



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Thursday 18 August 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)	
1900	<u>APOLOGIES</u>	
	None	
1901	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meeting held on 27 July 2022, were unanimously accepted as a true record, and the chairperson was authorised sign them.	
1902	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
(a)	<u>Upgrading of Clubhouse Toilets & Showers</u> APA advised that he had held discussions with Gary Oates (former owner at Oates Construction) who had said that he had bathroom fixtures and fittings which he would donate to the club. This would reduce the cost of the project. Mr Oates also said that he still had contacts at the company, and they could design and cost the project. APA would follow up. MR asked if the drainage would also be looked at re blockages. APA said that it would be incorporated into the project.	APA
(b)	<u>Seniors Clutterbuck</u> MR said that RP had been quoted £7.36 for a 9-hole breakfast for members after the competition. He wanted a further discount based on numbers playing. RB had said that the quoted price was all that could be offered. The Committee agreed that the quoted price should stand. P Greenslade had also sent an email complaining about the increased costs on the food items. DS said that the food prices reflect the increased ingredients costs. The club had only increased prices as from 1 August 2022. MR – Committee should monitor the gross % monthly. TT – smaller portion of chips.	

<p>(c)</p> <p>(d)</p>	<p><u>Visitors Green Fee increase</u> RB advised that it was complete and would take effect from 1 August 2022.</p> <p><u>Food Menu</u> RB said that it was complete and would take effect from 1 August 2022.</p>	
1903	<u>CHAIRMAN</u>	
	<p>The club seemed to be doing well in the current financial climate. The staff must be complimented on their efficiency during the recent Andy Nicholas wake, a well-managed event with around 100 people attending.</p> <p>All the staff were a credit to the golf club.</p>	
1904	<u>CAPTAIN</u>	
	<p>The minutes of the draft Capcom meeting held on 3 August 2022 were tabled for discussion.</p> <p><u>CH highlighted the following:</u></p> <ul style="list-style-type: none"> • Service in the clubhouse during the wake was commendable and appreciated by the Nicholas family. The mother of Andy Nicholas would be invited to the club prize giving to accept the trophy won by Andy. • Course was in a good condition considering the extreme summer temperatures. • Men's Invitation day on 10 Sept 2022. • Men's Foursomes final agreed to extend by a week provided all players agreed. • Ladies' competitions currently reserved at weekend for 09:30 must move back to 11:30 time slot (summer) and 11:00 (winter). Would be discussed at the next Capco meeting. • MW suggested an hour tee time, only extend if necessary. <p>The Seniors Service agreement had been circulated and tabled for approval. RB said that the Seniors Committee had approved the agreement.</p> <p>By a show of hands, the Directors present unanimously approved the Seniors Service agreement as tabled.</p>	
1905	<u>FINANCE</u>	
<p>(a)</p>	<p><u>Management accounts & detailed report for the period to 31 July 2022</u>, had been circulated and was tabled for discussion.</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • Subscription income less than expected • Green Fee income less than forecast • Buggy Surplus slightly better than anticipated • Gaming Machines less profitable • Bar & Catering operations profit • Expenses less than expected • Profit for the month, 	

	<p>(b) Cashflow The opening balance for July was better than expected, although the expected revenues in August may be much less as some subscription payments were received earlier in July.</p> <p>(c) Draft Budget 2022/23 Draft budget and report tabled for discussion.</p> <p><u>DS commented as follows:</u> There is no allowance for any other capital spending in this year's budget.</p> <p>Further the club finances will remain stretched over the next two or three years as we get used to living with the impact of the irrigation system loan.</p> <p>A budget review will be carried out in October 22.</p> <p>DS proposed acceptance of the budget as tabled, APA seconded.</p> <p>By a show of hands, the Directors present unanimously approved the 2022/23 budget.</p> <p>(d) YE unaudited accounts <u>DS highlighted the following:</u> DS proposed that the Directors authorise him to sign the accounts after discussions were held with the auditors, seconded by APA.</p> <p>By a show of hands, the Directors present unanimously authorised DS to sign the 2021/22 accounts on behalf of the club.</p> <p>(e) Water tank level gauge - The Directors agreed to review towards the end of the year.</p> <p>(f) Insurance premium Due to the club's history of claims the insurance premium for 2022/23 had increased.</p>	
1905	<u>SUB-COMMITTEE REPORTS</u>	
	<p>(a) COURSE KH highlighted the following:</p> <p><u>Landfill – Practise range</u> KH said that two contractors were interested in undertaking the project. The club would have to survey the area to determine the amount of landfill required which would then be included in a tender process.</p> <p>MR said that RP had requested to be part of the landfill sub-committee. APA said that no sub-committee had been appointed as the project could not move forward without a survey.</p> <p><u>Relocation of Course Manager</u> GH had now relocated to Bournemouth and regular monthly meeting would be scheduled. A monthly course report would also be tabled at all future committee meeting.</p> <p>MR said that a survey should be completed to identify the gap in the boundary.</p>	

	<p>MR said that he was surprised to meet a new employee, Paul Miles. RB said that he was currently on 3-month probation and was included as an additional staff member, as approved by Manco.</p> <p>RB said that Tom Filkin, had also resigned and that his last day of work would be 8 September 22. A replacement, Daniel Parker had been interviewed and appointed as an apprentice greenkeeper. Daniel would also attend College which would be paid for by a government grant.</p> <p>(b) HEALTH & SAFETY Accident report detailing a trip by a member over a protruding patio slab which resulted in a fall. RB would ensure the necessary repairs would be completed.</p>	
1906	<u>MANAGER</u>	
(a)	<p><u>Membership Analysis on 18 August 2022:</u> Full - 338 (2022-335) 5 Day - 76 (2022-76) Total Playing - 474 (2022-468) Total membership 563 (2022-554) New members – 3 full, 3 flexible, 2 juniors & 2 social</p> <p>(b) <u>AGM Schedule</u> A schedule of important dates was circulated. RB said that the following reports must be received on or before Friday 16 September 2022: Chairman's, Course, Finance, Captain's, Seniors & Ladies Section.</p> <p>(c) <u>Appointment of a Finance Director</u> DS said that he would in terms of the rules be retiring at the AGM. RB said that he would discuss with the auditors the possibility of them providing a service if no suitable candidate is found.</p> <p>(d) <u>Vehicle Electrical Charging points</u> Both options tabled would only be available to members, visitors and guests. Future proofing the club. The committee agreed that RB should investigate and provide more detail.</p>	
1907	<u>CORRESPONDENCE</u>	
	None	
1908	<u>ANY OTHER BUSINESS</u>	
	<p>The next meeting has been scheduled for Wednesday 28 September 2022 at 17:30.</p> <p>MW tabled his apologies as he was unavailable.</p> <p>There being no further business the meeting closed at 19:50.</p>	
	CHAIRMAN	DATED