



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Thursday 26 October 2022 at 17:30.

Present	A Parsons (APA Chairman), R Collis (RC), K Harrington (KH), S Hawkridge (SH), C Hill (CH), A Penny (AP), M Randall (MR) & S Rook (SR). M Welch (MW-President) R Bauser (RB-Manager)	Action
	G Hastie (GH), A Windsor (AW), D Haines (DH) & J Paine (JP).	
	Capcom (Captains Committee)	
1920	<u>APOLOGIES</u>	
	T Townsend	
1921	<u>APPOINTMENT OF VICE CHAIRMAN</u>	
	APA proposed the appointment of TT as Vice-Chairman, seconded by KH. On a show of hands, the majority of the Directors present voted in favour of the proposal. TT was duly elected as Vice-Chairman.	
1922	<u>APPOINTMENT OF SUB COMMITTEES</u>	
	APA advise as follows: <u>Greens:</u> T Townsend (c), S Hawkridge, C Hill, A Penny, S Keen & A Windsor. <u>Clubhouse Projects (Capital):</u> R Collis (c), S Hawkridge & M Randall. <u>Driving Range (Landfill):</u> M Randall (c), A Penny, K Harrington, R Collis & J Paine. APA said that the refurbishment of the toilet & showers must not be a patch project and must be done right from the start. He would introduce G Oates, a member who offered to donate some sanitary ware, to the team. A design and costing would be the first step, thereafter the Committee would need to investigate options to raise the necessary funds. MR said that the clubhouse project sub-committee would meet before the next Manco meeting.	RC
1923	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meetings held on 28 September and 20 October 2022, were unanimously accepted as a true record, and the chairperson was authorised sign them.	

1924	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	<p><u>Electric Vehicle Charging points</u></p> <p>Two options were tabled for discussion (attached document).</p> <p>The Committee agreed to put the project on hold at present.</p>	
1925	<u>CHAIRMAN</u>	
(a)	<p><u>Finance Director Vacancy</u></p> <p>After some discussion and on a show of hands, the majority of the Directors voted in favour of co-opting Mr Spencer to the Committee as Financial Consultant with immediate effect, to AGM in Oct 2023. RB was instructed to advise Mr Spencer.</p> <p><u>Appointment of Head Chef</u></p> <p>RB said that a Head Chef had not at present been interviewed and the kitchen was being managed by relief chefs. Currently no suitable candidate had applied.</p> <p>However, the food presentation at the Captains In/Out had been excellent and many compliments had been received.</p> <p>A candidate would be working during the week commencing Monday 31 October 2022, he encouraged members to try the food and send any comments through to him.</p> <p><u>Review of the food Menu</u></p> <p>J Webster email tabled for discussion.</p> <p>RB said that he had reviewed the day-to-day food menu and to add value to certain meals, chips had been added as standard with no price increase.</p> <p>Some meal prices had been reduced to assist in providing meal options for members despite the staggering inflation experienced.</p> <p>The new menu would take effect as from Monday 31 October 2022.</p>	
1926	<u>CAPTAIN</u>	
	<p>The draft minutes of the Capcom meeting held on 6 October 2022 were tabled for discussion.</p> <p><u>CH highlighted the following:</u></p> <p>The Committee agreed that the Ladies competition time on a Saturday and Sunday during the summer & winter would be between 10:30 & 12:00. This would also depend on prior competition bookings.</p> <p>Times would be reviewed and reduced if slots were not fully utilised.</p>	
1927	<u>FINANCE</u>	
(a)	<p><u>Management accounts & detailed report for the period to 30 September 2022.</u> had been circulated and was tabled for discussion.</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • Subscription and other income (including green fees) better than expected • Buggy Income good • Amusement Machines almost as budget • Bar & Catering operations made losses • Expenses less than anticipated <p>Profit for the month ahead of expectations</p>	

1928	<u>SUB-COMMITTEE REPORTS</u>	
(a)	COURSE A detailed course report for September 2022, compiled by the Course Manager had been circulated to members. KH Highlighted the following: <ul style="list-style-type: none"> • Trenches had been dug in areas around the course to prevent vehicles accessing the course and causing damage. • Main tees would be utilised during the winter for as long as possible. GH would monitor. • Drainage to the 16th tee would be done in-house. • 5th tee extension and delimbing some trees in front of the tee would also be done in-house. • Path 14th – 15th, temporary fix with material as is on the 4th. • Landfill project, a meeting had been held with AMS to discuss access to the site. Preferred access points would be via Wheelers Lane over land currently owned by AMS. 	
(b)	HEALTH & SAFETY An accident / incident report for 2022 was tabled. No accidents / incidents had been reported since August 2022.	
1929	<u>MANAGER</u>	
(a)	<u>Membership Analysis on 26 October 2022:</u> Full - 343 (2022-335) 5 Day - 76 (2022-76) Total Playing - 478 (2022-468) Total membership 568 (2022-554) New members – 6 full, 1 5-day, 3 flexible, 1 country, 2 juniors & 2 social	
(b)	<u>Documents circulated for discussion:</u> <ul style="list-style-type: none"> • Directors, duties & responsibilities, important that Directors are aware of their obligations to the company. • Staff and Committee structure highlighting the lines of communication. RB was responsible for the operational part of the business and the 2 committees were responsible for the policies. • Proposed meeting dates. SH requested that the November meeting be moved to 23rd. Committee agreed. • Proposed Bar & Kitchen opening and closing times, Wednesday closing for the bar at 20:00 & not 21:00. • 	
1930	<u>CORRESPONDENCE</u>	
	R Pearce - The Committee agreed that APA should meet with R Pearce.	
1931	<u>ANY OTHER BUSINESS</u>	
	MW said that he had recently attended a DCGU delegates meeting where the County 5 years strategic plan was tabled. Included in each Directors pack was a booklet detailing the strategic plan 2022 – 2027.	
	The next meeting has been scheduled for Wednesday 23 November 2022 at 17:30. There being no further business the meeting closed at 20:10.	
	CHAIRMAN	DATED