



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Monday 21 JANUARY 2013 at 18:00 in the Clubhouse.

Present	A Hebditch (Chairman), B Andrew, M Collins, C Knight, K Way, C Langston (Club Captain), B Kennedy (President). R Bauser (Manager).	Action
759	APOLOGIES D Lennon	
760	MINUTES OF PREVIOUS MEETING The minutes of the meetings held on 17 December 2012 were accepted as a true record and the Chairman was authorised sign them.	
761	MATTERS ARISING	
755(a) 755(b) 758	<p>Cutting of Trees 16th – RB advised that all relevant households had been sent a general letter.</p> <p>Risk Analysis “Lone Worker” – KW in progress.</p> <p>Buggies – Pro Shop would in future utilise the course buggy on a Saturday, the club buggies would therefore be for members use only.</p> <p>Members Buggy Bye-Law 4 – RB proposed the following revision to the bye-law to read “ To ensure the safety of members and visitors on the course, the use of trolleys and/or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate.” Committee approved the change.</p> <p>Annual Electrical Certificate – KW to discuss under H & S.</p> <p>Saturday Tee Closure (winter) – CL advised that this item was not discussed in detail at the Captains Committee meeting as he was unable to attend the meeting. Suggested that it be carried over to the next meeting. Committee agreed.</p>	<p>KW</p> <p>CL</p>
762	CHAIRMAN Nothing to report.	
763	CLUB CAPTAIN <i>Minutes of the meeting held on 10 January 2013 were tabled.</i> CL asked for comments. It was noted that a Handicap Review meeting would be held on 29/01/2013.	BK
764	FINANCE A financial summary and detailed report was tabled as at end Dec 2012.	

765	SUB COMMITTEES	
(a)	<p>GREENS BA tabled a detailed course report for January 2013 and asked for comments:</p> <p>BA said that CM was currently busy with a Course Improvements Plan (CIP) which would also include tree management. Once the plan was completed it would be tabled for approval by Manco. The Committee agreed that CM would in the interim produce a 5 year Tree Management Plan which should be read in conjunction with the CIP when completed. KW said that the Committee only need a general outline in terms of any tree removals.</p> <p>BA said that a "Course Closure" policy had been placed on the notice board.</p> <p>CL raised the issue of the temporary greens. BA said that all the issues around the temporary greens were being investigated.</p> <p>BK – asked as to the progress of 4th Tee. BA said that due to the weather the course work was 8 weeks behind and members would have to play off the mat. BK would discuss with the County Secretary if playing off the mat was acceptable during the DCGU 4 Counties Tournament to be held in early April 2013.</p>	BK
(b)	<p>HEALTH & SAFETY Detailed report tabled.</p> <p>Electrical Certification – 5 year certificate was now due, Manco agreed that RB source quotes for the next meeting. It was also agreed that together with the above the installation of smoke detectors in the clubhouse roof and the flat, linked to an alarm in the flat should be priced. KW advised that the club had a duty to provide a safe environment for the flat tenants.</p> <p>Accident Statistics – report tabled.</p>	RB
(c)	<p>HOUSE CK – noted that all projects re change-rooms and kitchen had been put on hold at present. AH said that he would assist with décor where possible.</p>	
(d)	<p>MARKETING & MEMBERSHIP MC – social leaflets had been distributed, the office had received a few calls with regards to social membership.</p> <p>The Committee agreed that the Pro Shop should keep a record of reciprocals, to and from the club. MC would discuss with DM</p> <p><u>Membership Reconciliation</u> as at 21 January 2013 was tabled. 14 new full members. 11 Junior members Three new members had been interviewed: Thomas Hart – Bulbury Paul Shorrocks - Bulbury Peter Little - Bulbury</p>	MC

766	MANAGER	
	Bar & Catering price increase – proposed that prices be increased effective from 1 March 2013, due to supplier increases. The Committee approved the increase. Notices would be placed on the notice board, the bar and in the newsletter.	
767	CORRESPONDENCE	
	<p>D Gritt - bridleway /right of way from the 3rd tee to the practice area. It is always a mess and dangerous hazard to members and members of the public in general.</p> <p>He suggested that it was the duty of the Dorset right of ways to maintain the paths in a safe condition for all to enjoy.</p> <p>KW – the club had discussed the issue with the Dorset Council and the outcome was that as the club used the paths, the club would have to maintain them.</p> <p>BA would advise Mr Gritt as such.</p>	BA
768	ANY OTHER BUSINESS	
	BK – Committee agreed that his London Marathon appeal notice could be placed on the Notice Board.	
	There being no further business the meeting closed at 20:30.	
	CHAIRMAN	DATED

COMMITTEE REPORTS - JANUARY 2013

7 (a) COURSE WORK

Greens

An iron fertilizer was applied.

We are cutting three times a week at the moment.

Some people have questioned what work is carried out at the weekends because of dew on the greens.

When you remove the dew it is possible for a secondary dew to appear and also as is the case for the questioned weekend when you have a lot of moisture in the air (mist or drizzle) this settles as dew.

Tees

Because of the current temperatures we are cutting the grass tees weekly.

We will verti drain again soon.

Fairways

We have to cut at the moment due to the temperatures.

Approaches

We have verti drain.

We are cutting twice a week because of growth.

The holes are change when needed.

Bunkers

We do not rake the bunkers when rain is forecast on that day as this would be a waste of labour.

When we edge the bunkers in March we will also top up low bunkers and break up the sand that is already in the bunkers.

Long rough

We are continuing to cut these areas when we can.

Pathways and Mats

The 8th is settling and the members can use this instead of the tarmac path if they wish.

Irrigation

We will replace broken sprinklers and repair leaks in the spring.

Machines

We are servicing all the machines ourselves to keep costs down.

Some servicing cannot be done in house so this will be out sourced

GENERAL

Environmental areas will start to appear around the course and will be marked with blue posts. Free relief is to be taken from these areas. (Local rule).

These include new heather areas. (Brashing and areas back to mineral soil).

Long term ground under repair (GUR) will also be marked with blue posts.

This is to reduce cost as to white line each week would be expensive.

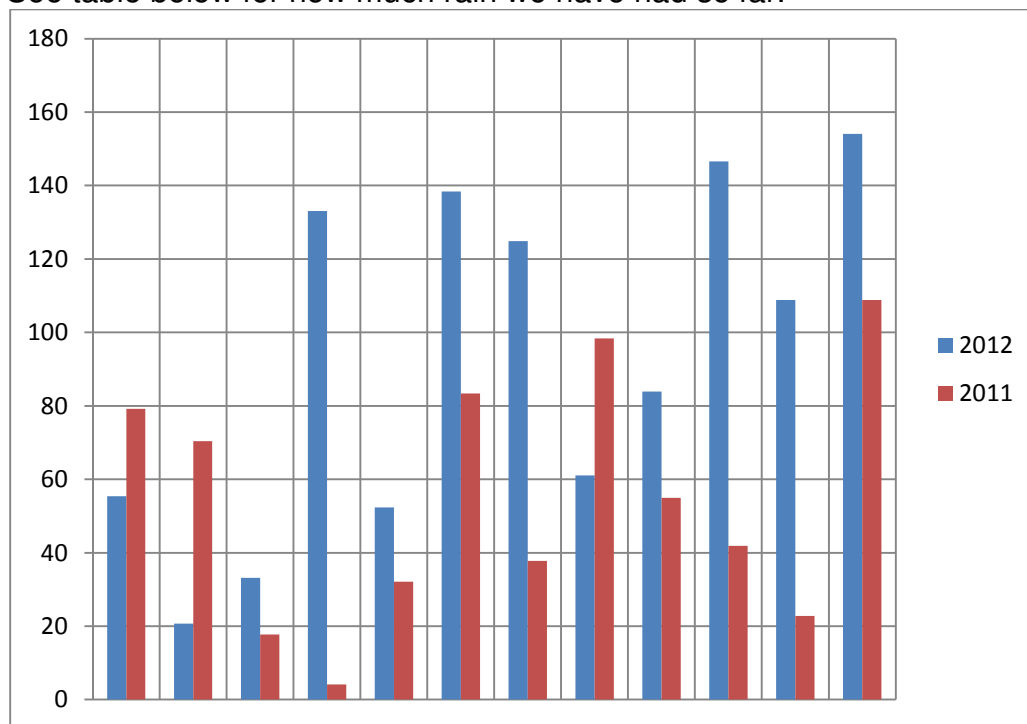
WORK TO COME

If the weather says good then we will carry on with the 4th tee and cutting the long rough/heather areas + normal maintenance.

