



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Wednesday 18 September 2019 at 17:30 in the Clubhouse.

Present	J Airth (JA-Chairman), B O'Hara (BOH-Voice-Chairman), M Collins (MC-Captain), D Spencer (DS) & T Townsend. M Welch (MW-President) C Flay (CF-Vice-Captain) R Bauser (RB-Manager)	Action
	<u>Other Codes used in minutes</u> – J Wilson (JW), R Tizard (RT), A Magee (CM), A Windsor (AW) & Captains Committee (Capco).	
	APOLOGIES	
	A Groom, C Knight, K Harrington & A Penny.	
1609	MINUTES OF PREVIOUS MEETING	
	On a show of hands, the minutes of the meeting held on 21 August 2019, were unanimously accepted as a true record and the Chairman was authorised sign them.	
1610	MATTERS ARISING	
(a)	<u>Tree Work on the Course</u> BOH – The Committee approved the Tree works.	
(b)	<u>Captains Charity Pro-Am</u> The Sub-Committee to organise the Pro-Am was confirmed as: CF (Chairman), Vice-Captain elect, MC, TT, AW & RB. A meeting would be organised as soon as possible.	
1611	CHAIRMAN	
	Nothing to report.	
1612	CLUB CAPTAIN	
	<i>Minutes of the Captains Committee meeting held on 11 September 2019 were tabled for discussion.</i> <u>100 Club</u> CF reported that the club was up and running and currently 25 members had subscribed. The first draw would take place on Friday 27 September 2019 at 17:30	

1613	FINANCE	
	<p>(a) <u>The Management accounts and report</u> for 31 August 2019, including an updated Cash Flow, had been circulated and were tabled for discussion.</p> <p>DS tabled a detailed report highlighting the following areas; profit & loss, cash flow.</p> <p>(b) <u>Audited Accounts for the year end 30 June 2019</u> were circulated and tabled for discussion.</p> <p>DS highlighted the following:</p> <ul style="list-style-type: none"> • Accounts are set up in accordance with the General Accepted Accounting Practise (GAAP). • The accounts from Page 21 were for Management and members information only and were not part of the statutory accounts • Club made a profit of £ 5 010 for the year however, considering the seniors section loss of £ 2 316 and the ladies section profit of £538 the overall retained surplus was £ 3 232. <p>DS proposed that the audited accounts as tabled be approved, seconded by JA.</p> <p>On a show of hands, the Directors unanimously voted in favour of the proposal and DS was authorised to sign the accounts on behalf of the Directors.</p> <p>(c) <u>Letter of representation to the auditors</u> had been circulated and tabled for discussion.</p> <p>DS urged the Directors to read the letter and also take note of the following:</p> <ul style="list-style-type: none"> • <i>Item 12</i> – “We confirm that the bank balances provided for the Seniors Section of the club are complete and accurate at the balance sheet date and belong to the club”. • <i>Conclusion</i> “We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. <p>Each director has taken steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.</p> <p>We appreciate that Harrisons have prepared the financial statements on behalf of the directors. The financial statements have been fully explained to and discussed with us and we are of the opinion that they show a true and fair view of the profit for the year and the state of affairs at the balance sheet date”.</p> <p>DS proposed that the letter of representation as tabled be approved, seconded by JA.</p> <p>On a show of hands, the Directors unanimously voted in favour of the proposal and DS was authorised to sign the letter on behalf of the Directors.</p>	

(d)	<p><u>Seniors Bank Account with the Post Office</u></p> <p>RB advised that the Seniors Vice-Captain, Phil Handley had reported that at the recent seniors meeting, it had been agreed that the funds currently in the Post Office account would be transferred to the HSBC, KHGC Seniors account.</p> <p>JA thanked DS for his work on the finances, it was much appreciated.</p>	
1614	SUB-COMMITTEE REPORTS	
(a)	Course	
	<p>The course report for September 2019 had been circulated for discussion.</p> <p>BOH highlighted the following;</p> <ul style="list-style-type: none"> • Greens were very good • Maintenance week going according to plan • Winter Improvements program has been approved • Upgrading practise bunker to be reviewed in January 20, if funds allowed <p>TT asked if preferred lies could be re-instated. BOH said that preferred lies would come into effect on 1 October 2019.</p> <p>TT said that the members were taking a shot cut from the 2nd tee to the fairway and were not using the path. The Committee agreed that CM should rope off the area.</p>	
(b)	Corporate & Marketing	
	TT said that he would be approaching LV and some IT for sponsorship.	
(c)	Health & Safety	
	<p>The H & S report for 2019 had been circulated and tabled for discussion;</p> <p>RB said that there were 2 new reported accidents, one involving an employee and one a member. The accident with the staff member would involve re-education as to the start-up procedure of a vehicle and the other involving the member was a “freak” accident and difficult to regulate.</p>	
1615	MANAGER	
	<p>A <u>Membership Analysis</u> as at 13 September 2019 had been circulated and was tabled for discussion;</p> <p>Total Playing – 472</p> <p>New Playing Members – 12</p> <p>Full – 309 (410)</p> <p>5 Day – 80 (100)</p> <p>Flexible – 16 (30)</p>	
1616	CORRESPONDENCE	
	None	

1617	ANY OTHER BUSINESS	
(a)	<u>C Matthews</u> – Handrails to 13 th & 14 th steps to the tee as they were steep. The Committee agreed that as he uses a buggy he could drive to behind both tees and walk onto the tee which would negate him using the steps. RB to advise.	RB
(b)	<p><u>M Welch</u> – The lockers were currently fully subscribed, and this may sway new members from joining if none were available. RB said that there were currently 6 members on the waiting list. The Committee agreed to review in January 2020, if funds were available. RB to add to the list of projects.</p> <p><u>A Windsor</u> – KHGC team playing in the Stokes Salver Final. DS proposed contributing towards the team travelling to Yeovil to pay for their accommodation expenses and a contribution toward a meal. On a show of hands, the Directors unanimously voted in favour of the proposal. RB to advise.</p>	RB
1618	<p>DATE OF NEXT MEETING:</p> <p>WEDNESDAY 16 October 2019 at 17:30</p> <p>JA said that the only agenda item for the October meeting would be the AGM procedure.</p> <p>There being no further business the meeting closed at 19:15.</p>	
	<p>CHAIRMAN</p> <p>DATED</p>	