



Minutes of the Club Council Meeting

Thursday 26th January 2023 at 19.00 in the Blencathra Room

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| | <p>Present: Les Balmer (Chair) (LB), Joan Armstrong (President) (JA), Club Captain Javid Latif (JL), Ladies Captain Liz Horlacher (LH), Club Vice Captain Nigel Scott (NS), John Taylor (JT), Gavin Oliver (GO), Darren Whitfield (DW), Stephen Johnson (SJ), Gail Gravett (GG), Richard Hellon (RH). Val Forsythe (VF). Carol Slinger (Minutes secretary)</p> | ACTION |
| 1. | <p>Apologies None – all present.</p> | |
| 2. | <p>Minutes of previous meeting The minutes were circulated to all attendees of the Council meeting held on 19th December were agreed as a true record of the meeting and sent for publication on 22nd December 2022.</p> | |
| 3. | <p>Upon opening the meeting JT proposed that items 3 & 5 on the agenda (Correspondence and Disciplinarys) are left to the end of the meeting, all agreed.</p> <p>Matters arising</p> <p>3.1 Codes of Conduct signed by co-opted committee members. All Chairs, all Council members have signed, there are some co-opted committee members yet to sign. LB to collate.</p> <p>4 Minutes of meetings sent to LB and Minute Secretary. All Chairs, ongoing and Chairs were reminded to do this going forward.</p> <p>6.3 Feedback from meeting with Caterers and External Applicant. LB SJ LH See item 7.2 below.</p> <p>10.1 Response sent to email regarding the Captain's prize presentation. LB actioned.</p> <p>11 Action plan for Insurer's risk assessment. RH See main agenda item 4</p> <p>13.1 Notice to members of the 2023 subs. SJ Sent out on Thursday 22nd Dec</p> <p>13.2 Subs invoices sent out to members. SJ GG Sent out 29th Dec with details for Direct Debt scheme.</p> <p>14.1 Direct email addresses for Council Chairs GG – Completed, except for the Constitution Chair</p> <p>14.2 Check on who has access to Club V1 and BRS GG - Completed</p> <p>14.3 Changes of passwords to systems and record filed. GG- Completed</p> <p>14.4 Removal of IC's email address and notice to members of new Council email address. GG - Completed</p> <p>16.1 Quotes for replacement windows RH See main agenda item 7.7</p> <p>17.1 Contracts with the Directors of Golf LB now has copies of the contracts and the "Directors of Golf" contract will be shared with DW and GG.</p> <p>17.2 Booth Ventures proposal for the practice area LB SJ See main agenda item 6.3.</p> <p>17.3 Minutes sent out as an attachment to the email to members as well as on the website. Actioned</p> <p>17.4 Discussion with Phil Park regarding PGC coverage in the press LB has discussed this with Phil Park and GG will be doing press coverage going forward. The Council thanked GG for the recent articles and photographs published in the Herald.</p> | <p>All Chairs</p> <p>GG</p> |

