

## Minutes of the Club Council Meeting



**Wednesday 15<sup>th</sup> March 2023 at 18.00 in the Blencathra Room**

	<b><u>Present:</u></b> Les Balmer (Chair) (LB), Joan Armstrong (President) (JA), 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). Carol Slinger (Minutes secretary)	<b>ACTION</b>
1.	<b><u>Apologies</u></b> Club Captain Javid Latif (JL)	
	<b><u>Minutes of previous meeting</u></b> The minutes were circulated to all attendees of the Council meeting held on 23 <sup>rd</sup> February were agreed as a true record of the meeting and sent for publication on 2 <sup>nd</sup> March. The minutes of the Council meeting held on 2 <sup>nd</sup> March were agreed as a true record of the meeting and will be published in due course.	
2.	<b><u>Matters arising</u></b> 2.7.3 Estimates of kitchen equipment forwarded to Chair of Finance. <b>RH Ongoing but in the region of £15K.</b> 2.7.4 Quotes for contract cleaning. <b>LH Ongoing</b> 2.10.6 Feedback on a Shared Document System for use of Council Members. <b>Ongoing.</b> 4.1 Copy of the updated risk report sent to Marsh Commercial. <b>RH Actioned</b> 4.3 The code for the inner door in the Ladies' locker room in LC Newsletter. <b>LH Actioned</b> 6.6 Ladies use of the Blencathra Room on the Ladies Committee agenda. <b>LH Actioned</b> 6.9 Written agreements investigated for users of the function areas. <b>RH Ongoing</b> 9.1 Training for users of Golf Genius organised. <b>GG &amp; Pros, organised by Golf Genius</b> 9.2 Club calendar uploaded onto the website. <b>GG co-ordinating with house and golf sections.</b> 11 Val Forsythe contacted for details of the Strategy committee members she'd recruited. <b>LB Actioned</b> 12.2 Update on the possibilities of the 'Short Course' being developed. <b>GO discussed and looking at getting the red tees rated for Gents.</b> 12.3 Status of the Junior coaching and the Pros' contracts. <b>LB Actioned</b> 13.2 Discussion with David Harding regarding the disposal of the shed between the 4 <sup>th</sup> & 5 <sup>th</sup> holes. <b>JL The shed has been removed.</b> 13.3 Purchase and placement of a second defibrillator. <b>SJ has ordered and should be in place, at the Hoggess, before the start of the season.</b>	<b>LH</b> <b>GG</b>          <b>RH</b>
3.	<b><u>Health and Safety</u></b> 1. Most of the work arising from the risk report from Cardinus (on behalf of AGEAS) are now complete. Actions marked as urgent (P1) from risk assessments to be resolved by end of April 2023. 2. Order placed with Citation for the Atlas HSMS (4 years). 3. PAT testing has been booked for 20 <sup>th</sup> & 22 <sup>nd</sup> March. 4. Fixed wiring inspections have been completed; the remedial work required has been estimated to be in the region of £7,500. 5. Fire systems have all been serviced and are up to date. 6. Heating boilers are serviced and service plans arranged for gas and BioMass boilers. 7. Housekeeping issues in the kitchen are now resolved, thanks to the hard work of the catering team, a 5* rating was awarded after the EHO visit on 10 <sup>th</sup> March.	

	8. First Aid training is being organised for house, greens and office staff. 9. Coded access to the ladies' locker room has been resolved with a new door lock being fitted to the outer door.	RH								
4.	<p><b><u>Finance</u></b></p> <p>1. Bank balances:</p> <table><tr><td>To date</td><td>To same date in 2022</td></tr><tr><td>PGC: £319,637.44</td><td>PGC: £239,704.91</td></tr><tr><td>PGC Ltd: £18,854.71</td><td>PGC Ltd: £23,017.35</td></tr><tr><td>Cumberland BS £116,799.04</td><td>Cumberland BS £116,462.16</td></tr></table> <p>2. The total membership stood at 542 on 7th March, however 4 new gold members have joined since then.</p> <p>3. SJ confirmed that PGC staff have received their 5.3% pay rise, back-dated to January 1<sup>st</sup>. SJ also shared that there has been an administrative error, dating back to July 2022, resulting in some PGC staff being paid double contributions by the club to their pensions. All agreed that SJ should pursue recouping the overpayments.</p> <p>4. LB gave a further update regarding the Booth Ventures proposal for the practice ground area. Booth Ventures have confirmed that they've received positive feedback from Cumbria County Council and whilst still awaiting a response from Eden District Council (Westmorland &amp; Furness from 1<sup>st</sup> April), they also expect that to be positive. LB confirmed that any development of the site would be put to the membership.</p> <p>5. At the recent finance committee meeting GG had asked whether PGC funds were only protected to the FSCS limit of £85k per customer, per account, SJ has checked with The Cumberland and NatWest and both confirmed that this is the case. SJ is looking into whether there are any UK Government schemes which may offer higher levels of protection and will report back.</p>	To date	To same date in 2022	PGC: £319,637.44	PGC: £239,704.91	PGC Ltd: £18,854.71	PGC Ltd: £23,017.35	Cumberland BS £116,799.04	Cumberland BS £116,462.16	SJ
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5.	<p><b><u>House</u></b></p> <p>1. The caterer's new contract is still with the solicitors.</p> <p>2. Tom Phillips has been appointed, by the caterers, as Head Chef</p> <p>3. Four new items of kitchen equipment have been identified and costs submitted to finance.</p> <p>4. Service contracts for key kitchen equipment need to be set up.</p> <p>5. Smaller improvements to the clubhouse will be progressed in order to tidy up the building, car park and locker rooms. A request has gone out to members for volunteers to help and thanks to all those who have already volunteered.</p> <p>6. Larger refurbishment projects requiring greater funding have been discussed, but members will be kept informed of plans before work starts.</p> <p>7. The clubhouse will be deep cleaned throughout before a new cleaning company is appointed.</p> <p>8. The main storage area at the rear of the dining room will be cleared to allow tables to be stored when not in use.</p> <p>9. Cumbria County Ladies Golf Association to be asked to use the cabinet in the Blencathra room rather than their current cabinet to free up space in the store cupboard.</p>	RH   <								

