



KNIGHTON HEATH

GOLF CLUB

Abridged Minutes of the Management Committee (MANCO) Meeting held on Wednesday 18th June 2025 at 17:30.

Present	A Parsons (Chairman), S Keen (SK), D Spencer (DS – Finance), J Gee (JG), G Tutton (Vice Captain), C Hill (CH), S Rook (SR), M Randall (MR) & M Welch (MW – President) K Eden (KE – Manager)																	
2221	APOLOGIES																	
	M Taylor (MT - Captain)																	
Attendance	<div><div>9 Meetings Held</div><div>Attended</div><table><tr><td>A Parsons</td><td>6</td></tr><tr><td>S Keen</td><td>8</td></tr><tr><td>M Randall</td><td>8</td></tr><tr><td>D Spencer</td><td>9</td></tr><tr><td>C Hill</td><td>7</td></tr><tr><td>S Rook</td><td>8</td></tr><tr><td>J Gee</td><td>9</td></tr><tr><td>M Taylor (or alternative)</td><td>9</td></tr></table></div>	A Parsons	6	S Keen	8	M Randall	8	D Spencer	9	C Hill	7	S Rook	8	J Gee	9	M Taylor (or alternative)	9	
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2222	MATTERS ARISING FROM PREVIOUS MINUTES																	
	<div><div><div><div><div></div><div>JG noted that, in relation to Section 2214, comments made by the Chairman should be documented in the official minutes but not disclosed to the general membership.</div></div></div><div><div></div><div>AP emphasized the need for the Board to address several internal matters and reiterated that all financial queries and board-related questions should be directed through the General Manager (GM) or the Office. Board Directors should refrain from contacting contractors or suppliers directly and instead channel all inquiries through KE.</div></div></div><div>Amendment to April Minutes: KE to revise the April meeting minutes accordingly and circulate the amended version to the Board via email for approval. Once approved, the minutes will be published on the members' hub of the website. The motion was carried unanimously. Proposed by: DS Seconded by: SR</div></div>																	
2223	APPROVAL OF PREVIOUS MINUTES																	
	On a show of hands, the minutes of the meetings held on the 21 st May 2025 were unanimously accepted as a true record, and the chairperson was authorised to sign them.																	

2224	CHAIRMAN (AP):	
	<ul style="list-style-type: none"> AP raised the concern that certain directors have asked questions if AP was making any kickbacks from the work done in the shower rooms. AP expressed that this wasn't the case and all the work done has been by members of the club and with the best possible prices on materials and labour. 	
2225	FINANCE (DS)	
	<p><u>Management accounts & detailed report for the period to 30th April 2025 was included in all committee packs.</u></p> <p>Overview Included:</p> <ul style="list-style-type: none"> Subscription and Other Income - £89,407 (Budget £73,407) Bar & Catering Operations – Profit £1,191 (Budget Profit £1,505) Other Expenses - £62,624 (Budget £59,389) Trading Profit (before depreciation) - £27,973 (Budget Profit £15,523) Less Depreciation - £8,891 (Budget £8,003) PROFIT for the month - £19,082 (Budget Loss £7,521) <p>The financial reports with the cashflow projections were circulated to the board and accepted.</p> <ul style="list-style-type: none"> JG inquired about the reason behind the Bar & Catering department showing a profit for the month. DS and KE explained that the positive financial outcome was primarily due to increased footfall, which resulted in higher sales during the period. 	

