

Minutes of Arscott Golf Club Board Meeting
Wednesday 19th August 2020 at 8.00 p.m.

Present: Nick Jones (Chair) Paul Buckley
Steve Turner Alex Hughes
Trish Harding Barbara Parnell
Jacqui Mullineux (for Ladies' Captain)
Joe Rimmer (Seniors' Captain)
Dave Wallace (Club Captain/minutes)

1. Apologies

None.

2. Welcome to New Board Members

NJ welcomed Steve Turner and Alex Hughes to the meeting as newly appointed Directors.

3. Declaration of Any Other Urgent Business

None.

4. Declaration of Interests

None.

5. Minutes of Previous Meeting

The minutes of the previous meeting held on 14th July were confirmed as a correct record. There were no matters arising from the Minutes that would not be covered under the reports from Directors.

6. Director Vacancies

NJ proposed, TH seconded, and the **Board agreed that Barbara Parnell be co-opted on to the Board with immediate effect.** NJ welcomed BP to the Board.

7. Reports from Directors

a) Managing Director

NJ reported on amendments required to the Plan attached to the Lease to reflect that there were areas of land with different titles, and that the monthly payment to the owner had been amended to reflect the increase due from 1st August, following settlement of outstanding moneys due to the Club.

DW: had Sian followed up on the need to amend the Plan attached to the Club's alcohol licence (to include the balcony)? – **Action: NJ to check.**

DW: had progress been made with the owner on agreement to fund the repair needed to the kitchen floor? NJ: getting quotes – he would then approach the owner. Martin had recently had the eaves of the Clubhouse painted.

b) Finance and IT

TH had circulated budget information and forecast year end figures to the Directors and reported that July had been another successful trading month. The Green fee income was exceptional again and wet sales were equal to the same time last year.

Food sales had also increased. Cost of sales, course expenses/vehicle repairs and overheads had also increased this month as to be expected. Looking at the year end figures, the forecast was to make a significant surplus. This was largely due to the grant income of £28,500 and £8,000+ member donations which had kept the Club going through lockdown. Furlough leave for the bar and Clubhouse staff had helped to keep the wages bill down. Then the Club had received the fantastic green fee and new member income following the removal of lockdown. All in all this meant that the Club had ended up achieving a very successful year and giving the Club reserves for next winter.

The books and records would be sent to the accountant in early September for the Annual Accounts to be prepared ready for the AGM. The furlough scheme had been bought to a close with the last claim going through for July 2020. All the furloughed staff were now back to their normal working patterns.

TH: The membership figures for the new financial year were very promising with over 300 members re-joining. PB confirmed that membership now stood at over 320.

TH: The VAT reduction (now 5%) on catering and soft drinks had been passed onto the membership via the use of the card system from 15/7/2020. This would be in place until January 2021. JR stressed that the Senior members were sensitive to price levels. NJ: need for a price review. PB: lack of menu choice also an issue.

TH: The grant application for the balcony extension and decking area had been submitted to England Golf. A response was expected from late August 2020. There was also a possibility of the Club accessing a Covid-19 related Government grant for improving technology. TH was awaiting details of how to apply and what the criteria were but these had not been released to date.

TH: Chris Brace had requested that the issue of a pay rise for a member of the staff be discussed. Various aspects of the Hospitality Service were also discussed. The Board concluding that no change should be made in the pay level for the member of staff at this time – to be reviewed again in 3 months.

JM: queried whether tax was to be paid on any profits at the end of the year. NJ: the Club was non-profit making, with any surplus going into reserves. TH: the accountant would be advising further.

JR: Members could be asked at the AGM what projects they would like done. TH: if the balcony extension application was successful, the Club would need to provide significant match funding.

c) Business Compliance

BP would be keeping this under review.

d) House

NJ: meeting had been held today with Nia. It was planned to have weekly staff meetings from now on, including Nia, Sian and Glyn, to develop closer liaison and coordination of services. The Board discussed arrangements for the management of staff, including the need for an additional member of staff for the Hospitality

Team. NJ: plans also for a new menu, dress code for staff, less use of plastic glasses.

e) Course

PB reported on a Greens Meeting held on 12th August attended by NJ, ST, Andrew Lewis, Glyn, and himself (chairing). Meetings would be held monthly, with PB to report to the Board. Andrew would continue to manage day to day workload and priorities and to consult with Paul on anything involving out of the ordinary expense or controversial issues.

Andrew was pleased with extra help from volunteers which was freeing up a lot of time for the greenkeepers to get on with priority work (mowing). Matters discussed had included possible purchase of a fuel card; possible joint purchase with Andrew of a loader for his tractor; arrangements for hedge cutting by Andrew; deferral of purchase of sand for the bunkers until the Spring; and progressing the first tee project – ST calculating quantities and drawing up design, and NJ investigating surface materials. Scope to incorporate some kind of post and chain to deter trolleys being taken across tee. Aim was to start work late September.

