



## KNIGHTON HEATH GOLF CLUB

### Minutes of the Management Committee (MANCO) Meeting held on Wednesday 19 January 2022 at 17:30.

|                |   |               |
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| <b>Present</b> | A Parsons (APA-Chairman), K Harrington (KH-Vice-Chairman), C Hill (CH), S North (SN), A Penny (AP), M Randall (MR), & D Spencer (DS).<br><br>R Bauser (RB-Manager)  | <b>Action</b> |
|                | M Diment (MD), A Windsor (AW), J Bailey (JB), R Pearce (RP).  |               |
|                | Capcom (Captains Committee)   |               |
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| <b>1840</b>    | <b><u>APOLOGIES</u></b>   |               |
|                | J Airth & A Groom   |               |
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| <b>1841</b>    | <b><u>APPROVAL OF PREVIOUS MINUTES</u></b>  |               |
|                | On a show of hands, the minutes of the meetings held on 15 December 2021, were unanimously accepted as a true record and the chairman was authorised sign them.   |               |
| <b>1842</b>    | <b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>   |               |
|                | <p>(a) <u>Buggy Cage Update</u><br/>RB tabled the cost for a 20-space palisade enclosure with a roof covering and electrical charge points, £7 592.</p> <p>DS advised that the club had applied for an Omicron Hospitality &amp; Leisure grant of £12k, from the BCP Council. It was agreed that the above project be “put on hold” at present.</p> <p>(b) <u>Course Manager Vacancy</u><br/>RB advised that Graham Hastie, from Stoneham G C had accepted the offer of employment as Course Manager. He would commence work on 1 March 2022.</p> |               |
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| <b>1843</b>    | <b><u>CHAIRMAN</u></b>  |               |
|                | <p>(a) <u>Staff Salaries &amp; Wages review</u><br/>Workforce salaries to be reviewed by sub-committee of APA, KH, DS &amp; RB.</p> <p>(b) <u>Company Vehicle</u><br/>APA proposed that the company vehicle be upgraded to reflect the status of the club.</p> <p>DS recommended that the club purchase a vehicle.</p> <p>It was agreed that RB discuss with the new CM as to vehicle requirements.</p>   |               |
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| <b>1844</b> | <b><u>CAPTAIN</u></b>  |           |
|             | <p>The minutes of the draft CapCom meeting held on 5 January 2022 were tabled for discussion.</p> <p><u>CH highlighted the following:</u></p> <ul style="list-style-type: none"> <li>• ladies competitions limited to 2 per month (Weekend &amp; Tuesday)</li> <li>• all club competition surpluses (30%) should accrue to the club.</li> <li>• YE surpluses above a float of £1k should accrue to the club.</li> <li>• form a steering committee to discuss full integration into the club.</li> </ul> <p>On a show of hands, Manco unanimously agreed that all non-members playing in competitions (opens, wine scrambles, etc) must with immediate effect, pay the club a green fee of £10. CH to advise sections at next Capcom meeting.</p> | <b>CH</b> |
| <b>1845</b> | <b><u>FINANCE</u></b>  |           |
| (a)         | <p><b><u>Management accounts &amp; detailed report for the period to 31 December 2021</u></b> had been circulated and was tabled for discussion.</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> <li>• Subscription income more than expected</li> <li>• Green Fee income more than forecast</li> <li>• Buggy Surplus slightly better than anticipated</li> <li>• Gaming Machines worse than forecast</li> <li>• Expenses more than budget</li> <li>• Loss for the month due to course drainage on 8<sup>th</sup> &amp; 17<sup>th</sup>.</li> </ul>   |           |
| (b)         | <p><b><u>Cashflow</u></b></p> <p>The cashflow was slightly worse than anticipated, however a positive surplus is still expected at year end. It will depend on the performance of the club during the first quarter of the new year which is nearly always in deficit.</p>   |           |
| (c)         | <p><b><u>Irrigation Loans &amp; Payments</u></b></p> <p>Loan Agreement documentation have been signed and return to the bank.</p>  |           |
| <b>1846</b> | <b><u>SUB-COMMITTEE REPORTS</u></b>  |           |
| (a)         | <p><b><u>COURSE</u></b></p> <p>KH advised that as the course was currently in a transitional phase no meetings had been held.</p> <p>MD was currently busy with finishing the 4<sup>th</sup> path and tee area as a priority.</p> <p>The staff were also busy with the daily course maintenance.</p>   |           |
| (b)         | <p><b><u>BOREHOLE &amp; IRRIGATION (TAG – tees, approaches, greens)</u></b></p> <p>MR tabled a detailed report.</p> <p>MR highlighted the following items:</p> <ul style="list-style-type: none"> <li>• Excellent progress to date, project on plan.</li> <li>• All mainline pipework had been completed</li> <li>• Irritech on site this week marking out sprinkler positions for tees, greens and approaches.</li> <li>• Started sprinkler installation on 16<sup>th</sup> green.</li> <li>• Followed by 8<sup>th</sup> green</li> </ul>   |           |

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|-------------|---|--------------|
|             | <ul style="list-style-type: none"> <li>• Water tank planning application complete, submitted and registered.</li> <li>• Positive tree inspection report – no significant impact to existing trees.</li> <li>• Uptions have been in to remove tree stumps.</li> <li>• One unfortunate incident, the contractors damaged the main data cable to Bournemouth Water in path crossing at the 3<sup>rd</sup> hole. Repaired by Bournemouth Water at no cost to the club.</li> </ul> |              |
| (c)         | <b>HEALTH &amp; SAFETY</b><br>No accidents or incidents recorded since Dec 21 report.   |              |
| <b>1847</b> | <b><u>MANAGER</u></b>   |              |
| (a)         | Membership Analysis at 19/1/2022:<br><br>Full - 355 (2021-319)<br>5 Day - 87 (2021-90)<br>Total Playing - 498 (2021-461) - highest since 2018, 505<br>Total membership 607 (2021-552)<br><br>New Playing Members – 46 (10 new members in Dec 21/Jan 22 period)  |              |
| (b)         | <b><u>Club Structure</u></b><br>A club structure document was tabled detailing the composition of the 2 committees as well as the staff reporting lines.  |              |
| <b>1848</b> | <b><u>CORRESPONDENCE</u></b>  |              |
|             | None  |              |
| <b>1849</b> | <b><u>ANY OTHER BUSINESS</u></b>  |              |
| (a)         | <b><u>Proposed Sponsorship – Clubhouse Ltd</u></b><br>The committee unanimously rejected the proposed sponsorship offer.  |              |
| (b)         | <b><u>Ball chute v Tee Times</u></b><br>CH confirmed that the above would be reviewed on 2 March 2022, Capcom meeting.  |              |
| (c)         | <b><u>Toilets &amp; Showers (Men's &amp; Ladies)</u></b><br>The areas above were in urgent need of an upgrade. APA had priced the materials. The finishings & fitting would be very upmarket, in-line with the current club strategy.<br><br>A disabled toilet/shower off the lobby area must also be costed together with the above works.<br><br>The Committee agreed that the project must be undertaken as soon as funds became available.                                |              |
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|             | The next meeting was scheduled for Wednesday 16 February 2022 at 17:30.<br><br>There being no further business the meeting closed at 19:10.   |              |
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|             | <b>CHAIRMAN</b>   | <b>DATED</b> |