



KNIGHTON HEATH GOLF CLUB

**Minutes of the Management Committee Meeting held on Monday
22 OCTOBER 2013 at 18:30 in the Clubhouse.**

Present		Action
	D Lennon (Chair & Finance), M Collins (Vice Chair), B Andrew, R Gell, P King, D Knight, B Lennon, L Levens, W Richards, P Symes & K Way B Kennedy (President), J Airth (Captain) & R Bauser (Manager).	
	<u>Other Codes used in minutes</u> - Alan Magee (CM), David Miles (DM),	
859	APOLOGIES	
	None	
860	APPOINTMENT OF SUB COMMITTEES CHAIRMEN & MEMBERS	
	<p>DL welcomed all the new directors and said that her first task was to propose Martin Collins as Vice Chair. The Committee unanimously agreed to the appointment.</p> <p>DL tabled the various sub-committees with items/ideas for discussion by each committee.</p> <p>House – M Collins (Chair), L Levens & W Richards. Buildings – P King (Chair) P Symes & R Gell. Course – B Andrew (Chair), D Knight, R Gell & P Symes. Advertising/Membership/Marketing – B Lennon (Chair) & M Collins H & S – K Way (Chair) & P King Manco rep on Handicap & Comp – W Richards Pro Shop Liaison – B Lennon Captains Committee – D Lennon</p> <p>DL highlighted the following:</p> <ul style="list-style-type: none"> - The discussion points list was not prescriptive - Proposals together should be tabled at Manco together with any financial connotations - Director's roles & responsibilities were included in the packs and must be read by each director. - Directors should respect each other as well as the members and the staff. - Manco meetings are confidential and items should not be discussed outside of the meeting. - The staff reported directly to the Manager and any issues directors have with the staff should be discussed with the Manager. - Any members issues should either be directed to the chairman of the sub-committee or the Manager who would forward on. - Written sub-committee reports should be emailed to the Manager prior to Manco meetings for distribution - Directors must support any decisions of Manco when in discussion with the members even-though they may not agree with the decision taken. 	

	<p>BK – Handicaps & Competitions, opens and competitions diary mentioned as items for discussion were Captains Committee issues</p> <p>DL mentioned that these items do impact on members satisfaction as well as club finances and these are within the Manco remit.</p> <p>BL – in essence Manco provided the facilities and the Captains Committee utilised the facilities.</p> <p><i>BK left the meeting at this stage.</i></p>	
861	MINUTES OF PREVIOUS MEETING	
	The minutes of the meeting held on 23 September 2013 were accepted as true record and the Chairman was authorised sign them.	
862	MATTERS ARISING	
840	<p><u>Biomass Boiler</u> – RB highlighted the financial aspects for the new directors.</p> <ul style="list-style-type: none"> - installation of a manual feed wood pellet boiler, cost £45K. - the annual gain after an initial 5 years would be around £8K. - this calculation included the RHI grant, the net fuel saving and the cost of the loan repayment which is factored over 5 years at 8.06% APR. - thereafter, over the next 15 years the net gain to the club would be around £375K. <p>The company contracted to install the boiler had done an initial site inspection and agreed that the ideal position would be to the side of the practise nets. A road would be created past the existing buggy sheds to access this area. The ground staff would be tasked to monitor and load the boilers with pellets.</p>	PK
841	<p><u>Virgin TV</u> – RB reported that Virgin do not provide any club or pub installation or contracts.</p> <p><u>Kitchen Flooring</u> - RB advised that after receiving 3 quotes it was found that Status Flooring were the cheapest at £ 1778 plus Vat. PK said that he could get a better quote, the committee agreed that he should forward the quote to the manager urgently.</p> <p>MC said that the best time for the flooring would be in the first part of January 2014. It may also be prudent to decorate the kitchen at the same time. A plan of action would be tabled at the next meeting.</p> <p><u>Main Gate</u> – KW said that it was not safe for the staff to lock the gate late at night, lone worker. Lighting was an option.</p> <p>RB said that he was awaiting quotes to either motorise the gate or install bollards.</p> <p><u>Water storage tank</u> – RG said he noted that the fencing was going to be replaced. BA said that the fencing was a H & S issue and needed to be replaced.</p>	MC RB
863	CHAIRMAN	
	Already covered.	
864	CLUB CAPTAIN	
	<p><i>Minutes of the meeting held on 2 October 2013 were tabled.</i></p> <p><u>Men's Invitation</u> – JA said that the points raised by Manco had been noted. WR said that he believed that the day had not been well advertised.</p>	

