

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Monday 18th May 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	Y
Social	J Hall	Y
Competitions & Handicaps	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 Secretary	S Martin	Y

Captain

- Captain welcomed all to another video conference meeting and asked that reports were delivered as concisely as possible. He looks forward to meeting face to face again.

Minutes of Meeting Monday 21st April 2020

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

Lady Captain

- **Report circulated**
- LC had enjoyed the Drive-In and thanked organisers for their efforts
- Academy in abeyance - buddies are in touch with members
- System set up to release unused tee times on Sundays and Wednesdays
- Ladies' proposals re Games Room shelved given likely costs
- Ladies Sunday Driver to Forest Pines postponed

Matters Arising from Minutes of Tuesday 21st April 2020

- **Greens/H&S**
 - Mesh around pond as agreed with Insurance
- **House**
 - Awaiting quotes re Fixed Wire review – delayed due to crisis
 - Fire escape to be painted on completion of new balustrade
- **H&S**
 - Severe Weather Policy to be adapted, adopted and circulated to members
 - To discuss fortification of external cellar door with House Secs

- **Hon Sec**
 - Organise sub-committee to discuss pros/cons of changing financial year end and possibly submit proposal
 - Loyalty Rewards – impossible to provide any kind of “refund” without negative impact on finance

Secretary’s Business Monday 18th May 2020

Coronavirus Pandemic

- Clubhouse closed from close of business 18th March 2020
- Golf Course, Pro’s Shop and Practice Facilities closed from close of business 23rd March 2020
- Application to Sport England Emergency Community Fund successful and will meet £7,250 of our insurance premium of c£14.5K

COVID-19 Sub-Committee

- Club Trustees updated
- Golf course re-opened Wednesday 13/5/20
- Restrictions circulated, notices posted, social distance markers established outside pro’s shop and to 1st tee, collection of clubs from lockers organised, sanitisation points set-up etc.
- Additional notices posted at course access points to alert public to return of golf, dangers and the fact they must keep to public rights of way.
- Compliant and reviewing daily
- Thanks to all who have helped
- Another broadcast to members will follow on 19/5/20

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
Apr 2020	250	35	46	78	1	75	67	81	634
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
Apr 2020		48	5	0		1	11	32	97

- The above figures include 31 men and 1 woman aged 18-30.
- And 15 Ladies Academy Members
- **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 in course for:
 - 3 defaulters and warning of legal action sent to another.
 - Court date set for one now postponed.

Subscriptions

- Have held up very well and we are now seeing the return of many who resigned in March
- All those returning will pay the full annual subscription (no discount for closure of facilities)

Welfare Calls

- All members aged 65 and over were contacted and calls were very well received
- That's c200 calls. Thanks to all who took time to make them

County BounceBack Webinar

- Attended by Captain, Hon Treasurer, CV-19 leader and Hon Sec on 7/5/20.
- County Grant £300 obtained toward consultation with Contemporary Club Leadership.
- CCL will present Report to committee on completion.

Albatross Digital Marketing

- Campaign updated focussing on Trial membership and 241 on 5-Day
- 1 month trial membership offer expires shortly
- Plenty of interest in the past week and campaign is bearing fruit

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	CV19
- Last April projected Society income was £11K
- Ongoing contact with organisers to retain/postpone
- Most have the whole season organised so, in many cases, the best we can do is postpone the booking to 2021

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 | CV19 |
- Ongoing contact with organisers to postpone
 - Some unavoidable cancellations
 - Kitchen & Clubhouse Closed from c.o.b. 17/3/20 – no rent since then

Insurance

- Preparation for renewal is well under way
- Work in course on valuation of assets and risk improvement
- Lockdown has impeded progress

- Sport England has agreed to pay £7,250 of premium

Water Leak

- Specialist Report now completed
- WaterPlus+ approached to contribute to costs given dilatory and inaccurate advice

GolfSafe

- Updated Child Safety Policy circulated to members.

Complaints

- Members flouting rules and playing golf. Hon Sec happy to educate anyone flouting rules. Names required.

Catering Review

- Further review once we reopen

Handbook 2020

- In course of *finishing*. Will be ready shortly after they reopen

Solar Power

- New, *green* initiative re solar energy.
- Quote from Cactus Energy via GMG. Total cost £25K. ROI 9 years.
- ROI of 9 years is disappointing, and crisis has presented other priorities

Captains Picnic

- Postponed. Venue, coach co. and attendees advised.

Fire Risk/Policy

- A member will review once we can re-open the clubhouse

Scorecards

- We have approx. 7 weeks supply. Another 11K ordered

Society Organisers' Golf Day

- Postponed

Treasurer's Report

- **Report circulated**
- H1 (1/10/19 – 31/3/20) management figures circulated.
 - Deficit £7K after gov grants etc. vs surplus £32K for H1 2019
 - Spending must continue to be tightly controlled going forward
- Cash Flow Forecasts to December have been circulated, discussed and submitted to Bank.
- Bank has tentatively offered funding under CBILS

Marketing

- **Report circulated**
- Agreed to move major Course Information Sign to back of 1st tee

- Agreed some new signage around clubhouse

Junior Development

- Nothing critical to report
- GolfSafe accreditation application resubmitted to England Golf following completion of their DBS checks.
- Juniors **must be accompanied by an adult at all times** whilst on the golf course – message to be emphasised once gain

Social

- Nothing critical to report

Health & Safety

- **Report circulated**
- Return to golf controlled effectively
- Windscreen on car park damaged – recorded and resolved
- Daily checks of the current position taking place with PHE/HSE/England Golf
- Scale pictures will inform updated hole by hole Risk Assessments
- Final inspection of balcony will be undertaken on completion of balustrade
- Return to competitive golf to be discussed in detail

House

- Covid-19 compliant
- Window cleaner to clean balustrade on balcony
- Awaiting quotes re Fixed Wire review.

Bar

- Fire escape to be painted on completion of new balustrade.
- Balustrade almost completed

Greens

- **Report circulated**
- Skeleton greens team have done a great job
- Greens sarrel rolled, top dressed and fed. Green height is now down to 4mil
- Profihopper is now on site
- Sprinklers currently on each green 5 mins every night. Course needs rain. Only 9ml rain in 3.5 weeks
- Budget ok
- 150/200-yard markers and divot boxes will be replaced
- Pond – needs attention re pump, plants, water level
- Martin Wild will broadcast a general Greens Update to members

Competitions

- **Report circulated**
- Return to competitive golf pencilled-in for 30/5/20
- Comp fees to be paid on Bar Card
- Opens and Club Talks Charity Day need immediate attention
- Various trophy dates to be rescheduled

- Captain's Prize dates in course of revision

Opens

- **No Report**
- Organisers to review, decide and communicate with entrants

Suggestion Book

- Nothing – clubhouse closed.

Next Meetings

- **Full Committee: Monday 15th June 2020 at 7.30pm**
- **Please circulate Reports/sub-committee minutes (in word doc please) at least a week ahead to help improve the quality and efficiency of the meeting. Thanks in advance.**

Captain _____ Date _____

Proposed by:

Seconded by: