



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Wednesday 20 April 2022 at 17:30.

Present	K Harrington (KH-Vice-Chairman), A Groom (AG), C Hill (CH), S North (SN), A Penny (AP), D Spencer (DS) & T Townsend (TT). J Airth (JA-President) R Bauser (RB-Manager)	Action
	G Hastie (GH), M Diment (MD), A Windsor (AW), J Bailey (JB), R Pearce (RP).	
	Capcom (Captains Committee)	
1870	<u>APOLOGIES</u>	
	A Parsons & M Randall	
1871	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meetings held on 16 March 2022, were unanimously accepted as a true record, and the chairperson was authorised sign them.	
1872	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	No matters arising.	
1873	<u>CHAIRMAN</u>	
	KH – Course in good condition with many positive comments from members and visitors New chef, Martin Hayward in place, generally also positive comments received from members.	
1874	<u>CAPTAIN</u>	
(a)	The minutes of the draft CapCom meeting held on 6 April 2022 were tabled for discussion. <u>CH highlighted the following:</u> <ul style="list-style-type: none"> Steering Committee meeting held, and letters were sent to the Ladies and Seniors Committees outlining the discussions which took place. ladies' competitions would be limited to two per month (2 weekends & 2 Tuesdays). The other 2 Tuesdays in the month, a tee time of 09:00 – 11:30 would be reserved and annotated as "Ladies General Play". all club competition surpluses (30%) would accrue to the club with 70% being allocated to the prize winners. All trophy engraving, medals and expenses relating to the various competitions would be paid by the club. Seniors' terms of reference would have to be revised. 5 Day members playing in competitions on a weekend. Manco to decide as to the applicable green fee. Manco agreed that the County Card rate would apply each year, currently £25. 	

	<p>The Seniors Section tabled a letter of concerns, Manco agreed to the following:</p> <p><u>Competitions:</u></p> <ul style="list-style-type: none"> ➤ 70% of the entry fees will be allocated as prizes and credited to each winner's pro shop account, with 30% being retained by the club for competition expenses. An optional sweep would be the same for all club competitions. ➤ Competition related expenses e.g., honours board updates, winner's medals and trophy engraving would be for the account of the club. <p><u>Finance:</u></p> <ul style="list-style-type: none"> ➤ The Seniors current account to be closed on 1 July 2022, all funds would be transferred to a designated account in the clubs' balance sheet, restricted for use by the Seniors section only. The account would be overseen by the Seniors Treasurer in conjunction with the General Manager. The account would form part of the clubs day-to-day accounting functions, much the same as the Ladies section account. The above accounting process does not need members approval at an AGM. ➤ Surplus funds each year (30 June) in excess of £1k, would be transferred to a designated fund and earmarked for club projects. The Management Committee would allocate such funds as deemed necessary for the further development of the club and its facilities. ➤ Any prepaid income, liabilities and provisions would be accrued by the section. ➤ The £1k balance held by the Seniors section at each year end would be reviewed as and when necessary, by the Management Committee and the Seniors Section. ➤ The club would produce a detailed statement of accounts as and when required but specifically at the end of each month. Any discrepancies would be reviewed and if required adjusted by the General Manager. ➤ The Seniors sections terms of reference would have to be revised by the section and approved by the Captains Committee. <p>The Seniors Section would be sent a letter advising of the above decisions.</p>	RB
1875	<u>FINANCE</u>	
(a)	<p><u>Management accounts & detailed report for the period to 31 March</u> had been circulated and was tabled for discussion.</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • Subscription income more than expected • Green Fee income more than forecast • Buggy Surplus better than anticipated • Gaming Machines more profitable • Bar & Catering operations better than budget • Expenses less than budget • Profit for the month 	
(b)	<p><u>Cashflow</u> The cashflow had been fully updated to reflect all recent MANCO decisions and the impact thereof. If the club continues to exceed the budgetary expectations a neutral cashflow at the year-end may be envisaged.</p>	

(c)	Irrigation System The Contractor has now submitted three invoices which have been paid.	
1876	SUB-COMMITTEE REPORTS	
(a)	COURSE KH highlighted the following: <u>Winter projects:</u> <ul style="list-style-type: none"> • Rope drainage for 1st & 7th and possibly the putting green. • 14th to 15th path (possibly a rubber compound) • Bunker front right of 15th and fairway bunker on 17th to be redone • New path to left of 10th tee • Re-design 11th path to link to 12th. Additional projects <ul style="list-style-type: none"> • 4th path needs drainage channels. • 11th, exposed pipe 	
(b)	IRRIGATION (TAG – tees, approaches, greens) <u>A report from MR was tabled highlighting the following items:</u> all on course work complete subject to final snagging. <ul style="list-style-type: none"> • pump house constructed. Electricians inside wiring and installing pump control gear. • mechanical works for connection into tank in progress. • cable joint and extension of cable into clubhouse electric room in progress. • when all above completed plan the switchover from old tank to new tank. • all above expected to be completed within next 7-10 days. • final job, demolish old tank and concrete base. 	
(c)	HEALTH & SAFETY Accident report 2022 tabled. One incident – Staff member tripped over her foot and fell to the ground. No injuries and no action required.	
1877	MANAGER	
(a)	<u>Membership Analysis at 20/4/2022:</u> RB advised that various changes had been made to accommodate age and members category transfers at 30 June 2022. Invoices would be printed and available for members to collect on 29 April 2022. The Chairmans report was tabled for discussion. Full - 379 (2021-319) 5 Day - 85 (2021-90) Total Playing - 523 (2021-461) - highest since 2018, 505 Total membership 635 (2021-552) New Playing Members – 58 (14 new members since last report on 16/3/2022)	

(b)	<p><u>European Golf Tech (EGT)</u> Committee agreed via email that RB could sign the agreement to receive the following free package:</p> <ul style="list-style-type: none"> • 3D flyover • LCD advertising screen • Pro clean screen • Smartphone application <p>In addition, EGT would purchase green fees for advertisers at the County Card rate. Tee times would only be allocated in visitors times.</p>	
1878	<u>CORRESPONDENCE</u>	
	None	
1879	<u>ANY OTHER BUSINESS</u>	
	<p>SN expressed concern that only 2 teams had entered to Pro-Am. APA/AW would be promoting at the Cornish Festival. Current Advertising: PGA & KHGC websites, social media (Facebook/Twitter), email circulation to all Dorset clubs & Golf Empire. He suggested that Committee members should each enter a team.</p>	
	<p>The next meeting was scheduled for Wednesday 18 May 2022 at 17:30.</p> <p>There being no further business the meeting closed at 19:30.</p>	
	CHAIRMAN	DATED