



## KNIGHTON HEATH GOLF CLUB

### Minutes of the Management Committee (MANCO) Meeting held on Wednesday 23 AUGUST 2023 at 17:30.

|                         |   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|-------------------------|---|-------------------------|-----------------|-----------|----|------------|---|--------|---|---------|---|-----------|----|--------|----|--------------------|---|--|
| <b>Present</b>          | A Parsons (APA-Chairman), C Hill (CH), S Rook (SR), M Randall (MR), T Townsend (TT) & S Keen (SK).<br><br>M Welch (MW-President)<br>K Eden (KE-Manager) & K Eden  | <b>Action</b>           |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| <b>Attendance</b>       | <table><tr><td><u>12 meetings Held</u></td><td><u>Attended</u></td></tr><tr><td>A Parsons</td><td>12</td></tr><tr><td>T Townsend</td><td>6</td></tr><tr><td>C Hill</td><td>9</td></tr><tr><td>A Penny</td><td>9</td></tr><tr><td>M Randall</td><td>10</td></tr><tr><td>S Rook</td><td>11</td></tr><tr><td>S Keen (alternate)</td><td>3</td></tr></table>  | <u>12 meetings Held</u> | <u>Attended</u> | A Parsons | 12 | T Townsend | 6 | C Hill | 9 | A Penny | 9 | M Randall | 10 | S Rook | 11 | S Keen (alternate) | 3 |  |
| <u>12 meetings Held</u> | <u>Attended</u>   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| A Parsons               | 12  |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| T Townsend              | 6   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| C Hill                  | 9   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| A Penny                 | 9   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| M Randall               | 10  |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| S Rook                  | 11  |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| S Keen (alternate)      | 3   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|                         | A Windsor (AW), D Haines (DH), P Battley (PB), J Paine (JP), G Burke & S Keen (SK).   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|                         | Capcom (Captains Committee)   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|                         |   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| <b>2021</b>             | <b><u>APOLOGIES</u></b>   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|                         | A Penny (AP)  |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
|                         |   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| <b>2022</b>             | <b><u>FINANCE</u></b>   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| (a)                     | <b><u>Management accounts &amp; detailed report for the period to 02 August 2023 was included in all members packs.</u></b><br><br><u>Overview included:</u> <ul style="list-style-type: none"><li>Subscription and Other Income - £89,766 (£94,598)</li><li>Bar &amp; Catering operations, Profit £236 (Budget profit £755)</li><li>Other Expenses - £57,902 (Budget £62,784)</li><li>Trading profit (before depreciation) - £32,100 (Profit £32,569)</li><li>Less Depreciation - £6,475</li><li>PROFIT for the month - £25,625 (Profit £26,285)</li></ul> |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| (b)                     | <b><u>Capital Spend to date</u></b> <ul style="list-style-type: none"><li>New Fire Alarm as per insurance</li><li>New Club Boiler pump &amp; timer</li><li>5-year electrical certificate &amp; remedial works</li><li>French Doors to Dining Room</li><li>Patio tables and chairs</li></ul>   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |
| (c)                     | <b><u>Cashflow to 30 June 2023</u></b><br><br>Projections to end August 2023 reflects a surplus of £32k.<br>The additional expense of the drainage deposit, £11k has been included.   |                         |                 |           |    |            |   |        |   |         |   |           |    |        |    |                    |   |  |

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|             | <p>(d) <u>Bar &amp; Catering:</u><br/> Income:<br/> Bar income £16,492, (Budget £21,500), variance £5,008.<br/> Catering Income £12,452, (Budget £9,000), variance £3,452<br/> Bar - 46% / YTD 60%<br/> Catering – 59% / YTD 62%<br/> Bar &amp; Catering purchases inflated due to month stock purchases.<br/> Less Bar &amp; Catering Expenses: £14,751 (Budget £17,845)</p> <p>(e) <u>Club Expenses: £57,902 (Budget £62,784)</u><br/> Course: less than forecast: £22,777 (Budget £25,645)<br/> Service to members: more than forecast: £7,539 (Budget £7,184)<br/> • Club Competitions increase.</p> <p>Clubhouse: less than forecast: £10,475 (Budget £10,815)<br/> Administration: less than forecast: £12,569 (Budget £13,580)</p> <p>Irrecoverable VAT: less than forecast: £1,064 (Budget £1,965)</p> <p>Finance: less than forecast: £3,475 (Budget £3,595).<br/> Variable Loan base (4%) plus 3.43% = 7.43%.<br/> Fixed loan interest rate, 5.52%,</p> <p>Trading Profit for the month £32,100 (Budget profit £32,569)</p> <p>Less Depreciation: more than forecast: £6,475 (Budget £6,284)</p> <p>PROFIT for the month, £25,625 against a budget of £26,285</p> |  |
| <b>2023</b> | <b><u>APPROVAL OF PREVIOUS MINUTES</u></b>  |  |
|             | <p>On a show of hands, the minutes of the meetings held on 23 August 2023, were unanimously accepted as a true record, and the chairperson was authorised sign them.</p>  |  |
| <b>2024</b> | <b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>   |  |
|             | <p>MR asked the question if the committee were aware of the dining room revamp. Finance for the project was confirmed through Greene King via RB.</p> <p>MR asked the question if anyone know about the tree edging and cutting around the car park and clubhouse. Unfortunately, the green keeping team weren't aware of the schedule cutting. This to be notified to the committee and greenkeeping team by KE in future.</p> <p>MR had questions about the depreciation. This to be shown in the final audit report for the AGM.</p>   | <p><b>KE</b></p> <p><b>KE</b></p> <p><b>KE</b></p> |
| <b>2025</b> | <b><u>CHAIRMAN</u></b>  |  |
|             | <p>APA welcome KE to his first MANCO meeting on his own and wished him well.</p> <p>APA has asked KE to get in contact with commercial recycling and to just introduce himself and to provide any feedback on the developments of the project.</p> <p>APA is currently happy with the club and showing real success going forward.</p>  |  |

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|-------------|--|-----------------------------------|
| <b>2026</b> | <b><u>CAPTAIN</u></b>  |                                   |
|             | <p>The minutes of the Captains Committee meeting held on 2 August 2023 had been circulated and tabled for discussion.</p> <p>SK raised the question of the dress code and sending out a newsflash to the membership. SK suggested that the committee take a stance and educate the members on the dress code.</p> <p>SK raised the concerns of not having enough bins on the course, especially during busy periods (e.g., society groups, golf days, etc.)</p> <p>SK suggested that a reminder needs to be sent out on the raking of bunkers, fixing pitchmarks and divots.</p>   |                                   |
| <b>2027</b> | <b><u>SUB-COMMITTEE REPORTS</u></b>  |                                   |
| <b>(a)</b>  | <p><b>COURSE</b></p> <p>TT reported:</p> <ul style="list-style-type: none"> <li>the report was sent</li> <li>TT informed that maintenance week went off well with no complications. Just needing more rain to soak the dusting on the greens.</li> <li>Unfortunately, 2 x maintenance buggies went down with urgent repairs needed. Some worked needed for the irrigation giving some issues.</li> <li>10<sup>th</sup> &amp; 11<sup>th</sup> October installation to be done for the rope irrigation system. This will be flat rolled, and trench dug according to the original plans. Penalty stakes will be placed if the trench is too deep.</li> <li>Plans on the 2<sup>nd</sup> Hole for the large trees on the left-hand side near the green to be removed, this to create more growth on the fairways and rough, also to help make the green more visible for golfers.</li> <li>Trees on the left-hand side of the 3<sup>rd</sup> Hole to be but cut for the same reasons as the 2<sup>nd</sup> Hole.</li> <li>TT has requested if an email can be sent to the membership of when the projects will be starting for the irrigation side.</li> <li>TT raise the idea of cutting back the trees and have a run-away area on the 18<sup>th</sup> Hole and possibly putting out-of-bound stakes. This was only a suggestion and will need to be reviewed further.</li> <li>Hedge on the 18<sup>th</sup> Hole is dying off and will need to be replaced. This will possibly need to be placed in next year's winter project.</li> <li>Between GH and TT to set up the 5 year plan for each and to inform the membership of the project. However, this will not be set in stone and will change on a year-to-year basis.</li> <li>KE confirmed that the deposit has been paid for the new practice nets with Huxley Golf and installation to take place early October.</li> <li>TT suggested to have divot mix boxes on all the par 3's to help promote to all the members and visitor to fix their divots whilst playing, also to help assist the green keeping team.</li> <li>KE has stated that the drying cabinet has been ordered</li> </ul> | <p><b>KE</b></p> <p><b>KE</b></p> |
| <b>(b)</b>  | <p><b>HOUSE PROJECT (CAPITAL) – RC &amp; MR</b></p> <p>MR reported:</p> <ul style="list-style-type: none"> <li>No new developments on the landfill project.</li> </ul>   |                                   |

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|-------------|---|--------------|
|             | <ul style="list-style-type: none"> <li>• APA has informed that MR &amp; AP to focus on the landfill project, whilst the Toilet project / revamp to be focused through SK, TT, CH and KE watching over the spend of the project.</li> <li>• SK informed that he would receive input from the ladies sections as they play a pivotal part of the toilet revamp. More information to follow in the next manco meeting.</li> <li>• MR showed his disapproval for being taken off the project, but APA stated that MR can still bring ideas and any queries to APA.</li> </ul> |              |
| (c)         | <b>GOLF ACADEMY DEVELOPMENT PROJECT – MR</b><br><br>Still ongoing and no new reports and as stated in paragraph 2024.   |              |
| (d)         | <b>HEALTH &amp; SAFETY</b><br>No incidents have taken place.  |              |
| <b>2028</b> | <b><u>MANAGER</u></b>   |              |
|             | Accounts to be signed off by the 21 <sup>st</sup> August by the Auditors and Directors to sign off the YE accounts by the 23 <sup>rd</sup> August 2023.<br><br>Final committee reports will need to be given by the 15 <sup>th</sup> September. AGM has been confirmed for the 19 <sup>th</sup> October.<br><br><b><u>Membership Analysis on 31 July 2023:</u></b><br><br>Full - 364<br>5 Day - 84<br>Total Playing - 497<br>Total membership 603<br><br><u>New playing members: 1</u>  |              |
| <b>2029</b> | <b><u>CORRESPONDENCE</u></b>  |              |
|             | None.   |              |
| <b>2030</b> | <b><u>ANY OTHER BUSINESS</u></b>  |              |
| (a)         | APA requested that the committee plan once a year a function with the staff and feels this is important to give back to the staff at KHGC and keeping a positive atmosphere at the club, as well thanking the staff.  |              |
|             |   |              |
|             | The next meeting has been scheduled for Wednesday 20 September at 17:30.<br><br>There being no further business the meeting closed at 19:30.  |              |
|             |   |              |
|             | <b>CHAIRMAN</b>   | <b>DATED</b> |