**St Athan Golf Club Ltd**

**Board Meeting – Tuesday 24th August 2021 – 5.10pm**

Attendees – Brian Asbury (BA), Paul Lindsay (PL), Gerry Turnbull (GT), Bob Hewitt (BH)

Andy McIntyre (A Mc) Stuart Jennings (SJ) Roger Davidge (RD), Tom Tait (TT),

Steve Kenyon (SK)

Anita McKinstry (AM)

Apologies – None

**Previous Minutes** –

Minutes from the previous meeting were approved.(RD) (SJ)

**P & L Finances-**

Analysed the figures for July 2021.

**Matters Arising** –

Action Log- reviewed items closed and ongoing.

**Course update** (GT)

***Open Action Item No 39.*** *Luke Sloan has produced a set of hole plans for the new tee signs, at his request I have made a couple of recommendations to amend the plans of two holes. Once these adjustments have been made these will be just the thing, I need to progress this action to complete the Course Layout Document.*

***Open Action Item No 49.*** *At the 27 July 2021 Board Meeting I outlined an idea to consolidate several buggy sheds at the Greenkeepers Yard into one multi use buggy shed to accommodate additional buggy owners. Although I have not given up on this idea, the immediate need to do this has gone as Robbie Ford has acquired the buggy shed in the car park previously owned by Linsey Hiscock.*

*I have passed a list of buggy shed occupants and their locations to Tom Tait for inclusion into his revised buggy procedure.*

***Autumn Verti Draining of Greens.*** *The verti draining and top dressing of the greens will take place week commencing 20 September 2021 (weather dependant). The cost of the verti draining (£700) and purchase of top-dressing sand (approx. £1,232) was approved by the Board at the February 2021 meeting. However, through negotiation by the HGK the vert draining will be carried out free of charge this autumn as reported at the 27 July 2021 Board Meeting, saving approximately £700.*

*Many other Golf Clubs carry out their aeration work on the greens now while the weather is right for the greens to quickly recover from the process. If there was no ‘Finals Day’ in September this work could be carried out at our Golf Club in August each year removing the risk of sandy bumpy greens leading into the winter months that we have experienced on numerous occasions. This thought will be aired at the Club Management Committee Meeting on 25 August 2021.*

***Ride On Mower.*** *The ‘Ride on Mower’ was delivered on Saturday 14 August 2021 and tested by Terry Punter on Monday 16 August 2021. Terry Punter and his son have paid for the hydraulic repair of the mower (£2,900) and have given the mower to our Golf Club for a contribution of £1,000 towards the cost of the repair. This ‘Ride on Mower’ is an extremely useful multi-purpose asset and I propose that we settle the debt with Terry Punter this year.*

*Terry Punter has had the invoice for the repair made out to St Athan Golf Club to enable us to claim back the VAT if that is possible.*

*Agreed at meeting to pay Terry our contribution asap.*

***Kickstart Placement.*** *Many thanks to Paul Lindsay, Bob Hewitt, Anita, and Craig for their work leading up to and including the interview of Enzo Sivori. He applied for both positions and was found suitable for the 6-month placement working on the Golf Course. He will start working with us on Monday 6 September 2021.*

***2nd/5th Tee Rework Project.*** *The plan is to start work on the 2nd/5th tee week commencing 27 September 2021, the GKP’s will split their time between the project and normal course maintenance but volunteers would be appreciated, whether that be working on the project or helping cutting grass.*

*Plan/schedule:*

* *Remove shrubs on the LH & RH side of the white tees. 23 August*
* *Weed kill along the existing tee concrete block retaining walls. 24 August*
* *Clean the existing concrete block retaining walls (this may require the hire of a generator and power jet wash). Mid Sept*
* *Move to the winter tees. 27 Sept*
* *Build up the retaining walls to the required height. Start 27 Sept*
* *Re-align and replace sprinkle heads to new tee height. Start 27 Sept*
* *Build up the teeing area using top soil (whacker) TBD*
* *Apply root zone. TBD*
* *Lay turf. TBD*
* *Remove x4 Fir trees (to open up ball flight from tees). TBD*

