

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Monday 27th January 2020**

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
Treasurer	J Orchard	Y
Greens	G White	Y
Greens & Opens	M Wild	Y
Junior Development	L Butterworth	Y
Social	J Hall	Apologies
Bar/Clubhouse Development	D Howles	Y
Competitions & Handicaps	A Lambert	Y
House	D. Shenton	Y
Marketing	M D Barlow	Y
Health & Safety	D Lewis	Y
Hon Sec	S Martin	Y

Captain

- Captain welcomed all, particularly Darren Shenton who has succeeded Dave Clarke who has resigned from Committee. Darren will take over as House Sec and continue as Subscriptions Sec.

Minutes of Meeting Wednesday 2nd December 2019

Proposed by Lee Butterworth and seconded by Steve Hanmer as a true and correct record. Signed by Captain.

Lady Captain

- **Report circulated**
- Ladies Academy going well.
- Further meeting with Helen Searle (County Liaison Officer), re issues raised via Members' Survey, set for 29/1/20.
- Ladies will submit a detailed proposal for the future of the Games Room following their meeting on 16/3/20.
- Detailed proposal that one of the ladies be granted Honorary Membership to be presented ahead of February Committee meeting

Matters Arising from Minutes of Monday 2nd December 2020

- **Greens**
 - course measurement – in hand
- **Marketing**
 - Total number of bookings for year to 30/9/20 is 37 vs 57 this time last year – 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

Secretary's Business Monday 27th January 2020

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
Jan 2020	297	37	19	96	1	70	70	79	669
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
Jan 2020		56	4	1		1	11	30	103

- Mid-year Joiners' Affiliation Fees paid
- The above figures include 42 men and 1 woman aged 18-30.
- And 15 Ladies' Academy Members – well done to all involved.
- **Trial membership** – Yellow Bags Tags with expiry date. **1 Trial member**
- **3-Day** – Red Bag Tags.
- **PlayMoreGolf** – Green Bag Tags.
 - **Rule 4.4 Defaulters:** Money Claims submitted for three defaulters. Court date set for one.

Subscriptions 2020

- ClubV1 visiting 29/1/20 to assist System update in readiness to email out in early/mid-February.

Albatross Digital Marketing

- Comp Sec & Hon Sec met with Sam Poole & Darren Redwood of Albatross 18/12/19. Output circulated.

Members Survey - Retention

- Lady Captain, Susan Barlow, Sylvia Haq, Gareth White & Hon Sec met 18/12/19 to discuss. Further meeting set for 29/1/20 with County Liaison Officer.

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	£6K
- Last Dec projected Society income was £7K

- Bardsley Construction has gone into Administration. Club will lose some green fees. Administrators have now confirmed the event will not take place. Club Talks Charity Day will take the date.
- Policy re Sunday Societies – two moved to 1pm and one lost (value c£400)
- Soc Organisers' Golf Day set for Thursday 4th June 2020 and fully subscribed.

Room Hires for financial years to:

Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept	Sept
2012	2013	2014	2015	2016	2017	2018	2019	2020
29	30	46	76	114	101	84	86	45

- Total number of bookings by Jan last year was 62 – Bar/Marketing team is on the case
- Bar Sales Tracker Spread shows sales significantly up on 2017/8 but £4K down on 2018/9.

Insurance

- 3-yearly Risk Review undertaken. Follow-up notes actioned.
- Insurers in the picture re water supply leak.
- Fixed Wire Testing (Electrical Installation Condition Report EICR) received and remedial works in course.

GolfSafe

- Proposed Vulnerable Adults Policy and Child Safety Policy circulated (templates from England Golf) - All agreed to adopt. Hon Sec to circulate to members and add to website

Complaints

- One re Christmas Carvery – resolved by Captain & President

Disciplinary

- Social Media comments bringing Club into disrepute – resolved by Captain and President.
- Social Media Policy circulated again.

Staff

Heads Meeting 8/1/20

The main points were:

New Year's Day

- Went well but House Manager received numerous calls from 9am (after a very, very late night cleaning/tidying clubhouse after NYE party).
- Notices will be posted in locker rooms in early December 2020 and a dedicated Newsletter will be circulated weekly throughout December 2020

Kitchen

- 2020 menus to be confirmed shortly
- Christmas Carveries to run every Sunday in December 2020
- Mothers' Day and Easter Carveries to run

House

- New, secure front door has been fitted to bungalow

- Pests in lofts sorted
- Plenty rock salt in stock

Greens

- Area from clubhouse to 1st tee is pristine ahead of Captain's Drive-In

Golf Pro

- Path from pro shop to shoe cleaner is a mess. Better position under consideration.
- Disposal of Cardboard is still an issue – TMBC asked to provide another bin

Gift Cards for House Staff

- Same as last year.

Catering Review

- Follow-up undertaken 14/1/20
- Next review April 2020

Golf Pro

- Annual Review undertaken 15/1/20.

ProGame – Tee Signs

- Revised contract signed. New tee signs received.

Christmas Day Drinks with Captains and President

- Went well

Engraving/Honours Boards

- Honours Boards updated
- Hon Sec chased engraver again 20/1/20

Handbook 2020

- Gone for printing

Proxy Votes at AGM

- To be explored

Social Media

- Postings on behalf of Club/committee to go through Captain

Interaction/Working Practices/Responsibilities of Staff

- Hon Sec to set up meeting with Gareth White, Lee Whittaker, Steve Gilligan and Mike Boyle to discuss improvement in working practices.

Treasurer's Report

- **Report circulated**
- Q1 management figures circulated.
 - Income roughly on target though Bar Sales are down 5% on Q1 2019
 - Expenses are on budget but £11K up on Q1 2019
 - Result is a deficit of £5K vs a surplus of £4K for Q1 2019
 - Spending must be tightly controlled going forward
 - See Bar Report below

Marketing

- **Report circulated**
- Promotion for Socials etc done or in course
- Will use Albatross to promote membership
- Will produce strategy with the ambitious aim of attaining 100 Room Hires pa
- Will liaise with Opens Sec, Pro and Albatross to promote Opens

Junior Development

- **Report circulated**
- Academy is playing Saturday afternoons again
- GolfSafe accreditation progressing well – mandatory by 2021
- We will host a Northern Junior Tour Event in 2021
- We have applied to become a HSBC Roots Club
- Junior Opens set for 7/8/20 and 6/8/21
- Positive comment from members on the behaviour of one particular junior playing in men's comps

Social

- **Report circulated**
- NYE went well
- Social Calendar will be finalised soon
- Drive, Chip & Putt is developing
- New PA system to be installed before Sportsman's Dinner in March

Health & Safety

- **Report circulated.**
- Incidents: just two reported. Members to be reminded to report to Pro
- Further Course RA next week
- Formal procedure to be agreed re hole closures
- Pro trolleys for rent must have winter wheels
- Members to be reminded that trolleys must have manufacturers' winter wheels or hedgehog wheels

House

- **Report circulated**
- Vacuum cleaners replaced
- Gents showers refurbished
- Gutters cleared and downspouts fitted to front entrance
- Function Room, kitchen entrance and Gents' Locker Room redecorated
- Leak detection co to visit 28/1/20 to pinpoint leak
- To discuss fortification of external cellar door with H&S
- Work on balustrade delayed as glass supplied to wrong thickness

Bar

- **Report circulated**
- Good sales over Christmas
- Good meeting with Brewery Rep
- Price increase imminent – details under review

Greens

- **No Report**
- Work on paths, tree removal and tee renovation progressing as planned
- New 18th tee built on green side of gully for Ladies
- Spending is within budget
- Rainfall:
 - 2018 947 mm
 - 2019 1413 mm
 - 2020 to date 65mm

Competitions

- **Report circulated**
- Rules
 - Ball lies up against a tree stump – play the ball as it lies (winter rules lift, clean and place with 6" no nearer hole)
- Turkey Trot – member who failed to arrive has paid comp fees and apologised to his playing partners
- Boxing Day Bucket – One member who failed to arrive has paid comp fee. Another to pay comp fee
- Proposal re Sunday comps to be open to all: **Agreed.**
 - Men, women and juniors may mark one another's scorecards validly (all will have handicaps).
 - No maximum handicap for Juniors in Club Sunday Stablefords
- Annual Handicap Review circulated and completed

Opens

- **No Report**

Suggestion Book

- New tee mat required at 17th. Done
- Flower bed adjacent 13th tee to be reviewed in growing season with a view to planting wild flowers.
- The short hose pipe attached to the tap under the balcony is useful for cleaning trolleys but it creates a slippery mess and has therefore been removed.

Next Meeting

- **Full Committee: Monday 24th February 2020 at 7.30pm**

Captain _____ **Date** _____

Proposed by:

Seconded by: