



## KNIGHTON HEATH GOLF CLUB

### Minutes of the Management Committee (MANCO) Meeting held on Wednesday 22<sup>nd</sup> May 2024 at 17:30.

Present	T Townsend (TT), A Penny (AP), D Spencer (DS), S. Rook (SR) & M Randall (MR), J Gee (JG), C Hill (CH), M Taylor (MT) & M Welch (MW)		
	K Eden (KE – Manager)		
2101	APOLOGIES		
	A Parsons (APA-Chairman) & S Keen (SK)		
Attendance	<u>7 Meetings Held</u>	<u>Attended</u>	
	A Parsons	6	
	T Townsend	6	
	C Hill	6	
	S Rook	6	
	M Randall	5	
	A Penny	6	
	J Gee	7	
	S Keen (or alternative)	7	
2102	MATTERS ARISING FROM PREVIOUS MINUTES		
(a)	Nothing to report		
2103	APPROVAL OF PREVIOUS MINUTES		
	On a show of hands, the minutes of the meetings held on the 24 <sup>th</sup> April 2024 were unanimously accepted as a true record, and the chairperson was authorised to sign them.		
2104	CHAIRMAN		
	Nothing to report		APA
2105	FINANCE		
(a)	<u>Management accounts &amp; detailed report for the period to 31<sup>st</sup> March 2024 was included in all committee packs.</u>		
	<u>Overview Included:</u>		
	<ul style="list-style-type: none"><li>Subscription and Other Income - £61,346 (Budget £65,743)</li><li>Bar &amp; Catering Operations – Loss £2,946 (Budget Profit £6,650)</li><li>Other Expenses - £54,840 (Budget £55,174)</li><li>Trading Profit (before depreciation) - £3,560 (Budget Profit £17,219)</li><li>Less Depreciation - £7,955 (Budget £7,955)</li><li>Loss for the month - £4,395 (Budget Profit £9,264)</li></ul>		

	<p>(b) <u>Cashflow to 30<sup>th</sup> June 2024:</u></p> <ul style="list-style-type: none"> <li>• Projections to the end of June 2024 reflects a negative of £2k thus far</li> </ul> <p>(c) <u>Bar &amp; Catering:</u></p> <ul style="list-style-type: none"> <li>• Bar Income - £15,903 (Budget £21,200), variance £5,297</li> <li>• Catering Income - £12,695 (Budget £16,600), variance £3,905</li> <li>• Bar – 47% / YTD – 51%</li> <li>• Catering – 62% / YTD – 61%</li> </ul> <p>(d) <u>Expenses: £54,840 (Budget £55,174)</u></p> <ul style="list-style-type: none"> <li>• Course: More than forecast - £24,907 (Budget £23,320)</li> <li>• Service to Members: More than forecast - £8,015 (Budget £6,004)</li> <li>• Clubhouse: Less than forecast - £6,990 (Budget £9,115)</li> <li>• Administration: Less than forecast - £9,324 (Budget £10,550)</li> <li>• Irrecoverable Vat: More than forecast - £2,154 (Budget £1,690)</li> <li>• Finance: Less than Forecast - £3,451 (Budget £4,495)</li> <li>Variable Loan Base (4%) plus 3.43% = 7.43%</li> <li>Fixed Loan Interest rate – 5.52%</li> </ul> <p>(e) Trading at a <b>Profit</b> for the month £3,569 (Budget <b>Profit</b> £17,219)</p> <p>(f) Less Depreciation: more than forecast - £7,955 (Budget £7,955)</p> <p>(g) <b>LOSS</b> for the month - £4,395 against a budget <b>Profit</b> of £9,264</p> <p>DS reported that the income was less than the budgeted. Green fee income was much less than expected and there was no contribution from the amusement machines or Buggy rental although the adverse weather conditions affected the Buggy income.</p> <p>The weather also impacted on the profitability of the Bar &amp; Catering which lost, where the budget expected a profit. The gross margin for Catering was in line with forecast but the Bar gross margin was very below expectations at 43%. Stock figures have now been adjusted this financial year. Currently the Bar &amp; Catering operations are nominally losing around (£20K) on a YTD basis which is double the expected position.</p> <p>DS, KE &amp; Tamo have since had a meeting with GK to discuss the loan contract going forward. It was agreed by GK that the purchase prices will be relooked and sent to KE in the upcoming weeks.</p> <p>KE confirmed that GK will use 2 spare pint lines going forward to promote their brand and all future wines will be purchased through them as well.</p> <p>DS reported that the Brewery loan which is being repaid by purchasing of supplies at the rate of around £70 per composite barrel will now be credited back to bar purchases at the yearend. (Auditors agreed)</p>	<p><b>DS &amp; KE</b></p> <p><b>DS &amp; KE</b></p>
2106	<b><u>CAPTAIN</u></b>	
	<p><u>Captain's report from Capcom Meeting held on 08/05/2024:</u></p> <ul style="list-style-type: none"> <li>• MT informed the committee that the club needs to look at ways of getting more members involved in club events. Has been a slow few months with the poor weather contributing.</li> </ul>	<b>SK</b>