If we have a cold spell we will start the tree work. This will include pruning up trees all around the course. We will need to remove some trees to improve the golf course.

RAIN

See table below for how much rain we have had so far.



As you can see we have had our share of the rain this year.

Total rain fall

2011 = 651.6mm

2012 = 1112.5mm

Difference 460.9mm

PROJECTS

Bunkers

13th, they have been turfed and the more sand has been put in.

A sump was added to help with drainage.

To reduce stones coming up we put turf upside down in both bunkers.

17th, has been turfed and the sand has been put in place.

A sump was added to help with drainage.

To stop stones coming up we layered the bottom of the bunker with sand, landscape fabric and then upside down turf.

Approach

13th has been contoured and turfed. This area will be treated as rough, to stop balls rolling onto the green.

Path

8th, this has been left to allow the area to settle.

Tee

4th we are well on the way with the tee.

We have, Striped the turf.
 Striped the topsoil from the lower part of the white tee.
 Removed the front of the blue tee.
 Dug in the trench line for the irrigation.
 Dug in the drain line.
 Piped and stoned the drain.
 Installed the irrigation pipe.
 Rough level of the white tee to aid with the drainage.

To do next.

 Shape and level sub soil.
 Level top soil.
 Turf both tees.
 Plant heather on the bank like on the 3rd tee.

At the moment we are about 5 weeks behind on the 4th tee because of the weather conditions, we will work on the tee when we can but we need some good weather to help out.

7(b) HEALTH & SAFETY

1. Electrical Installation Safety Check.

The electrical installation safety check was last carried out in December 2007 by the SEB. The recommended frequency of testing is 5 years for commercial premises like ours.

Extract from the British Electrical Safety Council:

When does a periodic inspection need to be carried out?

It is recommended that periodic inspection and testing is carried out at the following times:

- for tenanted properties, every 5 years or at each change of occupancy, whichever is sooner
- at least every 10 years for an owner-occupied home
- at least every 5 years for a business

The Landlord and Tenant Act 1985 requires landlords of properties with short leases to keep the electrical wiring in repair and in proper working order. We recommend landlords arrange for periodic inspection and testing to be carried out by a registered electrician at the relevant intervals shown above.

The electrical installation safety check is an MOT of the electrical circuits to ensure that they are safe, correctly fused and earthed. They also check that any installation since the last inspection is compliant with current regulations.

The cost is approximately £2000.

We should have the check carried out:

- To ensure that the electrical system is safe
- To protect our employees
- To comply with our fire risk assessment
- Protect the residents of the flat.
- To protect the directors

The following is from our insurers (my comments in red):

From: Kevin Neal [mailto:kevin.neal@circlegroup.co.uk]

Sent: 10 January 2013 17:58

To: Reunert Bauser - KHGC

Subject: RE: Insurance - Circle Golf

Hello Reunert, Legislation requires that electrical equipment must be maintained so that it remains safe. However, the Legislation or Regulations does not state the specific frequency of inspection and testing. It is a matter of judgment on the part of duty holders (i.e. you as the club manager) to decide what level of maintenance is required to prevent danger. This should be ascertained by conducting Risk Assessments.

However, I would comment that BS 5839 (should be BS 7671, BS 5389 is fire alarms.) specifies 5 years unless the occupancy type is designated as less. In most circumstances 5 years should be adequate. I certainly would not recommend a period longer than that.

Portable Appliance Testing should be carried out annually. (There is no specified time for PAT testing this is by risk assessment)

In both instances, records should be kept to validate testing has been carried out. Without such evidence, it's almost as if the tests didn't take place.

2. Accident Statistics

	Kitchen	Bar	Course	Office	Other	Total	RIDDOR
Jan – Dec 2009	1	0	4	0	2	7	
Jan – Dec 2010	1	1	1	0	0	3	
Jan –Dec 2011	4	2	3	0	0	9	
Jan 2012	0	0	0	0	0	0	
Feb 2012	0	0	0	0	0	0	
March 2012	0	0	1	0	0	1	
April 2012	0	0	0	0	0	0	
May 2012	0	0	0	0	0	0	
June2012	0	0	1	0	0	1	
July 2012	0	0	1	0	0	1	
August 2012	0	0	0	0	0	0	
September2012	0	0	0	0	1	1	
October 2012	0	0	0	0	0	0	
November 2012	0	0	2	0	0	2	
December 2012	0	0	0	0	1	1	
Total 2012	0	0	6	0	2	7	

	Slips trips and falls	Cuts	Burns scalds	Manual handling	Other
September – December 2008	1	1	0	1	1 Fence (Non employee)
Jan – Dec 2009	2	2	0	0	3
Jan – Dec 2010	2	0	0	1	0
Jan –Dec 2011	3	3	1	0	2
Jan 2012	0	0	0	0	0
Feb 2012	0	0	0	0	0
March 2012	1	0	0	0	0
April 2012	0	0	0	0	0
May 2012	0	0	0	0	0
June 2012	0	1	0	0	0
July 2012	1	0	0	0	0
August 2012	0	0	0	0	0
September 2012	0	1	0	0	0
October 2012	0	0	0	0	0
November 2012	2	0	0	0	0
December 2012	1	0	0	0	0
Total 2012	5	2	0	0	0

Accidents involving slips occur the most often.

The path on the 8th contributes the largest number to the statistics. The new path should reduce this and should be completed as soon as possible.

I have heard that several members have slipped on the bridge on the 12th the matting has been extended to cover all the wood to help prevent this.

8. MANAGER

Bye-laws: GENERAL Page 1

DELETE

1. The use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate. The only exception will be where a member has prior written permission from the Captain's Committee because of an incapacitating physical or medical condition.

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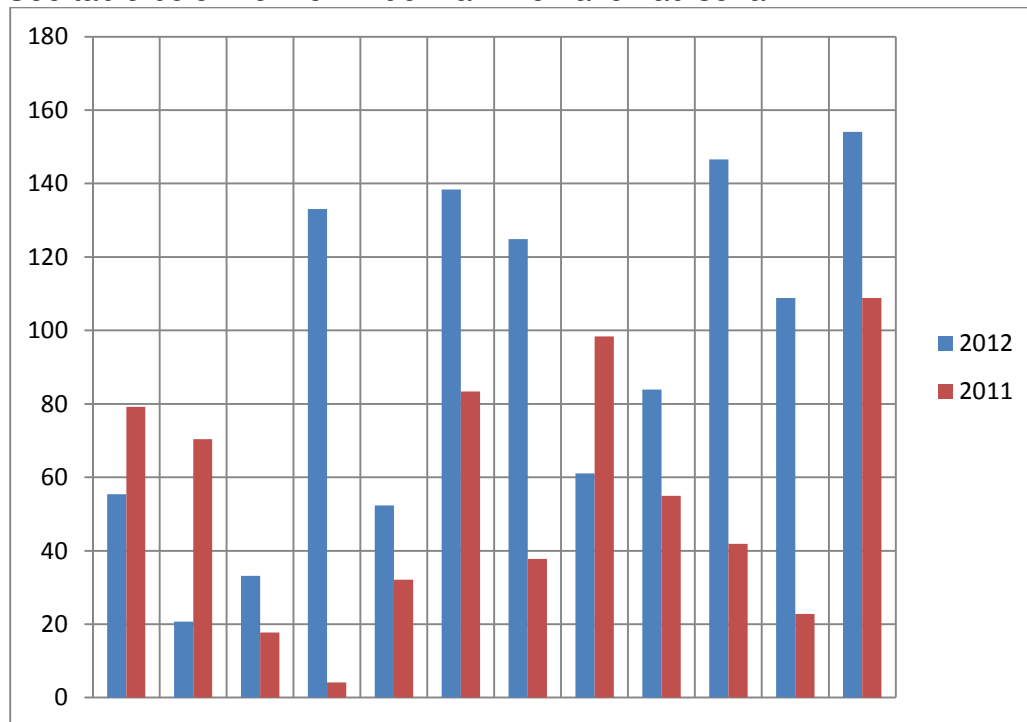
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COMMITTEE REPORTS - JANUARY 2013

7 (a) COURSE WORK

Greens

An iron fertilizer was applied.

We are cutting three times a week at the moment.

Some people have questioned what work is carried out at the weekends because of dew on the greens.

When you remove the dew it is possible for a secondary dew to appear and also as is the case for the questioned weekend when you have a lot of moisture in the air (mist or drizzle) this settles as dew.

Tees

Because of the current temperatures we are cutting the grass tees weekly.

We will verti drain again soon.

Fairways

We have to cut at the moment due to the temperatures.

Approaches

We have verti drain.

We are cutting twice a week because of growth.

The holes are change when needed.

Bunkers

We do not rake the bunkers when rain is forecast on that day as this would be a waste of labour.

When we edge the bunkers in March we will also top up low bunkers and break up the sand that is already in the bunkers.

Long rough

We are continuing to cut these areas when we can.

Pathways and Mats

The 8th is settling and the members can use this instead of the tarmac path if they wish.

Irrigation

We will replace broken sprinklers and repair leaks in the spring.

Machines

We are servicing all the machines ourselves to keep costs down.

Some servicing cannot be done in house so this will be out sourced

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These include new heather areas. (Brashing and areas back to mineral soil).

Long term ground under repair (GUR) will also be marked with blue posts.

This is to reduce cost as to white line each week would be expensive.

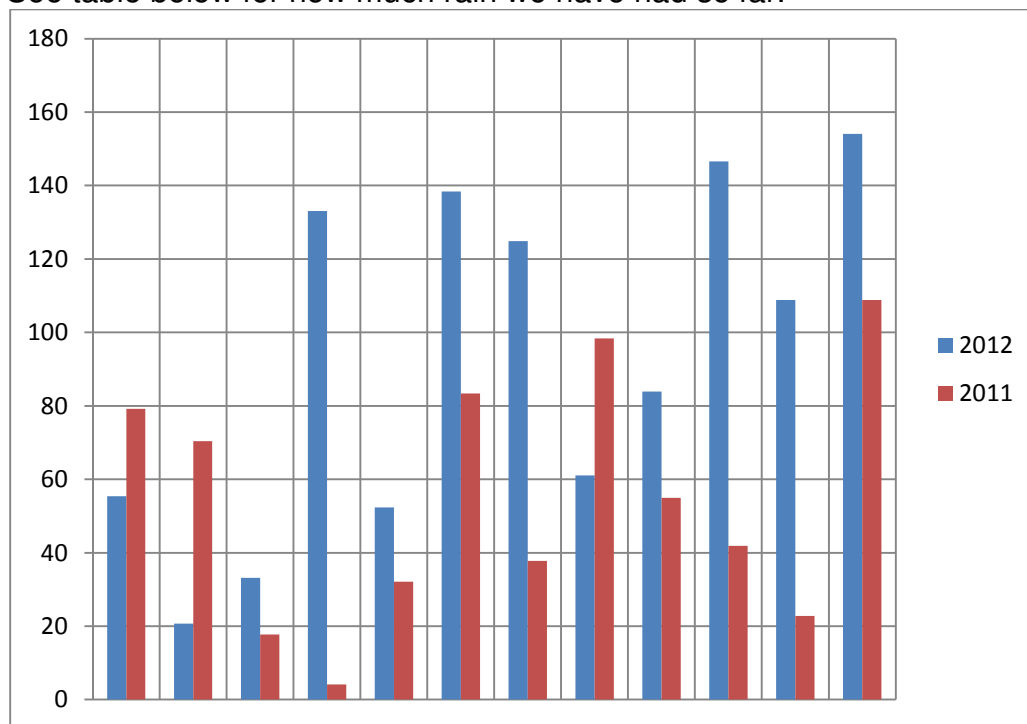
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If the weather says good then we will carry on with the 4th tee and cutting the long rough/heather areas + normal maintenance.

If we have a cold spell we will start the tree work. This will include pruning up trees all around the course. We will need to remove some trees to improve the golf course.

RAIN

See table below for how much rain we have had so far.



As you can see we have had our share of the rain this year.

Total rain fall

2011 = 651.6mm

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Difference 460.9mm

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Bunkers

13th, they have been turfed and the more sand has been put in.

A sump was added to help with drainage.

To reduce stones coming up we put turf upside down in both bunkers.

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To stop stones coming up we layered the bottom of the bunker with sand, landscape fabric and then upside down turf.

Approach

13th has been contoured and turfed. This area will be treated as rough, to stop balls rolling onto the green.

Path

8th, this has been left to allow the area to settle.

Tee

4th we are well on the way with the tee.

We have, Striped the turf.
 Striped the topsoil from the lower part of the white tee.
 Removed the front of the blue tee.
 Dug in the trench line for the irrigation.
 Dug in the drain line.
 Piped and stoned the drain.
 Installed the irrigation pipe.
 Rough level of the white tee to aid with the drainage.

To do next.

 Shape and level sub soil.
 Level top soil.
 Turf both tees.
 Plant heather on the bank like on the 3rd tee.

At the moment we are about 5 weeks behind on the 4th tee because of the weather conditions, we will work on the tee when we can but we need some good weather to help out.

7(b) HEALTH & SAFETY

1. Electrical Installation Safety Check.

The electrical installation safety check was last carried out in December 2007 by the SEB. The recommended frequency of testing is 5 years for commercial premises like ours.

Extract from the British Electrical Safety Council:

When does a periodic inspection need to be carried out?

It is recommended that periodic inspection and testing is carried out at the following times:

- for tenanted properties, every 5 years or at each change of occupancy, whichever is sooner
- at least every 10 years for an owner-occupied home
- at least every 5 years for a business

The Landlord and Tenant Act 1985 requires landlords of properties with short leases to keep the electrical wiring in repair and in proper working order. We recommend landlords arrange for periodic inspection and testing to be carried out by a registered electrician at the relevant intervals shown above.

The electrical installation safety check is an MOT of the electrical circuits to ensure that they are safe, correctly fused and earthed. They also check that any installation since the last inspection is compliant with current regulations.

The cost is approximately £2000.

We should have the check carried out:

- To ensure that the electrical system is safe
- To protect our employees
- To comply with our fire risk assessment
- Protect the residents of the flat.
- To protect the directors

The following is from our insurers (my comments in red):

From: Kevin Neal [mailto:kevin.neal@circlegroup.co.uk]

Sent: 10 January 2013 17:58

To: Reunert Bauser - KHGC

Subject: RE: Insurance - Circle Golf

Hello Reunert, Legislation requires that electrical equipment must be maintained so that it remains safe. However, the Legislation or Regulations does not state the specific frequency of inspection and testing. It is a matter of judgment on the part of duty holders (i.e. you as the club manager) to decide what level of maintenance is required to prevent danger. This should be ascertained by conducting Risk Assessments.

However, I would comment that BS 5839 (should be BS 7671, BS 5389 is fire alarms.) specifies 5 years unless the occupancy type is designated as less. In most circumstances 5 years should be adequate. I certainly would not recommend a period longer than that.

Portable Appliance Testing should be carried out annually. (There is no specified time for PAT testing this is by risk assessment)

In both instances, records should be kept to validate testing has been carried out. Without such evidence, it's almost as if the tests didn't take place.

2. Accident Statistics

	Kitchen	Bar	Course	Office	Other	Total	RIDDOR
Jan – Dec 2009	1	0	4	0	2	7	
Jan – Dec 2010	1	1	1	0	0	3	
Jan –Dec 2011	4	2	3	0	0	9	
Jan 2012	0	0	0	0	0	0	
Feb 2012	0	0	0	0	0	0	
March 2012	0	0	1	0	0	1	
April 2012	0	0	0	0	0	0	
May 2012	0	0	0	0	0	0	
June2012	0	0	1	0	0	1	
July 2012	0	0	1	0	0	1	
August 2012	0	0	0	0	0	0	
September2012	0	0	0	0	1	1	
October 2012	0	0	0	0	0	0	
November 2012	0	0	2	0	0	2	
December 2012	0	0	0	0	1	1	
Total 2012	0	0	6	0	2	7	

	Slips trips and falls	Cuts	Burns scalds	Manual handling	Other
September – December 2008	1	1	0	1	1 Fence (Non employee)
Jan – Dec 2009	2	2	0	0	3
Jan – Dec 2010	2	0	0	1	0
Jan –Dec 2011	3	3	1	0	2
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May 2012	0	0	0	0	0
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July 2012	1	0	0	0	0
August 2012	0	0	0	0	0
September 2012	0	1	0	0	0
October 2012	0	0	0	0	0
November 2012	2	0	0	0	0
December 2012	1	0	0	0	0
Total 2012	5	2	0	0	0

Accidents involving slips occur the most often.

The path on the 8th contributes the largest number to the statistics. The new path should reduce this and should be completed as soon as possible.

I have heard that several members have slipped on the bridge on the 12th the matting has been extended to cover all the wood to help prevent this.

8. MANAGER

Bye-laws: GENERAL Page 1

DELETE

1. The use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate. The only exception will be where a member has prior written permission from the Captain's Committee because of an incapacitating physical or medical condition.

REPLACE

2. To ensure the safety of members and visitors the use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate.



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Monday 21 JANUARY 2013 at 18:00 in the Clubhouse.

Present	A Hebditch (Chairman), B Andrew, M Collins, C Knight, K Way, C Langston (Club Captain), B Kennedy (President). R Bauser (Manager).	Action
759	APOLOGIES D Lennon	
760	MINUTES OF PREVIOUS MEETING The minutes of the meetings held on 17 December 2012 were accepted as a true record and the Chairman was authorised sign them.	
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755(b)	Annual Electrical Certificate – KW to discuss under H & S.	
758	Saturday Tee Closure (winter) – CL advised that this item was not discussed in detail at the Captains Committee meeting as he was unable to attend the meeting. Suggested that it be carried over to the next meeting. Committee agreed.	CL
762	CHAIRMAN Nothing to report.	
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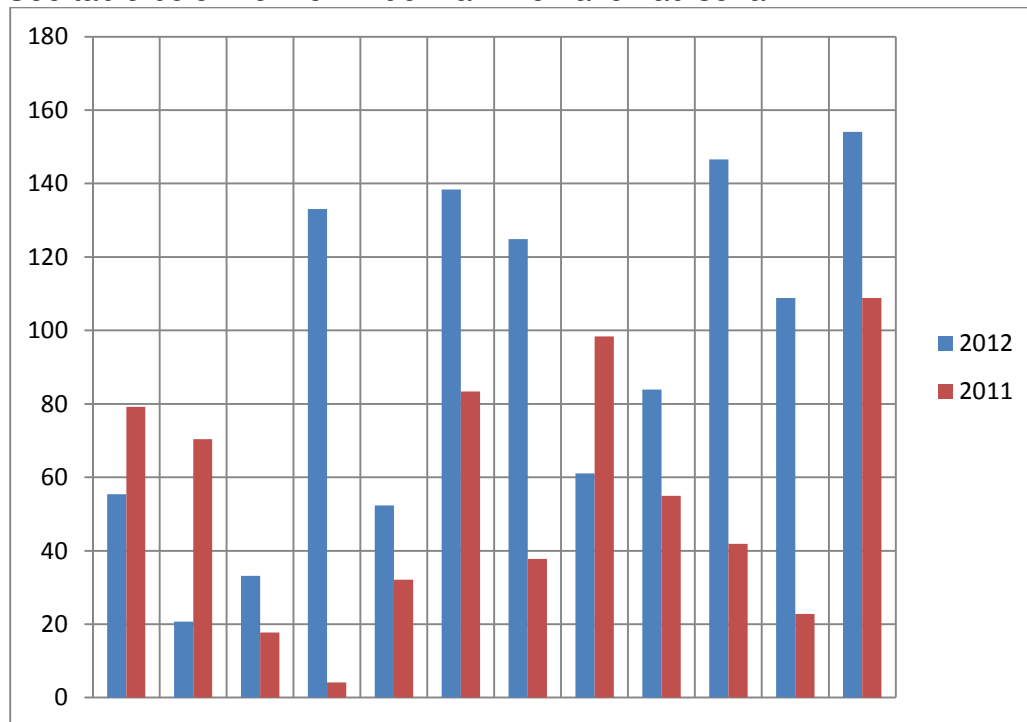
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COMMITTEE REPORTS - JANUARY 2013

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When you remove the dew it is possible for a secondary dew to appear and also as is the case for the questioned weekend when you have a lot of moisture in the air (mist or drizzle) this settles as dew.

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Because of the current temperatures we are cutting the grass tees weekly.

We will verti drain again soon.

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Approaches

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We are cutting twice a week because of growth.

The holes are change when needed.

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The 8th is settling and the members can use this instead of the tarmac path if they wish.

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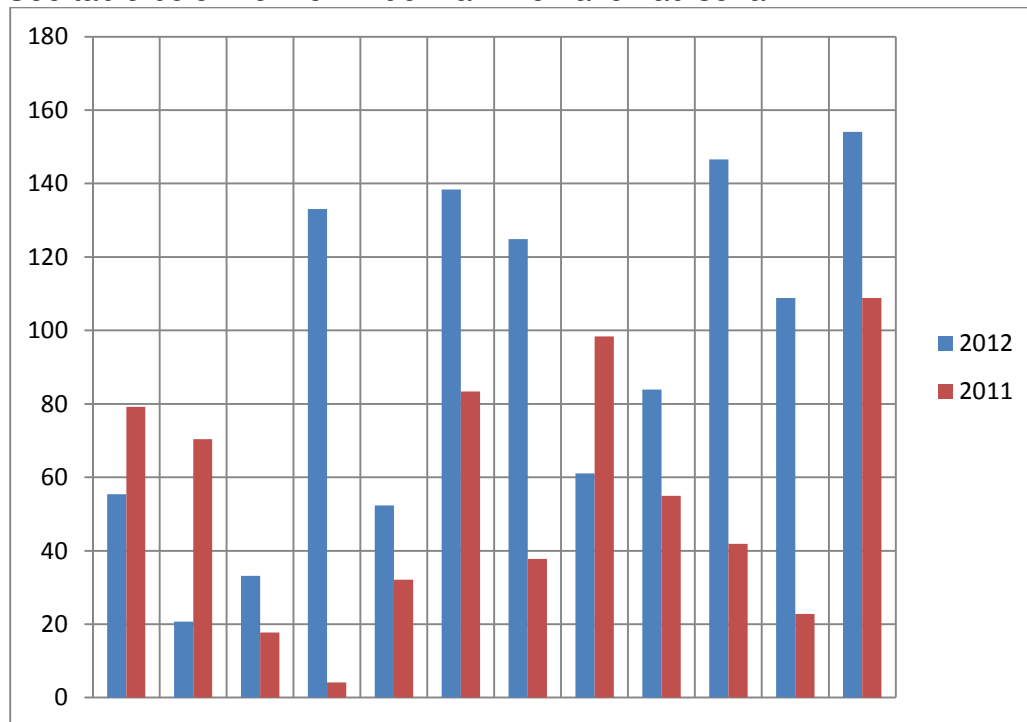
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If the weather says good then we will carry on with the 4th tee and cutting the long rough/heather areas + normal maintenance.

If we have a cold spell we will start the tree work. This will include pruning up trees all around the course. We will need to remove some trees to improve the golf course.

RAIN

See table below for how much rain we have had so far.



As you can see we have had our share of the rain this year.

Total rain fall

2011 = 651.6mm

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A sump was added to help with drainage.

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8th, this has been left to allow the area to settle.

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4th we are well on the way with the tee.

We have, Striped the turf.
 Striped the topsoil from the lower part of the white tee.
 Removed the front of the blue tee.
 Dug in the trench line for the irrigation.
 Dug in the drain line.
 Piped and stoned the drain.
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 Rough level of the white tee to aid with the drainage.

To do next.

 Shape and level sub soil.
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 Turf both tees.
 Plant heather on the bank like on the 3rd tee.

At the moment we are about 5 weeks behind on the 4th tee because of the weather conditions, we will work on the tee when we can but we need some good weather to help out.

7(b) HEALTH & SAFETY

1. Electrical Installation Safety Check.

The electrical installation safety check was last carried out in December 2007 by the SEB. The recommended frequency of testing is 5 years for commercial premises like ours.

Extract from the British Electrical Safety Council:

When does a periodic inspection need to be carried out?

It is recommended that periodic inspection and testing is carried out at the following times:

- for tenanted properties, every 5 years or at each change of occupancy, whichever is sooner
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The Landlord and Tenant Act 1985 requires landlords of properties with short leases to keep the electrical wiring in repair and in proper working order. We recommend landlords arrange for periodic inspection and testing to be carried out by a registered electrician at the relevant intervals shown above.

The electrical installation safety check is an MOT of the electrical circuits to ensure that they are safe, correctly fused and earthed. They also check that any installation since the last inspection is compliant with current regulations.

The cost is approximately £2000.

We should have the check carried out:

- To ensure that the electrical system is safe
- To protect our employees
- To comply with our fire risk assessment
- Protect the residents of the flat.
- To protect the directors

The following is from our insurers (my comments in red):

From: Kevin Neal [mailto:kevin.neal@circlegroup.co.uk]

Sent: 10 January 2013 17:58

To: Reunert Bauser - KHGC

Subject: RE: Insurance - Circle Golf

Hello Reunert, Legislation requires that electrical equipment must be maintained so that it remains safe. However, the Legislation or Regulations does not state the specific frequency of inspection and testing. It is a matter of judgment on the part of duty holders (i.e. you as the club manager) to decide what level of maintenance is required to prevent danger. This should be ascertained by conducting Risk Assessments.

However, I would comment that BS 5839 (should be BS 7671, BS 5389 is fire alarms.) specifies 5 years unless the occupancy type is designated as less. In most circumstances 5 years should be adequate. I certainly would not recommend a period longer than that.

Portable Appliance Testing should be carried out annually. (There is no specified time for PAT testing this is by risk assessment)

In both instances, records should be kept to validate testing has been carried out. Without such evidence, it's almost as if the tests didn't take place.

2. Accident Statistics

	Kitchen	Bar	Course	Office	Other	Total	RIDDOR
Jan – Dec 2009	1	0	4	0	2	7	
Jan – Dec 2010	1	1	1	0	0	3	
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Feb 2012	0	0	0	0	0	0	
March 2012	0	0	1	0	0	1	
April 2012	0	0	0	0	0	0	
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September2012	0	0	0	0	1	1	
October 2012	0	0	0	0	0	0	
November 2012	0	0	2	0	0	2	
December 2012	0	0	0	0	1	1	
Total 2012	0	0	6	0	2	7	

	Slips trips and falls	Cuts	Burns scalds	Manual handling	Other
September – December 2008	1	1	0	1	1 Fence (Non employee)
Jan – Dec 2009	2	2	0	0	3
Jan – Dec 2010	2	0	0	1	0
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March 2012	1	0	0	0	0
April 2012	0	0	0	0	0
May 2012	0	0	0	0	0
June 2012	0	1	0	0	0
July 2012	1	0	0	0	0
August 2012	0	0	0	0	0
September 2012	0	1	0	0	0
October 2012	0	0	0	0	0
November 2012	2	0	0	0	0
December 2012	1	0	0	0	0
Total 2012	5	2	0	0	0

Accidents involving slips occur the most often.

The path on the 8th contributes the largest number to the statistics. The new path should reduce this and should be completed as soon as possible.

I have heard that several members have slipped on the bridge on the 12th the matting has been extended to cover all the wood to help prevent this.

8. MANAGER

Bye-laws: GENERAL Page 1

DELETE

1. The use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate. The only exception will be where a member has prior written permission from the Captain's Committee because of an incapacitating physical or medical condition.

REPLACE

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KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Monday 21 JANUARY 2013 at 18:00 in the Clubhouse.

Present	A Hebditch (Chairman), B Andrew, M Collins, C Knight, K Way, C Langston (Club Captain), B Kennedy (President). R Bauser (Manager).	Action
759	APOLOGIES D Lennon	
760	MINUTES OF PREVIOUS MEETING The minutes of the meetings held on 17 December 2012 were accepted as a true record and the Chairman was authorised sign them.	
761	MATTERS ARISING	
755(a) 755(b) 758	<p>Cutting of Trees 16th – RB advised that all relevant households had been sent a general letter.</p> <p>Risk Analysis “Lone Worker” – KW in progress.</p> <p>Buggies – Pro Shop would in future utilise the course buggy on a Saturday, the club buggies would therefore be for members use only.</p> <p>Members Buggy Bye-Law 4 – RB proposed the following revision to the bye-law to read “To ensure the safety of members and visitors on the course, the use of trolleys and/or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate.” Committee approved the change.</p> <p>Annual Electrical Certificate – KW to discuss under H & S.</p> <p>Saturday Tee Closure (winter) – CL advised that this item was not discussed in detail at the Captains Committee meeting as he was unable to attend the meeting. Suggested that it be carried over to the next meeting. Committee agreed.</p>	<p>KW</p> <p>CL</p>
762	CHAIRMAN Nothing to report.	
763	CLUB CAPTAIN <i>Minutes of the meeting held on 10 January 2013 were tabled.</i> CL asked for comments. It was noted that a Handicap Review meeting would be held on 29/01/2013.	BK
764	FINANCE A financial summary and detailed report was tabled as at end Dec 2012.	

