



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Wednesday 20 November 2019 at 17:30 in the Clubhouse.

Present		Action
J Airth (JA-Chairman), M Collins (MC-Vice-Chairman), C Flay (CF-Captain), A Groom (AG), C Knight (CK), M Randall (MR), A Penny (AP), D Spencer (DS) & T Townsend (TT).		
M Welch (MW-President) A Parsons (APA-Vice-Captain) R Bauser (RB-Manager)		
<u>Other Codes used in minutes</u> – C Welch (CW), D Knight (DK), R Collis (RC), PH (P Handley), A Magee (CM), A Windsor (AW) & Captains Committee (Capco).		
	APOLOGIES	
	None.	
	WELCOME	
JA welcomed the new Directors to their first Manco meeting. He referred to the document in each pack, Directors Duties & Responsibilities and reiterated that all discussions were confidential.		
Members could read the abridged minutes on the website if necessary. All staff issues were highly sensitive and therefore extremely confidential. He encouraged an open and honest debate on any issues tabled.		
1619	MINUTES OF PREVIOUS MEETING	
	On a show of hands, the minutes of the meeting held on 18 September 2019, were unanimously accepted as a true record and the Chairman was authorised sign them.	
1620	MATTERS ARISING	
	<u>Hiring out of the Disc-seeder</u> JA said that he had suggested the hiring out to other clubs of the disc-seeder, however in discussion with other Directors he now agreed that it was not a viable option.	
1621	CHAIRMAN	
	Nothing to report.	
1622	CLUB CAPTAIN	
	<i>Minutes of the Captains Committee meeting held on 6 November 2019 were tabled for discussion.</i>	

	<p>CF highlighted the following:</p> <ul style="list-style-type: none"> • Ladies Championship to be held on the same day as the Men's. • Approval of Seniors fixture commencing at 10:30 on a Thursday as well as Forest Holme Charity Day. • Approval of club matches commencing at 13:00 instead of 13:30 Monday to Friday. • Stewards Cup open to 5-day members without paying a green fee. <p>DS asked as to the 100-yard marker posts on the fairways. AG said that the Green Sub-Committee recommended not to install the markers as most members had measuring devices and it would also require more maintenance as the greenkeepers would have to strim around each marker. Manco agreed.</p>	
1623	FINANCE	
(a)	<p><u>The Management accounts and report</u> for 31 September 2019, including an updated Cash Flow and an Actual v Budget spend, had been circulated and were tabled for discussion.</p> <p>DS tabled a detailed report highlighting the following areas; profit & loss, cash flow.</p>	
1624	SUB-COMMITTEE REPORTS	
(a)	Course	
	<p>The course report for November 2019 had been circulated for discussion.</p> <p>AG highlighted the following;</p> <ul style="list-style-type: none"> • The fixed maintenance week would be the 1st week in October 2020. Spring maintenance would be done between February & March, depending on the weather conditions and course bookings. • New bunkers on 6th & 16th would be completed before Christmas • 12th path would be raised to cover the tree roots and would follow the existing route. • Growth on the fairways was noticeable. • Compliments had been received from Came Down Seniors as to the excellent condition of the greens. <p>TT said that the members were still taking a shot cut from the 2nd tee to the fairway and were not using the path. MR said the same was happening on 6th. AG said that at this stage CM did not consider it to be a problem as the wear would be spread, it was therefore not necessary to rope off.</p> <p>CF said that he agreed that the greens were in a very good condition.</p>	
(b)	Corporate & Marketing	
	<p>TT highlighted the following:</p> <ul style="list-style-type: none"> • LV - ongoing discussion as to sponsorship. • Two companies were possibly interested in a general or team shirts sponsorship. 	

(c)	Health & Safety	
	<p>The H & S report for 2019 had been circulated and tabled for discussion;</p> <p>RB said that there had been no reported accidents since the last meeting.</p> <p>JA said that PH had raised an issue re hole-by-hole risk assessments. The club website, under the course section, contained all the relevant H & S and risk assessment documentation.</p> <p>JA said that an incident had occurred with a member of the public using the path running parallel to the 1st fairway. A wayward golf ball had landed near a lady and she had registered a complaint.</p> <p>The club H & S consultant had completed an investigation and the outcome was that the club should erect a fence in the gap near the pylon to protect the public on the path. The rest of the path was screened by trees.</p> <p>RB was awaiting a quote for the fence.</p>	
(e)	Special Projects	
	Nothing to report	
1625	MANAGER	
(a)	<p><i>A <u>Membership Analysis</u> as at 14 November 2019 had been circulated and was tabled for discussion;</i></p> <p><i>Total Playing – 471</i> <i>New Playing Members – 14</i> <i>Full – 310 (410)</i> <i>5 Day – 79 (100)</i> <i>Flexible – 16 (30)</i></p> <p><i>No new members since last report in September.</i></p>	
(b)	<p><u>Club Handyman</u></p> <p>RB said that in terms of the club insurance any member who is tasked to assist with clubhouse maintenance is covered as an employee of the club He also said that a risk assessment had been completed which set out strict parameters in which the member had to work. The member would only be tasked by RB and only to assist with general maintenance.</p> <p>Committee agreed that RB be allowed to task certain willing club members to assist with the general maintenance of the clubhouse.</p>	
(c)	<p><u>Special Membership Offer</u></p> <p>RB tabled a Special membership offer, “Join now until 30 June 2021 and receive 1 month’s free membership plus only pay the current 2019/20 rates for 2020/21. The offer to start on 1 December 2019 and end on 30 April 2020. Committee agreed.</p>	
1626	CORRESPONDENCE	
	<p><u>B O’Hara email Re: Functions</u></p> <p>A copy of the email correspondence between Mr O’Hara and RB was tabled for discussion.</p>	

	The Committee agreed that the kitchen operations would be reviewed by RB with the intent to provide the Catering Manager more assistance at functions. The part-time Assistant Cook would be offered more regular hours.	
1627	ANY OTHER BUSINESS	
	No other business.	
1628	DATE OF NEXT MEETING: WEDNESDAY 11 December 2019 at 17:30 There being no further business the meeting closed at 20:15.	
	CHAIRMAN	DATED