**St Athan Golf Club Ltd**

**Board Meeting – Tuesday 23rd March 2021 – 6pm**

Attendees – Brian Asbury (BA), Luke Sloan (LS), Andy McIntyre (A Mc), Stuart Jennings (SJ), Paul Lindsay (PL), Gerry Turnbull (GT), Bob Hewitt (RH), Roger Davidge (RD),

Apologies – None

Minutes

**Previous Minutes** – These were circulated after the February meeting and were approved.

**Matters Arising** – These were covered in the following reports

Course update:

Water Leak – The area dug up to repair the water leak on the 9th hole has been repaired with soil and seed 17th March.

Reposition of 4th green sprinkler the sprinkler head on the 4th green was repositioned to the side of the green on 26 February 21.

Course maintenance general – The process of tinning, verti-cutting, over seeding and top dressing was carried out 'in house' during the week 1 to 5 March 21.

Car Park Hedge - The beech hedge on the field side of the car park was trimmed back to the kerb line on 8 March 21.

3rd Hole Hedge - On 8 March 21 Board members approved the plan to purchase and plant laurel plants around the exposed scrub area on the LH side of the 3rd hole and RH ordered the plants (250) at a cost of £1,520 on 9 March 21. Delivery is 10/14 days so when they arrive late this week or early next week Bob will kindly organize planting with volunteer help in my absence. The new hedge will form the boundary of the golf course and OOB posts will be placed on the course side of the hedge until it is established, the seeded area in front of the hedge will be marked as GUR until established.

The concrete block structure has also had to be covered/shielded to prevent a misdirected golf ball, from the 3rd winter tee, ricocheting back onto the golf course and potentially injuring someone.

A temporary winter tee mat will be positioned adjacent to the Ladies tee for the duration of the planting to protect personnel from stray golf balls.

The Woodland Trust offer free community tree plants, applications for autumn planting will open again later in spring 2021, if we decide to apply and plant some trees behind the new laurel hedge.

Pedestrian Sprayer - The pump failed on our pedestrian sprayer, so I have authorized green keeper to purchase a new item at a cost of £104 plus carriage.

3rd Hole Fence line Resident Complaint - A resident living in Livingstone Way has sent a further complaint to our Club, asking when the remaining trees will be cut down and rubbish on our side of the fence cleared, and has threatened to send pictures to Wales online news desk. Craig and Bob have looked at the subject area yesterday and there are a few saplings growing over the fence and a tree stump that has grown under and is attached to the fence.

Course reopened – Some of you have been able to play since the golf course re-opened on 13 March 21 and as I have had no negative feedback, I assume the course is well prepared and maintained for this time of year. All agreed course is well prepared.

**Sales & Marketing**

Flags and Sponsorship – LS met with Andy Wiggins director of MY Big Green Fleet about sponsoring the provision of new flags, pins and cups for the course. He has agreed to provide.

* 20 flags with the club Crest and his own company logo at the bottom of the flag
* 10 new pins plain white
* 10 new pin pro loc ferrule
* 10 new pin tops
* 10 new white pro loc plastic cups

At a cost of £946.80 inc VAT

The amount of sponsorship is £1000 (that can benefit by an additional 20% through gift aid)

The remainder of the sponsors donation will be used to purchase a new hole painter at a cost of £114inc VAT.

The completion of replacing the flags will take place after the sponsor completes his company rebranding, we have no defined timescales yet, but it is not envisaged to take too long.

**Membership Category Reshape**

There has been a fair amount of feedback from board members to LS. The outline recommendation is to introduce a stepped process to encourage 365 members to upgrade to full members. It was also recommended that the benefits currently enjoyed by 365 members and full members be reviewed to enhance the Full membership category to create a worthwhile incentive to upgrade.

A full proposal is still being worked up for board approval and if necessary, members approval.

Operations

1. Utilities. To force the cancellation of spurious contracts, I have on, BA instructions, cancelled DDs with British Gas and Total.
2. Catering. The cost of catering to the Club has been reviewed and whilst there is no question that the service provided is excellent there remains a cost to the club even after the franchise fee of £100pw is paid. Currently to help the Caterer financially, the board is providing Lianne with a 50% reduction in the amount she must pay, this means the Club is receiving £50pw. A renegotiation of the franchise fee has taken place and a new fee of £130per week has been agreed from the date which the Club can resume full catering service on a Sunday. Whilst this will help bridge the gap on Club costs it will not fully meet the desired position where the members are getting full value from the franchise fee.

The Club is looking at how franchising the bar and catering could help improve overall operational costs.

