

Abridged Minutes of the Management Committee (MANCO) Meeting held on Wednesday 23rd July 2025 at 17:30.

Present	A Parsons (Chairman), D Spencer (DS – Finance), J Gee (JG), C Hill (CH), G Tutton (Vice Captain) & M Welch (MW – President)	
	K Eden (KE – Manager)	
2231	APOLOGIES	
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	S Keen (SK), M Taylor (MT - Captain), S Rook (SR) & M Randall (MR)	
Attendance	10 Meetings Held Attended	
	A Parsons 7	
	S Keen 8 M Randall 8	
	M Randall 8 D Spencer 10	
	C Hill 8	
	<u>S Rook 8</u> J Gee 10	
	M Taylor (or alternative) 10	
2232	MATTERS ARISING FROM PREVIOUS MINUTES	
	No matters have been raised	
2233	APPROVAL OF PREVIOUS MINUTES	
	On a show of hands, the minutes of the meetings held on the 18 th June 2025 were unanimously accepted as a true record, and the chairperson was authorised to sign them.	
2234	CHAIRMAN (AP):	
	 AP raised concerns regarding the current workload and pressure faced by the greenkeeping team in completing both their daily tasks and ongoing projects. He suggested that the Committee consider the potential appointment of two additional greenkeepers to support the team. 	
	 JG inquired whether the use of external contractors for the on-course project had been explored. In response, GH expressed a preference for the in-house team to carry out the work to ensure it is completed to the required standard. 	
	 DS noted that the club's financial position following the membership renewal period has not yet been fully assessed. He advised that a comprehensive review of the budget be undertaken in September to determine whether there is sufficient capacity to support the expansion of the greenkeeping team. 	DS & KE

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	 AP noted that D. Parker has recently been promoted to the position of First Assistant Greenkeeper. This appointment will take effect from 1st August. 	
2235	FINANCE (DS)	
	PROFIT for the month - £7,334 against a budget profit of £8,473	
	The financial reports with the cashflow projections were circulated to the board and accepted.	
	DS reported on the following:	
	 The Greene King Brewery loan repayment of approximately £8,000 was offset against the bar purchases for the month, resulting in a higher gross profit percentage being reflected. He noted that, even without this adjustment, the Bar & Catering department would still have recorded a profit of approximately £3,500. The auditors are scheduled to be on site during the first week of August. 	
	 DS requested, and the Board approved, the creation of a formal written structure outlining how the 100 Club is currently organised and operates within the Club. This documentation is intended to provide clarity and consistency for both the current Board and future Committee members. KE has been tasked with drafting the rules and policies governing the 100 Club and will distribute the completed document to the Management Committee upon completion. 	KE
2236	CAPTAIN (MT):	
	MT noted the Club's strong financial position and proposed that consideration be given to increasing the members' discount to at least 10%, possibly more. He suggested this would be a positive gesture to show appreciation for member support, particularly as previous discussions included allocating surplus funds before year-end. • In response to MT's proposal, the Board has decided to retain the current 8% members' discount. It was noted that the Bar & Catering department is currently operating at a loss, and further increasing the discount would not be financially viable at this time. MT noted that the current tee screen system has proven ineffective. A proposal was made to remove the system and replace it with a wooden starter's hut. As power and internet are already available at the location, the hut could be equipped with security cameras if required. • KE confirmed that the tee screen project will not proceed, and notice has been given to the supplier. The greenkeeping team will be responsible for removing the existing board, which is cemented into the ground, with the removal date yet to be confirmed. • The current handicap board will be relocated to the 1st tee area,	KE
	 accompanied by a new ball washer. The proposal for a wooden starter's hut was not approved by the Board due to concerns over potential damage and vandalism. MT noted that with the clocks changing in three months, advertising for the starter position should commence. Proposed times and details have been 	
	 ubmitted to Manco, and DS holds the relevant information for approval. DS advised that the starter position will be reviewed in September, as the 2025/26 financials have not yet been assessed. 	DS & KE
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	MT stated that a recent disciplinary raised questions regarding the club's compliance with data protection laws. It was highlighted that all correspondence for one member, including minutes, financials, and sensitive club business, is being sent to a third party. This issue prompted a review of the club's current data handling practices to ensure compliance and confidentiality. • It was confirmed that the club complies with data protection laws. Members who provide their email addresses—whether personal or work—receive board related information without breach, as long as the information remains within the board.	KE
	CH requested a letter be sent to members explaining the penalty area rule on the left side of Hole 2. KE will distribute this information.	KE
	GT requested a newsletter be sent to members seeking volunteers to assist with golf course clean-up. KE will distribute the communication.	
2237	SUB-COMMITTEE REPORTS	
(a)	COURSE (CH & SR):	
	The course report, including the June greens update, was circulated and accepted by the Board.	
	 CH noted the bunker trial project has been postponed to October due to dry weather conditions unsuitable for resodding. GH agreed that October is a more appropriate time for the Bunker Armour project, a view confirmed by Michael Scholz. CH stated that the resin trial for the 18th hole pathway will take place this Friday, as weather conditions on Tuesday were unsuitable. 	
	 MR raised two points via email to the Board: Drainage channels on the paths are largely blocked with stones and debris; a request was made to have them cleared to ensure proper drainage. CH stated that this will be raised with GH. Members have inquired about the plans and timing for the bunker at the front of the 14th hole. CH confirmed that the bunker will be removed and the area designated as GUR, with communication to be sent out via KE. 	CH & GH
(b)	HOUSE PROJECT (CAPITAL - SK):	
(6)	DS requested that the locker basins be included on the project report list moving forward.	
(c)	GOLF ACADEMY DEVELOPMENT PROJECT (MR, JG & SK):	
(4)	MR submitted his report on the surveyor's findings to the Board. A meeting will be scheduled with the project team to discuss alternative plans moving forward. HEALTH & SAFETY – KE	
(d)	KE reported a fire incident between Holes 5 and 6, which was brought under control by the fire service. Members are advised to remain vigilant during the school holiday period and report any suspicious behaviour on the course.	

(e)	PROJECT REPORT – JG & KE	
	KE issued the project report to the Board. No further questions were raised.	
2238	MANAGER	
2230	Membership Analysis on 23 rd July 2025: Total Full Members – 403 (Budget 430) Total 5 Day Members – 97 (Budget 110) Other – 48 (Budget 69) Total membership – 666 (Budget 753)	KE
2239	CORRESPONDENCE	
	KE reported that a member had raised several issues regarding the club. A response was provided, and the Board was satisfied with the reply. KE will inform the member accordingly.	KE
2240	ANY OTHER BUSINESS	
	JG requested that a competition fees information guide be added to the website to explain prize distribution and how members receive winnings. JG will assist KE in preparing the content for publication on the member portal.	JG & KE
	GT requested that a reminder about the golf course dress code be sent to the membership. KE will issue the communication.	KE
	The next meeting has been scheduled for Wednesday 20 th August 2025 at 17:30. There being no further business the meeting closed at 19:45	
	CHAIRMAN DATED	