advised that a Directors only meeting would follow on from the Board meeting.

**3. Declaration of Interests**

None.

**4. Minutes of Previous Meeting**

The minutes of the previous meeting held on 21<sup>st</sup> May were confirmed as a correct record. There were no matters arising from the Minutes that would not be covered under the reports from Directors.

**5. Reports**

**a) Managing Director**

NJ reported that May had been an excellent month for the Club, with 60 new members having joined under the trial membership promotion.

NJ had ordered sanitiser dispensers and sanitiser for the Club – these were now due to be delivered on 4<sup>th</sup> June.

**b) Finance and IT**

TH had circulated spreadsheets to the Directors setting out projections of income and costs to the end of financial year. These showed a sound position with the anticipated level of income and outgoings. TH saw no reason for any restrictions on the greenkeepers' working hours.

TH had submitted the furlough claim for the month, with four of the five furloughed staff now back working. The position for the remaining furloughed staff member would need to be reviewed at the end of July.

TH and Sian were completing the VAT return, with a small return to the Club of £200 due.

JS commented that TH had done an incredible job with the finances. **Action: The Board recorded their congratulations to TH on her success.**

NJ: set out the excellent income received from membership fees and green fees since the Club re-opened. TH: the Club had benefited by going out early with a membership deal and from the large number of workers on furlough and so able to play.

### c) Business Compliance

JS ran through the actions from the minutes of the last meeting to check on progress in respect of a number of them:

- policies in relation to coronavirus management - Sian, as Welfare Officer, to be asked to keep checking latest regulations and guidance – Board confirmed that this had been actioned;
- Government's 'Working Safely during Coronavirus' guidance provided a link to Health and Safety Executive risk assessment template – JS confirmed his view that the templates completed by the Directors complied with the requirements, so it was more a question of ensuring that the actions identified were being carried out. **Action: Directors to check actions being taken;**
- response in case of medical incident on the Course, given that the person could potentially be carrying the Coronavirus – Board confirmed that a kit of PPE was now available in the Pro Shop for the use of members of staff attending the person.
- Board policies on health and safety matters – Board confirmed that staff had copies of, and had been briefed on, the H & S policies and the weight to be attached to them. **Action: TH to check with Sian;**
- ensuring that members and visitors were aware of their responsibilities - NJ: confirmed that notices were in place and he had observed Glyn advising golfers of current requirements. **Action: NJ to put a sign on first hole flagstick, to remind players not to remove the flagsticks;**

JS: there was a need to keep a watchful eye on any changes in requirements.

### d) House

CB had circulated a report prior to the meeting setting out details of the takeaway service being offered, the results from 15 days of operation and projected income to the end of July. Reference was also made to the Clubhouse redecoration and plans for its completion.

CB: in relation to the hours of service, late demand was proving difficult to predict leading to a dilemma on what arrangements to be put in place, given the costs of having staff present. Glyn had been able to help out to a limited extent on Sunday after 5 p.m. when the balcony service had ended. DW: could cover by the Pro Shop for late hours be formalised and incentivised to provide the flexibility needed, if the staff were willing? JR: perhaps with a 5.30 p.m. cut off for the balcony service? TH: need to check if legal. **Agreed: later hours Pro Shop option to be investigated.**

DW: congratulations to CB and Nia on the success of the service offered. JM: the Ladies were pleased with the additional menu option offered to them.

CB: questioned effectiveness/location of the promotional notices out on the course. DW: might a banner on the balcony help, adding to the current decoration provided by NJ? **Action: CB to investigate idea of a banner.**

TH: need for care with consumption of alcohol near the Clubhouse – need for compliance with the regulations. The Board discussed various ideas including using an A Board and direct messages to members to convey the Board's policy and the

requirements of the regulations.

CB: some food in freezer reaching date when can no longer be sold. **Action: CB to investigate scope to give away/offer to members.**

CB: raised questions of staff hours and remuneration. **Action: CB to look further into hours worked.**

#### **e) Course**

TH: suggested possible increase in 10 minute before tee off arrival time. NJ: thought that players generally came a bit earlier in practice.

TH: should the Board consider allowing 4 ball groups? DW: thought that 3 ball groups were working well. The Board discussed if there were any issues with the number/behaviour of players on the Course – the general view was that, whilst there had been a few minor incidents e.g. trolleys on tees, these were best dealt with by a quiet word being had, but that any concerns should be reported to Glyn. DW provided an update on the issue that he had raised by email with the Board on behalf of a Committee member regarding early tees, with the member not wishing to take the matter further. However, but the Board expressed sympathy with his concern and the need to prioritise the interests of members in the booking of tees. It was considered that, now that groups were no longer restricted to 2 balls, there would be less pressure on the tees and further problems were not anticipated.

