



# KNIGHTON HEATH

## GOLF CLUB

### Minutes of the Management Committee (MANCO) Meeting held on Wednesday 24<sup>th</sup> July 2024 at 17:30.

<b>Present</b>	A Parsons (APA-Chairman), S Keen (SK), J Gee (JG), T Townsend (TT), D Spencer (DS), S. Rook (SR), C Hill (CH), A Penny (AP) & M Randall (MR)  K Eden (KE – Manager)		
<b>2121</b>	<b><u>APOLOGIES</u></b>		
	M Welch (MW)		
<b>Attendance</b>	<b><u>9 Meetings Held</u></b>	<b><u>Attended</u></b>	
	A Parsons	8	
	T Townsend	8	
	C Hill	7	
	S Rook	8	
	M Randall	7	
	A Penny	7	
	J Gee	9	
	D Spencer	6	
	S Keen (or alternative)	9	
<b>2122</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>		
<b>(a)</b>	MR mentioned the manhole by the Vice Captain's parking to be looked due to the drains being constantly blocked. APA confirmed that he has been checking the drains regularly and no issues have occurred for a while now. APA has contacted a drain company to quote on possibly redoing the drain.		<b>APA</b>
<b>2123</b>	<b><u>APPROVAL OF PREVIOUS MINUTES</u></b>		
	On a show of hands, the minutes of the meetings held on the 19 <sup>th</sup> June 2024 were unanimously accepted as a true record, and the chairperson was authorised to sign them.		
<b>2124</b>	<b><u>CHAIRMAN (APA):</u></b>		
	<ul style="list-style-type: none"> <li>APA concerned of the recent behaviour of certain members by the bar area. The rules and regulations need to be readdressed to all the members and asking for the committee to help assist in enforcing the regulations and educating the members.</li> <li>A certain member (previously on the board of directors) has requested if his membership can be paid directly to the club on a monthly basis (due to his credit application not being accepted by the finance company that the club uses). Mr. Collins had a previous arrangement with the past manager (RB) and there were no issues with regards to the monthly payments. Board took the above to a vote (7 in favour and 2 abstain). KE to communicate with Mr. Collins with the arrangement going forward.</li> </ul>		<b>APA</b>  <b>KE</b>

2125	<b>FINANCE</b>	
	<p><b><u>Management accounts &amp; detailed report for the period to 30<sup>th</sup> June 2024 was included in all committee packs.</u></b></p> <p>(a) <u>Overview Included:</u></p> <ul style="list-style-type: none"> <li>• Subscription and Other Income - £68,617 (Budget £67,873)</li> <li>• Bar &amp; Catering Operations – Profit £2,411 (Budget Loss £1,740)</li> <li>• Other Expenses - £47,338 (Budget £53,369)</li> <li>• Trading Profit (before depreciation) - £23,690 (Budget Profit £12,764)</li> <li>• Less Depreciation - £9,592 (Budget £7,952)</li> <li>• Profit for the month - £14,098 (Budget Profit £4,812)</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 has not been reflected due to the Year End accounts not being finalised.</li> </ul> <p>(c) <u>Bar &amp; Catering:</u></p> <ul style="list-style-type: none"> <li>• Bar Income - £16,916 (Budget £18,000), variance £1,084</li> <li>• Catering Income - £17,345 (Budget £10,800), variance £6,545</li> <li>• Bar – 103% / YTD – 56%</li> <li>• Catering – 40% / YTD – 59%</li> </ul> <p>(d) <u>Expenses: £47,338 (Budget £53,369)</u></p> <ul style="list-style-type: none"> <li>• Course: More than forecast - £29,312 (Budget £22,430)</li> <li>• Service to Members: Less than forecast - £4,036 (Budget £5,354)</li> <li>• Clubhouse: Less than forecast - £7,391 (Budget £9,015)</li> <li>• Administration: Less than forecast - £7,435 (Budget £10,340)</li> <li>• Irrecoverable Vat: More than forecast - £1,876 (Budget £1,235)</li> <li>• Finance: Less than Forecast - £5,361 (Budget £4,995) Variable Loan Base (4%) plus 3.43% = 7.43% Fixed Loan Interest rate – 5.52%</li> </ul> <p>(e) <i>Trading at a Profit for the month £23,690 (Budget Profit £12,764)</i></p> <p>(f) <i>Less Depreciation: more than forecast - £9,592 (Budget £7,952)</i></p> <p>(g) <b><u>PROFIT</u></b> for the month - £14,098 against a budget loss of £4,812</p> <ul style="list-style-type: none"> <li>• DS expressed that the June figures are only provisional and will change after the auditing has taken place.</li> <li>• Greene King has provided the latest statement for the brewery loan and has been shown in the bar purchases for June. This increasing the GP to 56% for the bar.</li> <li>• June proving to be a great month financially even though the cash flow has been over spent for the year.</li> </ul>	KE
2126	<b><u>CAPTAIN (SK):</u></b>	
	<ul style="list-style-type: none"> <li>• SK mentioned that the ladies captain was approached by members of staff about the length of their skirts that they wear, in order to bring this up at Manco. KE to look into possible alternatives and order within the financial budget.</li> </ul>	KE SK

	<ul style="list-style-type: none"> <li>Marshalling is currently an issue at the club with regards to slow play etc. and as well golfers not paying for their greens fees later in the day / when the pro shop is closed.</li> <li>APA suggested to have a CCTV placed by the 1<sup>st</sup> tee to help assist the office in identifying the golfers that are not paying and to have all the member bag tags monitored.</li> <li>TT has offered his service for marshalling.</li> </ul>	
2127	<b><u>SUB-COMMITTEE REPORTS</u></b>	
	<p>(a) <b><u>COURSE (TT):</u></b></p> <ul style="list-style-type: none"> <li>Greens June Report has been circulated to the committee by G Hastie</li> <li>TT reported that the course is in great condition</li> <li>D Parker is waiting for the final results for possibly receiving the best Junior Greenkeeper award. Once the results have been given, the information will be shared with the rest of the membership.</li> <li>12<sup>th</sup> August – Course maintenance week with the tree removal on hole 2 to commence the same time.</li> </ul> <p>(b) <b><u>HOUSE PROJECT (CAPITAL):</u></b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p>(c) <b><u>GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, JG, KE &amp; APA</u></b></p> <ul style="list-style-type: none"> <li>APA has requested for the manager to set up a meeting with commercial recycling to discuss the water reservoir project going forward and where the club stands with the project.</li> </ul> <p>(d) <b><u>HEALTH &amp; SAFETY</u></b></p> <ul style="list-style-type: none"> <li>Accident report for the 20/07/2024 filled in and placed in file for injury occurred during a private event held at the club in the evening.</li> </ul> <p>(e) <b><u>PROJECT REPORT</u></b></p> <ul style="list-style-type: none"> <li>Project report has been distributed to the committee with no questions raised on the report given</li> <li>KE informed the committee of the new Greens Mower that has now been shipped to the UK. Due date for arrival will be around the end of August. G Hastie to keep the manager informed.</li> <li>Huxley nets have been contacted with regards to the hitting mats starting to lift and to replace the damaged net on the far-left hand side of the practice nets.</li> </ul> <p>(f) <b><u>BUSINESS PLAN</u></b></p> <ul style="list-style-type: none"> <li>TT &amp; KE distributed the Business plan via a live weblink for the committee to review and give their comments.</li> <li>Ideas on the plan is to potentially move the Pro Shop towards the practice green / hitting nets area with a golf simulator room. Also to increase the size area for the buggy area and creating a bigger parking area.</li> <li>MR raised the concern of the bunkers and poor condition of some of the bunkers they are in. KE informed the committee that a test trial bunker will be done in October (dates to be confirmed) on the 18<sup>th</sup> hole. Then a bunker plan will be implemented once the club is happy with the test trial bunker.</li> </ul>	<p>GH</p> <p>KE</p> <p>GH</p> <p>KE &amp; TT</p>

	<ul style="list-style-type: none"> <li>JG suggested at looking at possible energy saver options (i.e. solar panels etc.) and asked the committee if he can venture into possible options. The committee were happy for JG to look into possible options going forward.</li> </ul>	<b>JG</b>
<b>2128</b>	<b><u>MANAGER</u></b>	
	<p><b><u>Membership Analysis on 30<sup>th</sup> June 2024:</u></b></p> <ul style="list-style-type: none"> <li>Total Full Playing Members – 408 (budget 430 playing members)</li> <li>Total 5-day members – 104 (budget 110 5 day members)</li> <li>Other (incl. armed forces) – 51 (budget 50)</li> <li>Total playing – 563 (budget 590)</li> <li>Total members – 730 (budget 780)</li> </ul> <p>KE mentioned that the suspension list is currently high due to certain members that have not paid for their subscriptions and their membership has been suspended until the end of July. Memberships will be taken off from the club from the 1<sup>st</sup> August.</p> <p>KE stated that all suspended members have been emailed from the office and will wait for further details from the members.</p>	<b>KE</b>
<b>2129</b>	<b><u>CORRESPONDENCE</u></b>	
	<ul style="list-style-type: none"> <li>M Green has asked via email if the club can cover the cost for the accommodation and practice round for T Holly in the AEGG Matchplay 2<sup>nd</sup> round tournament. The committee accepted this and mentioned the club will only cover costs if the club has entered through the office for those specific tournaments.</li> </ul>	
<b>2130</b>	<b><u>ANY OTHER BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>M Convey (staff member) has requested to have her wedding reception at the club in August 2025 (first week on a Saturday) at the club for around 140 people to attend. Unfortunately, the club won't be able to accommodate this number for a Saturday and the committee decided that the function can only take place in the dining room area and the number can only be under 80 delegates. KE to communicate this with the staff member.</li> </ul>	<b>KE</b>
	<p>The next meeting has been scheduled for Wednesday 21<sup>st</sup> August 2024 at 17:30.</p> <p>There being no further business the meeting closed at 20:00.</p>	
	<b>CHAIRMAN</b>	<b>DATED</b>