

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
Tuesday 21st April 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
Honorary Secretary	S Martin	Y

Captain

- Captain welcomed all to another video conference meeting. He thanked all for mastering the technology and hopes it won't be too long before we can meet face to face once again.

Minutes of Meeting Tuesday 24th March 2020

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

Lady Captain

- Nothing critical to report

Matters Arising from Minutes of Monday 24th March 2020

- **Sunday Golf**
 - Proposal from Members' Survey sub-committee and amendment. Already debated. Proposal is the tee be reserved for the Ladies from 11am – 11.52am on Sundays. Proposed by Tony Lambert, seconded by Lady Captain. Carried by majority vote after some further discussion.
- **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
 - Balcony etc. to be jet-washed – Done
- **Marketing**

- Promotional ideas will be debated at sub-committee and proposals circulated re strategy to generate 100 Room Hires pa. On hold due to likely impact of crisis on numbers allowed in clubhouse at any one time
- **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 and cons of changing financial year end and possible submit proposal

Secretary's Business Monday 21st April 2020

Coronavirus Pandemic

- Urgent meeting held Monday 16th March 2020 – minutes circulated
- Clubhouse closed from close of business 18th March 2020
- Golf Course, Pro Shop and Practice Facilities closed from close of business 23rd March 2020
- Application submitted to Sport England Emergency Community Fund to meet cost of Insurance premium due in May at c£14.5K

COVID-19 Sub-Committee

- Two sub-committees have merged into one since set-up. For clarity, the one sub-committee will deal with all aspects of the crisis having an impact on the Club.
- The team is made up of Darren Howles, Dave Lewis, Gareth White, Jonny Orchard, Steve Martin and Darren Shenton. DS will lead the team.
- Chris Sherlock will provide support on financial issues as required.
- Captain Elect added to this group as crisis will affect his year as Captain

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 aged 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:
 - Money Claims in course for 3 defaulters and warning of legal action sent to another. Court date set for one now postponed.

Subscriptions

- Hon Sec and House Sec wrote to, texted and called hesitant and resigning members encouraging them to renew and help us pull through.
- Efforts have borne fruit in that numbers are significantly reduced.

Welfare Calls

- Hon Sec's calls to members aged 80+ had been well received.
- A further 7 volunteered to call the over 70s.
- Hon Sec to organise.

Albatross Digital Marketing

- Campaign updated focussing on Trial membership and 241 on 5-Day
- Also offering 5 rounds for the price of 4 and a 1 month trial for £100

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	£7K

- Last April projected Society income was £10K
- Ongoing contact with organisers to retain/postpone

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	53

- Ongoing contact with organisers to postpone
- Some unavoidable cancellations
- Kitchen and Clubhouse Closed from c.o.b. 17/3/20
- Can't invoice for Kitchen Rent

Insurance

- Preparation for renewal is well under way
- Work in course on valuation of assets and risk improvement including the pond, CCTV in Function Room, review of Fire Risk Assessment and upgrading burglar alarm
- Likely to pay premium by monthly DD

The Leak Detection Co

- Invoice negotiated down and paid.

GolfSafe

- Updating DBS checks is the final piece in the jigsaw and should be complete soon. Pressing England Golf for update.

Complaints

- Two members advised the public are using golf course like a park – resolved.

Disciplinary

-

Staff

- Nine staff furloughed

Catering Review

- Undertaken by Captain & President with Michelle & Janine 18/9/19 & 14/1/20
- 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 forwarded to Hon Treasurer for analysis/opinion

Captains Picnic

- Under review given pandemic. Likely to revise date to August
- Coach company is in the picture

Fire Risk/Policy

- A member with appropriate expertise has agreed to review as soon as convenient

Treasurer's Report

- **Report circulated**
- Treasurer was congratulated on timely and accurate completion of all the additional work created by the crisis.
- M5 (1/10/19 – 29/2/20) management figures circulated.
 - Income roughly on target and in line with 2019
 - Expenses are on budget with House expenditure front-end loaded and £20K up on 2019.
 - Result is a deficit of £19K vs a surplus of £5K for M5 2019
 - £5.6K of spend will be capitalised, reducing the deficit to £13.7K
 - Spending must be tightly controlled going forward
 - Captain emphasised the importance of providing relevant info to Treasurer within a few days of the new month
- H1 figures (1/10/19 - 31/3/20) will follow shortly.
- Cash Flow Forecasts to December have been circulated and discussed
- We will approach the bank soon to discuss potential support required

Marketing

- Nothing critical to report

Junior Development

- Nothing critical to report
- GolfSafe accreditation application submitted to England Golf

Social

- Nothing critical to report

Health & Safety

- Nothing critical to report

House

- The Leak Detection Company completed their survey today and concluded the cismiser in the gents' urinals has resolved the issue.
- On receipt of their full Report we will approach United Utilities to mitigate our costs.
- New carpet and dance floor fitted/installed in Function Room.
- Awaiting quotes re Fixed Wire review.
- Balcony etc. jet-washed

Bar

- Beer lines are ok
- Cellar is ok
- Coors are very supportive and will replace out of date stock
- Wines and spirits are in date
- Fire escape to be painted on completion of new balustrade.
- Balustrade will be completed as soon as contractor has access to the glass.

Greens

- **Report circulated**
- Public using golf course as a park. Most are behaving well.
- The ground is very hard. No damage caused.
- Budget ok.

Competitions

- Nothing critical to report
- Anticipate some restrictions once course reopens

Opens

- **No Report**

Loyalty Rewards

- Various ideas suggested and discussed.
- Once the facilities are open again, a decision will be made.
- It will be a tricky balance to reward our loyal members without creating a significant negative impact on finances.

Suggestion Book

- Nothing – clubhouse closed.

Next Meetings

- **Full Committee: Monday 18th April 2020 at 7.30pm**

Captain _____ **Date** _____

Proposed by:

Seconded by: