



## KNIGHTON HEATH GOLF CLUB

**Minutes of the STEERING Sub-Committee (MANCO) Meetings held on Monday 6, Tuesday 14 April, Friday 15 May and Friday 29 May 2020 at 17:00.**

<b>Present</b>	J Airth (JA-Chairman), M Collins (MC-Vice-Chairman), C Flay (CF-Captain) & D Spencer (DS).  R Bauser (RB-Manager)	<b>Action</b>
<b>1671</b>	<b>TUESDAY 6 APRIL 2020 – SKYPE – All present</b>	
<b>(a) Finance</b>	<p>JA opened the discussion and said that he had requested cashflows from both DS and RB.</p> <p>One detailed the current closure to end in September and the other to end in Dec 2020.</p> <p><b>The Committee unanimously approved the following:</b></p> <ul style="list-style-type: none"> <li>Members would be invoiced for the full amount, as agreed by Manco, however members would have 2 options, pay the full amount (preferable) or pay 50% of the subscription (to end Dec) on or before 30 June 2020.</li> <li>Lockers &amp; trolley spaces would not have to be paid initially.</li> <li>EG/DCGU/DCLGA fees would have to be paid in full by 30 June 2020.</li> <li>Premium Credit payers would be loaded with the full subscription amount, plus the additions, unless otherwise advised re 50%, by Monday 15 June 2020 (email or letter).</li> </ul>	
<b>(b)</b>	<ul style="list-style-type: none"> <li>Subscription invoices would be emailed or posted by 1 May 2020.</li> <li>Payment would have to be made via a bank transfer or the “howdoipay” secure portal on the website.</li> <li>Instituting joining fees as from 1 August 2020 was still a consideration.</li> </ul> <p>RB said that an overdraft facility had been approved and was in place</p>	
<b>(c) General</b>	<p>JA said that he was concerned as to the residents along the 15<sup>th</sup> tee clearing the bush on the KHGC side of the boundary. They also seemed to be dumping branches etc onto KHGC property.</p> <p>He said that RB should report them to the police for trespassing and also send each a letter advising them to refrain from any activity on KHGC property.</p> <p>RB said that he would also discuss the matter with CM.</p> <p>There being no further business the meeting closed at 18:20.</p>	<b>RB</b>

1672	<b>TUESDAY 14 APRIL 2020 – SKYPE - All present</b>	
	<p>JA said that the meeting was arranged to discuss the clubs <b>Job Retention Scheme (JRS)</b> claim.</p> <p>It was agreed that the club would furlough non-essential staff and claim 80% of their wages through the JRS.</p> <p>There being no further business the meeting closed at 18:00</p>	
1673	<b>FRIDAY 15 MAY 2020 – SKYPE - All Present</b>	
	<p>(a) <b><u>Finance</u></b>  The Management accounts &amp; report as well as the cash flow projections for April 2020, had been circulated to all Manco members.</p> <p><u>DS reported as follows:</u></p> <p><i>Accounts:</i></p> <ul style="list-style-type: none"> <li>• Club closed with no activity</li> <li>• Furlough scheme in operation</li> <li>• Income higher than expected</li> <li>• Expenses less than budget</li> <li>• Cashflow continuing negative</li> </ul> <p><u>RB reported as follows:</u></p> <ul style="list-style-type: none"> <li>• A claim had been submitted to Sport England for financial assistance with monthly expenses.</li> <li>• A claim had also been submitted to Circle Golf for business interruption. The claim is currently in dispute as Circle have advised that they are not liable under the insurance policy. A court case is currently in progress (Army G C) as to business interruption claims from golf clubs.</li> <li>• Bar &amp; Kitchen stocktakes will take place on Tuesday 30 June 2020.</li> <li>• The replacement of the course tee signage was for the account of ProGame, as per the agreement.</li> </ul> <p>(b) <b><u>General</u></b>  <u>JA</u> said that the fairway and semi rough had been cut too short, there was no longer any definition between the two. The Committee agreed to request that all Manco and Capco members submit a first impressions of the course after lockdown as well as any recommended as to improvements.  RB to action.</p> <p><u>RB</u> said that the Pro Shop would remain closed as per PGA guidelines, however the telephone would be manned to assist with members queries and tee bookings. The Committee agreed that the Professional would be paid his normal monthly retainer for the service.</p> <p><u>Tee times</u> - It was agreed that the tee times for the forthcoming weeks would be released on each Sunday i.e. tee times for the week commencing 1 June would be released on Sunday 17 May 2020.  There would then always be 3 weeks of tee times available for booking.</p>	

	<p><u>The tee booking system</u> had initially been disabled due to the demand and telephone bookings had to be taken, however the system had now been enabled and seemed to be running smoothly.</p> <p>There being no further business the meeting closed at 18:20.</p>	
1673	<p><b>FRIDAY 29 MAY 2020 – CLUBHOUSE LOUNGE</b>  <b>Apologies D Spencer (shielding)</b></p>	
(a)	<p><b><u>Course Condition</u></b></p> <p>The course improvements suggestions from both the Captain's and Management Committees together with feedback from the Course Manager was circulated and tabled for discussion. The Course report for May was also circulated to Manco members.</p> <ul style="list-style-type: none"> <li>- The general first impressions from the majority of the Committee members was that the course was in a good condition.</li> <li>- It was noted that the fairways were very dry, and in some cases turning to dust, 4<sup>th</sup> fairway left and right. Look at narrowing the fairway.</li> <li>- The 14<sup>th</sup> tee was very dusty, CM to look at sprinkler water distribution on the tee.</li> <li>- Right of 16<sup>th</sup> run off was burnt.</li> <li>- CM show look at hand watering the worst tees.</li> <li>- Fairways to be cut at maximum length, 18mm with the semi rough 1¾ ins as per BIGGA guidelines.</li> <li>- Course needs to be presented with more definition.</li> <li>- Disappointing that there were a large number of pitch marks that had not repaired, the course had only been used by members.</li> </ul> <p><b><u>Tee Booking System</u></b></p> <ul style="list-style-type: none"> <li>- <u>Week Commencing 1 June 2020</u> - new 4-ball format will be available. If a member had already made a booking on the same day that they were now joining a 3 or 4 ball, they must be reminded to delete their previous booking accordingly.</li> <li>- <u>Playing limits</u> - The restriction on the number of bookings (number of times a member is allowed to play) per week would be removed as from 1 June 2020.</li> <li>- <u>Competitions</u> - In order to allow all members to play the course on a more regular basis, competitions will not take place until further notice. The Management would review the situation on a regular basis.</li> <li>- <u>Bunkers</u> - will remain as "Ground Under Repair".</li> <li>- <u>Preferred Lies</u> – in accordance with R &amp; A guidelines preferred lies will no longer be in operation, as from Monday 1 June 2020.</li> </ul> <p>The club management does understand the members frustration with the temporary tee booking system which, when a significant number of members try to book at the same time drastically slows up the performance of the system.</p> <p>The tee booking system is a temporary measure instituted in accordance with the government guidelines and the Committee asked that members please bear with them during this uncertain period.</p>	

	<p>The Pro Shop will also assist with any bookings.</p> <p>It is essential that golfers continue to strictly observe social distancing and safety regulations relating to the COVID-19 pandemic.</p> <p>All other guidelines pertaining to the playing of the game remain unchanged from those issued ahead of golf's phase one return on 13 May.</p> <p>(c) <b><u>General</u></b></p> <ul style="list-style-type: none"> <li>- Sport England had rejected the club's application for a grant.</li> <li>- The club would apply for an England Golf grant as soon as the criteria and application process opened.</li> <li>- Fore Business had requested, in terms of their agreement with the club, 4 tee bookings in the afternoon on Thursday 25 June 2020. The Committee would review the bookings and advise Fore Business as to booking times by 11 June 2020.</li> </ul> <p>There being no further business the meeting closed at 19:15.</p>	
1674	<b>WEDNESDAY 10 JUNE 2020 – SKYPE – All present</b>	
	<p>(a) <b><u>Bunkers</u></b></p> <p>RB said that in discussion with the Greens Sub-Committee and CM, it was recommended that bunkers should be brought back into play. The Committee agreed that bunkers should remain GUR until further notice due to the problem with foot holes and members not adhering to the guidelines for bunkers as set by R &amp; A.</p> <p>(b) <b><u>Board Competitions</u></b></p> <ul style="list-style-type: none"> <li>- All competitions up to 17 July would be suspended until further.</li> <li>- As from 18 July, only club board competitions would be played as per the current calendar, no Seniors or Ladies competitions until further notice. To be reviewed by the Captains Committee (Capco) as and when necessary.</li> <li>- Club board competitions that had been suspended prior to 17 July 2020, would be phased in thereafter, if time permitted.</li> </ul> <p>(c) <b><u>Other Competitions</u></b></p> <ul style="list-style-type: none"> <li>- NHS Heroes competitions would take place as from Saturday 11 to Wednesday 15 July and be played in a stableford format. All entry fees would be donated to the NHS Heroes funds of Bournemouth and Poole Hospitals.</li> <li>- After 15 July 2020, only club monthly competitions would be allowed until further notice. No Seniors or Ladies Competitions. Competitions would be played as a 4ball format. Would be reviewed by the Capco as and when necessary.</li> <li>- PGA Professional Day on 2 August, to be moved to an agreed date later in the year, possibly Sunday 6 Sept 2020.</li> <li>- Captains Day on 11 July, to be moved to an agreed date later in the year, possibly Saturday 5 September 2020.</li> </ul>	

	<p>(d) <b><u>Matches (Friendlies and League)</u></b></p> <ul style="list-style-type: none"> <li>- All Club, Seniors and Ladies matches to be cancelled for 2020 due to the social distancing restrictions and the inability of the club to cater for groups.</li> <li>- Club friendly and mixed matches would be immediately cancelled.</li> </ul> <p>(e) <b><u>Opens</u></b></p> <p>The following opens for 2020 to be cancelled.</p> <ul style="list-style-type: none"> <li>- Mixed on 28 June</li> <li>- Seniors on 17 July</li> <li>- Men's on 1 August</li> <li>- Junior on 6 August</li> </ul> <p>Other Opens after the 6 August would be reviewed by Capco as and when necessary.</p> <p>(f) <b><u>General</u></b></p> <ul style="list-style-type: none"> <li>- <u>The Club Championships and Godfrey Elliott Bowl</u> and Ladies Club Championships will take place on the Saturday 1 &amp; Sunday 2 August.</li> <li>- <u>Guests of a member</u> to be allowed as from Monday 15 June with bookings restricted to after 13:00, Monday to Friday and limited to a week in advance. Bookings and immediate payment to be made through the Pro Shop.</li> <li>- <u>Visitors</u> to be allowed as from 15 June with bookings restricted to after 14:00, Monday to Friday and limited to a week in advance. Bookings and payment to be made through the Pro Shop.</li> <li>- <u>Tee Sponsors</u> to be allowed as from 15 June with bookings restricted to after 14:00, Monday to Friday and limited to 2 x 4balls per day a week in advance. All bookings to be made through the Pro Shop.</li> <li>- <u>Reciprocal</u>s – No bookings to be taken until further notice.</li> <li>- <u>Societies</u> – Cancelled to end August 2020, to be reviewed thereafter.</li> <li>- <u>Forest Holme Charity Day</u> – Friday 7 August, RB to liaise with organisers.</li> </ul> <p>(g) <b><u>Planning prior to clubhouse opening</u></b></p> <p><u>RB reported on progress:</u></p> <ul style="list-style-type: none"> <li>- Roped off queuing system for the bar through the centre of the lounge. Distance markers and arrows to be installed.</li> <li>- 19<sup>th</sup> door to remain closed, all to enter through the main door.</li> <li>- Lounge, Dining Room and 19<sup>th</sup> chairs to be arranged as per social distancing rules.</li> <li>- Screens to be placed on the bar to safeguard the staff behind the bar.</li> <li>- Face guards to be worn by bar staff.</li> <li>- All other staff to wear disposable gloves and face masks.</li> </ul>	
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