



Minutes of Executive Committee (EC) Meeting

Tuesday 16th March 2021 at 16.00 Via Zoom

	<u>PRESENT:</u> Sally Tomlinson (ST), Phil Park (PP), Jenny Balmer (JB), Barry Rogers (BR), Peter Holliday (PH), Ron Wood (RW), Carol Slinger (CS) (Minutes secretary)	ACTION
1.	<p><u>Apologies</u> Will Dean (Unfortunately, due to ill-health, it has been necessary for Will to resign from this Committee. We wish him all the best.)</p>	
2.	<p><u>Minutes from the last meeting</u> The minutes from the meeting held on Thursday 14th January were circulated to the EC members on 15th January and, after some corrections were made, it was agreed that they were a true record of that meeting and were published on the club website on Monday 18th January.</p>	
3.	<p><u>Matters arising from the minutes of previous minutes</u></p> <p>5th November Meeting</p> <ul style="list-style-type: none"> • EC role in review of Discipline and Grievance Procedure (D&G). Completed and submitted to MC. The suggestion of a post of Disciplinary Secretary was rejected with no reason given. PP asked whether the revised D&G policy suggested by the Task and Finish Group had been adopted or not. This was not known and the Committee requested that this should be added to the agenda of a joint MC/EC meeting (See main agenda item). <p>14th December Meeting</p> <ul style="list-style-type: none"> • PP and BR to prepare a response/questions on the short course decision and forward to ST within the next 7 days so that she could then communicate with the Chair of the MC. Comprehensive report received from MC as to why they rejected the short course proposal. PP and ST spoke to J Sheffield and I Williams to thank them for all the work they had undertaken. <p>13th January Meeting</p> <ul style="list-style-type: none"> • The EC felt that the first step in moving forward is to arrange a meeting with the MC at the earliest opportunity. ST to contact the 4 MC members about their availability to meet. MC rejected a joint meeting with EC – needed more time for newly formed committee to come up to speed. (See main agenda item below) • A process needs to be established to elect/oversee/interview candidates for Chairman. Interim Chair now in place – no other candidates stood for election. • ST suggested that she approaches Gail Gravett to assist with administration in the absence of Bill Pettigrew who previously handled Club admin. Set up. <p>16th February Meeting</p> <ul style="list-style-type: none"> • Possible amendments to Club Rules. Submitted to MC for voting at next AGM/EGM. 	
4.	<p><u>Meeting with the Management Committee</u> To comply with the Club's Rule 8b the Executive Committee and Management Committee should meet at least four times a year. ST to write to the Chair of the MC to request a date for a meeting as soon as possible. On behalf of the EC, ST, RW, PH and PP to attend on a mutually agreed date in the near future.</p>	ST

The following items were discussed, with those marked with an * to be added to the agenda of the meeting between the EC and the MC.

- The status of the Club's D & G policy (as in matters arising above) *
- PP raised his concern about the vacant positions on the MC (i.e., Chair, Golf Management and Administration Management). JB felt that the Job Specifications for the roles were far too onerous and therefore off-putting for a volunteering role. There was general support for the option of appointing an Operations Manager if this was considered to be the best way forward for the Club. It would of course have to be fully costed and any subsequent selection process and appointment would have to follow clear Employment Law rules and HR processes. The employment of an externally appointed Operations Manager would reduce the workload on the roles that remain unfilled on the MC. *
- The EC would like to see more detail than that published in the MC minutes of the financial situation and health of the Club and the level and categories of current membership. The MC minutes stated that the members who had not paid their subscriptions were being directly approached. The EC would like to know what process is being followed and what data is being collected as a result of this exercise and how it will be analysed. *
- The EC would like to see the reinstatement of the monthly reporting of the Club's financial position. (See also reference below to a monthly News Letter) *
- Mountain Rescue had approached the Club about buying some ground and the EC would like an update on the status of this. *
- The EC would like to see the deferred membership survey proceed so that Club members have an opportunity to provide feedback to the MC. It is some time since a membership survey was conducted. Given the challenges the Club has faced with the pandemic together with recent changes within the management it would be a positive step forward. *
- In the MC minutes of 5 January it was stated that the catering provision was being reviewed and a Business Plan was to be prepared. The EC would like to see a copy of this Business Plan. Alternative options have also apparently been discussed by the MC. It is imperative that members are kept fully informed of any potential changes. It is also essential that current catering staff are kept updated and that their welfare is fully considered. *
- The EC feels that having a sole director of PGC Catering Ltd is, although legal, not in the best interests of the Club membership and therefore questioned as to why the Facilities Team Manager is not also a director. *
- The MC minutes state that the Club policies have been reviewed, signed off and published; the EC would like to know what process was followed and who was involved*
- The EC feels that there is a lack of transparent communication with the Membership. However, it was disclosed that the first Monthly News Letter, approved by the MC, is to be published this week (Published since this meeting). The EC felt that this could be a significant step in the right direction.
- The EC suggests that the membership would welcome a regular Course Report and seek the reinstatement of a regular report every 2 or 3 months. *

5. **The meeting concluded at 17.10**

