



KNIGHTON HEATH

GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Wednesday 18th September at 17:30.

Present	A Parsons (APA-Chairman), S Keen (SK), T Townsend (TT), D Spencer (DS), S. Rook (SR), C Hill (CH), A Penny (AP) & M Randall (MR)		
	K Eden (KE – Manager)		
2141	<u>APOLOGIES</u>		
	J Gee (JG) & M Welch (MW)		
Attendance	<div> <div><u>11 Meetings Held</u></div> <div><u>Attended</u></div> </div> <div> <div>A Parsons</div> <div>10</div> </div> <div> <div>T Townsend</div> <div>10</div> </div> <div> <div>C Hill</div> <div>9</div> </div> <div> <div>S Rook</div> <div>10</div> </div> <div> <div>M Randall</div> <div>9</div> </div> <div> <div>A Penny</div> <div>9</div> </div> <div> <div>J Gee</div> <div>10</div> </div> <div> <div>D Spencer</div> <div>8</div> </div> <div> <div>S Keen (or alternative)</div> <div>11</div> </div>		
2142	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>		
(a)	N/A		
2143	<u>APPROVAL OF PREVIOUS MINUTES</u>		
	On a show of hands, the minutes of the meetings held on the 29 th August 2024 were unanimously accepted as a true record, and the chairperson was authorised to sign them.		
2144	<u>CHAIRMAN (APA):</u>		
	<ul style="list-style-type: none"> APA stated that TT is now been elected as the new Seniors Vice Captain and will need to do his last greens report before the start of the Manco Meeting. APA thanked TT for all his service / dedication over the years through Manco and to the club. APA asked the board how everyone felt the year has gone during his time as chairman for the 2023/24 period: SK reported that the feedback has been positive from the members and the negative comments received have been very few. SK feels it has been a great year despite the poor weather. The golf societies and other groups have been giving their positive feedback and has been an important part of the business. CH reported the same feedback with the change of facilities (Course and Clubhouse) has been great and thanked KE for his work put into the changes. Club championships was run professionally and excited for the upcoming competitions for next season. 		

	<p>AP stated the improvements have been received with positive feedback from the members and the business plan that has been recently distributed has been put together professionally.</p> <p>MR stated the course has never looked better in the past 12 years since he's been a member of the course and thanked the greenkeeping team for all their hard work put in. MR also thanked KE for his work during the clubhouse improvements and for his time being visible at the ball chute area during competitions and interacting with the members. MR stated the only negative has been the poor training of staff for the SAGE accounting system and needs to be improved before the next auditing. DS comments will be noted in the finance section below.</p>	
2145	<u>FINANCE</u>	
	<p><u>Management accounts & detailed report for the period to 31st August 2024 was included in all committee packs.</u></p> <p><i>Figures provided below are only an estimation and not been finalised</i></p> <p><u>July 2024</u></p> <p>(a) <u>Overview Included:</u></p> <ul style="list-style-type: none"> • Subscription and Other Income - £115,849 (Budget £87,747) • Bar & Catering Operations – Loss £2,802 (Budget Profit £3,117) • Other Expenses - £65,185 (Budget £68,274) • Trading Profit (before depreciation) - £47,861 (Budget Profit £22,590) • Less Depreciation - £8,026 (Budget £8,026) • Profit for the month - £39,835 (Budget Profit £22,590) <p>(b) <u>Cashflow to 30th June 2025:</u></p> <ul style="list-style-type: none"> • Cashflow projections have been shown to the board, currently showing a deficit of £32k <p>(c) <u>Bar & Catering:</u></p> <ul style="list-style-type: none"> • Bar Income - £19,574 (Budget £22,575), variance £3,001 • Catering Income - £10,266 (Budget £9,450), variance £816 • Bar – 59% / YTD – 59% • Catering – 43% / YTD – 43% <p>(d) <u>Expenses: £65,185 (Budget £68,274)</u></p> <ul style="list-style-type: none"> • Course: More than forecast - £27,469 (Budget £25,540) • Service to Members: Less than forecast - £5,118 (Budget £7,164) • Clubhouse: Less than forecast - £12,592 (Budget £18,660) • Administration: Less than forecast - £11,246 (Budget £10,700) • Irrecoverable Vat: More than forecast - £2,154 (Budget £1,965) • Finance: More than Forecast - £6,606 (Budget £4,245) <p>Variable Loan Base (4%) plus 3.43% = 7.43%</p> <p>Fixed Loan Interest rate – 5.52%</p> <p>(e) <i>Trading at a Profit for the month £47,861 (Budget Profit £22,590)</i></p> <p>(f) <i>Less Depreciation: more than forecast - £8,026 (Budget £8,026)</i></p> <p>(g) <u>PROFIT</u> for the month - £39,835 against a budget profit of £14,565</p>	