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| <p>4</p> | <p><u>Health and Safety</u></p> <ol style="list-style-type: none"> 1. Action plan for Insurer’s Risk Assessment. RH reported that: <ul style="list-style-type: none"> • He had inspected the flat roof areas of the clubhouse and that he had cleaned the roof and repaired some minor damage. There is just one area still needing attention which he is waiting for a dry spell to complete. The gutters were also cleared. • The extraction unit in the kitchen has been deep cleaned by Alpha Cleaning, who reported that due to the build up of fat the fan has now ceased to work and needs to be replaced. As adequate ventilation is a regulatory requirement any cooking that creates fumes will be temporarily ceased. A new extractor fan is being sourced. On the advice taken the Caterer will be informed that some catering will need to cease until the new fan is installed. • Hot work and electrical work permits for external contractors have been created. • Electrical installation and systems inspection is being carried by an NICEIC accredited contractor week beginning 30th Jan. • PAT testing is booked in to start in March. • A Control of Contractors’ checklist has been created for contractors to complete prior to starting any work on the premises. LB asked if a list of contractors can be made for Staff to contact directly if needs be in the case of emergency repairs being needed. RH to action. • RH has carried out a Fire Risk Assessment which has identified some areas which need more expert advice. The fire extinguisher servicing is overdue. Three quotes have been acquired and Beacon Fire have been awarded the contract which also includes the security alarms. Staff need fire marshal training and records of fire checks and drills recorded. • A cleaning schedule has been created. This includes an initial deep cleaning of all areas then daily, weekly and monthly tasks. • Other recommendations in the Insurer’s risk assessment will be carried out once all the items above have been completed. 2. A sign has been purchased and the Green keepers have been asked to erect it on the 11th fairway to prevent people/dogs walking through the gap in the boundary. It was also suggested that a letter be written to Eden DC to ask if a gate can be placed in the fence at the top of the cemetery so that walkers access the footpath and Beacon that way rather than by trespassing on the golf course. 3. There was an accident reported at a private party which was being held in the Clubhouse on Saturday 21st Jan. RH carried out an investigation of the incident as the person was hospitalised. The parents of the young person were satisfied with the way the incident was handled and that he is in recovery. RH confirmed that there was no suggestion that the club had any responsibility or liability for the accident. 4. In May 2020 a three-year contract for a Health & Safety Management system was taken out with Xact, and risk assessments were carried out but there are limited records of the recommendations that were made having been implemented. It has been agreed to renew the contract which will include all the features of the previous system and training for staff where required. | <p>RH</p> <p>RH</p> <p>RH</p> <p>LB</p> |
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| | 5. NS stated that the electricity box cover at the hoggist has dropped off. RH to repair or replace. | RH |
| 6. | <p><u>Finance</u></p> <p>1. All Chairs have met to discuss budgets and it was agreed that, for 2023, £75K be allocated to the course and up to £100 per month for media and communications.</p> <p>The list of potential improvements to the clubhouse is forever growing. The essential health and safety items referred to above will be completed first and in the meantime estimates for other improvements will be researched. SJ said that until membership subscriptions are all paid, we won't know what funds we will have available, so monies cannot be finally allocated until the overall level of funds is known.</p> <p>2. LB reported that the "Directors of Golf" contract was signed in September 2022 and is in place until March 31st 2025, and the "Golf Professional Services" contract was signed in June 2022 and is also in place until 31st March 2025</p> <p>3. Cumbria County Council are attending the club on 1st February to make an initial "planning permission assessment" of the practice ground project that Booth Ventures are interested in developing. Whilst the Club Council were aware of the proposal they were surprised to learn, from Booth Ventures that a three-year exclusivity agreement had been signed by Chris Stockdale on behalf of the Club in February 2022 and is in place until 23rd February 2025. LB confirmed that he is going to meet Rob Bristow of Booth Ventures on 1st February for an informal chat, and any final decision to proceed with the practice ground project would need to be made by the membership.</p> <p>4. SJ reported that there are still a significant number of members yet to pay their subs, and that to-date there are 10 new members, 14 resignations (mainly due to lifestyle changes) and 140 members signed up to the Direct Debit scheme.</p> <p>LB suggested that a system is put in place where new membership applications are notified to the Council for approval before the application is finally accepted, and this was agreed by the Council.</p> <p>SJ suggested that a "New Members' Meeting" is held to welcome new members to the Club DW to ask the Pros to put together a welcome pack for new members, and LB asked DW to agree a system with the Pro's where new membership applications are notified to the Council for review and approval.</p> <p>5. Bank balances to date: PGC: £275,773 PGC Ltd: £13,894 Cumberland BS: £116,799</p> <p>6. GO asked when there is to be a staff salary review and SJ responded saying that it was on his list of jobs and he would see to it in the near future.</p> | <p>DW</p> <p>SJ</p> |
| 7 | <p><u>House</u></p> <p>1. To date no one has come forward to be co-opted onto the Council as Chair of House, so meanwhile RH and LH will continue to work together to cover it. LB to send out a second email to ask for interested members to get in touch.</p> <p>2. There were 3 serious applicants for the steward's position and 1 of these withdrew prior to the interviews taking place on 25th January. The final</p> | LB |

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| | <p>decision of the interview panel was to offer Ricki and Nicola Lamb the position, on a profit-sharing contract which will benefit the Club as well as the contractors. RH and SJ to meet with Ricki and Nicola as soon as possible to go through the offer, which includes working more closely with the committee who will give advice and guidance where they can. RH proposed, and LH seconded, that Ricki and Nicola are offered the position. All agreed.</p> <ol style="list-style-type: none"> 3. The kitchen has been reviewed and estimated costs of replacing some equipment are to be submitted to finance for approval. 4. LH is getting quotes from commercial cleaning companies for both the deep clean of all areas and ongoing daily cleaning (approx. 2-3 hours, 5 days a week). 5. A potential supplier has been found to replace the former washroom and pest control services provider who have ceased to work in the Penrith area. 6. There has been an offer, from a member, to provide work on the front of the outside of the clubhouse. LH to discuss this further with the volunteer. 7. So far two quotes have been received to replace the windows for dining area, we are awaiting the third quote. It is expected that the windows will cost in the region of £13,000. 8. After seeing a dog in the clubhouse, two members asked if there was a rule about dogs (other than guide dogs) not being allowed in the clubhouse. RH proposed, LH seconded, that dogs should not be allowed in the clubhouse. When put to a vote 1 member voted against, 1 abstained and the proposal was carried by a majority. Signs to be bought and displayed at both entrances. 9. JT asked who was responsible for clearing the area by the main entrance, between the Pro shop and the door where leaves and litter tend to gather. LB is to check the Pro's contracts to see if cleaning of this is included within the contract. | <p>RH</p> <p>LH</p> <p>LH</p> <p>RH</p> <p>LB</p> |
| <p>8</p> | <p><u>Course</u></p> <ol style="list-style-type: none"> 1. Signs are to be erected to make players aware that 'Green Keepers have a right of way' after an near miss incident this week. 2. JA reported that the sign intended for users of the footpath needs replacing. GO to ask the green keepers to replace the sign. 3. Work on the 2nd and 16th greens is in the final stages, and some bunkers are being refurbished. 4. Over the next couple of months fertiliser will be applied to the course at fortnightly intervals. 5. Road planings to improve the surface in the buggy park are ordered, and will be delivered when the supplier is next working in the area. 6. The tri-colour flags and new rakes are ordered. 7. It is proposed that the course committee will publish a quarterly course report and this will be distributed to the membership 8. It was commented upon that the drainage work on the course over the last couple of years has helped significantly, and that the course is playing remarkably well. | <p>GO</p> |
| <p>9</p> | <p><u>Golf</u></p> <ol style="list-style-type: none"> 1. DW is to send out an email to communicate a few changes to the gent's competition calendar | |

