



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Monday 13 March 2017 at 18:00 in the Clubhouse.

Present	J Airth (JA - Chairman), B O'Hara (BO – Vice-Chairman), B Channon (BC), D Gritt (DG), K Harrington (KH), C Knight (CK), & D Spencer (DS). A Groom (AG – Club Captain) A Hebditch (AH-President) R Bauser (RB-Manager)	Action
	<u>Other Codes used in minutes</u> – A Magee (AM), A Windsor (AW)	
	APOLOGIES	
	T Townsend & B Lennon	
1254	MINUTES OF PREVIOUS MEETING	
	The minutes of the meetings held on 20 February 2017 were accepted as a true record and the Chairman was authorised sign them.	
1255	MATTERS ARISING	
(a)	<u>Course Marshall</u> – JA said that a number of applications had been received and the best 3 had been selected for interview. He proposed that A Groom, B Channon, B Lennon and the General Manager comprise the interviewing committee. The Committee agreed.	RB
(b)	<u>Course shed roof</u> – Kingspan, would investigate and advise. No news to date.	RB
(c)	<u>Open Competitions, Honorariums & Ladies Competitions</u> – The Seniors & Ladies sections would report back once they had had meetings to discuss.	TT
(d)	<u>Clubhouse Outside Lighting</u> – JA said that complaints had been received from the club neighbours about the bright lights shining into their bedrooms. Currently awaiting a quote to re-position and convert to motion sensors.	RB
(e)	<u>Premium Credit agreement</u> – JA said that the club had a recourse agreement with Premium Credit whereby if a member defaulted, the club (3 rd party) would have to pay back the balance owing. The only instance Premium Credit would prosecute a member would be if the club was liquidated and did not have the funds. BO said that this was a low risk item.	
1256	CHAIRMAN	
	<u>Administration Controls & Policies</u> JA said that a purchase & policy document was work in progress. The document would ensure that the club was compliant and would minimise the risk of any further fraud. Other internal controls (banking authority controls) were already in operation.	

1257	CLUB CAPTAIN	
	<p>Minutes of the Captains Committee meeting held on 6 March 2017 were tabled for discussion.</p> <p>The Captain highlighted the following:</p> <p>(a) <u>Members Guest green fee tickets</u> – AW would monitor and report usage to the Captains Committee.</p> <p>(b) <u>Seniors Notice board</u> – JA said that the locker room notice boards should be standardised and that if the seniors or ladies required additional boards the sections would be liable for the costs.</p> <p>(c) <u>Pound Lockers</u> – It was found that members were using the lockers which should be for visitors only. Committee agreed that RB would remove all the keys and give to the Pro Shop. Visitors could hire lockers by paying a £5 refundable key deposit.</p>	RB
1258	FINANCE	
	<p>(a) <u>Management Accounts</u> The Management accounts and cash flow as at the 28 February 2017 had been circulated and tabled for discussion.</p> <p>DS tabled a detailed report highlighting the following areas; profit & loss, balance sheet and cash flow.</p> <p>No comments or questions.</p> <p>(b) <u>Bar / Catering / Green Fee analysis</u> The above analysis had been circulated and tabled for discussion.</p> <p>No comments or questions.</p> <p>(c) <u>Membership subscription calculation</u></p> <ul style="list-style-type: none"> The existing differential % as established last year is maintained. <p>The Committee on a show of hands unanimously voted in favour of the proposal.</p> <p>(d) <u>Members Loans</u> JA said that some members had asked if the interest free members loans could be repaid. AH said that the loans were initially created to purchase the club in 1976.</p> <p>On a show of hands the members unanimously voted in favour of the current policy remaining.</p>	
1259	SUB COMMITTEE REPORTS	
	(a) Advertising & Membership	
	<p><u>Membership analysis as at 10 March 2017</u></p> <ul style="list-style-type: none"> Playing members as at 1 July 2016 - 480 Total Full Members – 403 (limit 410) Total 5 day members - 82 New playing members – 71 Current playing members – 555 Total club membership – 659 	

(b)	Course	
	<p>The course report for March 2017 as well as the draft winter projects for 2017 had been circulated and tabled for discussion.</p> <p>BC highlighted the following;</p> <ul style="list-style-type: none"> • Course maintenance week had gone very well even though the weather had not been kind. There was still some top-dressing to be completed. • The putting green was not draining and AM would investigate. • Verti- draining had been completed on all the fairways, this would promote root growth. • 8th and 13th greens were a problem and to encourage growth had been given a rest. <p>BO said that the drainage on the 4th was a problem.</p>	<p>BC</p> <p>BC</p>
(c)	Health & Safety	
	Nothing to report	
(d)	House	
	JA said that the Bar Manager had left after working a 3 month probation.	
1260	MANAGER	
(a)	<u>Purchase & Procurement Policy</u> – in hand	RB
(b)	<u>Employees right to work in UK</u> – all employees besides the 2 currently on maternity leave had been verified to work in the UK.	
(c)	<u>Bar & Catering hours as from 1 April 2017</u> – The Committee agreed to opening the Bar & Kitchen at 08:00 on a Saturday & Sunday for the summer.	
(d)	<u>Bar & Catering opening & closing times</u> - RB also tabled the proposed opening & closing times for the period 27 March – 29 October 2017. The Committee approved the hours as tabled.	
(e)	<u>Bar & Catering increases as from 1 April 2017</u> – Due to the recent supplier increases the club had no option but to increase their bar and food prices accordingly. On a show of hands the majority of the members voted in favour of increasing the prices..	
1261	CORRESPONDENCE	
	None	
1262	ANY OTHER BUSINESS	
(a)	<u>Showers</u> – DG said that some of the members had commented that the showers were good enough as they were, possibly the pipes should be boxed in and the tiles re-grouted.	RB
(b)	<u>Julia's House</u> – BC asked if Julia's House could utilise the practise range for a fun day to raise funds. Committee agreed.	
(c)	<u>Small bottles of wine</u> – BO said that some ladies had complained to him about the quality of the small bottles of wine. RB said that he would investigate.	

1263	<p>DATE OF NEXT MEETING:</p> <p>MONDAY 24 APRIL 2017 2017 at 18:00</p> <p>There being no further business the meeting closed at 20:00.</p>	
	<p>CHAIRMAN</p> <p>DATED</p>	