



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Monday 21 August 2017 at 18:00 in the Clubhouse.

Present	J Airth (JA - Chairman), B O'Hara (BOH – Vice Chairman), T Townsend (TT- Captain), A Groom (AG – Vice Captain), K Harrington (KH), C Knight (CK), B Lennon (BL) & D Spencer (DS). A Hebditch (AH-President) R Bauser (RB-Manager)	Action
	<u>Other Codes used in minutes</u> – A Groom (AG), D Lennon (DL), J Bowden (JB) , M Randall (MR), A Magee (AM), A Windsor (AW)	
	APOLOGIES	
	B Channon	
1305	MINUTES OF PREVIOUS MEETING	
	The minutes of the meeting held on 24 July 2017 were accepted as a true record and the Chairman was authorised sign them.	
1306	MATTERS ARISING	
(a)	<u>Course restricted time</u> – RB tabled the approved restricted times for information.	RB
(b)	<u>Branches removal back of 18th</u> - Completed	
(c)	<u>Men's Shower floor</u> – JA said that the contractor had opened a section of the shower floor and advised that it was made up of building rubble and the floor could therefore be reduced to ground level. He had also secured the area. It is not known as to why the floor was raised. The Committee agreed that the builder should also investigate as to whether the wall between the shower area and the washbasins was a load bearing wall. RB to action. CK said that it was important to know what improvements were required before any designs were requested.	
(d)	<u>Flexible Membership rules</u> – RB had advised all flexible members of the rules. Completed	
(e)	<u>Course Marshal Redundancy</u> – RB advised that the position of the Course Marshal had been made redundant. He would not be required to work his notice period (31 August 2017).	
1307	CHAIRMAN	
	Nothing to report.	

1308	CLUB CAPTAIN	
	<p><i>Minutes of the Captains Committee meeting held on 7 August 2017 were tabled for discussion.</i></p> <p>TT advised that in future, the course would be closed for play before the following major competitions, which would also now start at 08:00;</p> <ul style="list-style-type: none"> • Club Championships • Men's Open • Mixed Open • Captains Day • Men's Invitation Day 	
1309	FINANCE	
(a)	<p><u>Management Accounts</u></p> <p>The Management accounts, including the Cash Flow had been circulated and were tabled for discussion.</p> <p>DS tabled a detailed report which included following areas; profit & loss, balance sheet and cash flow.</p>	
1310	SUB COMMITTEE REPORTS	
(a)	Advertising & Membership	
	<p>A membership reconciliation as at 18 August 2017 had been circulated and was tabled for discussion.</p> <p>Total playing members – 513</p> <p>New playing members - 16</p> <p>Full – 342 (limit - 410)</p> <p>5 Day – 75 (limit – 100)</p> <p>Flexible – 29 (limit – 30)</p>	
(b)	Course	
	<p>The course report for August 2017 had been circulated for discussion.</p> <p>On a show of hand the Directors unanimously voted in favour of the following winter projects;</p> <ul style="list-style-type: none"> • Install mats on 3rd and 8th tees - £1 700 • Level the 13th tee, remove the tee at the bottom as well as the rough on the left of the fairway - £5 000 • Replace the artificial turf and create a new path to the 7th tee - £ 3 300. • Putting Green - improve the drainage by injecting drainage material into the sub soil structure £1 500. • Total £ 11,5K (Budget £12k). <p><u>Other Projects at no cost;</u></p> <ul style="list-style-type: none"> • Drain the front of the 4th green. • Replace irrigation around 4th green • Drain front 8th green • Root pruning behind 9th green <p>Concern was expressed as to the dry patches on the 9th and 12th greens. Due to the tree blocking the sunlight, moss was also growing on the 9th green. It was intended to remove some of the trees to open up the greens.</p>	

(c)	Health & Safety	
	Nothing to report.	
(d)	House	
	Nothing to report	
1311	MANAGER	
(a)	<u>Purchasing Policy & Procedures document</u> – A draft policy document was tabled, which was compiled by BO, DS & RB for approval. It was agreed that due to the importance and length of the document Committee members should respond with either approval or forward any questions to RB by Friday 25 August 2017.	
(b)	<u>Updated Staff Handbook</u> – RB tabled the draft document for approval. Most of the items contained in the 81 pages were statutory regulations relating to employment law. The document had been approved by the clubs Employment Law Consultant. On a show of hands the Directors unanimously approved the adoption of the Staff Handbook.	
(c)	<u>AGM</u> - RB tabled the draft agenda and a schedule of important dates. The Committee agreed that there would be no resolutions from Manco.	
1312	CORRESPONDENCE	
	<u>Ladies Committee</u> – RB read out the letter received, wherein the Ladies Committee expressed concern and requested that the policy be reviewed as to the current method of charging £1.30pp for coffee for various ladies competitions. The Committee agreed that the current policy was fair and should remain in place. RB to advise DL.	RB
1313	ANY OTHER BUSINESS	
	TT – the white lines around the greens should be re-instated urgently as members / visitors were parking their buggies and trolleys on the fringes of the greens. Refer to Greens Committee.	BC
1314	DATE OF NEXT MEETING: MONDAY 18 SEPTEMBER 2017 at 18:00 AH apologised, he would not be able to attend as he would be on holiday. There being no further business the meeting closed at 20:15.	
	CHAIRMAN	DATED