

**MINUTES OF EMERGENCY MANAGEMENT COMMITTEE MEETING
RE CORONAVIRUS HELD ON
Monday 16th March 2020**

Present

Captain	W Evans	Y
President	I W Sherlock	Y
Captain Elect	S P McGee	Apologies
Past Captain	S Hanmer	Apologies
Lady Captain	K Watson	Y
Honorary Treasurer	J Orchard	Y
Greens	G White	Y
Greens & Opens	M Wild	Y
Junior Development	L Butterworth	Apologies
Social	J Hall	Apologies
Competitions	A Lambert	Apologies
House/Clubhouse Development	D Shenton	Y
Bar/Clubhouse Development	D Howles	Y
Marketing	M D Barlow	Y
Health & Safety	D Lewis	Y
Hon Sec	S Martin	Y

Meeting called in response to additional measures announced by Prime Minister at News Conference this evening

Captain thanked all for attending at short notice and handed over to Darren Shenton.

Darren provided a detailed overview. In short the PM strongly advises;

- Stop all non-essential travel
- Stop all non-essential social contact
- People strongly advised to avoid all pubs / theatres / restaurants
- Any person displaying new cough or fever then the full household should self-isolate for 14 days.

Clearly this has implications for our staff and keeping the bar/kitchen and course open.

Ultimately, consensus was reached on the following Provisional Decision subject to advice from golf's governing bodies:

Pro Shop

- To remain open with additional hygiene measures
- No congregation in shop

Golf Course

- With the physical and mental health and wellbeing of our members uppermost we need to keep the golf course open with additional hygiene measures
- Broadcast to members as soon as the England Golf advice is digested
- Suitable notices in appropriate places in Clubhouse

- Competitions to continue with additional hygiene measures

Clubhouse, Bar & Kitchen

- To close from close of business on Wednesday 18th March 2020
- Consequently, we will not have any Kitchen Rent for the time being
- Locker Rooms to remain open
- Hon Sec to speak with Greenwoods and party organisers to postpone
- DS to speak with organisers of Sportsman's dinner

Subscriptions

- DS to contact Premium/Fairway Credit to establish what help they might provide to members

Formulation of Survival Plan

- Chris Sherlock has volunteered to put this together for us. DS to contact CS

Executive Leadership of Coronavirus Crisis

- Responsibility delegated to Captain, Hon Sec, Dave Lewis (H&S) and Darren Shenton (House Sec) who will lead this team

Future Committee Meetings

- For the time being these meetings will be held via *video conference* using the latest technology. MB to enable Hon Sec to set-up

Captain _____ **Date** _____

Proposed by:

Seconded by:

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Tuesday 24th March 2020 by Video Conference**

Present

Captain	W Evans	Y
President	I W Sherlock	Y
Captain Elect	S P McGee	Y
Past Captain	S Hanmer	Y
Lady Captain	K Watson	Y
Honorary Treasurer	J Orchard	Y
Greens	G White	Y
Greens & Opens	M Wild	Y
Junior Development	L Butterworth	Apologies
Social	J Hall	Y
Competitions	A Lambert	Y
House/Clubhouse Development	D Shenton	Y
Bar/Clubhouse Development	D Howles	Y
Marketing	M D Barlow	Y
Health & Safety	D Lewis	Y
Hon Sec	S Martin	Y

Captain

- Captain welcomed all to our first ever video conference meeting.
- He had set the agenda by email earlier. One item; COVID-19
- He thanked all who had circulated Reports.

Minutes of Meeting Monday 24th February 2020

Proposed by Jacob Hall and seconded by Mike Barlow as a true and correct record.
To be signed by Captain as soon as practicable.

Minutes of Emergency Meeting Monday 16th March 2020

Proposed by Darren Howles and seconded by Martin Wild as a true and correct record.
To be signed by Captain as soon as practicable.

Captain

- Captain handed over to Darren Shenton who is leading the COVID-19 sub-committee.

COVID-19

DS provided a general update

- COVID-19 sub-committee set-up
- Survival Plan sub-committee set-up
- Working well given speed of change
- Excellent response from staff
- Most members are empathetic

- Member broadcasts seem to have been well received
- Details of Job Retention Scheme eagerly awaited
- House/Admin staff *furloughed*
- Some debate on eligibility of Greens team for *furlough*
- Grass has started to grow and needs cutting
- Greens Sec, H&S Sec and Head Greenkeeper have instigated new working practices to ensure the team keep their distance from one another, sanitise, etc.
- Team are happy to work
- Pro Shop closed. Gov plans for self-employed awaited

Survival Plan Sub-Committee

- Chris Sherlock will assist this team
- Financial profiling is coming together
- This sub-committee will negotiate wages etc. as necessary
- Business Rates Relief applied for
- £25K Grant applied for
- VAT payments deferred
- Once the way forward is clearer we will approach the bank for support to plug the gap when our funding is exhausted
- Members will be updated regularly
- Members appear supportive

Membership/Subscriptions

- Fairway Credit will advise quantum of subs due to us on 5/4/20
- Some members are uncertain as to the future of their livelihoods and are, understandably, hesitant to renew.
- Others feel they must await the outcome of the crisis before committing.
- Committee want to assure members they will get 100% value for their investment.
- Some options debated briefly.
- COVID-19 team charged with formulation of options/solutions
- A clear narrative will be broadcast to members in the next few days to include details of how to pay online.

Members Survey Sub-Committee

- A further amendment to the proposal re Ladies' Sunday golf had been circulated, proposed, seconded and agreed by email.
- Agreed the tee will be reserved for the Ladies from 11am – 11.52am on Sundays.

Next Meeting

- **Full Committee: Tuesday 21st April 2020 at 7.30pm by video conference**

Captain _____ **Date** _____

Proposed by:

Seconded by: