

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Monday 2nd December 2019**

Present

Captain	W Evans	Y
President	I W Sherlock	Y
Captain Elect	S P M ^c Gee	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	Y
Social	J Hall	Apologies
Competitions	A Lambert	Y
House/Clubhouse Development	D Clarke	Apologies
Bar/Clubhouse Development	D Howles	Y
Marketing	M D Barlow	Y
Health & Safety	D M Lewis	Y
Hon Sec	S Martin	Y

Captain

- Captain welcomed all, particularly Kath Watson and Steve McGee. He particularly asked to Committee to:
 - Circulate Reports at least seven days ahead of meetings
 - Have respect for all opinions
 - Refrain from using profane language in our professional meetings
 - Set the standards for members in everything we do; dress, behaviour, sportsmanship, knowledge of the Rules, etiquette, tolerance, inclusion, diversity etc., etc.
- He also asked budget holders to keep a tight rein on costs and keep the Hon Treasurer updated constantly as we need the management accounts to remain up to date and meaningful.

Minutes of Meeting Wednesday 13th November 2019

Proposed by Darren Howles and seconded by Lee Butterworth as a true and correct record. Signed by Captain.

Lady Captain

- **No Report**
- Forum with Helen Searle (County Liaison Officer) took place 30/10/19. 18 ladies attended. Report received from Helen and a meeting with a ladies' delegation will take place 18/12/19.
- Should the nomination of the Lady Captain Elect be on the AGM Agenda?

AOB

- None Submitted

AGM Notice & Reports

- Sent to members 14/11/19

Matters Arising from Minutes of AGM 2019

- None – all questions answered on the night
- An opinion from the membership is that there were fewer people in attendance than usual and fewer questions raised than usual because members are reading the published minutes which answer their questions.

Matters Arising from Minutes of Wednesday 13th November 2019

- **Ladies** – meeting re Survey 18/12/19

Secretary's Business Monday 2nd December 2019

Membership:

	7 day	6 day	5 day	3 day	Country	PMG	Junior	Social	Total
Men									
Nov 2015	254	73	26	21	1	-	28	111	514
Nov 2016	254	74	26	59	1	-	76	103	593
Nov 2017	259	54	32	100	1	6	66	89	601
Nov 2018	298	29	21	115	1	31	69	79	643
Nov 2019	292	35	16	100	1	64	67	79	654
Women									
Nov 2015		50	1			-	5	39	95
Nov 2016		48	1			-	5	42	96
Nov 2017		45	2			0	10	39	96
Nov 2018		52	3	1		0	12	34	102
Nov 2019		56	4	1		1	11	30	103

- Mid-year Joiners' Affiliation Fees due
- Numbers as at AGM
- The above figures include 41 men aged 18-30 and 1 woman aged 18-30.
- And 15 Ladies' Academy Members – **well done to all involved.**
- **Trial membership** – Yellow Bags Tags with expiry date. **3 Trial members**
- **3-Day** – Red Bag Tags.
- **PlayMoreGolf** – Green Bag Tags.

Rule 4.4 Defaulters: Money Claims in course for four members:

Subscriptions 2019

- All under control – for now!

Albatross Digital Marketing

- Costs covered so far. Full review set for 18/12/19.

Members' Survey - Retention

- Catering – Further review in January 2020
- Ladies' issues – as above; meeting 18/12/19

Societies & Parties

- **Societies** for financial years to:

Sept 2012	Sept 2013	Sept 2014	Sept 2015	Sept 2016	Sept 2017	Sept 2018	Sept 2019	Sept 2020
£14K	£17K	£15K	£17K	£14K+	£15.2K+	£14.1K+	£12K	£4K

- Last Dec projected Society income was £4K
- Sunday morning is prime time and there's plenty of demand from members. All agreed that Societies on Sundays will tee off from 1p.m. Whilst we will lose some society revenue, members are our top priority. There are a couple of bookings we may have to honour.

Room Hires for financial years to:

Sept 2012	Sept 2013	Sept 2014	Sept 2015	Sept 2016	Sept 2017	Sept 2018	Sept 2019	Sept 2020
29	30	46	76	114	101	84	86	37

- Total number of bookings by Dec last year was 57 – needs attention now. Bar Sec will liaise with Marketing Sec, House Manager and Captain Elect and formulate a strategy to generate 100 parties and measure progress.

