**St Athan Golf Club Ltd**

**Board Meeting – Tuesday 8th June 2021 – 6.30pm**

Attendees – Brian Asbury (BA), Luke Sloan (LS), Paul Lindsay (PL), Gerry Turnbull (GT), Bob Hewitt (RH), Roger Davidge (RD), Tom Tait (TT), Steve Kenyon (SK)

Anita McKinstry (AM)

Apologies – Andy McIntyre (A Mc) Stuart Jennings (SJ)

1. **Previous Minutes** – Minutes from the previous meeting were approved.
2. **Matters Arising** – Action Log- reviewed items closed and ongoing.
3. **Course update (GT)**:

**Inventory of machinery & Equipment Greens**

On Tuesday 18th May an inventory of machinery and equipment of any value was conducted in the green keeper’s yard and shed. It was noted the condition of all the equipment apart from obvious wear and tear is that it is all in good working order. Action now closed.

The two scrap Cushman’s we had in the yard have now been removed by Nick Jones.

**Greens meeting**.

On 26th May as Director and Chairman of Greens a meeting was held with Craig and Jamie. The minutes will via the captain to the club management committee for approval prior to being displayed on the clubhouse noticeboard.

Course Improvement Projects: Head green keeper would like to carry out later this year the re-working of the Mens2nd/5th tee to level and returf increasing the usable tee area considerably. The increasing of use of the Ladies 3rd tee by raising the sides and front using sleepers creating a larger level surface. Works to start after the last competition of the season. Both projects will be planned and costed in detail before bringing to the board for further discussion and approval.

There are still 6 winter tees to block edge and concrete to complete the set, these will be done prior to the winter golf season.

The weeds around the putting green despite spraying with roundup will not die. The solution would be to lift the patio slabs, dig the weeds out and fit a membrane before relaying the slabs. Whilst the grass is growing at a considerable rate this task has yet to be carried out. This brings the question where the responsibility lies for the maintenance of the flowers and borders around the Clubhouse and Putting green Greens or House?

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

**Mower**

At the May Club Management Committee meeting terry Punter offered us a sit on mower (one he has used to cut grass on our course before) that his son is looking to get rid of. Craig would like to have the mower as it would be very useful around the trees and would supplement the rough cutter. The mower currently has a hydraulic fault which Terry will go halves with us if we want the mower. Terry is seeking the repair estimate to see if we would consider it being viable option to pay half for and have the machine.

1. **Sales & Marketing**

**Signage**

Making slow process with gaining quotes for the signage on the course. Reasons for this is suppliers having to wait longer to source materials.

1. **Club Operations**

**Maintenance**

All works needed for the clubhouse need to be sought by professionals not using volunteers. An example being 2 x Fire doors were fitted and incorrectly modified. These must be replaced to become compliant with regulations.

**Accountant**

Our accountants carry out audited accounts. Do we as a company require audited accounts as this is more expensive. We need to investigate our options to change this if permitted. Question arose as to whether this is required under CASC ruling and or as its in the clubs M&A’s.

**Catering**

How far are we away from having the Bar and catering franchise. At the end of June, we are without a caterer. A third-party caterer is required to cover dates that are booked before the joint franchisee takes over. LS & BH to take the lead and organise an interim caterer.

1. **H & S**

A sub committee is required including myself (TT) Club Manager, Chairman of House and Green Keeper to discuss the H & S issues in and around the clubhouse.

1. **WG Matters**

HRDF sub lease is nearing completion.

**Juniors**

PL has spoken with Gerald Thomas re-Junior Funds. Junior grant funds were mentioned. This should be investigated to see if we are eligible. BA has spoken to Ruth O’Carroll to see if we introduce juniors giving them lessons with her before joining.

1. **Strategy**

**Catering Arrangements**

*The strategy group dealing with appointing a new caterer has interviewed 2 applicants in depth. One other has withdrawn from the proposal. A note asking all members if they either want to apply or if they know of anyone that would be interested has been drafted awaiting circulation.*

***Course***

The subgroup also met up to discuss the immediate future layout of the course and how it will be managed. Three items were agreed.

1. We want to make the course as good as it can possibly be, before any physical layout changes

2. The maintenance schedule document shall be finalised with the addition of aerial photographs to indicate fairway layouts and dimensions. The document will be added to the website for all to view.

3. WE may ask the playing committee to consider running a fun day with the course set up how it could be with more variation, in an attempt to gain feedback from participants.

***3rd Tee Report***

*I have almost finished drafting a statement but just need to meet with Mr Edwards to establish the facts around what he was tasked with doing. I have contacted him, and he is getting back to me with a meeting time and date.*

**Bar Card rebate**

Our accountant has let us know that the subscription rebate on to bar cards breaches VAT rules in that Subscriptions do not attract VAT and the bar does. He just wants a clear statement in the minutes that this is what we intended to do. The decision was taken at the last board meeting and recorded in the minutes.

With new franchisee bar cards may need to have a use by date implemented.

1. **President**

A meeting with contractors tomorrow to discuss how much soil and accessibility to place soil on the 3rd tee area clearing. For use with the plans to level off tees etc.

We need a Company Secretary to sign off accounts etc. Is this a position an existing Director can do also?

The Captain and I are filtering through the suspension paperwork etc. The two parties wish to proceed with the investigation.

1. **AOB**

RD- A visitor had struggled to get a tee time and was invited to play along with a singleton already booked in. It was asked if at the bottom of all BRS messages a footnote mentioning that if singletons are booked in that another member or visitor could be added to their booking.

LS asked whether he could change tee times to 12-minute intervals allowing more slots for players. It was agreed that this can happen at a time where no members have already booked their tee time to prevent the issues that happened the last time this was done.

From 1st August there will be a £50 per buggy ground rent charge, new document

will need to reflect this.