



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Wednesday 25 OCTOBER 2023 at 17:30.

Present	A Parsons (APA-Chairman), C Hill (CH), S Rook (SR), M Randall (MR), S Keen (SK), A Penny (AP) & J Gee (JG). K Eden (KE - Manager)	Action																		
2041	<u>APOLOGIES</u>																			
	M Welch (MW) & T Townsend (TT)																			
Attendance	<table><tr><td><u>1 Meeting Held</u></td><td><u>Attended</u></td></tr><tr><td>A Parsons</td><td>1</td></tr><tr><td>T Townsend</td><td>0</td></tr><tr><td>C Hill</td><td>1</td></tr><tr><td>S Rook</td><td>1</td></tr><tr><td>M Randall</td><td>1</td></tr><tr><td>A Penny</td><td>1</td></tr><tr><td>J Gee</td><td>1</td></tr><tr><td>S Keen (Alternate)</td><td>1</td></tr></table>	<u>1 Meeting Held</u>	<u>Attended</u>	A Parsons	1	T Townsend	0	C Hill	1	S Rook	1	M Randall	1	A Penny	1	J Gee	1	S Keen (Alternate)	1	
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2042	<u>FINANCE</u>																			
(a)	<p><u>Management accounts & detailed report for the period to 23 September 2023 was included in all members packs.</u></p> <p><u>Overview included:</u></p> <ul style="list-style-type: none">Subscription and Other IncomeBar & Catering operationsOther ExpensesTrading profit (before depreciation)Less DepreciationPROFIT for the month																			
(b)	<p><u>Cashflow to 30 June 2024</u></p> <p>Projections to end September2023 reflects a surplus.</p>																			
(c)	<p><u>Bar & Catering:</u></p> <p>Bar & Catering purchases inflated due to month stock purchases, as well machinery expenses were higher due to the new dishwasher order. Less Bar & Catering Expenses: £18,909 (Budget £18,055)</p>																			
(d)	<p><u>Club Expenses (more than budget):</u></p> <ul style="list-style-type: none">This is due to the increase order for fungicide and fertilizer <p>Service to members: less than forecast:</p> <p>Clubhouse: less than forecast</p>																			

	<p>Administration: less than forecast</p> <p>Irrecoverable VAT: less than forecast</p> <p>Finance: more than forecast Variable Loan base (4%) plus 3.43% = 7.43%. Fixed loan interest rate, 5.52%,</p> <p>Trading Profit for the month</p> <p>Less Depreciation: more than forecast</p>	
2043	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meetings held on 23 September 2023, were unanimously accepted as a true record, and the chairperson was authorised sign them.	
2044	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	<p>CH brought attention to the committee of when the joining fee will start? Committee decided that the fee will commence from 01/11/2023 of a fee of £500.00. £50 will go towards the new members bar cards.</p> <p>APA stated the current waiting list (this sitting on 10 members on the 5-day membership), shouldn't be charged for the joining fee when spaces for full day membership become available. This was agreed by the whole committee.</p> <p>MR stated that the auditor accounts shown by Harrisons was still showing Reunert Bauser instead of Kevin Eden. This will need to be changed going forward in next Auditors accounts.</p>	<p>KE</p> <p>KE</p>
2045	<u>CHAIRMAN</u>	
	<p>APA listed the following directors to oversee the following projects / departments of KHGC:</p> <p>TT – Greens & House Project CH – Greens & House Project SR – Greens MR – Golf Academy Project JG – Golf Academy Project SK – House Project AP – House Project</p> <p>MR brought to the attention of the Chairman that there was no Finance Director advertised before the AGM and no voting could have taken place for the position. APA felt that the current operations were fine between the club and Harrisons to carry on as normal as previously done for the 2022/23 period.</p> <p>JG stated and according to the articles in the KHGC Memorandum & Articles of Association that the board shall include a Finance Director who shall be voted into role at the AGM. If no suitable candidate is found the Club Manager may seek the services of a professional firm.</p> <p>KE to investigate with Mark Macgrath (Harrisons) of how this will exactly work going forward and if an EGM will need to be organised to vote for the best suitable candidate in the position (if need be). KE to report back</p>	<p>KE</p>

	to the committee on the feedback from Harrisons and then a final decision will be made with regards to the finance for the club going forward. JG would like to stand as FD going forward, but the decision will only be made once feedback has been received from Harrisons.	
2046	<u>CAPTAIN</u>	
	<p>SK stated that Sarah Lillis has shown interest in the position as the Safe guarding officer for the club going forward, this is due to Jackie Wilson resigning from the position going forward.</p> <p>Dr. Ravi Sastry & Jane Paine have shown interest to help assist with the Junior section with Andy Windsor.</p> <p>SK had an incident with a young member this past Sunday (22/10/23) with regards to dress code for the golf course and was wearing Jeans before teeing off. The young member was informed by SK to please purchase golfing trousers from the Pro Shop and unfortunately did not obey the rule and proceeded to play golf from the 11th Hole. A warning letter will need to be given as an action point from the club. SK / AW to give the name of the member to KE, a letter will need to be given from the club and will be valid for 6 months.</p> <p>SK stated that there were too many cigarette buds from functions thrown in the outside car park area near the front door. This was noticed the next morning after the Captain In/Out function.</p> <p>KE to look into getting a sign made up by the front doors to guide members and guests to the smoking section. KE to also to look into purchasing more ashtrays for the cigarette buds and to help assist Pete in the mornings.</p>	
2047	<u>SUB-COMMITTEE REPORTS</u>	
(a)	<p>COURSE</p> <ul style="list-style-type: none"> • APA reported that the new drainage system has been working fantastic and was installed just in time before the bad weather broke out this week. The Blarney GS that played last week Friday thoroughly enjoyed their golf and was extremely complimentary. • The new practice nets installation will commence from the 30th November 2023 (Monday) and is estimated to take around 2 weeks for final installation. • MR brought up the question from the Senior's section of what amount needs to be contributed to the nets? APA mentioned that the amount will need to be decided by the Senior section but will hugely help the club. This will be decided at the Senior's committee meeting next Tuesday. • MR asked the question if the pathways on the course can be redone for Health and Safety reasons. Graham has already been obtaining quotations and looking to purchase the materials, then having the green team to lay down the pathways. Hole 4, 8 and 13/14 to be looked as the predominant areas of attention. <p>HOUSE PROJECT (CAPITAL) – RC & MR</p> <p>SK reported:</p> <ul style="list-style-type: none"> • Has received a 1st quotation from Commercial Washrooms for the toilet facilities. Unfortunately, the quotation received was 	<p>TT & GH</p> <p>SK</p>

	<p>substantially higher than originally expected and will need to be relooked at.</p> <ul style="list-style-type: none"> • There will be a 2nd Quotation to be sent from another contractor and will wait for further feedback. • SK has spoken to Lesley (from the office) of potentially obtaining a 3rd quotation. Lesley has expressed that commercial washrooms has over quoted and feels the club's current budget would be enough to redo the look of the current toilets for the men's and ladies. • SK is still waiting for feedback from the ladies with regards to any wishes and look for the ladies toilets. <p>GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, KE & APA</p> <ul style="list-style-type: none"> • KE report the below information from Commercial Recycling: <p>“Apologies for the lateness of this update. To confirm, the ecologist did survey the site last week.</p> <p>Rob Jeffries, who accompanied me when we met, is heading up the planning work, including sub-consultants, such as ecology work.</p> <p>Rob's on leave this week, but last week had advised me that the ecologist had what they needed and was being tasked with looking at options – to find the best balance between what you / we'd like to do and what would be likely to get a 'no objection' from Natural England at planning application stage, given the site's location neighbouring the Canford Heath protected habitat.</p> <p>I've set a diary reminder to contact Rob next week. When I do, I'll be in touch.”</p> <ul style="list-style-type: none"> • No time frame has been given from Commercial recycling and will wait for further feedback • APA brought to the attention that Dudsbury GC has offered their materials from the Driving Range (i.e mats, posts, etc.) to KHGC. Kevin, Graham and Andy W to investigate, also to find out the costings for the transportation of the materials as this seems to be the only cost for KHGC will need to incur. <p>HEALTH & SAFETY</p> <p>KE reported:</p> <ul style="list-style-type: none"> • Mrs. Notley slipped and broke her ankle on the 8th October 2023 at the 8th Hole pathway. Unfortunately, she lost her footing down the pathway and twisted her ankle. No claims have been given and Mrs. Notley would like the pathway to be done when she gets back from the US next year. This has been filed in the accident report file and placed in the manager's office. 	<p>MR & KE</p> <p>KE</p>
2048	<u>MANAGER</u>	
	<p><u>Membership Analysis on 31 August 2023:</u></p> <p>Total Full Members – 410 Total 5 Day Members - 93 Total Playing - 568 Total membership – 674</p>	

	KE predicted that November will be an extremely busy month (weather dependent) for the club as all the new members from Dudsbury will be starting from the 1 st November 2023. This will closely monitored and will be reported back to the committee.	
2049	<u>CORRESPONDENCE</u>	
	<p>Andy Rowe reported on 19/10/23, the £45 Levy was briefly discussed at the AGM and there was some misunderstanding as to what this is being used for. I have attached the last Chairmans report/this years Subs letter which mentions it and this possibly explains where the confusion lies? I have highlighted the particular points and note some subjects (paths, bunkers, rope drainage) are listed in "Capital projects" as well.</p> <ul style="list-style-type: none"> • APA stated the £45 has gone into all the projects (i.e. Capital projects, etc.) for the golf course and the day-to-day maintenance of the course. <p>Andy Rowe reported on 09/10/23 the general concerns over the use of the course and going forward:</p> <p>"Please may I draw your attention to this morning's "Live" situation. Sunday morning and the calendar states 1030-1200hr Ladies 18/9 Qual and Juniors Stableford (Integrated?). The first tee is empty and has been for the last hour. What a waste and on such a lovely day! I believe there are only 12 Ladies entered.</p> <p>The continuing ball chute over online booking debate and overall use of the course; busy in mornings compared to much less use in the afternoons, fitting in Societies around members demands, Roll ups, Ladies general play time et al will all require careful consideration. I'll be interested to know what the Management Committee are considering to make Knighton Heath Golf Club even better for everyone in the future."</p> <ul style="list-style-type: none"> • SK stated that the golfers will learn when to tee off when using the ball chute and this would be a better system than using a timesheet. This will be monitored by the club and reported back to the committee. 	
2050	<u>ANY OTHER BUSINESS</u>	
(a)	No other business to report on	
	<p>The next meeting has been scheduled for Wednesday 22 November at 17:30.</p> <p>There being no further business the meeting closed at 19:30.</p>	
	CHAIRMAN	DATED