1. Profit & Loss Report. A monthly P&L report has been created and submitted for this meeting, there have been additional requirements requested of the report and work continues with the president to establish a final draft.
2. Outside seating. Some of our existing outside seating furniture is rotting and becoming a potential safety hazard. Whilst we do not know when we will be able to re-open outside beer garden facilities, we are working on the basis that it will be about a month away, therefore 4 new benches have been ordered at a cost of £500. Re-positioning of furniture currently undercover on the patio will also be looked at.
3. Barratts rental request. The Club has received a request from Barratt Homes.

to use the golf Club as a temporary Sales office. The board considered the request but felt that a usable space within the Clubhouse would be problematic for our members. RH was asked to speak with Barratt Homes at the Club to establish if there was an area suitable for there needs. A subsequent meeting post our board meeting took place and Barratt said that they would be happy to utilise the area of the Club designated currently as the visitors changing room and would like the space for up to 6 months prepared to pay £3k in rent.

1. Preparation for reopening the bar is underway, the Club Manager is looking at historic footfall information from to inform us of the best opening times.

Club Administration

* SJ had nothing to report but was able to help RH source our outdoor seating.
* Plan to digitise the Club Office will take place as soon as the ‘stay local’ restriction was lifted.

**Landlord Relationship**

* HRDF, PL met with our MoD contact from St Athan and their Contractor on Friday 12th March on-site at the HRDF building located to the right of our 8th Fairway.
	+ We walked the ground and they identified which aerials were required and which were now obsolete.
		- The building is required and just one of the aerials, the rest are obsolete and will be removed soon. Thereafter the MoD wish to sign a 10-year contract with the golf club to house the HRDF on our property and we allow them access as and when required for maintenance and inspection. I was advised that the HRDF is a National asset that in the event of an emergency could be used by both Civil and Military aircraft operations. I await the contract for review; the lease will be worth £4k/year to the golf club.

 Kickstart Scheme

* + PL checked with the Vale of Glamorgan Council Kickstart representative last week and requested an update on progress. They had lots of applications that are being processed. Both of our requests were accepted but have gone forward to the next phase in the Second Batch. I was advised they are very bust, but they would contact me as soon as there was any update.

Car park Drainage

* + PL played golf on Monday 15th March and noticed a Council Drain Clean vehicle parked on the Club carpark. Knowing that our drains were not working properly I took the opportunity to ask the Operator if he could clear our 3 drains after his break. Bit cheeky I know but if you do not ask you do not get. Paid him £10 cash which has been refunded. They struggled at first to get the grate covers off and 2 of the 3 drains were badly blocked and have now been cleared. Unfortunately, the 3rd drain (the one nearest the club house) had a car parked above it and could not be cleared, however, looking this morning that one seems clear so hopefully when the rain comes next, we will see the drainage operate properly.

* Grass cutting in the OOB on the 8th.
	+ It is PL intention to contact Mr Thomas, Gileston Farm, later this month and ask him if he wishes to harvest the “grass crops” in our field to the right of the 8th fairway. He has harvested this for the last 2 years paying the club £500 each time. Unless anybody objects, will ask him for the same sum – he will cut it in May and if he is lucky could get another crop in late September, weather permitting.

**Strategy**

* BA has distributed the output from our last Club Forum to PL, LS, and GT along with a model example of a final Strategy plan that was produced for Goring & Streatly golf club. He outlined a plan to hold a face-to-face meeting with the subgroup in the golf club as soon as regulations allowed with the aim of building a strategy proposal for the Club and approval of the members.
* The Board considered a suggestion to refund members in appreciation of the period that we have not been able to play golf whilst they continue to pay their subscription. In line with other clubs in the area, the club still has all the usual bills to pay to keep it viable.

**President**

* RD suggested that we should joining the management and board meets, thus saving effort and people’s valuable time.
* The independent review by the president and Captain. into the incident that took place last year 2020 involving the President and Bob H, AB and HPM will be concluded after face to face interviews with all those involved has taken place. Some evidence has been obtained but the remainder still needs to be collected before any action is recommended.

**H&S Director**

* Tom Tait was welcomed on to the board as a Director. Toms joining the board will be raised at the next AGM. His wealth of management experience will help the Club move forward with greater confidence.
* TT made the observation that other Golf Clubs in the area gave different advice about members that lived more than 5 miles from their golf club and were happy to receive these members as it was their Local club. We did not adopt this stance rather we asked members to comply with the spirit of the COVID rules.

**Director**

* AMac informed the group that he had reviewed and had ready new club rules in preparation for changes in COVID rules.

**AOB**

* GT wanted to make sure the recent incident where AB did not sign in and out of the Club was recorded and resultant action shared with the group. BA would share email he sent to those involved with all members of the board. The message to AB and RD was to remind them of their responsibility to follow COVID procedures when using the club and that any other breaches of rules may end up in suspension from club.
* PL asked if the director attending the club management committee would raise the following point. It has been noticed that some new members and probably otherers as well are not repairing pitch marks on the greens therefore can we arrange to put out regular maybe weekly BRS messages highlighting that players should repair Pitch marks, replace divots rake bunkers when allowed. We recognise that not all new members had the opportunity to get briefed about the importance of these activities and maybe BRS would be a good way to remind them.
* For clarity, the Club cannot accept Visitors to play at the moment however guests can play with members providing that they comply with the current COVID rules.

Date of Next Meeting - TBC