



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Wednesday 27 JULY 2022 at 17:30.

Present	A Parsons (APA-Chairman), K Harrington (KH-Vice-Chairman), C Hill (CH), A Penny (AP), M Randall (MR), D Spencer (DS) & T Townsend (TT). M Welch (MW-Co-opted member) R Bauser (RB-Manager)	Action
	G Hastie (GH), M Diment (MD), A Windsor (AW), J Bailey (JB), R Pearce (RP).	
	Capcom (Captains Committee)	
1890	<u>APOLOGIES</u>	
	None	
	A Groom resigned as a Director on 30 June 2022. The Committee agreed to present Mr Groom with a free social membership and a bar card credit for services rendered to the club.	
1891	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meeting held on 25 May 2022, were unanimously accepted as a true record, and the chairperson was authorised sign them.	
1892	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	No matters arising.	
1893	<u>CHAIRMAN</u>	
	To be discussed under Finance.	
1894	<u>CAPTAIN</u>	
	The minutes of the draft CapCom meeting held on 6 July 2022 were tabled for discussion. <u>CH highlighted the following:</u> <ul style="list-style-type: none"> • 1622(a) – Seniors financial arrangements, RB said that a service agreement had been agreed with J Gee. Seniors Committee to approve. • 1605 (c) – Gender free tees, work in progress • Ladies Fixtures 2023 – Complete • Bins & Ball washers, cost £330 each. Seniors committee to discuss. 	RP

1895	FINANCE	
(a)	<p><u>Unaudited YE Management accounts & detailed report for the period to 30 June</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 less profitable • Bar & Catering operations worse than budget due to the inclusion of exceptional wage items approved by Manco. • Expenses more than expected due to irrigation irrecoverable VAT transfer from balance sheet. • Loss for the month due to year-end adjustments & exceptional wage items. • YE Trading profit • YE Profit 	
(b)	<p><u>Draft Budget 2022/23</u> Draft budget and report tabled for discussion.</p> <p><u>DS highlighted the following items:</u></p> <ul style="list-style-type: none"> • Reduction in membership numbers • Increased capital expenditure, irrigation system and related items • Redundancy payments • Draft Budget tabled in March 2022 had to be reviewed with some major items removed. • Profit for the year • Positive Cashflow • The last few years have seen a severe upward movement in the cost of employing personnel and the increased operating costs are affected by the increase in the minimum wage, pensions, etc. which makes it exceedingly difficult to make surpluses. Without such surpluses the replacement of equipment and furniture has an adverse impact on the finances of the club. • The club finances will remain stretched over the next two or three years as the club must get used to living with the impact of the irrigation system loan. <p><u>The committee agreed:</u></p> <ul style="list-style-type: none"> • in principle to the draft budget, however committee members would in the interim review the budget, which would then be tabled at the August meeting for discussion and approval. • Budgets would be reviewed after each quarter. • if finances improved the course items, which had been removed may be re-instated. <p><u>Ladies and Men's Toilets & Showers</u> APA said that the facilities unacceptable and needed to be upgraded as soon as possible.</p> <p><u>Green Fees review</u> It was agreed that RB would review the visitor's green fees and email a proposal to committee members for approval.</p>	RB

1896	SUB-COMMITTEE REPORTS	
(a)	<p>COURSE</p> <p>KH highlighted the following:</p> <ul style="list-style-type: none"> • Vandals were still an ongoing problem. Club boundaries were not secure as vandals had too many access points. RB to look at cameras around the worst area, 15th green. • Additional bins and ball washers, £330each. <p>MR – 4th path had been washed away during a storm. KH said that a more stable surface (rubber crumb) would be investigated.</p> <p>(b) IRRIGATION (TAG – tees, approaches, greens)</p> <p><u>A report from MR was tabled highlighting the following items:</u></p> <ul style="list-style-type: none"> • All work now complete. • system proving carried out on 23rd June by Irritech, Abbotts and KHGC staff – everything working ok. • small snag list produced by Irritech. All items now completed. • project now signed off as Completed. 12 months warranty with Abbotts. • the club retained a 2.5% retention for 12 months • on 28th June, the annual maintenance service of the bore hole pump and system was carried out by Nicholls • some members have asked as to why the 16th fairway is not being watered. The water tank has not as yet collected sufficient borehole water in the new tank. • The priority was greens, tees, and approaches. • A prolonged period of rain would build up the water supply in the tank, which could then be allocated for 16th fairway irrigation. The costly alternative is to top the tank up with Bournemouth Water metered supply. <p>The irrigation installation project is now complete, and the system as has now been handed over to the Course Manager & Greens Committee to operate, maintain and fine tune as necessary. MR will continue to oversee the contractual issues until the end of the warranty period which is end of June 2023.</p> <p>(c) HEALTH & SAFETY</p> <p>Accident report attached detailing a minor accident to a contractor.</p>	
1897	MANAGER	
(a)	<p><u>Membership Analysis on 30 June 2022:</u></p> <p>Full - 385 (2021-320) 5 Day - 89 (2021-89) Total Playing - 539 (2021-461) Total membership 659 (2021-548)</p> <p><u>Membership Analysis on 1 July 2022:</u></p> <p>Full 325 (2022-385) 5 Day – 75 (2022-89) Total Playing – 450 (2022-539) Total Membership – 533 (2022-659) New members – 2 full and 1 junior</p>	

(b)	<u>AGM</u> RB - MR and DS would be retiring in terms of the club rules. MR will have completed a 3-year term and must therefore retire, but he would be eligible for re-election for a second term. DS will have completed a 6-year term and may only stand for more than two consecutive terms should there be insufficient nominations for new directors.	RB
(c)	<u>Food menu</u> RB said that the new food menu had been costed and would take effect as from 1 August 2022. There had been a significant increase in the food ingredients which would be reflected in the new increased prices. The club food menu was still extremely competitive when compared to other golf clubs. RB further proposed that the kitchen hours be reviewed to reduce the times when the staff were being paid but very little income was taken. Monday – Thursday 10:00 to 18:00, Friday 10:00 to 19:00, Saturday 08:00 to 19:00 and Sunday 08:00 – 17:00. The Committee approved the change to the closing times.	
1898	<u>CORRESPONDENCE</u>	
	<u>Ladies’ letters</u> – The Captain had corresponded with all the ladies in question. The matter was now closed.	
1899	<u>ANY OTHER BUSINESS</u>	
	The next meeting has been scheduled for Wednesday 17 August 2022 at 17:30. There being no further business the meeting closed at 19:45.	
	CHAIRMAN	DATED