	<ul style="list-style-type: none"> <li>NTR competitions will be starting from the 1<sup>st</sup> June and will monitor on the progress of these competitions.</li> <li>13<sup>th</sup> September will be the first 3 club and putter competition, this to be booked through the Clubv1 and will give the report after the event.</li> <li>Looking to host a once-off Pete Ryan event with golf and a function afterwards. All members attending will be a Hawaiian theme event.</li> </ul>	<b>SK &amp; MT</b>  <b>SK &amp; MT</b>  <b>SK &amp; MT</b>
<b>2107</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>(a)</b>	<b>COURSE (TT):</b> <ul style="list-style-type: none"> <li>Dusting and seeding to all the greens last week</li> <li>Great feedback has been received by the members</li> <li>April Greens Report has been issued to all the members</li> <li>5 year club plan will be worked on by TT, GH and KE. This plan will be important to determine the main projects that needs to be prioritised and budgeted appropriately.</li> <li>Rope drainage will carry on the following holes in the October period: 7<sup>th</sup> Hole, 13<sup>th</sup> Hole &amp; 15<sup>th</sup> Hole.</li> <li>Important for the club to look at re-aligning the tee boxes and will be part of the 5 year plan, with the possibility of redesigning the bunkers that are currently showing the most rocks and pebbles in them. Possibly looking at a Bunker Liner through KE contact to help assist with this. Meeting to be arranged.</li> <li>It has proven to be a challenge with the kids breaking and causing damage on the course. The boundary lines need to be looked at, as most of the boundary lines have collapsed and fallen away. New fencing will be a costly exercise and research will need to be done on who owns the boundary lines and to possibly assist with the costs?</li> <li>TT has approached the Forestry Commission to help assist with the costing with the removal of certain trees on the course. Still waiting for further feedback.</li> <li>TT would like to book the course designers during course maintenance and tie this in for the 5-year strategic plan for the club.</li> </ul>	<b>TT &amp; GH</b>  <b>TT, GH &amp; KE</b>  <b>TT, GH &amp; KE</b>  <b>TT &amp; KE</b>  <b>TT</b>  <b>TT &amp; KE</b>
<b>(b)</b>	<b>HOUSE PROJECT (CAPITAL):</b>  Toilet refurb update (SK, CH, TT, KE & APA) <ul style="list-style-type: none"> <li>Toilets has been completed with just a few snags to still be completed.</li> <li>DS confirmed of around £75k has been spent thus far</li> </ul>	<b>SK</b>
<b>(c)</b>	<b>GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, JG, KE &amp; APA</b> <ul style="list-style-type: none"> <li>KE confirmed that no further communication has been received from AMS on the report from the ecologist and any further progress on the development project.</li> <li>MR requested that if Manco can be more involved in help assisting KE with the project. AP confirmed that he will make contact with AMS (as he has a contact in the office) and will try schedule a meeting with the project managers.</li> </ul>	<b>AP</b>
<b>(d)</b>	<b>HEALTH &amp; SAFETY</b> <ul style="list-style-type: none"> <li>MR pointed out that the club's Health and safety policy, Risk Assessment, use of air compressor, in section 1 and 4 refers to use of and placement of safety glasses. As we do not provide safety</li> </ul>	