765	SUB COMMITTEES	
(a)	<p>GREENS BA tabled a detailed course report for January 2013 and asked for comments:</p> <p>BA said that CM was currently busy with a Course Improvements Plan (CIP) which would also include tree management. Once the plan was completed it would be tabled for approval by Manco. The Committee agreed that CM would in the interim produce a 5 year Tree Management Plan which should be read in conjunction with the CIP when completed. KW said that the Committee only need a general outline in terms of any tree removals.</p> <p>BA said that a "Course Closure" policy had been placed on the notice board.</p> <p>CL raised the issue of the temporary greens. BA said that all the issues around the temporary greens were being investigated.</p> <p>BK – asked as to the progress of 4th Tee. BA said that due to the weather the course work was 8 weeks behind and members would have to play off the mat. BK would discuss with the County Secretary if playing off the mat was acceptable during the DCGU 4 Counties Tournament to be held in early April 2013.</p>	BK
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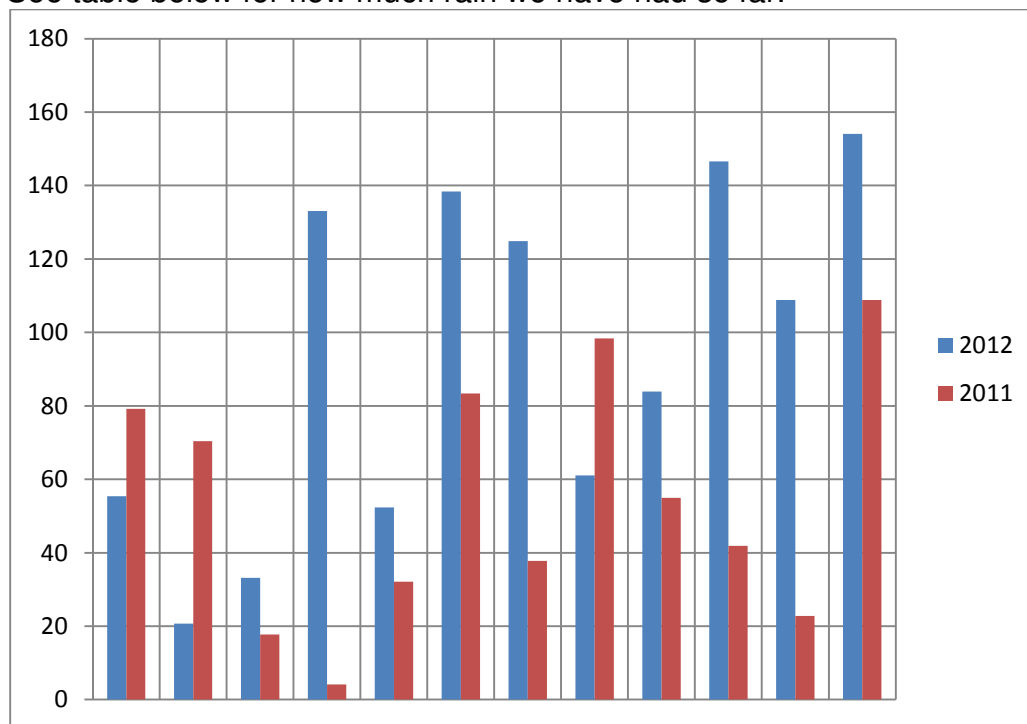
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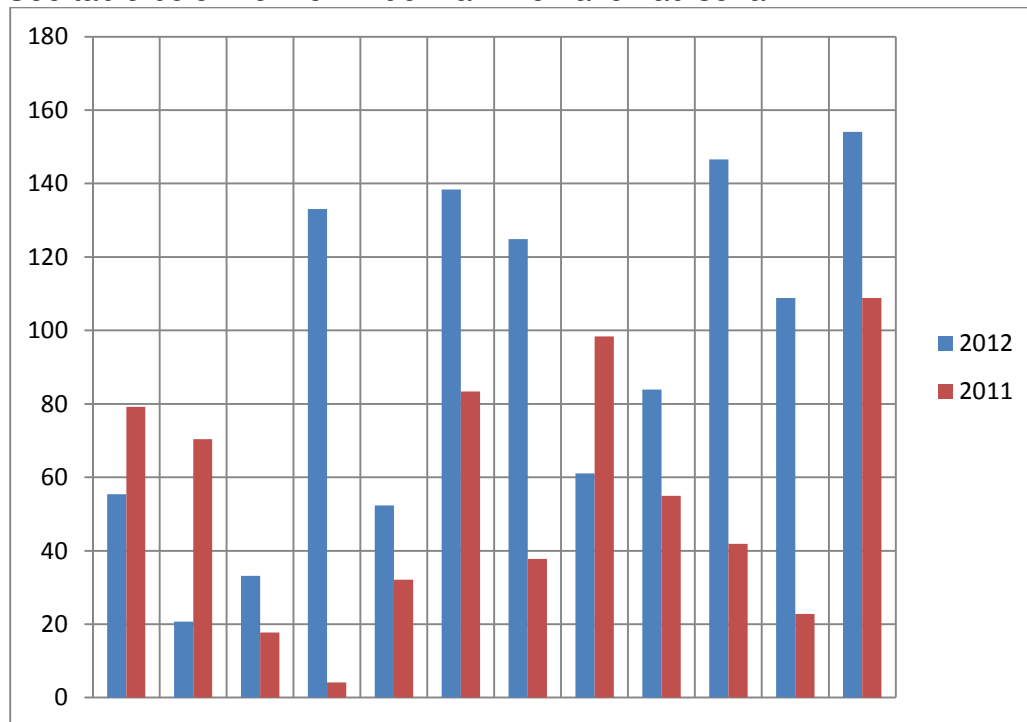
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See table below for how much rain we have had so far.



As you can see we have had our share of the rain this year.

Total rain fall

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7(b) HEALTH & SAFETY

1. Electrical Installation Safety Check.

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The electrical installation safety check is an MOT of the electrical circuits to ensure that they are safe, correctly fused and earthed. They also check that any installation since the last inspection is compliant with current regulations.

The cost is approximately £2000.

We should have the check carried out:

- To ensure that the electrical system is safe
- To protect our employees
- To comply with our fire risk assessment
- Protect the residents of the flat.
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The following is from our insurers (my comments in red):

From: Kevin Neal [mailto:kevin.neal@circlegroup.co.uk]

Sent: 10 January 2013 17:58

To: Reunert Bauser - KHGC

Subject: RE: Insurance - Circle Golf

Hello Reunert, Legislation requires that electrical equipment must be maintained so that it remains safe. However, the Legislation or Regulations does not state the specific frequency of inspection and testing. It is a matter of judgment on the part of duty holders (i.e. you as the club manager) to decide what level of maintenance is required to prevent danger. This should be ascertained by conducting Risk Assessments.

However, I would comment that BS 5839 (should be BS 7671, BS 5389 is fire alarms.) specifies 5 years unless the occupancy type is designated as less. In most circumstances 5 years should be adequate. I certainly would not recommend a period longer than that.

Portable Appliance Testing should be carried out annually. (There is no specified time for PAT testing this is by risk assessment)

In both instances, records should be kept to validate testing has been carried out. Without such evidence, it's almost as if the tests didn't take place.

2. Accident Statistics

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Jan – Dec 2009	1	0	4	0	2	7	
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March 2012	0	0	1	0	0	1	
April 2012	0	0	0	0	0	0	
May 2012	0	0	0	0	0	0	
June 2012	0	0	1	0	0	1	
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September 2012	0	0	0	0	1	1	
October 2012	0	0	0	0	0	0	
November 2012	0	0	2	0	0	2	
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Total 2012	0	0	6	0	2	7	

	Slips trips and falls	Cuts	Burns scalds	Manual handling	Other
September – December 2008	1	1	0	1	1 Fence (Non employee)
Jan – Dec 2009	2	2	0	0	3
Jan – Dec 2010	2	0	0	1	0
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April 2012	0	0	0	0	0
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November 2012	2	0	0	0	0
December 2012	1	0	0	0	0
Total 2012	5	2	0	0	0

Accidents involving slips occur the most often.

The path on the 8th contributes the largest number to the statistics. The new path should reduce this and should be completed as soon as possible.

I have heard that several members have slipped on the bridge on the 12th the matting has been extended to cover all the wood to help prevent this.

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Minutes of the Management Committee Meeting held on Monday 21 JANUARY 2013 at 18:00 in the Clubhouse.

Present	A Hebditch (Chairman), B Andrew, M Collins, C Knight, K Way, C Langston (Club Captain), B Kennedy (President). R Bauser (Manager).	Action
759	APOLOGIES D Lennon	
760	MINUTES OF PREVIOUS MEETING The minutes of the meetings held on 17 December 2012 were accepted as a true record and the Chairman was authorised sign them.	
761	MATTERS ARISING	
755(a)	Cutting of Trees 16th – RB advised that all relevant households had been sent a general letter. Risk Analysis “Lone Worker” – KW in progress. Buggies – Pro Shop would in future utilise the course buggy on a Saturday, the club buggies would therefore be for members use only. Members Buggy Bye-Law 4 – RB proposed the following revision to the bye-law to read “To ensure the safety of members and visitors on the course, the use of trolleys and/or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate.” Committee approved the change.	KW
755(b)	Annual Electrical Certificate – KW to discuss under H & S.	
758	Saturday Tee Closure (winter) – CL advised that this item was not discussed in detail at the Captains Committee meeting as he was unable to attend the meeting. Suggested that it be carried over to the next meeting. Committee agreed.	CL
762	CHAIRMAN Nothing to report.	
763	CLUB CAPTAIN <i>Minutes of the meeting held on 10 January 2013 were tabled.</i> CL asked for comments. It was noted that a Handicap Review meeting would be held on 29/01/2013.	BK
764	FINANCE <u>A financial summary</u> and detailed report was tabled as at end Dec 2012. .	