	<p>August 2024</p> <p>(h) <u>Overview Included:</u></p> <ul style="list-style-type: none"> • Subscription and Other Income - £67,945 (Budget £67,952) • Bar & Catering Operations – Loss £7,392 (Budget Profit £3,456) • Other Expenses - £72,684 (Budget £64,354) • Trading Loss (before depreciation) - £12,132 (Budget Profit £7,054) • Less Depreciation - £8,026 (Budget £8,026) • Loss for the month - £20,157 (Budget Loss £971) <p>(i) <u>Cashflow to 30th June 2025:</u></p> <ul style="list-style-type: none"> • Cashflow projections have been shown to the board, currently showing a deficit of (£32k) <p>(j) <u>Bar & Catering:</u></p> <ul style="list-style-type: none"> • Bar Income - £17,271 (Budget £19,688), variance £2,417 • Catering Income - £9,811 (Budget £12,705), variance £2,894 • Bar – 52% / YTD – 56% • Catering – 42% / YTD – 43% <p>(k) <u>Expenses: £72,684 (Budget £64,354)</u></p> <ul style="list-style-type: none"> • Course: More than forecast - £40,780 (Budget £23,815) (Overspend was due to the Tree felling on the 2nd hole being brought forward – so is a timing issue around £13k) • Service to Members: More than forecast - £6,494 (Budget £5,674) • Clubhouse: Less than forecast - £6,215 (Budget £13,130) • Administration: Less than forecast - £10,882 (Budget £15,670) • Irrecoverable Vat: More than forecast - £4,318 (Budget £1,820) • Finance: More than Forecast - £3,994 (Budget £4,245) Variable Loan Base (4%) plus 3.43% = 7.43% Fixed Loan Interest rate – 5.52% <p><i>Trading at a Loss for the month £12,132 (Budget Profit £7,054)</i></p> <p><i>Less Depreciation: more than forecast - £8,026 (Budget £8,026)</i></p> <p><i>LOSS for the month - £20,157 against a budget loss of £971</i></p> <p>DS reported the following below:</p> <ul style="list-style-type: none"> • Harrisons has issued a letter to the board with regards to their latest Audit and reported a few issues that would need addressing going forward. • The board had been lucky – they had got away with decision making that had no sound financial basis • No-one had realised that the P&L report each month did not balance • No Stock adjustments had been made until the latter part of the year. • SAGE was riddled with incorrect and spurious entries. • No checks had been carried out on the base information prior to being entered into SAGE. • Staff had a poor understanding of GAAP. • The profit figure for the year reported to the board (which the board then passed on to the Auditors) was £129,742, the actual profit for the year was £18,931. • All of the above was a consequence of the board failing to appoint a Financial Director back as far as 2022. • DS advised the board that he hoped they had learnt their lesson that the club must have a financial director who is capable. 	<p>DS & KE</p>
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	<ul style="list-style-type: none"> The General Manager has been requested to meet with the Course Manager to draw up a list of projects to be undertaken with costs and timing, the project to be ranked in order of importance so that we can adjust the projects this year to meet our cashflow needs. The membership numbers which are less than full with no waiting lists. 	
2146	<u>CAPTAIN (SK):</u>	
	<ul style="list-style-type: none"> The joining fee for student membership seems to be a bit too high and will need to be relooked at. Unfortunately, the club lost 2 x potential student members. DS suggested splitting the joining fee over a 3-year period going forward? The Business plan received positive feedback from the members. SK asked to where the club was with their schedule for the AGM this year? KE reported that the AGM schedule was distributed to the board and following to the dates give. The new Bye-laws have been distributed to the board and will be posted on the website by KE on the 1st October. SK reminded the board of the Quiz Night taking place this Friday in the clubhouse. 	<p>KE & DS</p> <p>KE</p> <p>KE</p>
2147	<u>SUB-COMMITTEE REPORTS</u>	
	<p>(a) <u>COURSE (TT):</u></p> <ul style="list-style-type: none"> Greens are currently in great condition despite the poor weather Hole 2 clean-up party has been arranged for the 3rd October from 8h00 onwards Rope Drainage has been scheduled for the 18th October for 3 holes to be scheduled. The new greens mower has been recently delivered and excited for this machine to be used. Generator has been ordered and will be funded through the 100 club (as per MW) Team is working well with praise to Daniel Parker on his achievement for the Junior Greenkeepers award. TT thanked DS for the support and finance to help assist with the course projects and assisting the team. TT left the meeting early <p>(b) <u>HOUSE PROJECT (CAPITAL):</u></p> <ul style="list-style-type: none"> The sliding doors have been installed by the softener unit and is fully completed. The ladies toilet has been repaired and in working condition. Still waiting for the access unit to be installed for the ladies change room. The supplier has confirmed once the unit has been received, this will be installed immediately. <p>(c) <u>GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, JG, KE & APA</u></p> <ul style="list-style-type: none"> Still waiting for feedback from commercial recycling and nothing to report on at this stage. <p>(d) <u>HEALTH & SAFETY - KE</u></p> <ul style="list-style-type: none"> Nothing to report 	<p>TT</p> <p>GH & KE</p> <p>KE</p> <p>KE</p> <p>KE</p>

(e)	<u>PROJECT REPORT – JG & KE</u> <ul style="list-style-type: none"> • Project report has been distributed to the board by KE. • Clubhouse honours boards have now been installed and displayed on the original wall. 	KE
2148	<u>MANAGER</u>	
	<u>Membership Analysis on 31st August 2024:</u> Total Full Members – 403 (Budget 430) Total 5 Day Members – 92 (Budget 110) Other – 52 (Budget 69) Total membership – 668 (Budget 753)	KE
2149	<u>CORRESPONDENCE</u>	
	N/A	
2150	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> • SR mentioned that the dress code has not been followed and important for the committee (and club) to address these rules again with the membership. • APA mentioned that there have been certain comments that have been raised by other committee members of the club and all informed shared at the meetings needs to stay within the meetings. Any issues need to be raised with KE. • APA thanked AP on behalf of the committee for all his effort and time that he has put in to keep the club moving forward. AP thanked everyone on board and will still assist the club in the land fill project going forward. 	
	The next meeting has been scheduled for Wednesday 23 rd October 2024 at 17:30. There being no further business the meeting closed at 19:30.	
	CHAIRMAN <div style="text-align: right;">DATED</div>	