	<p>3. 2<sup>nd</sup> and 16<sup>th</sup> greens are on schedule to be in play by the 1<sup>st</sup> of April.</p> <p>4. Top dressing scheduled for w/c 20<sup>th</sup> March, weather permitting.</p> <p>5. The drainage (yellow) gravel on the car park will be removed before the beginning of the season.</p>	
7.	<p><b><u>Golf</u></b></p> <p>1. A request from Cumbria Lady Vets to hold their championships at Penrith in April 2024. Monday 22<sup>nd</sup> – Wednesday 24<sup>th</sup>. All agreed. DW to consult with the Lady Vets and the Green staff about course set up etc. JA will inform the CLVGA of the decision.</p>	
8.	<p><b><u>Communications/IT</u></b></p> <p>1. Extensive work has been undertaken by the Pros and SJ to cleanse the data in the Club V1 system in readiness to transfer to BRS/Golf Genius. A process will need be implemented to ensure that lapsed memberships are removed promptly in future. Training for main users on the system is this week and members will be advised of the changes to signing into competitions and the results over the next couple of weeks.</p> <p>2. GG requested that each section forward a monthly summary from their section which can be included in a club newsletter.</p> <p>3. Invoices will be sent out to all club sponsors.</p>	<p><b>All</b></p> <p><b>SJ</b></p>
9.	<p><b><u>Constitution</u></b></p> <p>1. The Constitution Committee are reviewing the currently flawed Grievance and Disciplinary Policies with a view to implementing a new policy as soon as possible. To this end, and in conjunction with our ongoing review of the Club's constitution, various options and models used by other clubs, many of which are based on guidance provided by England Golf and in view of recent experience, it is easy to see flaws in some of these models. It is proposed that the Council instigates a policy which will be clear and unambiguous to our membership, and one in which there is full confidence.</p> <p>PGC is a member of The National Golf Clubs' Advisory Association (NGCAA) who provide specialist legal support for golf clubs. A template provided by NGCAA is currently being worked upon which will align with our work on what will become a proposed reconstruction of our constitution.</p>	
10.	<p><b><u>AOB</u></b></p> <p>1. SJ suggested signs to be posted on the forestry gate and the gap in the hedge from the beacon to deter walkers. All agreed.</p> <p>2. Council members were asked to join greens staff on Friday in order to thank them for their efforts on behalf of the members.</p> <p>3. Link to EGU videos sent out to Council members by GG regarding "golf board" management.</p>	<b>SJ</b>
11.	<p><b><u>Election of temporary chairperson.</u></b></p> <p>1. LB said that SJ had volunteered to act as temporary chairperson during LB's upcoming holiday absence. LB proposed SJ's appointment, this was seconded by RH and when put to a vote the proposal was carried unanimously.</p>	
12.	<p><b><u>Nomination for replacement trustees</u></b></p> <p>1. Due to the resignation of two long standing trustees, three possible replacements were nominated by Council members. LB to contact remaining trustees to consider their views.</p>	<b>LB</b>
13.	<p><b><u>Disciplinary</u></b></p>	

	<p>1. Following the meeting held on the 2nd March communication has been made with all those directly involved in the current disciplinaries, either verbally or in written form. Responses have been received from the recipients of the letters, agreed to be following sent by the Council in the meeting on the 2nd March, and it was agreed (with one abstention) that no further action is required, other than to acknowledge receipt and clarify points where required.</p>	
	<p><u>The meeting concluded at 20.50</u>  <u><b>Date of next meeting: 27<sup>th</sup> April at 6.00pm in the Blencathra Room</b></u></p>	