



## KNIGHTON HEATH GOLF CLUB

**Minutes of the Management Committee Meeting held on Monday 23 November 2015 at 18:30 in the Clubhouse.**

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| <b>Present</b> | M Collins (Chairman, B Channon (BC), D Knight, (DK), C Knight (CK), B Lennon (BL) & P Peiro (PP-Captain). A Hebditch (AH-President), R Bauser (RB-Manager) & D Lennon (DL-Financial Consultant)   | <b>Action</b> |
|                | <u>Other Codes used in minutes</u> – P Peiro (PP), A Magee (CM), A Windsor (AW), P Chard (PC) & R Baggott (RAB)   |               |
|                | The Chairman welcomed Alan Magee and Debbie Lennon to the meeting and said that Agenda item 6 (b) would be discussed first followed by 5 (Finance).   |               |
| <b>1108</b>    | <b>APOLOGIES</b>  |               |
|                | J Airth   |               |
| <b>1109</b>    | <b>COURSE</b>   |               |
|                | <p>The Course Report for Nov 2015 had been circulated and was taken as read.</p> <p>CM highlighted the following;</p> <ul style="list-style-type: none"> <li>• 5<sup>th</sup> pathway had been bordered and 60 tons of stone had been utilised.</li> <li>• 8<sup>th</sup> pathway bordered and stone in place. The “S” bend was now not as steep.</li> <li>• The slope on the 5<sup>th</sup> was the next to be bordered.</li> <li>• All the stone has to be in by Friday as the heavy roller would be arriving on Monday.</li> <li>• 8<sup>th</sup> tarmac would remain.</li> </ul> <p>He suggested that the final layer of sand dust only be rolled in during February 16 to let the paths settle and ready for the summer. The Committee agreed.</p> <p><u>Road to the Sheds:</u> The road had been designed to allow arctic trucks to reverse into the yard and dump the sand straight into the bays. The trucks currently dump in the car park and the sand has to then be transported to the yard resulting. Cost to finish the road with 80 tons of type 1 sand. MC proposed that this be scheduled for next winter i.e.2016. On a show of hands all the Directors present voted in favour of the proposal.</p> <p><u>Tee Signage:</u></p> <p>It was agreed to place the tee signs where appropriate without a bordered area. A decorative area around the sign could be done at a later stage. On a show of hands all the Directors present voted in</p> <p>CM said that the work done recently to remove the thatch had been very successful as the fairways were draining quicker.</p> <p><i>CM left the meeting at this point.</i></p> |               |
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| 1110 | FINANCE   |  |
|      | <p>(a) <u>Management Accounts &amp; Balance Sheet as at 31 October 2015</u> had been circulated and were taken as read.</p> <p>A list of capital purchases for essential operating items which had to be replaced as well as a “wish list” of capital items was tabled.</p> <p>No questions.</p> <p>(b) A detailed <u>Bar/Catering/Green Fee analysis</u> as at 31 October 2015 was tabled for discussion.</p> <p><u>Bar / Catering</u></p> <ul style="list-style-type: none"> <li>- Bar GP % 61 Catering GP % 61</li> <li>- Trading Profit £ 2 575</li> <li>- Members discount £ 1 315</li> <li>- Trading Profit to date: £ 10 254 (2014/15 - £2 139)</li> </ul> <p><u>Green Fees</u> – £ 19 188 ( 2014 - £ 18 912)</p> <p>A detailed <u>Subscription Analysis</u> as at 20 November 2015 was tabled for discussion.</p> <p><u>Subscription Analysis</u></p> <p>New Members for the period 1 July to 20 Nov 2015:</p> <ul style="list-style-type: none"> <li>Full – 36</li> <li>Full 26-35 – 2</li> <li>Full 19-22 - 2</li> <li>Full Senior - 5</li> </ul> <p>Total playing members – 446 (2014 – 404) / Total club members – 557</p> <p>7 Canford Ladies to be interviewed and would join as from 1 January 2016.</p> <p>(c) <u>Draft Procedure</u> for the approval of items not include in the Annual Budget was tabled for approval.</p> <ul style="list-style-type: none"> <li>a) Any proposal for capital or operating expenditure above £1,5k, which has not been included in the budget, must be submitted in writing (email) to the Manager at least 4 days prior to the Management Committee Meeting i.e. 12 noon on Friday if the Manco is on the Monday.</li> <li>b) All proposals will be circulated (email) to the Management Committee for comment and vote (if not attending) at least 3 days prior to the meeting.</li> <li>c) Director/s not able to attend the meeting may submit their vote in writing (email) to the Manager, which must be received at least 2 hours prior to the meeting</li> </ul> <p>Proposals under £1,5k can be tabled at a Manco meeting for discussion and or voting by the Directors present at the meeting.</p> <p>On a show of hands the majority of the Directors present voted to adopt the above procedure as tabled.</p> <p>(d) <u>Responsive Website</u> – a proposal document was circulated and tabled for discussion. RB said that Greene King had agreed to fund the website with an interest free loan, repaid by the rebate received from the purchases of “composite brewers barrels”.</p> |  |

