



KNIGHTON HEATH GOLF CLUB

Minutes of the Captains Committee held on Wednesday 6 April 2022 at 17:30.

Present	C Hill (CH-Captain), S Rook (SR-Vice-Captain), K Harrington (KH-Vice-Chairman), R Pearce (RP-Seniors Captain), J Bailey (JB-Ladies Captain) & J Paine (JP-Ladies Vice-Captain). J Airth (JA-President) R Bauser (RB – General Manager) A Windsor (AW)	Action
	Graham Hastie (GH), Captains Committee (Capcom), I Hulse (DCGU)	
	Management Committee (Manco)	
1594	APOLOGIES	
	D Haines	
1595	MINUTES OF PREVIOUS MEETING	
	The minutes of the meeting held on 2 March 2022, were tabled for discussion. On a show of hands, the majority of the Committee approved the minutes, and the captain was authorised to sign them as a true record.	
1596	MATTERS ARISING	
	<p><u>Steering Committee meeting:</u> Letters were sent to the Ladies & Seniors Committees, signed by APA & CH, outlining the discussions held.</p> <p>RP tabled a note outlining the Seniors concerns and items for clarification (attached to minutes).</p> <p>It was noted that Mrs P Chard and Mrs P Yeats had sent letters to the Chairman and Captain.</p> <p>The Seniors note would be tabled at the next Manco meeting for discussion.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> All trophy engraving, medals and expenses relating to the various competitions would be paid by the club. Seniors' terms of reference would have to be revised. 5 Day members playing in competitions on a weekend. Manco to decide as to the applicable green fee. 	<p>MANCO</p> <p>MANCO</p>
1597	CAPTAIN	
(a)	<p>CH – any items to be included in the agenda must be forwarded to RB by 12:00 on the Friday preceding the meeting. Agreed.</p> <p>CH highlighted the following:</p> <ul style="list-style-type: none"> Appointment of new Course Manager, Graham Hastie Course currently in a very good condition for the time of the year. Installation of the irrigation system almost complete. Some greens damaged by vandals. 	

1598	MANAGEMENT COMMITTEE	
	<p>The abridged minutes of the Manco meeting held on 16 March 2022 was tabled for discussion.</p> <p>Items covered in Captains report.</p> <p>JB – some dogwalkers dogs were not on leads. JA said impossible to police.</p>	
1599	SUB-COMMITTEE REPORTS	
(a)	<p><u>Ladies – JB</u></p> <ul style="list-style-type: none"> Ladies Captain v Vice Captains match was very enjoyable and was followed by a dinner where 43 ladies attended. Vice-Captains team won 8½ to 2½. 	RB CAPCO CAPCO
(b)	<p><u>Seniors – RP</u></p> <ul style="list-style-type: none"> Attended the DCGU AGM which lasted about 10 minutes, however some points to note: <ul style="list-style-type: none"> £1,5k grant from DCGU was available for the Juniors. RB to follow up with DCGU. John White was available to host a rules evening as he has done previously at the club. Gender free tees, some club had already adopted. Friendly match, beat Came Down 3½ to 2½. Winter League finals 4 April, 4 teams (32 Players) attended a presentation and meal, trophy won by Meyrick Park. Format to be review for 2023 as more teams wished to join the league. Wine Scramble full, 160 entries. Volunteers were required to clear branches, cones on the course, Tuesday 12 April 2022. Response to date 5 members. JA said in terms of H & S high vis jackets would be required as well as supervision by GH. Captain v Vice-Captains match raised £250 for the Ukraine Charity. 	
(c)	<p><u>Professional – AW</u></p> <ul style="list-style-type: none"> Thanked the club management for the new entrance door which is part of a wider refurbishment project. A Trackman 4 had been purchased to assist with coaching and club fitting. Coaching fees would be revised to include the above. Staff had been fully trained. 	
d)	<p><u>Handicaps & Competitions – SR / AW</u></p> <ul style="list-style-type: none"> Beckford Bowl match v High Post, Sunday 10 April 2022 Dorset Captains v Wiltshire Captains, Wednesday 27 April 2022 England v Rest of the World on 7 May 2022 (Ryder Cup) Winter KO 2020 winners, G Russell & S Coleman to be added to honours board. 	
(e)	<p><u>Juniors – AW</u></p> <ul style="list-style-type: none"> New member, Charlie Neal, 13 years of age. Preparing for the Junior KO. 	