Insurance

- 3-yearly Risk Review undertaken. Details circulated. Follow-up notes circulated for action and confirmation 16/9/19. Chased 8/11/19 and 24/11/19

Complaints

- Incident with a sponsor on 16th tee on Friday 25/10/19 – resolved
- Prize presentation at Open Turkey Trot - resolved
- Divots on fairways – no names provided
- Booking between Turley Trots - resolved

Staff

Heads Meeting 13/11/19

The main points were:

- Bungalow front door to be made more secure – **Steve G** liaising with Darren Howles
- Pest Control to attend asap – scratching in lofts. Done
- All are happy they know their role in the run-up to and over Xmas and New Year
- **Steve G** will check how much rock salt we have – **Lee** will order more if necessary
- All in the picture re Function Room decoration w/c 13/1/20
- **Janine** will liaise with Dave Clarke re timing of wall cladding in kitchen and deep clean

Christmas Gift Cards for House Staff

- Same as last year - nominal

New Year's Day

- Pro Shop will be closed
- Kitchen will be closed
- Steve G will open the Clubhouse and Bar at 12 noon
- Function Room will be partitioned-off and closed for the day
- Steve G will ensure the Bar area is presentable after the NYE Party
- Cleaners to be given the day off
- Members will be circulated a week in advance
- System will be set up so that all players pay in advance
- Would perhaps be good to leave some scorecards under the balcony

First Aid Course

- Completed by Golf Pro
- Assistant Golf Pro attended 22/11/19 and passed

Catering Review

- Undertaken by Captain & President with Michelle & Janine 18/9/19
- Follow-up in early January – awaiting response from Michelle
- **Rent increase?**

ProGame – Tee Signs

- Revised contract expected shortly.

Captains' Photographs

- Up. No room for Past Captain's photo!

Christmas Day Drinks with Captains & President

- Timings to circulate – 11.30am – 1.30pm

Engraving/Honours Boards

- To be updated shortly

Treasurer's Report

- **No Report**
- AGM went well
- Meeting Bank Manager 4/12/19 re short-term O/D – similar to last year c£40K
- CFF in course
- Now that we are in our second year of monthly management accounts, Hon Treas will be able to provide a narrative explaining any differences
- Q1 management figures will be circulated ahead of the January meeting

Marketing

- **No Report**
- Will work on Opens with Martin Wild and Albatross

Junior Development

- **No Report**
- Five juniors are now playing in our yellow tee comps – great development - who they play with, what time they play and how far ahead of the comp they are booked-in is closely and carefully managed

Social

- **No Report**

Health & Safety

- **Report circulated.**
- 1. Incidents - None reported
- 2. Meeting with Lee for Winter Assessment - This has still not taken place and needs to be completed this month. Will arrange before Christmas
- 3. Of note - variations in tee mats, some tee mats are not good when frosty. Greens are working on it
- 4. First Aiders - both qualified in the shop.
- 5. Method Statements and Risk Assessments for the deep clean and balcony fence replacement received.

House

- **No Report**
- Bungalow front door to be renewed by Christmas
- Fortification of external cellar door in discussion with H&S
- Work on balustrade scheduled to started

Bar

- **No Report**
- Bar Tracker will be up to date by weekend

Greens

- **No Report**
- Greens looking healthy – some *bent* grasses coming through
- Radios purchased for efficient communication and safety
- Ground is too wet to get heavy machines on to work on paths at present
- Spend is therefore relatively light at the moment but will be heavy when paths are done.

Competitions

- **Report circulated**
- Proposal re a change to Sunday play is deferred until we have discussed with the Ladies on 18/12/19
- Manufacturers' Winter wheels or hedgehog wheels mandatory from Saturday 14/12/19
- From 2020 prizes will be presented to teams finishing 1st and 2nd in 4 Man Team events: £65pp for winners and £35pp for RU

Opens

- Captain is delighted Martin Wild will take responsibility here.

Suggestion Book

- Brushes for use around the compressed air shoe cleaner are kept in the pro shop.

Next Meetings

- **Full Committee: Monday 27th January 2020 at 7.30pm**

Captain _____ **Date** _____

Proposed by:

Seconded by: