**St Athan Golf Club Ltd**

**Board Meeting – Tuesday 27th July 2021 – 6.00pm**

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

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

Steve Kenyon (SK)

Anita McKinstry (AM)

Apologies – Bob Hewitt (BH)

**Previous Minutes** –

Minutes from the previous meeting were approved.

**P & L Finances-**

Analysed the figures for June 2021.

**Matters Arising** –

Action Log- reviewed items closed and ongoing.

**Course update** (GT)

The audit/log of course related assets were completed in May 2021, it just needs electronic filing.

I have not progressed the plan diagrams of all course holes, action ongoing.

The two actions around buggy sheds are partly shared by myself and Tom, the return of the buggy storage structure registration forms will form a shed plan that will be attached to the procedure for operating a buggy shed on our Golf Course. Robbie Ford would like to apply for a buggy shed I meet him to discuss his requirements and I am looking at possible options.

The course maintenance week is planned for Monday 20 September 2021 when the greens will be verti drained and top dressed. Craig has negotiated that the work will be carried out by our usual contractors free of charge using smaller tines this autumn as a result of the damage caused the last time. Part of the deal is to loan them our Aercore Machine up to one day per month, but they will use their own tines each time they loan it.

Ride on Mower, Terry Punter was to purchase a ride on mower and cover half the cost, this has not proved to be possible due to a shortage of new assets. So instead, he and his son are getting the unserviceable asset repaired at a cost of £2,900 and will loan us the machine for the remainder of this year and all of Terry's Captain's year free of charge. After that time, we will discuss with Terry a future loan or purchase.

The gates to the greenkeepers yard are know held open when unlocked to prevent them swinging partially closed and causing an injury to personnel (action discussed and approved by Tom).

The reworking/reshaping of the men's 2nd/5th tee will be priced up and a work schedule produced by the next Board meeting for approval. Once approved it will be communicated to the members, not for discussion but for information.

The plan to rework the ladies 3rd tee has altered since Craig cut the ladies a new tee adjacent to the existing tee at the Lady Captain's request. Provided the newly cut tee does not change the course measurement it will remain where it is, and the existing unsuitable tee can be removed. A cheaper option and more desirable for the ladies section.

Topsoil that was given to us has been spread over exposed tree roots in a couple of areas on the 4th hole and is grassing over well, this process will be carried out in other areas of the course where roots are causing problems.

Club needs to ask for volunteers to help with flower border maintenance via BRS.

**Sales & Marketing**

# Luke has resigned as a Director but has kindly agreed to continue with the tee signs.

**Club Operations**

New phone system installed and working well. Anita may wish to add her comments re teething problems.

New card payment system supplier progressing.

Repairs to external locker room doors in progress. Causation is a combination of propping doors open and poor installation.

No maintenance requests/requirements received from CoH.

Await Business Case for Water Cooler. Very unlikely to proceed.

Team meeting with Bar staff arranged for this week, to attempt to clarify their future.

Need to converse with TT re Water Hygiene.

Members have been asked to make use of enquiries@etc to raise questions.

**H & S**

*From previous meeting.*

*Fire door replacements on hold until proposed catering and bar franchise is resolved.*

*I have been working on the Buggy and Buggy Shed Policy Document, The document is now complete and I am compiling a letter to send to buggy shed users. This letter will be available at the meeting (27/07/21) as will copies of the policy document. If all is acceptable then we can proceed on this outstanding issue.*

*For this meeting.*

*First Aid training for three staff members booked with St Johns Ambulance. Courses paid for.*

*a. Staff names yet to be provided.*

*b. Course location, Bridgend full day. 8th Sep 2021.*

*c. Cost, £340.20.*

*Fire Marshall training for two staff members booked with St Johns Ambulance. Courses paid for.*

*a, Staff members; Anita and Craig.*

*b. Course location, Cardiff half day 09:00 – 13:00, 12th Aug 2021.*

*c. Cost, £170.64.*

*Shopped around to get the best deal and earliest possible dates. Not using St Johns Ambulance Cymru would have been a minimum of £200.00 more expensive. I did discover the service is no longer covered financially by donations and individual services attract specific costs.*

*As you will be aware the on-course Risk Assessment (R/A) has been updated after the latest Welsh Government and Golf Wales announcements. The R/A is available for all members to read, and they have been advised to do so.*

*In addition, the R/A for the clubhouse has been updated, changes will come into effect Monday 26th July 2021.*

*The change is, the one-way system is no longer a requirement as advised by the local authorities after our latest COVID compliance inspection visit.*

*All other requirements detailed within the R/A are still in place.*

*The first H&S subcommittee meeting took place on Friday 23rd July. Anita Jamie (greens), Steve Howells (House) and myself attended.  Minutes were taken and will be forwarded to club committee and board in due course. Next meeting     scheduled for Tuesday 24th Aug 21.*

**WG Matters**

The Club has today signed the approval to o sublet with WG and the Lease deal with MoD for the HRDF facility plus one aerial located on the area of our 8th. It is a 10-year lease back dated to 1 April 2019 for the sum of £3500 per annum paid in advance.