**Action – DW to provide feedback to the concerned member.**

#### **f) Marketing and PR**

PB: draft pre-renewal letter circulated for comment prior to sending out.

NJ: the policy of allowing visitors and guests to play had worked well, with over 60 trial memberships resulting – the task now being to convert as many as possible into full members. PB planned to do a **targetted renewal letter to trial members in early July – Agreed.**

NJ: Orchard Finance approach to defaulters changing, with the Club having to chase payments or exclude the players.

NJ had been approached by a person ('Coach Director') following the Club on Instagram who was posting photos and positive messages about the Club. **Action: NJ and PB to meet up.**

NJ: also another person posting interesting clips playing shots/holes on the Course. DW: also very positive message posted on Facebook by a contact of the Junior Captain. **Action: PB to write to the Junior Captain inviting him to continue in post for a further year, in line with the other Section Captains.**

#### **h) Company Secretary**

PB: Nothing to report.

### **6. Health and Safety**

JM: had reported an issue two weeks previously and had been concerned at a lack of action. The Head Greenkeeper had now been informed and had promised to address the problem. NJ offered to check. JS: the incident should have been recorded in Accident Book – **Noted by Board.**

### **7. Feedback from Section Captains**

JR: had raised the question of putting benches back out on the Course with the Course Director. As there were three or four fixed benches still out and as England

Golf were still advising against, the **Board agreed that the remaining benches should not be put out at present.**

JR: Senior Section having a first virtual Committee meeting on 3<sup>rd</sup> June. Also running first competition on 4<sup>th</sup> June, following the template for returning cards from the Captain's weekend competition – 40 players entered.

JR: whilst it was great to have the new members and guests, there had been some incidents of bottles left on the course and questionable dress code – needed to maintain minimum standards. NJ: agreed, although Glyn had been advising visitors. PB: new members received relevant guidance in their welcoming pack.

JM: Ladies having their first virtual Committee meeting on 3<sup>rd</sup> June. Members were commenting on the great Course condition and the good job done by the Board. **Action: PB to forward details of a new lady member to JM.** JM reported a change in Secretary (Jenny Brace taking over from Liz Griffiths) and updated on the Lady Captain's health. **Agreed: Board's best wishes plus flowers to be given to the Lady Captain.**

JM: queried the presence of a volunteer marshal on the Course. NJ: not authorised **Action: NJ would speak with the individual.**

JM: are we returning to the competition schedule in the Club Diary? **Agreed: up to the individual Sections.**

DW: Captain's Fundraiser weekend had been a successful return to competitions, with 116 entrants over the two days, raising £249 for the Club Development Fund (NB a further £10 has subsequently been donated by John Morris). DW was in discussion with NJ about running a similar event on the weekend of the President's Day (July 5<sup>th</sup>).

## **8. Any Other Business**

TH: raised ongoing arrangements for the extra sanitisation in the Clubhouse cleaning – while she was happy to continue helping out to the end of June, she would not be able to continue for longer now that the lockdown was easing. TH: could the bar staff do the sanitisation of door handles etc at the end of the day?

**Action: CB to discuss with Nia. TH to give CB a list of what needed doing.**

NJ: if necessary, Cleaner could be offered extra hours. **Action: TH to check with Di on her availability.** NJ thanked TH for the work she had been doing.

NJ: about £4,000 had now been donated or raised for the Club Development Fund, and he felt that it was important to give something back to the members – particularly carrying out the 1<sup>st</sup> tee improvement and finishing off the practice nets.

TH: need to have costings for the 1st tee work. **Action: NJ to obtain costing, with a member offering to do the groundwork. Agreed: Costing for 1<sup>st</sup> tee work to be brought to the Board.** JR: then inform members of planned use of the funds raised/proposed improvements.

NJ: could covers be put out on tables in the Clubhouse bar so that looks good to people ordering from the balcony? **Action: CB: yes, can do.**

CB: can clock be fixed? **Action: NJ will investigate.**

NJ: query on bills received for disposal of cooking oil. **Action: CB to check.**

**Date and Time of Next Meeting**

Next virtual meeting to be held on Tuesday 23<sup>rd</sup> June at 4.00 p.m.

Note: Meeting took place virtually – via Zoom.