

# Minutes of the Club Council Meeting



**Thursday 23<sup>rd</sup> February 2023 at 19.00 in the Blencathra Room**

	<b>Present:</b> Les Balmer (Chair) (LB), Joan Armstrong (President) (JA), Club Captain Javid Latif (JL), 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>Apologies</b> LC Liz Horlacher (LH),	
	<b>Minutes of previous meeting</b> The minutes were circulated to all attendees of the Council meeting held on 26 <sup>th</sup> January were agreed as a true record of the meeting and sent for publication on 1st February 2023. The minutes were circulated to all attendees of the Council meeting held on 6 <sup>th</sup> February were agreed as a true record of the meeting and sent for publication on 17th February 2023. However, JT said that he wasn't happy with these minutes, but he wanted to leave it at that.	
2.	<p><b>Matters arising</b></p> <p>3.3.1 Some Outstanding Codes of Conduct signed by co-opted committee members. All Chairs. <b>All completed and collated by LB.</b></p> <p>3.14.1 Direct email address for Constitution Chair. <b>GG – Completed 30th January.</b></p> <p>4.1 Small area of damage to flat roof repaired. <b>RH Carried forward, waiting for the weather to improve.</b></p> <p>List of approved contractors made available to Staff for use in emergencies. <b>RH Completed</b></p> <p>Fire marshal training, fire drills and records maintained. <b>RH Included in the contract with Beacon Fire.</b></p> <p>4.2 Letter written to Eden DC regarding a gate between the 11th and the Beacon. <b>LB spoke to EDC, and they said that they would not install a gate.</b></p> <p>4.5 Electricity box cover repaired/replaced. <b>RH Included in fixed wiring inspection/remedial work.</b></p> <p>6.4 A welcome pack for new members developed. <b>DW has developed a welcome pack which includes a welcome letter, EPOS card, bag tag and vouchers.</b></p> <p>6.6 Staff salary review. <b>See item 5.3 below.</b></p> <p>7.1 Membership email sent out to seek a Chair Person for the House Committee. <b>LB Sent out 29th January.</b></p> <p>7.3 Estimates of kitchen equipment forwarded to Chair of Finance. <b>RH Ongoing.</b></p> <p>7.4 Quotes for contract cleaning. <b>LH Ongoing</b></p> <p>7.6 Offer of redecoration work on the front of the clubhouse discussed further with the volunteer. <b>LH – See item 6 on main agenda.</b></p> <p>7.8 Signs posted at both entrances stating 'No Dogs, except guide dogs. <b>RH Actioned.</b></p> <p>7.9 Clarification as to who is responsible for clearing the area between the front entrance and the Pro shop. <b>LB confirmed that this is the Pros responsibility.</b></p> <p>8.2 Replacement of the sign intended for walkers using the footpath across the 11th/12th. <b>GO actioned.</b></p> <p>10.6 Feedback on a Shared Document System for use of Council Members. <b>GG C/F.</b></p> <p>3.1 Reply to Peter Shearer's letter drafted and circulated. <b>LB/All, Covered by the minutes in the meeting of 6<sup>th</sup> February.</b></p> <p>3.3 Reply to Dougie Parker's letter. <b>LB Actioned.</b></p>	<p><b>RH</b></p> <p><b>LH</b></p> <p><b>GG</b></p>

3.	<p><b><u>Correspondence</u></b></p> <p>1. Mike Parker reported that he had encountered two dog walkers trespassing on the course late one afternoon. He said that he had challenged one of them who said that he walks his dog on the course every night and that he would continue to do so. There are signs on the course saying that dogs are not permitted (other than being on the public footpath crossing the 11<sup>th</sup> &amp; 12<sup>th</sup> fairways), but other than drawing the culprit's attention to the fact that they are on private land, there isn't much we can do about it under the trespass laws. LB to reply to Mike Parker.</p>	
4.	<p><b><u>Health and Safety</u></b></p> <p>1. All the high-priority actions required by the Insurer's Risk Report have now been completed. SJ asked RH to forward a copy of the updated report to Mark Taylor at Marsh Commercial as they had requested it.</p> <p>2. The area currently designated as a smoking area is not considered as suitable as it is located at the main entrance to the Club which exposes members and visitors to passive smoking. This is exacerbated during events where non- members use the area, often in larger groups which also creates noise. It is therefore proposed that we create a new smoking area at the rear of the building near the entrance to the dining room which could also be used by people attending social events, away from the golf course. It was agreed that the current smoking area, at the front entrance be removed. It was also agreed that this would be the only area where smoking will be permitted in the vicinity of the clubhouse.</p> <p>3. A member was trapped in the area between the outer and inner doors to the Ladies changing rooms. The outer door will have the lock changed to allow it to be opened in such a situation. Additionally, the code for the inner door will be made available to all lady members via the Lady Captain's newsletter.</p> <p>4. The door to the plant room (in the same area) will be kept locked at all times and the key will be available to maintenance staff on request from the office.</p>	<p>RH</p> <p>LH</p>
5.	<p><b><u>Finance</u></b></p> <p>1. Bank balances as at 31<sup>st</sup> January were:  PGC: £268,855.28  PGC Ltd: £16,570.57  Cumberland BS £116,799.04  At the same date in 2022 they were:  PGC: £226,648.91  PGC Ltd: £20,300.13  Cumberland BS £116,462.16.</p> <p>2. There is a shortfall on the balance on Club V1 (membership subs) of £35K in comparison to last year's total membership. Some members, who still want to play still haven't paid, however their access to BRS will end on 28<sup>th</sup> February. An up-date on memberships will be published in the minutes for the next finance meeting.</p> <p>3. In line with the increase in the level of membership subscriptions, an increase of 5.3% in staff wages has been agreed, which will be back dated to 1<sup>st</sup> January.</p> <p>4. Should the proposal with Booth Ventures proceed the practice area would be off limits for up to 30 months. If PGC wish a more enhanced practice offering i.e., Practice bunkers, greens etc, the cost of this would come out of any financial gain the club would receive from Booth Ventures.</p> <p>5. LB also advised he had received confirmation from EDC that the cemetery has enough space for at least 100 years, so there'll be no compulsory purchase of the land housing the 11<sup>th</sup> &amp; 12<sup>th</sup> holes.</p>	