The Club has been granted approval to employ 2 people on a 6-month contract funded by DWP. We await details of interested applicants and then we should be ready to interview these people. I suggest Gerry, the HGK and Club Manager are involved with the GK post and Brian, and the Club Manager are involved for the office support applicants, plus one other person as required.

The farmer has now cut the crop on the area of the OOB on the 8th and has paid the club for the crop.

Next week, a contractor will come and remove the surplus aerials/antenna on the 8th fence line and the one behind the green/trees. The Club has no responsibility for this work, nor the costs. We have granted access and will provide an H@S briefing

**Strategy**

*Firstly, I have an outstanding action to provide the board with a statement surrounding the work that was undertaken to the side of the 3rd hole in 2020. The statement is as follows:*

*On 20th August 2020, the golf club received a request from the residents of 39 to 43 Livingstone Way to remove trees and vegetation blocking light to their houses. the letter was written and sent by a Mrs Jenny Lee and can be viewed on request. The letter was brought to the attention of Alan Bowsher who subsequently added to the next directors meeting agenda. The next meeting of Directors was held in the members bar on 5th September 2020, when the complaint from Mrs Lee was discussed. There were three directors in attendance AB, HPM and BA. The options discussed were firstly to see out the threat of bad publicity and respond to legal action if indeed it ever took place and secondly for the Club to act as good neighbours and pollard the offending trees to allow more light through to Livingstone Way. A plan to continue a fire break type path between the course border fence and the start of the trees and vegetation approximately 2-3 metres wide to allow access to the trees for pollarding. The second option was agreed, AB took an action to find a member that had the necessary machinery to clear the path. Minutes from directors meeting held November 2020 contain the following minute:*

*- "Prices where obtain for clearing the bushes by the 3rd Tee prices ranged from £1500 to £2500 as we would have had to get machinery in to do it. Mr Clive Edwards made an offer to clear the site as he has the machine to do the job for the price of a year’s membership which the Directors accepted saving the Club considerable amount of money". The Club manager confirmed that she was asked by the Directors to contact Mr Edwards to ask him to carry out the work, this was arranged for this date. Mr Edwards has since been asked what instructions he received prior to carrying out the work, he has confirmed that he spoke with the Club Manager prior to clearing the brambles and brush beside the 3rd hole teeing area. He also confirmed that the greenkeeper asked him not to take down any of the larger trees. The green keeper Craig Sherman has diary entries for the dates the work took place 14thto 20th October 2020 and he confirmed he saw the work taking place and assumed that Mr Edwards had his instructions. Alan Bowsher the former board director attended the site on the days the work took place. AB's view is now it has been cleared it will be put to the members best way to make it environmentally friendly in the New Year*

*Mr Edwards has confirmed that he was asked to clear the area to the left of the third hole by AB in return for free membership. Mr Edwards was on site for 4 days.  Subsequent conversation with Mr Edwards confirms this was his understanding but because of the time taken to do the work he feels he should have 2 years free membership in lieu of payment for the work carried out. He also stated that he has introduced 2 full members since joining the Club with 2 more to follow soon.*

*The other thing I want to report on is the bar/Catering concession.*

*We are a point where we are able to make a recommendation on what company the sub-group would like to take the concession on.*

*The Concession subgroup recommends that the board offer Mr N W John the opportunity to provide a catering and bar service for the club. This decision was reached after due consideration of the interviews that took place with, Mr Kevin Eades, Mr Ceri Lewis and Mr N W John.*

*The vision provided by Mr John was one that would provide the Club with a service that offered an opportunity for the club to save a substantial amount of members money, circa £50k per annum in operating costs. Mr John was also offering to invest a significant amount of his company’s money in the infrastructure of the clubhouse which has not been updated since 1992. The board will now write to Mr John to officially notify him of the Clubs decision to offer him the opportunity to provide a bar and catering service. The club will also write to the other parities that expressed an interest.*

*The board unanimously agreed to this.*

*A challenge has been received from the solicitor of Mr Terry Harman who would like to critique how we have arrived at the point we have reached today. A response from the board has been requested.*

**President**

The Captain & I have filtered through the paperwork leading to the suspension. The outcome should have resulted in a written warning and not suspension. If the two parties are happy with the conclusion a letter will follow.

The Ladies had asked if they could utilise the kitchen. They can use our crockery cutlery etc but due to H & S issues are not covered to use any appliances.

**Captain**

Nothing to report

**AOB**

BA on behalf of the board thanked Luke for all the work he had done

throughout his term as a Director and for continuing with the signs and tee posts.

Concerns about the St Athan Members page on Facebook as this is not controlled by the Club. The view of the board is that the club website should be the portal for information given and received.

It is appreciated that the website is not at present providing updated information, however this will be addressed in the coming months with a website content manager.

TT compiling a manual for H & S with job descriptions of all club officials.