



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee Meeting held on Wednesday 23 May 2018 at 17:30 in the Clubhouse.

Present	J Airth (JA-Chairman), B O'Hara (BO-Vice-Chairman), A Groom (AG-Captain), K Harrington (KH), C Knight (CK), B Lennon (BL) & D Spencer (DS). A Hebditch (AH-President) M Collins (MC-Vice-Captain) R Bauser (RB-Manager)	Action
	<u>Other Codes used in minutes</u> – D Lennon (DL), M Randall (MR), R Tizard (RT), A Magee (AM), A Windsor (AW)	
	APOLOGIES	
	None	
1466	MINUTES OF PREVIOUS MEETING	
	On a show of hands the minutes of the meetings held on 25 April 2018 was unanimously accepted as a true record and the Chairman was authorised sign them.	
1467	MATTERS ARISING	
(a)	<u>Adverse Possession Claim</u> – RB advised that an adverse possession claim had been completed and posted to the Land Registry on Friday 18 May 2018, for a portion of title HP 70622. The lead time for a reply is 6-8 weeks. The portion claimed was 103m from the point near the water works.	RB
(b)	<u>PSI Touch Screens</u> – RB said that the 2 new touch screens had been installed in the lobby and the Pro Shop. The response time was much quicker and to date no problems had been reported. However the main till would also need to be replaced as Club Systems would no longer support MS XP in 2019.	
(c)	<u>Roof Moss Clearance</u> – RB said that MC Property Maintenance had agreed to test a section of the roof for which the club would have to pay. This would be deducted from the invoice if the club proceeded with the full moss clearance. The agreed cleaning method would be the “doff” cleaning system using steam at 150 degrees centigrade at low pressure.	
1468	CHAIRMAN	
	Nothing to report	

1469	CLUB CAPTAIN	
	<p><i>Minutes of the Captains Committee meeting held on 2 May 2018 were tabled for discussion.</i></p> <p><u>AG highlighted the following:</u></p> <p>1235a – Friday Competitions 1235b – Match meals 1235c – Golf & Quiz 1236 – Preferred lies have not yet been lifted. Possibly leave to end of May 2018. 1240 – Seniors Shotgun Starts</p> <p><u>Bank Holiday Monday</u> – S Wright to run an Informal Bowmaker, 12:30 – 13:30.</p>	
1470	FINANCE	
	<p><u>Management Accounts</u></p> <p>The Management accounts and report for April 2018, 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, balance sheet & cash flow.</p>	
1471	SUB COMMITTEE REPORTS	
(a)	Advertising & Membership	
	<p>A membership reconciliation as at 23 May 2018 had been circulated and was tabled for discussion.</p> <p>Total playing members – 557</p> <p>New playing members - 53 Full – 374 (limit - 410) 5 Day – 85 (limit – 100) Flexible – 30 (limit – 30) Resignations – 10 (5 Full, 1 Flexible, 1 Junior & 3 Social) RB reported that 21 new members had taken up the special offer to 30 June 2019.</p> <p><u>Membership Category Review</u></p> <p>BL said that he had as yet not received any feedback from Committee members.</p>	
(b)	Course	
	<p>The course report for May 2018 had been circulated for discussion.</p> <p>BOH :</p> <ul style="list-style-type: none"> • Rainfall of 14 inches recorded in 4 months. • 13th tee – drainage pipes would be trimmed back to allow maintenance to be carried out. On CM's to-do-list. • All the 2017/18 projects would be reviewed to make sure they were complete. CM to place on course notice board a list of the projects, highlighting the status of completion. • The result of the putting green trial would only visible by February 2019. CM would monitor to ensure that the enriched biochar was working. If the trial was successful it this would also reduce disease and therefore less spraying resulting in a cost saving. 	

	<p>It was agreed that BOH would table a list of 2018/19 draft winter projects, with estimated costs, for consideration by Manco at the July 2018 meeting.</p> <p>Some projects that may be included are:</p> <ul style="list-style-type: none"> ○ 4th tee path ○ Drainage in front of 8th green ○ 1st fairway drainage ○ Paths 6th green to 7th tee & 11th green to 12th tee. ○ Inject 15th & 17th greens ○ Bunker lining <p>BOH said that all the yellow markers would be changed to purple due to visitors being confused, as some course have yellow as the tee of the day.</p>	BOH
(c)	Health & Safety	
	Nothing to report	
(d)	House	
	Nothing to report	
(e)	Special Project	
	<p>BL said that he was busy compiling a document that would include the following;</p> <ul style="list-style-type: none"> • AW project expectations • Provisional costs (2 suppliers) • Cover note & members survey questionnaire • Results of the survey to be tabled at AGM • Finalise where the facility would be placed • May be an ideal time to relocate the Pro Shop • Funding • Profit share • Possibly incorporate the patio extension. 	BL
1472	MANAGER	
	<p><u>General Data Protection Regulation (GDPR):</u> The following documentation had been circulated for approval:</p> <ul style="list-style-type: none"> • Privacy Impact Assessment • Privacy Notice for Members / Juniors & Employees • Data Protection Policy <p>RB said that a Privacy Policy Statement had already been included with each members subscription invoice.</p> <p>JA said that this was a legal requirement for all businesses.</p> <p>RB said that the club did not do any direct marketing to members but only informed members about club activities, membership, handicaps etc.</p> <p>RB said that the GDPR templates were downloaded from EG and changed to suit KHGC.</p> <p>KH proposed the acceptance of the above mentioned documentation, AG seconded. On a show of hands the proposal was unanimously approved.</p>	
1473	CORRESPONDENCE	
(a)	<p><u>L Levens</u> – Resignation due to more competition benefits to 5 day (weekday) ladies than 7 day (weekend) ladies. Manco strongly recommended that the Ladies Committee discuss the implications of any new lady weekend member joining the club due to the imbalance of Board Competitions between 5 day (weekday) and 7 day (weekend) lady members.</p>	

	<p>Manco further recommended, that as some Board Competitions are currently played over 2 days (Sunday & Tuesday), which had been sanctioned by England Golf and the R&A. The Ladies Committee should provide the weekend ladies with their rightful membership benefits and allow all Board Competitions to be played over 2 days.</p> <p>(b) <u>S Greenwood</u> – forwarded documentation from USA indicating that the chemicals sprayed on golf courses were not 100% safe, although they may indicate as such. BOH said that the necessary signage was displayed at the ball chute as well as on the course info sign as to when spraying was in progress. Manco and the CM agreed that all chemicals used were appropriate and approved safe for spraying on the golf course.</p> <p>(c) <u>A Nippard</u> – J Crawford both slipped on the path (loose stones) leading down to the 8th fairway. BOH said that fine dust had been rolled into the path for more stability. BOH & CM would monitor the condition going forward.</p>	AG
1474	ANY OTHER BUSINESS	
	<p><u>World Handicap System (WHS)</u>– MC said that a budget would be required in the 2018/19 financial year for the change of the course signage & scorecards. The course was last measured 10 years ago and to conform to the WHS requirements, the course would be re-measured on 29 May 2018. EG were working with various software providers to develop the technology required.</p>	
1475	<p>DATE OF NEXT MEETING:</p> <p>WEDNESDAY 20 JUNE 2018 at 17:30</p> <p>There being no further business the meeting closed at 19:20.</p>	
	<p>CHAIRMAN</p> <p>DATED</p>	