	<ul style="list-style-type: none"> Colonial Cup (Wessex v Atlanta) - The competition is Foursomes, Fourballs and Singles matches, played over 4 days on different courses in the Atlanta area. Andy Su from Knighton Heath GC has been chosen for the team. 	
(f)	<u>Social - RB</u> Forthcoming events: <ul style="list-style-type: none"> Sunday 6 March - Mixed 4's lunch - 43 Friday 25 March – Race night – 30 (enjoyable, disappointing numbers) Mother's Day Lunch - 24 Friday 29 April – Quiz night (Seniors) Saturday 14 May – Rock n Roll Party 	
(g)	<u>Match / Competition Results</u> Bridport B v Came Down won 2½ to ½ & lost to Crane Valley 2½ to ½.	
1600	MANAGER	
(a)	<u>Membership analysis on 6 April 2022</u> Full: 373 (2021 – 319) 5 Day: 85 (2021 – 90) Total playing: 517 (2021 – 461) – Best numbers since 2014. Total members: 632 (2021 – 548) New playing members: 66 New playing members since last meeting (2/3/2022): 12	
(b)	<u>Opens</u> Mixed: 48 players – 26 June 2022 Men's: 38 players – 6 August 2022 Juniors: 1 player – 4 August 2022 Pro-Am: 1 team of members – 16 September 2022	
1601	CORRESPONDENCE	
	<u>Dorset PGA</u> – club requested to host the Dorset & Wiltshire PGA Winter Series, Thursday 8 December 2022, 10:00-10:30. Complimentary green fees. Committee unanimously agreed to host the match.	
1602	ANY OTHER BUSINESS	
	There being no further business the meeting closed at 19:15 Date of next meeting – WEDNESDAY 4 MAY 2022	
	<p>-----</p> <p>CAPTAIN</p>	<p>-----</p> <p>DATE</p>

ATTACHMENT – Refer to item 1596

5 April 2022

Club Captain, Chairman

Dear Chris, Andy

The Seniors Committee have discussed the proposals set out in your letter dated 25 March 2022 and have a number of concerns. We believe these concerns can be addressed by the amendments and clarifications to your proposals set out below (using the wording in your letter as reference).

- a) All organised club competitions (members only) entry fees would be allocated on the basis of 70% towards the competition prizes and 30% to be retained by the club for administration and other expenses. ~~Expenses such as trophy engraving and competition medals would be for the account of the Seniors section.~~ The above would take effect from 1 April 2022 **or, if later, for the competition booking next following the date on which members are informed of the changes.**

Clarifications:

For the purpose of consistency, Seniors competitions would be comparable to, and consistent with, other club competitions, in particular:

1. Entry fees and the optional sweep would be the same as for other club competitions;
2. Prize money allocation would be the same as for other club competitions;
3. Medals, board inscriptions and any other awards for competition winners would be the same as for other club competitions, and the cost met by the club.

- b) The **(proposal that the Seniors section current and other accounts to be closed on 1 July 2022 be raised and voted on at the next AGM. The relevant current Seniors TOR concerning the Seniors financial responsibilities are set out in the note below)** and all funds transferred into the KHGC current account for allocation to a designated **(designated?)** account in the club's balance sheet, restricted for use only by the Seniors section.

The club office would therefore process all claims, pay creditors and make deposits etc, as well as produce a statement of account at the end of each month, which would be emailed to the Seniors Treasurer.

Clarifications:

1. In the event of any issue arising (e.g. a possible mis-posting), the club Manager and Seniors Treasurer shall work together to resolve the issue at the earliest opportunity.
 2. The club office shall produce an adhoc statement at the request of the Seniors Treasurer.
 3. The statement of account shall provide sufficient information to allow the production of monthly management accounts for the Seniors Committee and year-end accounts for the Seniors Section.
- c) Surplus funds at the year end (30 June) in excess of £1,000 would be transferred to a designated fund for projects, as agreed with the club management (Manco). Any prepaid income, **liabilities and provisions** would be accrued by the section.

Clarifications:

1. The designated fund for projects would be used only for projects agreed by both Manco and the Seniors Committee.

2. The figure of £1,000 to be reviewed by Manco, at the request of the Seniors Committee, at most annually.

The above points apply only to the financial arrangements in respect of the Men's Seniors Section.

Kind regards

Richard Pearce Seniors Captain

Note: Extract from Terms of Reference of Men's Seniors Section Committee

"Authority

The Men's Seniors Section Committee is a subcommittee of the Knighton Heath Golf Club Captains Committee, from which it derives its delegated authority. This Terms of Reference has been approved by the Captains Committee and any changes to its content must be also be approved by that committee. For the avoidance of doubt, where there is a conflict between these Terms of Reference and the Memorandum & Articles of Association ("Club Rules" – as amended), the more onerous requirement of the Club Rules or these Terms of Reference will prevail.

Objectives

- Administer Seniors Section competitions in compliance with the Seniors Competition Rules.
- Arrange Seniors Section competition fixtures with other clubs, having due regard for other section, inter-club or society matches organised.
- Oversee the balance of funds for the Seniors Section, including the raising and dispersal of funds in respect of Seniors Section events and any surplus arising there from and maintain proper financial records.
- Organize the Seniors Section Annual General Meeting (AGM) and all nominations for the Committee.
- Provide copies of Minutes of Meetings for all members on the club web site.

Senior Treasurer (quoted in "Key Roles and Responsibilities of Seniors Committee Members")

Seniors Treasurer

- Be responsible for all monies received over the year, keeping proper records of all financial transactions within the Seniors Section.
- Provide an up to date income and expenditure schedule at each Committee meeting.
- Provide an Annual Financial Statement to all members at the AGM.
- Maintain and operate a Seniors Section bank account ensuring that proper financial controls are in place e.g. approved discretionary limits, signature on cheques or operation of electronic banking
- Document, own and manage the process for claiming and reimbursing expenses from Seniors Section Funds
- Document, own and manage the process for the payment of invoices
- Manage the Virgin Wine Account.
- Ensure close communication and co-operation with the clubs General Manager and Accountant and the clubs external Auditors.