



KNIGHTON HEATH GOLF CLUB

Minutes of the Management Committee (MANCO) Meeting held on Wednesday 21 FEBRUARY 2024 at 17:30.

Present	A Parsons (APA-Chairman), C Hill (CH), M Taylor (MT), J Gee (JG), T Townsend (TT), D Spencer (DS), M Randall (MR), S. Rook (SR) & M Welch (MW)		
2071	<u>APOLOGIES</u>		
	A Penny (AP), S Keen (SK) & K Eden (KE – Manager)		
Attendance	<u>3 Meetings Held</u> A Parsons T Townsend C Hill S Rook M Randall A Penny J Gee S Keen (alternative)	<u>Attended</u> 4 3 4 3 3 3 4 4	
2072	<u>FINANCE</u>		
(a)	<u>Management accounts & detailed report for the period to 31 January 2024 was included in all members packs.</u> <u>Overview included:</u> <ul style="list-style-type: none"> Subscription and Other Income - £59,532 (£56,478) Bar & Catering operations - Loss £8,997 (Budget Loss £3,305) Other Expenses - £47,832 (Budget £52,969) Trading profit (before depreciation) - £2,704 (Profit £204) Less Depreciation - £5,792 LOSS for the month - £3,088 (Budget Loss £5,589) 		
(b)	<u>Cashflow to 30 June 2024</u> Projections to end of June 2024 reflects a surplus of £23k thus far		
(c)	<u>Bar & Catering:</u> Income: Bar income £8,240 (Budget £12,340), variance £4,100. Catering Income £10,718, (Budget £9,000) variance £1,718 Bar - 25% / YTD 60% Catering – 70% / YTD 62% Trading at a loss for the month, this is due to the new staff uniform and for the stock taking fees charged for 6 months in total. Consumables were £731.		
(d)	<u>Club Expenses: £47,832 (Budget £52,969)</u> Course: less than forecast: £22,898 (Budget £23,270)		

	<p>Service to members: less than forecast: £4,474 (Budget £5,334)</p> <p>Clubhouse: less than forecast: £7,451 (Budget £9,015)</p> <p>Administration: less than forecast: £8,131 (Budget £10,380)</p> <p>Irrecoverable VAT: less than forecast: £962 (Budget £1,675)</p> <p>Finance: more than forecast: £3,916 (Budget £3,295). Variable Loan base (4%) plus 3.43% = 7.43%. Fixed loan interest rate, 5.52%,</p> <p>(e) Trading Profit for the month £2,704 (Budget Profit £204)</p> <p>(f) Less Depreciation: more than forecast: £5,792 (Budget £5,792)</p> <p>(g) <u>LOSS</u> for the month, £3,088 against a budget loss of £5,589</p> <p>DS explained that there were some issues with the figures being transposed into the Sage system resulting in a number of errors and incorrect balances. Once all the corrections have been made, the club will remain in a healthy position, when originally showing a loss.</p> <p><u>5 Day member increase:</u> DS explained that we he wanted this category increased by 10 members. This was approved by the committee, with priority given to those current 7 day members who want to switch over to 5 day.</p> <p><u>Joining Fees:</u> DS recommended that the club increases the joining fee from £500 to £750 with effect from the 1st March 2024. Anyone currently on the waiting list will pay the original price quoted. This was approved by the committee.</p> <p><u>Green Fees:</u> Following new greens fees to be amended: Member Guest - £38 Member Vouchers - £93 Visitors Buggy Hire - £35</p> <p>This was proposed and seconded (APA & MR)</p> <p>Staff Salaries: Minimum wage staff pay was approved in line with government proposals. Salaried staff was agreed by the committee there would be a 4.5% increase for all.</p>	<p>DS & KE</p> <p>DS & KE</p> <p>KE</p> <p>KE</p>
2073	<u>APPROVAL OF PREVIOUS MINUTES</u>	
	On a show of hands, the minutes of the meetings held on the 24 th January 2024 were unanimously accepted as a true record, and the chairperson was authorised sign them.	
2074	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u>	
	MR queried the flexible rate being quoted as he believed it to be incorrect. DS will investigate and feed back at the next meeting. DS believes there might be other options to the club.	DS

	DS has requested to have access to the bank account to be able to review the accounts, write cheques etc. This was proposed by APA and seconded by JG.	KE
2075	<u>CHAIRMAN</u>	
	<p>APA provided an update on the toilet project and confirmed that there will be very little over budget but well under what was quoted by the external companies. The project is a couple of weeks away to being completed, completion date by the 2nd week in March.</p> <p>Nothing else to report o.</p>	APA
2076	<u>CAPTAIN</u>	
	<p>MT reported the following areas from SK report:</p> <ul style="list-style-type: none"> Website – very poor and showing out of date information and need updating immediately. KE to work on the website and to place the correct KHGC logo on all marketing material. Course status - need to ensure status communications match what is in the rules and regulations. MW stated that the club are discriminating against those who have to use a buggy to get round the course. Andy Nicholas Golf Day – will this be going ahead. APA to confirm with the family as the Ben Harvey golf day will be going ahead this year. 1 x disciplinary letter has been sent our and a response has been received. Feedback will be given to the individual after the next Capcom meeting. Can a starter be implemented from a Friday – Monday? Budgets will need to be looked at but there might be a possibility of using members to help alleviate the costs for the club. Looking at a maximum of 4 hours per day. The current Bye-laws are out of date and will be brought forward to the next Capcom meet to pass at the next Manco. 	<p>KE</p> <p>APA</p> <p>SK</p> <p>SK</p> <p>SK</p>
2077	<u>SUB-COMMITTEE REPORTS</u>	
(a)	<p>COURSE (TT):</p> <ul style="list-style-type: none"> Questions were asked in respect of when the new rubber crumb will be installed. TT confirmed that the club will need to wait for warmer weather to installed the crumb. MW stated there is some money sitting in the 100 club that could be made available for the path on hole 8. TT explained that the Forestry Commission and Dorset Wildlife had visited the club and mentioned that the club may be able to get some funding to assist in the tree felling and the heather regeneration for across the golf course. Dorset Bat Society will also need to be involved to make sure the club are not impacting on any of the bat species in the area. The first 2 x machines (rough mowers) have arrived and are waiting to be used for the first time (weather dependent). JG mentioned that the 14th path is very overgrown and need to be tidied up. TT To speak to GH. 	<p>TT & GH</p> <p>TT</p> <p>GH</p> <p>TT & GH</p>

	<p>(b) HOUSE PROJECT (CAPITAL):</p> <p>Toilet refurb update (SK, CH, TT, KE & APA)</p> <ul style="list-style-type: none"> This has been updated in the Chairman's report (2075) <p>(c) GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, JG, KE & APA</p> <ul style="list-style-type: none"> No news to report on <p>(d) HEALTH & SAFETY</p> <p>Nothing to report</p>	
2078	<u>MANAGER</u>	
	<p><u>Membership Analysis on 19th January</u></p> <p>Total Full Members – 410 Total 5 Day Members - 100 Total Playing - 576 Total membership – 682</p>	
2079	<u>CORRESPONDENCE</u>	
	Nothing to report	
2080	<u>ANY OTHER BUSINESS</u>	
	<p>(a) TT mentioned that there is a £10 charge for people in the 19th bar area for this Saturday night. He was on the understanding that committee did not formally agreed to anything and was a little surprised to see it on some of the signs.</p> <p>(b) JG would like the committee to hold a PIR review for all projects going forward. Can this be added to the next month's Manco as a discussion point.</p> <p>(c) MT asked (on behalf of SK) - Can the minutes be distributed at the earliest convenience so that people can read them and ask any questions before the next meeting. This to help with time in running the meetings.</p>	
	<p>The next meeting has been scheduled for Wednesday 20th March 2024 at 17:30.</p> <p>There being no further business the meeting closed at 19:45.</p>	
	CHAIRMAN	DATED