	<u>Members Divoting</u> – JA said that this project was initiated by some seniors through the previous captain. The process was for the previous captain to liaise with the CM, however nothing had happened.	
865	FINANCE	
	<p>Management Accounts The Management accounts and a bar/catering analysis as at 30 September 2013 were tabled for discussion.</p> <p>PS – the bar purchase margins between 2012 and 2013 should be investigated.</p> <p>RB – an option to bring the margins to an acceptable level, would be to increase the selling price and also increase the members discount. The net result would be an increase in income/profit received from visitors.</p> <p>Showing two prices on the menu, visitors and members appears to be normal practice as several clubs were doing this.</p> <p>DL said that the above mentioned would be part of the House sub-committee brief.</p>	MC
866	SUB COMMITTEES	
(a)	<p>GREENS The Course Managers report for October was tabled for discussion.</p> <p><u>Boundary Netting</u> – the outcome of the planning application was expected around 27 Nov 2013. KW said that this plan was in response to a complaint from a resident along the 13th boundary. If the club were seen to be doing nothing closure notice could be issued or the hole reduced to a par 3.</p> <p>The new sub-committee members would be updated on all course matters at the first meeting.</p>	
(b)	<p>HEALTH & SAFETY KW – current compressor was not designed for golf club usage and it did not have an air storage unit. The safety gun also regulated the air pressure as the club would be liable if anyone pressed the nozzle against their skin and created an air bubble. The only safe way was to remove the air hoses at night.</p> <p>DL - suggested that KW & PK discuss this outside of the meeting.</p>	
(c)	<p>HOUSE MC – report for the next meeting.</p>	
(d)	<p>MARKETING & MEMBERSHIP</p> <p><u>Membership Analysis</u> as at 23 September 2013 was tabled.</p> <p>Notes:</p> <ul style="list-style-type: none"> - New Members 15-Full, 1- Full 25, 1-Colt, 1-Junior and 4-Social. - New full members to be interviewed: 0 - Full members awaiting payment: 0 	

	<p>MC – tabled two proposed options to reduce the number of full membership age categories were tabled. The committee voted unanimously to accept the following option as from 1 July 2014;</p> <ul style="list-style-type: none"> - Age 19 to 22, £320 - Age 23 to 25, £520 - 26 and above, full subscription. 	
867	MANAGER	
	<p>RB reported as follows:</p> <p><u>Leave</u> from 7-28 December 2013. It would be decided at the next meeting whether or not to hold a Dec meeting or just to circulate the financial accounts and reports.</p> <p><u>CASC Status</u> Plummer Parsons had advised that HMRC were reviewing the scheme and had placed all new members on hold. HMRC were proposing a cap on membership fees and non-sporting income. HMRC would advise of changes after the consultation period to August 2013 had lapsed. Still awaiting HMRC decision. Projected annual saving £22K.</p> <p><u>Marketing</u> - A display window had been created with the assistance of the Pro Shop in the clothing store of John Anthony on the high street. They would also provide interested visitors with membership packs and brochures.</p> <p><u>Bar / Kitchen Winter closing times</u> – it was agreed to trial the following times until 20 January 2014, where after they would be reviewed.</p> <p>Monday / Tuesday / Thursday : 10:00 – 18:00 Wednesday & Friday : 10:00 – 21:00 Saturday & Sunday : 10:00 – 19:00 The kitchen will close 1 hour before the bar each day except on a Wednesday when the kitchen will close at 17:00.</p> <p><u>Meeting Dates</u> – schedule of dates for both the Captains & Management committee meetings were tabled.</p>	
868	CORRESPONDENCE	
	<p><u>Barry Fincham</u> – the President mentioned the letter at the AGM and said that all issues would be dealt with. BA had send a very detailed reply and offered to meet to discuss the issues raised.</p> <p><u>L Tanswell</u> – was no longer able to play golf and suggested that his buggy storage unit be rented to a member for £100 pa inc electricity. To identify the member a list should be placed of the notice board for any interested member to apply, the Chairman would then draw the name of the lucky member. Committee approved.</p>	RB
869	ANY OTHER BUSINESS	
	<p>PK – requested that the coffee machine be replaced with one that could take £1 coins. RB would review.</p> <p>Seniors pace of play was very slow, referred to the Captains Committee.</p>	RB JA

	<p>JA – the seniors had requested that the 19th be closed during their Christmas function to be held on 14 Dec 2013. The Committee agreed that the 19th would not be closed but the behaviour of members in the 19th should be monitored and any incident reported to the Manager.</p> <p>DATE OF NEXT MEETING: Monday 18th November 2013</p>	JA
	<p>There being no further business the meeting closed at 21:30.</p>	
	CHAIRMAN	DATED