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|             | <p>CK propose acceptance of the proposal with DK seconding.</p> <p>On a show of hands all the Directors present voted in favour of the proposal. RB was instructed to proceed.</p> <p><i>DL left the meeting at this point.</i></p>   |              |
| <b>1111</b> | <b>MINUTES OF PREVIOUS MEETING</b>  |              |
|             | The minutes of the meeting held on 26 October 2015 was accepted as a true record and the Chairman was authorised sign them.   |              |
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| <b>1112</b> | <b>MATTERS ARISING</b>  |              |
|             | <p><u>Captains Charity Fund 2013-2015</u><br/>CK would discuss with JA as to procedure going forward.</p> <p><u>Dudsbury GC Reciprocal</u> – PP said that the Captains Committee agreed not to remove Dudsbury GC from the reciprocals list as recorded in the CC minutes, item 986.</p> <p><u>Ladies Parking</u> – PP said that the Ladies Committee had already allocated the vacant space to the H &amp; C Secretary as recoded in the CC minutes, item 985 (a).</p> <p><u>Social Membership playing restrictions</u> – PP said that the restrictions had been agreed as per the CC minutes, item 985 (b).</p>             | <b>JA/CK</b> |
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| <b>1113</b> | <b>CHAIRMAN</b>   |              |
|             | Nothing to report.  |              |
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| <b>1114</b> | <b>CLUB CAPTAIN</b>   |              |
|             | <p>Minutes of the Captains Committee meeting held on 5 November 2015 were circulated and tabled for discussion.</p> <p><u>B Kennedy</u> – Thanked the Committee for his nomination for Honorary Life Membership and subsequent approval.</p> <p>Nothing further to report.</p> <p><i>PP left the meeting at this point</i></p>  |              |
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| <b>1115</b> | <b>SUB COMMITTEE REPORTS</b>  |              |
|             | <p>(a) <u>Advertising &amp; Membership</u><br/>BL said that the tee signage was due to be delivered on Monday 7 Dec 2015. In terms of the course “fly-over”, the app had as yet not been launched but was imminent.</p> <p>(b) <u>Course</u><br/>Already discussed.<br/>DK suggest that the club collect old clothing from the members as a project to raise funds for the course. For each ton of clothing (about 40 large black bags) the club would receive £350.<br/>The Committee agreed that a detailed proposal should be presented for consideration.</p> <p>(c) <u>Health &amp; Safety</u><br/>Nothing to report</p> |              |

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| (d)         | <p><u>House</u><br/>AH said that the moss catchers had not been successful and should be removed. He advised that the gutters should be cleaned at least twice a year. RB would organise</p>  |  |
| <b>1116</b> | <b>MANAGER</b>  |  |
|             | <p><u>Directors Duties</u> document as circulated by HMRC was included in each members pack.<br/> <u>Buggy Storage</u> – a member had enquired if the club would consider storing his two-seater buggy in the buggy cage.<br/> He agreed to the following;</p> <ul style="list-style-type: none"> <li>• Club could hire out the buggy and retain the funds</li> <li>• He would have to book the buggy in advance if he wanted to use it.</li> <li>• Club would include the buggy in its insurance policy</li> <li>• He would pay for the maintenance</li> </ul> <p>The Committee agreed in principle to storing the buggy as per above.</p> <p><u>Christmas Lunches</u> – 220 lunches had been confirmed for December 2015.<br/> <u>New Year's Eve Dinner Dance</u> – 18 members had book to date.<br/> <u>Staff Leave</u> – RB would be on leave from Monday 30 Nov to Friday 11 Dec 2015.<br/> <u>Next Manco Meeting</u> – suggested that in the light of above, the next meeting be held on Wednesday 16 Dec 2015. The Committee agreed to the change.</p> |  |
| <b>1117</b> | <b>CORRESPONDENCE</b>   |  |
|             | <p><u>M Whittingham</u></p> <p><u>B Jeans</u></p>   |  |
| <b>1118</b> | <b>ANY OTHER BUSINESS</b>   |  |
|             | <p><u>Mobile Phone usage in the Clubhouse</u><br/> BL – proposed the following;</p> <ul style="list-style-type: none"> <li>• All devices should be set to 'silent' at all times, avoids ringtone in the clubhouse.</li> <li>• On course use is only allowed in emergency</li> <li>• Please be mindful of others when using these devices - members using raised voices whilst on devices may be asked to leave the clubhouse</li> </ul> <p>AH proposed that as a trial, mobile phone usage should be allowed in the lobby area as well as the change-rooms of the clubhouse.</p> <p>On a show of hands the majority of the Directors present voted in favour of the proposal of AH.</p>   |  |
|             | <p><b>DATE OF NEXT MEETING:</b></p> <p><b>WEDNESDAY 16 DECEMBER 2015 at 18:30</b></p> <p>There being no further business the meeting closed at 20:15.</p>   |  |
|             | <p><b>CHAIRMAN</b></p> <p><b>DATED</b></p>  |  |