Other projects discussed included: a walled entrance off Pound Lane and resurfacing of the access road (to be discussed with owner); decking outside Pro Shop (part of balcony project application but proposed to be carried out even if application unsuccessful); holding bays for sand and dressing in greenkeeper's yard; clearance of bank adjacent access road between 18th and 1st greens.

The meeting also considered the issue of litter on the Course. Andrew said that there was no more than in a normal year and when bins were in place. It was suggested that 3 large bins be situated beside the paths between 3rd and 8th hole, on the path behind the 14th green, and after the 18th hole.

Andrew had asked if volunteers could be requested for coring work on 8th and 9th September. PB to put request out on email/social media nearer the time.

JR: Course looking fantastic.

f) Marketing and PR

PB: 52% of the 70+ trial memberships had been converted into full members. NJ: new members were also joining.

BP: making plans for Women in Golf promotion – would like to see results of 'Know Your Market Survey' prior to meeting with Mark Romasiuk from England Golf.

Action: PB to send Survey results to BP.

JR: follow up idea of advertising for members in local parish magazines? DW: could also promote Clubhouse hospitality services in these.

g) Company Secretary

PB: ST and AH had been registered as Directors with Companies house. BP will now be added as well.

JR: was it intended that the new Directors would have specific roles? NJ: not initially.

8. Funding Bids

NJ: As discussed earlier there were three projects for which Covid-19 related funding had been sought – the balcony/outdoor seating project (R & A through England Golf); the decking project (included in balcony project application); and the improving technology project (through the Marches LEP) – possible scope to fund touch screen terminals in Clubhouse, both downstairs and upstairs.

JR: Some Seniors had skills to help ST with decking project – let him know if want him to approach them.

9. Health and Safety

NJ: Nia had raised the issue of the strip across the kitchen floor;

DW: some holes on Course, but promptly filled by Greenstaff when he had reported them.

10. Feedback from Section Captains

Seniors (JR)

The Seniors had 95 members and the Section was going from strength to strength. 135 players were attending the Seniors Team Open on 3rd September – 45 teams.

The Seniors had made a presentation to Max on his retirement.

What happening regarding need for new outdoor furniture? PB: included in balcony/outdoor seating project funding bid, so awaiting the outcome of that.

Ladies (JM)

JM still deputising for Sue Lane, who was out of hospital but facing a long recovery and so had submitted her resignation to the Ladies Committee.

At its last meeting, the Ladies Committee had thanked the Board for the smartness of the Course, including the new tee and distance markers and the strimming being carried out by volunteers. Suggestion of a noticeboard at the first tee to discourage trolleys on the tee? NJ: could be part of the Slope rating sign that was required? Committee planning a Women in Golf Day in mid-September – keen to attract new members, having lost a few. Event will be advertised, and plan to approach other ladies sports teams.

The Ladies Section had also thanked Max for his service.

Men (DW)

The latest two day weekend Fundraiser Competition had been held successfully on August 8th/9th but had seen lower participation, so would probably the last one this year. £106 had been raised for the Club Development Fund.

The Inter Section Match was confirmed to be held on 31st August, with 8 or 9 players per team.

A meeting to discuss the future organisation of the Junior Section would be taking place at 6 p.m. on Thursday 27th August, with interested parties invited.

The Men's Committee had given Max a vineyard/wine gift voucher.

The Men's Club Championships were taking place at the weekend, while the Men's Open was on 6th September – further promotion required.

Feedback from Members had related to issues of etiquette/dress and litter on the

Course, but also the excellence of the Greens/Course.

DW was submitting competition results to the local press and these were being printed, but not on a set day.

11. Any Other Business

PB: raised a number of queries on renewal of memberships and asked about potential use by the ladies of the red tees throughout the year (linked to WHS).

PB: the gazebo loaned by Martin Oakley had now been offered to the Club in return for 10/12 green fee vouchers for use by his family – **the Board agreed to take up this offer to acquire the gazebo.**

NJ: the Board also wished to mark Max's retirement, including through an Honorary Membership. The Board should also be formalising the arrangement for the owner to play the Course. NJ proposed, and **the Board agreed to confer Honorary Memberships on both Max and Martin Hamer.**

NJ: a member wanted to buy a buggy, for use twice a week, to be available for hiring out by the Club the rest of the time. The Board were supportive in principle of this proposal and for the possible purchase of one or two additional buggies.

Action: NJ to seek a deal on joint purchase of two/three buggies.

There was discussion of arrangements for the parking of vehicles, and potential to purchase a cycle rack to meet demand from a member and visiting cyclists.

DW: installation of a cycle rack and a trolley locker had been incorporated into the balcony/outdoor seating project funding application. NJ: the project could also provide some covered parking for buggies.

PB: planning another newsletter, so would be grateful for any material from Captains.

NJ: thanks particularly to TH for her work on the finances, grants and furlough scheme. As discussed at the last meeting, TH was prepared to continue to AGM, but was also happy to continue to help Sian with the quarterly VAT returns after that.

Date and Time of Next Meeting

Next meeting to be held on Wednesday 23rd September 2020 at 6 p.m. in the Clubhouse.