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| | <ol style="list-style-type: none"> 2. DW has received an email from the Ladies Competition Secretary asking if the Ladies Section could have a shotgun start, from 10.00am for their Christmas competition. He didn't see this being a problem. 3. DW received an email about making the presentation evening more of a special event in 2023. The golf committee to discuss some proposals. | |
| 10 | <p><u>Communications/IT</u></p> <ol style="list-style-type: none"> 1. Both BRS and ClubV1 providers have been asked to present their platforms to the Comms/IT Committee and other regular users of the software. BRS provided a good presentation on what their system could do and that moving to them would mean that all programmes would be in the same system i.e. memberships, tee-time booking, competitions etc. After many attempts to pin down ClubV1 into coming to do a presentation without success, it was proposed, by SJ and seconded by GG, that we move away from ClubV1 at the earliest convenience, and contracting with BRS for all the programmes on offer. All agreed. 2. GG has been working with Tim Dykes to update areas of the website. For example, 'Booking an Open' now goes directly to the BRS booking page. It was suggested that the calendar that was previously published in the Yellow book, is also added to the website. 3. There has been more exposure on social media and GG was thanked for the piece she recently wrote for the Herald. 4. GG is working with Tim Dyke on the Sponsors programme for 2023 and revisiting the previous Sponsors Package and encouraging previous sponsors to renew with PGC. The sponsor's golf day is booked for 14th July. 5. The main sign at the gate has been removed for refurbishment. There is going to be a removable sign added to it to give information on the course and clubhouse – EG: Open/Closed. 6. GG is researching an electronic shared document system for the use of the Council and will feedback at the next Council meeting. | GG |
| 11 | <p><u>AOB</u></p> <ol style="list-style-type: none"> 1. It has been brought to the Council's notice that there is a shortfall in funding for the Junior Section and the other sections in the club have been asked to see they can help with this. 2. JA offered to liaise between the Junior Section and the Council. 3. The Constitution committee has met to plan a way forward, and will report back when appropriate 4. VF reported that she had contacted members from across all sections of the club to work together to develop an ongoing strategy. The process may be started with a membership survey. 5. John Sheffield has asked if a replica of The America Cup, won by WJH Horrocks in 1938, can be placed in the club's trophy cabinet. All agreed. 6. LB said that items for the Junior Section, Constitution Committee & Strategy Committee should be added to the agenda for all future Council meetings | |
| 3. | <p><u>Correspondence</u></p> <ol style="list-style-type: none"> 1. Peter Shearer letter of 24th December 2022 – LB to draft a response and circulate it to the Council for their input. | LB/All |

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| | <p>2. Malcolm Lewis email of 28th December – The email was read out, discussed and the points noted.</p> <p>3. Letter from Dougie Parker dated 17th January 2023 – Dougie raised numerous points, some of which have already been actioned or are no longer relevant. LB to respond to Dougie over the remaining points.</p> | LB |
| 5. | <p><u>Disciplinaries</u></p> <p>1. LB has received numerous emails about the disciplinaries which have either been completed or are ongoing. He is to ask the Disciplinary Secretary for his report on the completed case and then a meeting of the Council will be convened in order to respond to the emails, with knowledge of the facts to hand. It should be noted that the Council has no input into the Disciplinary process or knowledge of case details.</p> | |
| | <p>The Chair thanked the Council Members for attending the lengthy meeting and for taking part in open debate.</p> <p><u>The meeting concluded at 10.40pm</u></p> <p><u>Date of next meeting: Thursday 23rd February at 7.00pm in the Blencathra Room</u></p> | |