765	SUB COMMITTEES	
(a)	<p>GREENS BA tabled a detailed course report for January 2013 and asked for comments:</p> <p>BA said that CM was currently busy with a Course Improvements Plan (CIP) which would also include tree management. Once the plan was completed it would be tabled for approval by Manco. The Committee agreed that CM would in the interim produce a 5 year Tree Management Plan which should be read in conjunction with the CIP when completed. KW said that the Committee only need a general outline in terms of any tree removals.</p> <p>BA said that a "Course Closure" policy had been placed on the notice board.</p> <p>CL raised the issue of the temporary greens. BA said that all the issues around the temporary greens were being investigated.</p> <p>BK – asked as to the progress of 4th Tee. BA said that due to the weather the course work was 8 weeks behind and members would have to play off the mat. BK would discuss with the County Secretary if playing off the mat was acceptable during the DCGU 4 Counties Tournament to be held in early April 2013.</p>	BK
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(c)	<p>HOUSE CK – noted that all projects re change-rooms and kitchen had been put on hold at present. AH said that he would assist with décor where possible.</p>	
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	<p>D Gritt - bridleway /right of way from the 3rd tee to the practice area. It is always a mess and dangerous hazard to members and members of the public in general.</p> <p>He suggested that it was the duty of the Dorset right of ways to maintain the paths in a safe condition for all to enjoy.</p> <p>KW – the club had discussed the issue with the Dorset Council and the outcome was that as the club used the paths, the club would have to maintain them.</p> <p>BA would advise Mr Gritt as such.</p>	BA
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COMMITTEE REPORTS - JANUARY 2013

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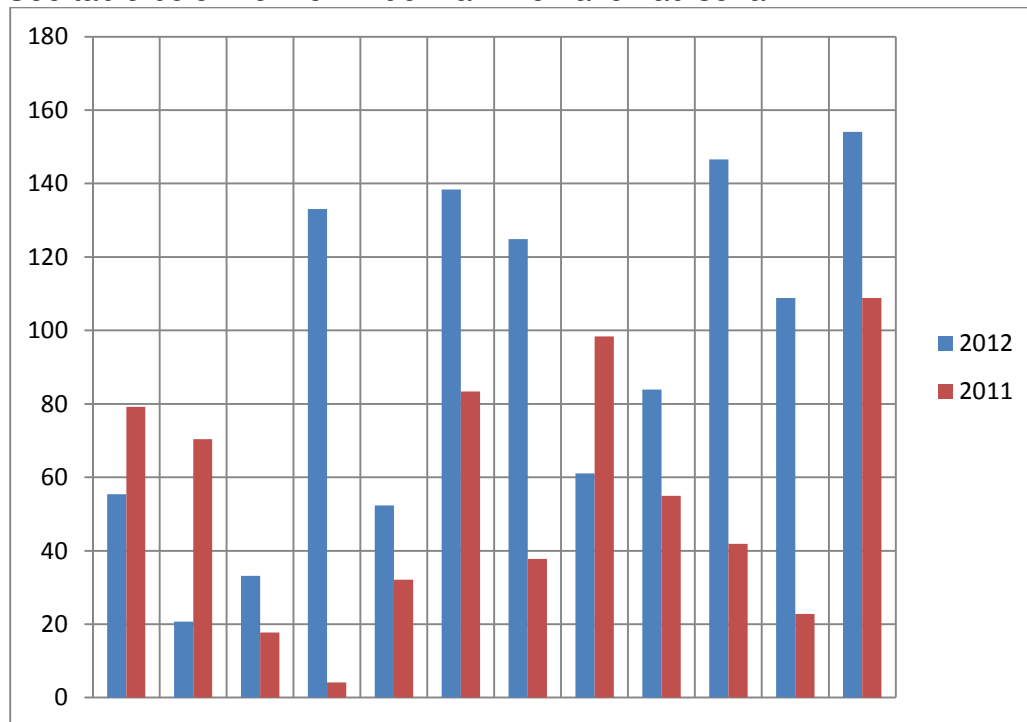
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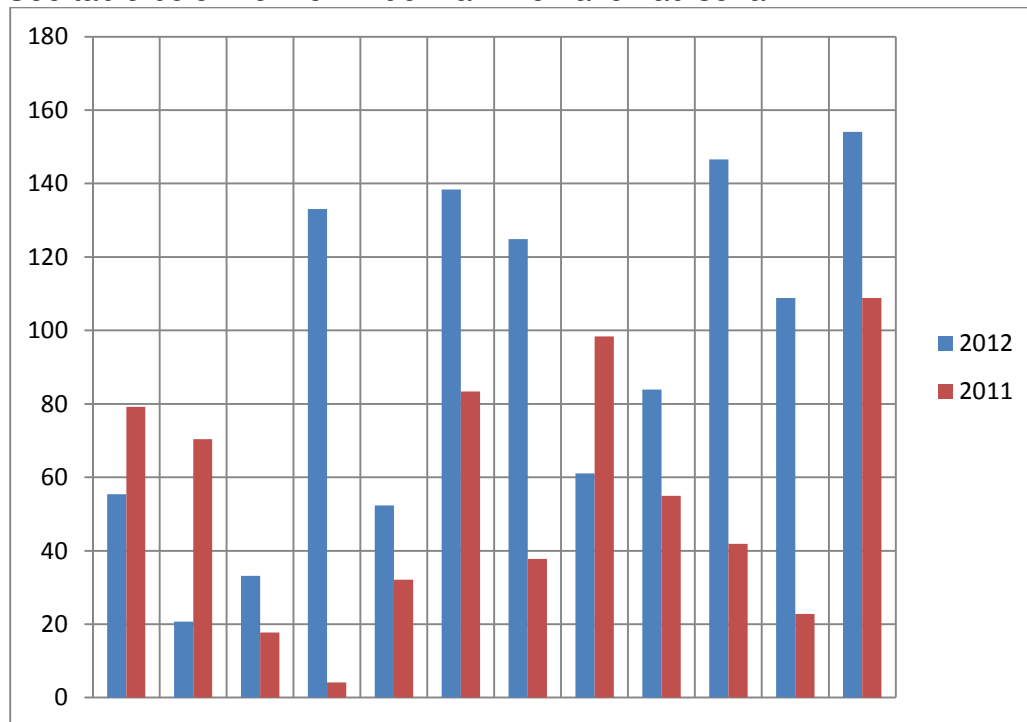
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From: Kevin Neal [mailto:kevin.neal@circlegroup.co.uk]

Sent: 10 January 2013 17:58

To: Reunert Bauser - KHGC

Subject: RE: Insurance - Circle Golf

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759	APOLOGIES D Lennon	
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762	CHAIRMAN Nothing to report.	
763	CLUB CAPTAIN <i>Minutes of the meeting held on 10 January 2013 were tabled.</i> CL asked for comments. It was noted that a Handicap Review meeting would be held on 29/01/2013.	BK
764	FINANCE A financial summary and detailed report was tabled as at end Dec 2012.	

765	SUB COMMITTEES	
(a)	<p>GREENS BA tabled a detailed course report for January 2013 and asked for comments:</p> <p>BA said that CM was currently busy with a Course Improvements Plan (CIP) which would also include tree management. Once the plan was completed it would be tabled for approval by Manco. The Committee agreed that CM would in the interim produce a 5 year Tree Management Plan which should be read in conjunction with the CIP when completed. KW said that the Committee only need a general outline in terms of any tree removals.</p> <p>BA said that a "Course Closure" policy had been placed on the notice board.</p> <p>CL raised the issue of the temporary greens. BA said that all the issues around the temporary greens were being investigated.</p> <p>BK – asked as to the progress of 4th Tee. BA said that due to the weather the course work was 8 weeks behind and members would have to play off the mat. BK would discuss with the County Secretary if playing off the mat was acceptable during the DCGU 4 Counties Tournament to be held in early April 2013.</p>	BK
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	There being no further business the meeting closed at 20:30.	
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COMMITTEE REPORTS - JANUARY 2013

7 (a) COURSE WORK

Greens

An iron fertilizer was applied.

We are cutting three times a week at the moment.

Some people have questioned what work is carried out at the weekends because of dew on the greens.

When you remove the dew it is possible for a secondary dew to appear and also as is the case for the questioned weekend when you have a lot of moisture in the air (mist or drizzle) this settles as dew.

Tees

Because of the current temperatures we are cutting the grass tees weekly.

We will verti drain again soon.

Fairways

We have to cut at the moment due to the temperatures.

Approaches

We have verti drain.

We are cutting twice a week because of growth.

The holes are change when needed.

Bunkers

We do not rake the bunkers when rain is forecast on that day as this would be a waste of labour.

When we edge the bunkers in March we will also top up low bunkers and break up the sand that is already in the bunkers.

Long rough

We are continuing to cut these areas when we can.

Pathways and Mats

The 8th is settling and the members can use this instead of the tarmac path if they wish.

Irrigation

We will replace broken sprinklers and repair leaks in the spring.

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We are servicing all the machines ourselves to keep costs down.

Some servicing cannot be done in house so this will be out sourced

GENERAL

Environmental areas will start to appear around the course and will be marked with blue posts. Free relief is to be taken from these areas. (Local rule).

These include new heather areas. (Brashing and areas back to mineral soil).

Long term ground under repair (GUR) will also be marked with blue posts.

This is to reduce cost as to white line each week would be expensive.

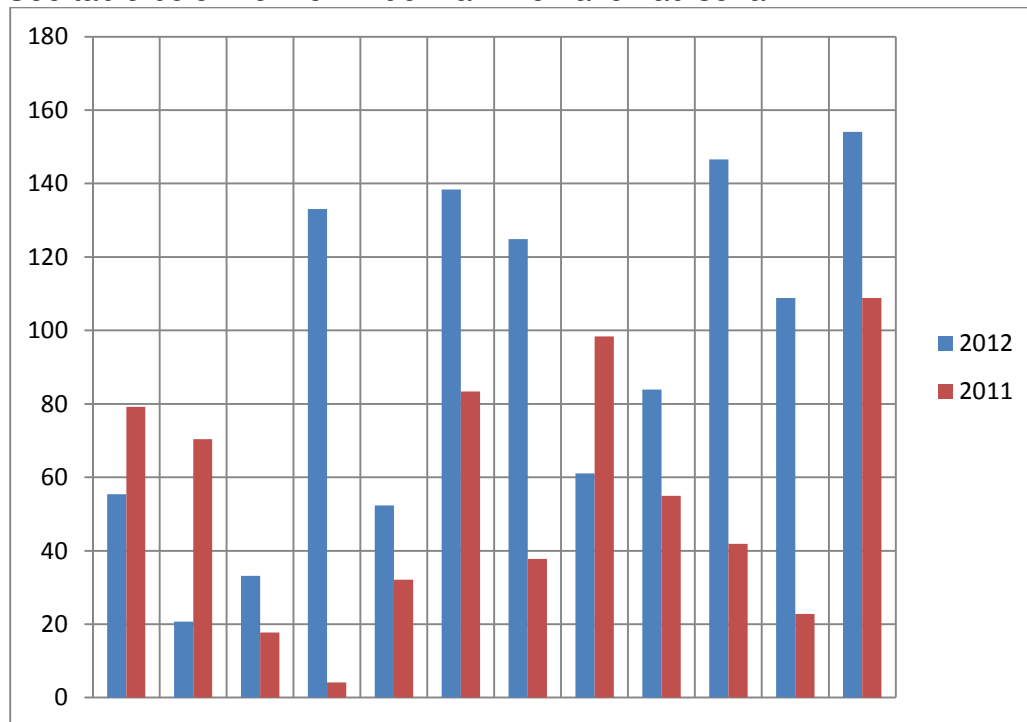
WORK TO COME

If the weather says good then we will carry on with the 4th tee and cutting the long rough/heather areas + normal maintenance.

If we have a cold spell we will start the tree work. This will include pruning up trees all around the course. We will need to remove some trees to improve the golf course.

RAIN

See table below for how much rain we have had so far.



As you can see we have had our share of the rain this year.

Total rain fall

2011 = 651.6mm

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A sump was added to help with drainage.

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Path

8th, this has been left to allow the area to settle.

Tee

4th we are well on the way with the tee.

We have, Striped the turf.
 Striped the topsoil from the lower part of the white tee.
 Removed the front of the blue tee.
 Dug in the trench line for the irrigation.
 Dug in the drain line.
 Piped and stoned the drain.
 Installed the irrigation pipe.
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To do next.

 Shape and level sub soil.
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 Turf both tees.
 Plant heather on the bank like on the 3rd tee.

At the moment we are about 5 weeks behind on the 4th tee because of the weather conditions, we will work on the tee when we can but we need some good weather to help out.

7(b) HEALTH & SAFETY

1. Electrical Installation Safety Check.

The electrical installation safety check was last carried out in December 2007 by the SEB. The recommended frequency of testing is 5 years for commercial premises like ours.

Extract from the British Electrical Safety Council:

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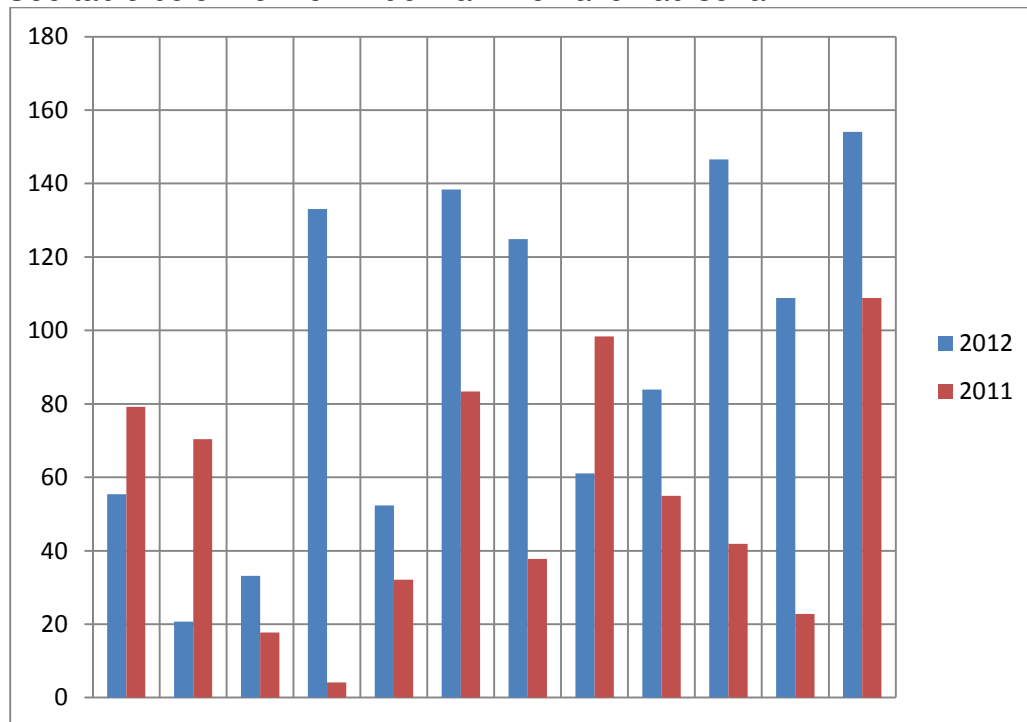
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July 2012	0	0	1	0	0	1	
August 2012	0	0	0	0	0	0	
September2012	0	0	0	0	1	1	
October 2012	0	0	0	0	0	0	
November 2012	0	0	2	0	0	2	
December 2012	0	0	0	0	1	1	
Total 2012	0	0	6	0	2	7	

	Slips trips and falls	Cuts	Burns scalds	Manual handling	Other
September – December 2008	1	1	0	1	1 Fence (Non employee)
Jan – Dec 2009	2	2	0	0	3
Jan – Dec 2010	2	0	0	1	0
Jan –Dec 2011	3	3	1	0	2
Jan 2012	0	0	0	0	0
Feb 2012	0	0	0	0	0
March 2012	1	0	0	0	0
April 2012	0	0	0	0	0
May 2012	0	0	0	0	0
June 2012	0	1	0	0	0
July 2012	1	0	0	0	0
August 2012	0	0	0	0	0
September 2012	0	1	0	0	0
October 2012	0	0	0	0	0
November 2012	2	0	0	0	0
December 2012	1	0	0	0	0
Total 2012	5	2	0	0	0

Accidents involving slips occur the most often.

The path on the 8th contributes the largest number to the statistics. The new path should reduce this and should be completed as soon as possible.

I have heard that several members have slipped on the bridge on the 12th the matting has been extended to cover all the wood to help prevent this.

8. MANAGER

Bye-laws: GENERAL Page 1

DELETE

1. The use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate. The only exception will be where a member has prior written permission from the Captain's Committee because of an incapacitating physical or medical condition.

REPLACE

2. To ensure the safety of members and visitors the use of trolleys or buggies may be banned by the Course Manager, his deputy, the Club Professional or the Manager when conditions so dictate.