



## KNIGHTON HEATH GOLF CLUB

### Minutes of the Management Committee (MANCO) Meeting held on Wednesday 19<sup>th</sup> June 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), M Welch (MW) & M Randall (MR)  K Eden (KE – Manager)																					
<b>2111</b>	<b><u>APOLOGIES</u></b>																					
	C. Hill (CH) & A. Penny (AP)																					
<b>Attendance</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>8 Meetings Held</u></th> <th style="text-align: left;"><u>Attended</u></th> </tr> </thead> <tbody> <tr><td>A Parsons</td><td style="text-align: center;">7</td></tr> <tr><td>T Townsend</td><td style="text-align: center;">7</td></tr> <tr><td>C Hill</td><td style="text-align: center;">6</td></tr> <tr><td>S Rook</td><td style="text-align: center;">7</td></tr> <tr><td>M Randall</td><td style="text-align: center;">6</td></tr> <tr><td>A Penny</td><td style="text-align: center;">6</td></tr> <tr><td>J Gee</td><td style="text-align: center;">8</td></tr> <tr><td>D Spencer</td><td style="text-align: center;">5</td></tr> <tr><td>S Keen (or alternative)</td><td style="text-align: center;">8</td></tr> </tbody> </table>	<u>8 Meetings Held</u>	<u>Attended</u>	A Parsons	7	T Townsend	7	C Hill	6	S Rook	7	M Randall	6	A Penny	6	J Gee	8	D Spencer	5	S Keen (or alternative)	8	
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<b>2112</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b>																					
<b>(a)</b>	MR reported that the Forestry Plan needs to be updated with KE's details. KE to resolve the issue.  Nothing else to report on.	<b>KE</b>																				
<b>2113</b>	<b><u>APPROVAL OF PREVIOUS MINUTES</u></b>																					
	On a show of hands, the minutes of the meetings held on the 22 <sup>nd</sup> May 2024 were unanimously accepted as a true record, and the chairperson was authorised to sign them.																					
<b>2114</b>	<b><u>CHAIRMAN</u></b>																					
	<ul style="list-style-type: none"> <li>APA was pleased to see May a good month on the financials.</li> <li>Praise was given to all staff for all the hard work put in the month.</li> <li>SK asked the question of the damaged net in the practice area. APA explained the net was damaged from the blower that the green staff use and the damage caused was internal which is not covered by the warranty. Net will still be in use until further notice.</li> <li>Practice mats are starting to lift up and needs to be looked at urgently.</li> </ul>	<b>KE &amp; GH</b>																				

2115	FINANCE	
<p><b><u>Management accounts &amp; detailed report for the period to 31<sup>st</sup> May 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 - £74,593 (Budget £69,248)</li> <li>• Bar &amp; Catering Operations – Loss £2,708 (Budget Loss £750)</li> <li>• Other Expenses - £57,258 (Budget £57,439)</li> <li>• Trading Profit (before depreciation) - £14,627 (Budget Profit £11,059)</li> <li>• Less Depreciation - £9,034 (Budget £7,952)</li> <li>• Profit for the month - £5,593 (Budget Profit £3,107)</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 loss of £24k thus far</li> </ul> <p>(c) <u>Bar &amp; Catering:</u></p> <ul style="list-style-type: none"> <li>• Bar Income - £15,983 (Budget £17,000), variance £1,017</li> <li>• Catering Income - £15,450 (Budget £11,000), variance £4,450</li> <li>• Bar – 50% / YTD – 51%</li> <li>• Catering – 62% / YTD – 61%</li> </ul> <p>(d) <u>Expenses: £57,258 (Budget £57,439)</u></p> <ul style="list-style-type: none"> <li>• Course: More than forecast - £26,436 (Budget £26,120)</li> <li>• Service to Members: Less than forecast - £4,515 (Budget £5,589)</li> <li>• Clubhouse: More than forecast - £9,452 (Budget £9,015)</li> <li>• Administration: More than forecast - £11,349 (Budget £10,580)</li> <li>• Irrecoverable Vat: More than forecast - £2,023 (Budget £1,640)</li> <li>• Finance: Less than Forecast - £3,483 (Budget £4,495) Variable Loan Base (4%) plus 3.43% = 7.43% Fixed Loan Interest rate – 5.52%</li> </ul> <p>(e) Trading at a Profit for the month £14,627 (Budget Profit £7,952)</p> <p>(f) Less Depreciation: more than forecast - £9,034 (Budget £7,952)</p> <p>(g) PROFIT for the month - £5,593 against a budget loss of £3,107</p> <ul style="list-style-type: none"> <li>• DS reported that the meeting held with Greene King a couple of weeks ago, proved promising and resulted in a decrease of the purchasing price. This will still take time to resolve the GP percentage issues, but starting to look positive with small increases of the GP already showing for the month of May. <span style="float: right;"><b>DS &amp; KE</b></span></li> <li>• Ecologist cost shown in the cashflow projections has been moved out for another month (June). <span style="float: right;"><b>DS</b></span></li> <li>• MR asked the question if the course improvement budget is shown in the accounts and going forward. DS confirmed the course improvements is allocate with the course maintenance budget. <span style="float: right;"><b>DS</b></span></li> </ul>	