	<ul style="list-style-type: none"> KE had circulated the ClubNet Sales Agreement, quotation, and presentation via email to the Board two weeks prior to the Manco meeting. Following review, the Board voted in favour of proceeding with ClubNet as a replacement for the current ClubV1 system. Proposed by: AP Seconded by: GT 	
2226	CAPTAIN (MT / GT):	
	<ul style="list-style-type: none"> Winter Mats for Fairway Protection: GT proposed to the Greens Committee the use of winter mats during the upcoming winter season to help protect the fairways. KE confirmed that GH will be reviewing this proposal, with potential implementation for this winter. Communication regarding the initiative will be shared with members in due course. AW will also explore the option of sourcing bulk mats to be sold through the Pro Shop. Captain's Day – 28th June: Preparations are underway for Captain's Day, scheduled for 28th June. Concerns were raised regarding the placement of the jumping castle; it was confirmed this will be located near the ball chute area, and no mats will be placed on the practice putting green. A full field has been booked, and a high turnout is expected, making it a busy day for the club. Junior Convenor Support: A potential candidate has been identified to assist AW in the role of Junior Convenor. Further details will be provided at the next Capcom meeting. 	
2227	SUB-COMMITTEE REPORTS	
(a)	<p><u>COURSE (CH & SR):</u></p> <ul style="list-style-type: none"> The May Greens Report submitted by GH was distributed to the Board and formally accepted. The Greens Committee summary report was also distributed and approved by the Board. CH proposed exploring the possibility of expanding the Greens Team by engaging students seeking qualifications, which would also support upcoming projects. Training opportunities for the team were discussed. GH will provide KE with details and estimated costs for potential courses and training programs. SK inquired about the option of bringing in external contractors to assist with upcoming projects. GH will investigate this further and provide associated costings. CH raised ongoing concerns regarding bunker raking, as well as divot and pitchmark repairs. KE will consider creating an instructional video for members on proper repair techniques, with the possibility of filming it on the course. <p>Project Updates:</p> <ul style="list-style-type: none"> Minor path works on Hole 18 remain pending and will be addressed as team capacity allows. The club is still awaiting a quotation from Claymoor Construction (G. Forsey) for the required groundworks prior to the delivery of the refurbished containers. 	

	<p>(b) <u>HOUSE PROJECT (CAPITAL - SK):</u></p> <p>Men's Shower Room Renovations:</p> <ul style="list-style-type: none"> • SK expressed initial concern regarding the scope of work undertaken in the men's shower rooms, noting that the original plan was limited to basic repairs. However, SK commended AP for the quality of the completed work and acknowledged that the additional improvements were well-justified and represented the most appropriate course of action. <p>Improvements to the 19th Hole Area:</p> <ul style="list-style-type: none"> • SK also extended his compliments to KE and MW for the recent upgrades to the 19th Hole area, remarking that the enhancements have significantly refreshed the appearance of the club. <p>(c) <u>GOLF ACADEMY DEVELOPMENT PROJECT (MR, JG & SK):</u></p> <ul style="list-style-type: none"> • MR reported that the club is still awaiting a visit from the surveyor at AMS to complete the required mapping. Despite multiple phone calls and emails, there has been no response to date. MR will continue efforts to establish contact with AMS and follow up accordingly. <p>(d) <u>HEALTH & SAFETY – KE</u></p> <ul style="list-style-type: none"> • KE advised that correspondence had been received from a member regarding an incident on the 8th hole path in 2023. In her communication, the member cited ongoing health issues resulting from the incident, which have limited her ability to play golf, and she requested a form of compensation against her subscription for the 2025/26 season. • After discussion, the Board agreed that, the member utilised their membership for only three months of the relevant year, a proportional credit will be applied to her 2025/26 subscription. All standard levies and fees will continue to apply as normal. The board had agreed to the credit and notice to be given by KE. <p>(e) <u>PROJECT REPORT – JG & KE</u></p> <ul style="list-style-type: none"> • KE distributed the updated project report to the Board. No further questions or comments were raised. 	
2228	MANAGER	
	<p><u>Membership Analysis on 31st May 2025:</u></p> <ul style="list-style-type: none"> • KE informed the Board that the office is currently in the process of handling membership renewals and, as such, a detailed membership analysis is not available at this time. He confirmed that the analysis will be included in the July report. 	KE
2229	CORRESPONDENCE	
	<ul style="list-style-type: none"> • Correspondence was given and stated 2227 under item (d). • A member raised questions regarding the club's auditors and overall governance compliance. DS and KE confirmed that the relevant information had been provided to the member, who expressed satisfaction with the response. The Board also noted the possibility of seeking alternative quotations for auditing services in the future. 	

2230	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • AP raised a concern regarding the current scheduling of member guest tee times, suggesting that they may be too late in the day and should be reviewed at the next Capcom meeting. • JG inquired about the distinctions in decision-making authority between the Capcom and Manco meetings, specifically regarding which body is responsible for various decisions. • DS clarified that all financial decisions are made by the Manco Board, whereas matters related to golf and competitions are addressed by Capcom. • GT commented that the homemade cake stand has been performing well since its reinstatement in the restaurant. 	
	<p>The next meeting has been scheduled for Wednesday 23rd July 2025 at 17:30.</p> <p>There being no further business the meeting closed at 19:00.</p>	
	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/> <p>CHAIRMAN</p> </div> <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/> <p>DATED</p> </div> </div>	