*Estimated Spend:*

* *4” Dense Blocks Qty 396 Travis Perkins £470.45*
* *Turf 430 sq mtr Inscapes £1,427.40 inc VAT*
* *Cement several bags in the shed (more as required) TBN*
* *Root zone Awaiting quote*
* *Wheelbarrow, trowel set & Gloves £75*
* *Petrol Mixer hire £26.40 per week*
* *Petrol Mixer drop off/pick up £18*
* *Whacker hire £45 per week*
* *Whacker drop off/pick up £18*
* *Sprinkler Heads x2 £140*

*£2,250 + Root zone*

*I request approval at this Board Meeting for the above estimated spend associated with reworking the 2nd/5th tee, which is outside of normal course maintenance costs and falls under Strategic Course Improvement Work (to enhance our golf members and visitors experience of St Athan Golf Club by a planned cosmetic/wholesale alteration to our existing course), in line with our discussions at the 1st Strategy Meeting 4/5/21.*

***Ladies’ 3rd Tee Rework.*** *The newly cut Ladies 3rd tee will be cut back as far as possible to bring it in line with the existing tee and maintain the yardage of the hole. Plans to remove the existing 3rd tee are on hold until the 2nd/5th tee project is completed successfully.*

**Sales & Marketing**

Nothing to report

**Club Operations**

Discussion is needed with the incoming caterer about the furniture we have at present. Any movement of furniture to go via CoH SK to take this forward to next committee meeting.

Smoking- Some smokers are refraining from using ashtrays and bins, leaving the patio in a mess. Leave this issue for new concession.

Changing rooms- need to remove the chairs from shower area, clean existing shower heads and have up and running as soon as we can. Look to have the wash hand basins hot water supplied electrically rather than heat huge tank. Business case required to update this area.

Back door Men’s Changing room- Chase the contractor to repair.

Look to replace the broken window hinges in the changing rooms.

Thanks, must be given to David Evans for the work he has carried out on refurbishing the Clubs Buggy. A disclaimer needs to be produced to have signed when hiring out.

Awaiting mediation appointment for a member who refused to pay monies owing for his membership subscriptions.

Staff- Require an exact date for new franchisee taking over so we can send written confirmation to our staff.

Trolley Shed- its an accident waiting to happen in there. Trolleys need to have owners names on and those with out will have to be removed.

**H & S**

*H*&S subcommittee meeting took place earlier today (24th Aug). Anita, Craig (greens), and myself attended I forgot to remind Steve Howells (House) . Minutes were taken and will be forwarded to club committee and board in due course.

 Not much to discuss until the take over work with new concession.

Craig and Anita completed the Fire Marshall course.

One thing to come out of course is to re-site the refuse bins as they are too close to the building.

Three staff are booked on a First Aid training course 8th September.

**WG Matters**

Nothing to report. Action to contact Landlords re any alterations (see Strategy report)

**Strategy**

Following the meeting with Mr Harman BA actioned with a letter to go out on BRS

Bar & Catering Concession-

1. Mr Harman correspondence and meeting preparation.
2. Weekly communications required to members outlining dates and progress of the work.
3. Asking for A Mc to look specifically at the impact of new venture on CASC rules. Establish a basis of legal contract between the club and Mr John to protect both interests. Contact our Solicitors to look at contracts.
4. Any alterations need checking with Landlords - actioned (PL)

BA had been invited to a meeting with the brewery and Mr N John planning to survey the bar. Mr N John to take over on Saturday 2nd October as the bar stands at present. He will provide a limited catering service and will publish opening times. Mr N John will be sorting the licencing for the premises. Between 2nd October and 31st December small changes to the bar/kitchen area will take place and then from 1st Jan the clubhouse (except changing areas) will close for major structural changes and have a re-opening on 5th February If all contracts are in place. Quotes for electronic gates being obtained. Approx. £3k per gate.

2022 budgets for next year to be based on this years including projects

Establish sign off thresholds.

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**President**

RD to arrange a meeting with PL & BH re-suspension

**Captain**

Nothing to report

**AOB**

PL was tasked with the obtaining the Juniors funds. As the paperwork was eventually located in the loft, he asked how far is the process of the electronic filing system and the importance of having this available. (SJ) ( AMcK)

**Date next Meeting**

TBC