	<ul style="list-style-type: none"> <li>MR asked the question if the bunkers have been included in the budgets. This was confirmed that they weren't allocated and TT confirmed this will be included in the 5 year Business Plan going forward.</li> <li>SK asked the question if the Joining Fee for the 21yrs category can be relooked at and perhaps reduced. The board decided to rather split the joining fee and DS recommended Novuna to perhaps look into this rather than going through the club directly.</li> </ul>	<p>DS, TT &amp; KE</p> <p>KE</p>
2116	<b><u>CAPTAIN (SK):</u></b>	
	<ul style="list-style-type: none"> <li>SK reported the issue of the current competitions not being supported enough by members and not getting enough members to represent the teams.</li> <li>SK raised the question with APA with regards to members winning certain competitions and representing the club at various competitions away from the club, if the club would be willing to financially support the members. This to be looked at more carefully by the board but all requests to go through the manager's office and to be decided by Manco.</li> <li>JG asked the question with regards to the statement made in section 1801 in the captain's minutes on handicap changes. SK confirmed that handicaps do change overnight or for the next competition. It is the responsibility of the members to check their handicaps before tee off and to amend their scorecards accordingly.</li> </ul>	<p>SK</p> <p>SK &amp; APA</p>
2117	<b><u>SUB-COMMITTEE REPORTS</u></b>	
(A)	<b><u>COURSE (TT):</u></b> <ul style="list-style-type: none"> <li>Greens Keeper May report was distributed to the membership and was a great report given by GH.</li> <li>The manager is currently working on the 5-year business for the club and will be displayed / shared with the other directors at the next Manco Meeting.</li> <li>TT asked DS if a new generator can be bought for the start of the pathway projects. DS confirmed that there is course / maintenance project and if it fits within the budget, then no problem.</li> <li>SK asked if 1000 can be spent for new markers for the course markings on the tee boxes. This is in order to have the course mapped correctly going forward. This was accepted by the board.</li> </ul>	<p>KE &amp; TT</p> <p>TT</p>
(B)	<b><u>HOUSE PROJECT (CAPITAL):</u></b> <ul style="list-style-type: none"> <li>APA confirmed that man hole outside in the car park area is still getting blocked from the toilets. This will need to be relooked at and will obtain quotes from various suppliers.</li> <li>MR stated that there is still an outside pipe sticking out the wall from the ladies' bathrooms into the car park and will need to be removed. APA to look into this issue.</li> </ul>	<p>APA</p> <p>APA</p>
(C)	<b><u>GOLF ACADEMY DEVELOPMENT PROJECT – MR, AP, JG, KE &amp; APA</u></b> <ul style="list-style-type: none"> <li>Still waiting for the Ecology report from Commercial Recycling.</li> </ul>	

	<ul style="list-style-type: none"> <li>A meeting was held with Commercial recycling with regards to the installation of a water reservoir for the course. Commercial recycling confirmed that there will be a project created for this and to be presented to the club once the project has been finalised.</li> </ul>	APA, TT & KE
(D)	<b>HEALTH &amp; SAFETY</b>	
	<ul style="list-style-type: none"> <li>MR asked if the eye wear / glasses can be removed under the section for the air compressor on the website.</li> </ul>	KE
(E)	<b>PROJECT REPORT</b>	
	<ul style="list-style-type: none"> <li>New honour boards have been ordered, waiting for delivery and installation of the boards.</li> <li>DS suggested to have the full machinery amount to be placed on the project report. Once all the machines have been received, the project will be complete.</li> <li>Practice nets amount to be adjusted on the project report</li> </ul>	KE KE KE
<b>2118</b>	<b><u>MANAGER</u></b>	
	<b><u>Membership Analysis on 31<sup>st</sup> May 2024</u></b>	
	<ul style="list-style-type: none"> <li>KE reported that the membership renewals are in process and is far too soon to report. Full report to be given at the next Manco Meeting.</li> <li>APA suggested for the meeting that the board consider increasing the membership numbers by another 20 members. This was all voted accepted in the meeting and Kevin to phone the potential members on the waiting list.</li> </ul>	KE KE
<b>2119</b>	<b><u>CORRESPONDENCE</u></b>	
	<ul style="list-style-type: none"> <li>The office has received a few email with regards too many societies being booked during the week and the committee to consider in booking groups later on in the day. This will be relooked at when the bye laws of the club have been amended. For this unfortunately nothing can be changed due to the bookings that have already take place. No answer was given as of yet.</li> </ul>	KE
<b>2120</b>	<b><u>ANY OTHER BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>SR mentioned that staff behind the bar weren't manning their stations during peak periods and was not acceptable. KE to talk to the staff and to ensure there is a staff member behind the bar at all times.</li> <li>TT mentioned a few members complaining that the handicap limit for the Club Championship and why this was lower compared to last year? SK confirmed the handicap limit has always been 18 as a playing handicap and the 16.5 is the handicap index (converted will be 18 as well).</li> <li>Details for Joker Draw to be hosted every night was given to the board and was voted as accepted to go ahead.</li> <li>SK mentioned there was a random charity poster displayed by the entrance for the lobby and asked if anyone knew about this. KE confirmed he knew nothing about this and will remove from the board.</li> </ul>	KE SK KE

	<ul style="list-style-type: none"> <li>MW asked the question of when the ball washer will be placed back at the ball cute area. TT confirmed this will be done but no time was given as of yet.</li> </ul>	<b>TT &amp; GH</b>
	<p>The next meeting has been scheduled for Wednesday 24<sup>th</sup> July 2024 at 17:30.</p> <p>There being no further business the meeting closed at 20:30.</p>	
	<b>CHAIRMAN</b>	<b>DATED</b>