	<p>glasses MR suggested the use of a protective plastic shield as an attachment to the nozzle handset (as used at other clubs). The committee were of the opinion there was no need for this to be done. The website therefore needs to be updated to remove reference to safety glasses.</p> <ul style="list-style-type: none"> <li>No health and safety issue have been reported by the office.</li> </ul> <p><b>(e) PROJECT REPORT</b></p> <ul style="list-style-type: none"> <li>KE and JG presented the first Summary Project Schedule, showing all significant projects involving the current Management Committee, whether completed, ongoing, or proposed. This was generally well received. A point for improvement is that the project description should accurately reflect the work to be done e.g. the project described as "Car Park resurfacing" could be more accurately described as "car park drain repair and making good the surface.</li> <li>The Summary Project Schedule was originally intended to show completion of a post implementation review (PIR) for each project. The proposal was to review each completed project for learning points that could be carried forward to future projects (what went well, what could be improved). This proposal received a mixed reception from the Committee, with some concerns about whether the time spent could be disproportionate to the benefits gained, and the possible adverse reaction of those who had worked on the project. No decision was reached on how to implement this proposal, or whether it should be implemented at all.</li> <li>JG to give further feedback</li> <li>DS asked for a vote for the new Perspex Honours Boards to go ahead. KE has received costs to only do the competitions for now and for the rest of the boards to be done at a later stage. All were in favour for the new board to be installed.</li> </ul> <p>Proposer – MT Seconder - CH</p>	<p><b>KE</b></p> <p><b>JG &amp; KE</b></p> <p><b>JG</b></p>
<b>2108</b>	<b><u>MANAGER</u></b>	
	<p><b><u>Membership Analysis on 330<sup>th</sup> April 2024:</u></b></p> <p>Total Full Members – 410 Total 5 Day Members – 100 Other – 174 Total Membership – 684</p> <p>KE confirmed 2 U/14 have joined the club.</p> <p>Waiting list for full membership – 49 Waiting list for 5 day membership – 6 Waiting list for Flexible – 3</p> <p>Total Waiting list – 58</p> <p>Membership renewal process has been implemented and all bills with invoices printed out ready for collection in the office. KE will give the committee further information on the progress in next months meeting.</p>	<p><b>KE</b></p>

<b>2109</b>	<b><u>CORRESPONDENCE</u></b>	
	<ul style="list-style-type: none"> <li>Ms Collom (resident at hole 15) has reported to the office that more golf balls have landed in her property and would like the club to help assist in protecting her property going forward. TT reported that this is not the first time the same property owner has reported this incident and the residents decided to remove a tree that protected the property and feels the club holds no responsibility any damaged caused. KE to arrange a meeting with Ms Collom and to view the property.</li> <li>GB (ladies captain) raised the concern of a certain couple that is currently on the waiting list for the membership renewals for the 2024/25 period and asked the question if the couple could be brought forward on the list. The committee decided not to do this as this would create too many issues with other people on the list and have been waiting for a longer period. GB asked if the purple tees can start to be implemented as there are a few lady and senior members that can't carry certain holes with their tee shots. TT stated this will be part of the tee box rebuilds and the 5 year strategic plan.</li> </ul>	<b>KE</b>
<b>2110</b>	<b><u>ANY OTHER BUSINESS</u></b>	
	<p>MR stated the following information issues on the current website and will need to be looked at:</p> <ul style="list-style-type: none"> <li>Forestry Management Plan (under the course section), still shows Reunert as the manager</li> <li>Course Improvements plan has not been updated since 2021</li> <li>Course Updates have not been updated since August 2023</li> <li>Events and Pictures under the Clubhouse section has not been updated since 2022</li> </ul> <p>KE to update the pages above and give feedback.</p>	<b>KE</b>
	<p>The next meeting has been scheduled for Wednesday 19<sup>th</sup> June 2024 at 17:30.</p> <p>There being no further business the meeting closed at 20:30.</p>	
	<b>CHAIRMAN</b>	<b>DATED</b>