	<p>6. LB has also contacted Chris Malpas who confirmed that a previous Club Committee had asked EDC to include a substantial part of the practice ground in its “local plan”, which in effect means that it could be used for a housing development, should the club so wish. Obviously, by including the area in the “local plan” then its financial value has been significantly increased.</p> <p>7. GG advised that this month’s social media spending would be concentrating on advertising forthcoming opens and recruiting new members.</p> <p>8. SJ commented that the leaf blower, which is on loan, was still at the club and being used by the greenkeepers, GO asked whether we could now commit to purchasing the equipment at a cost of £6.9K. <b>All agreed.</b></p> <p>9. GO pointed out that PGC staff had not had a staff event/party for some time. All staff, the Pros and Council will have a get together on Friday 17<sup>th</sup> March, and as in previous years the cost of which the club will cover. <b>All agreed.</b></p> <p><b>10.</b>SJ advised that now the caterers have been reappointed, it is important that watertight contracts are drawn up for both the bar &amp; catering services and flat occupancy. These documents are now with a solicitor, the expected cost of the work will be in excess of £2K. <b>All agreed.</b></p>	
<p>6.</p>	<p><b><u>House</u></b></p> <p>1. The Gas boilers (plant room and flat) will be serviced on an annual plan which will reduce repair costs, with the 1<sup>st</sup> service booked in on 2<sup>nd</sup> March.</p> <p>2. Certain items are required to improve the efficiency of the kitchen which included: 1. 10 grid (shelf) for the gas oven 2. Hot cupboard for keeping plates warm 3. Hot drawer for holding hot food prior to service 4. Saladette to cool sandwich fillings and salad items. Prices are being sought.</p> <p>3. Once all the new equipment has been purchased a service contract will be set up to maintain the equipment and avoid downtime. This will include existing as well as new equipment.</p> <p>4. There a great many things that need to be done in and around the clubhouse. The House Committee are having a separate meeting to walk around the premises and address which projects should be prioritised. Suggestions would also be welcomed from members via <a href="mailto:house@penrithgolfclub.co.uk">house@penrithgolfclub.co.uk</a></p> <p>5. To avoid double bookings, it was agreed that a system is required whereby Golf, Office and Catering staff regularly meet to discuss events and requirements. It is possible to input all bookings and requirements into BRS in order to keep all of the details in one place. This would allow a report to be produced which could be discussed weekly so that everyone could be aware of requirements. RL &amp; CC have produced a list of all current catering events which has been passed to RH for inclusion in BRS to avoid any clashes. A meeting is required to discuss key dates in the golfing calendar in order to avoid double bookings.</p> <p>6. It was suggested that income could be generated if the Ladies did not have the Blencathra Room booked out every Tuesday when it could be used for meetings. LH to discuss this with the Ladies Committee.</p> <p>7. Members are keen to retain Sky Sports, but the costs appear to be prohibitive. This needs to be costed and a decision made whether to retain it.</p> <p>8. All agreed that dogs shall not be allowed on the practice area, including the area where there are tables for use in the summer.</p> <p>9. The Caterers requested that we have a written policy and some form of agreement in place for the hire of the function room. This would allow all parties to understand their</p>	<p>LH</p> <p>RH</p>

	obligations, be aware of which parts of the club they would have the use of and protect the club from damage. RH to look into options.	
7.	<p><b><u>Course</u></b></p> <p>GO reported that:</p> <ul style="list-style-type: none"> <li>• The refurbishment of the front left bunker on the 4<sup>th</sup> is now complete.</li> <li>• The 2<sup>nd</sup> and 16<sup>th</sup> greens are now re-turfed and on schedule for the opening of the season.</li> <li>• The steps on the 7<sup>th</sup> tee box have been removed and are to be replaced by a grass slope.</li> <li>• The front tee box on the 9<sup>th</sup> is to be drained in the near future.</li> <li>• The fallen wall on the 16<sup>th</sup> tee box does not belong to PGC, however work has started on its reinstatement.</li> </ul> <p>Work on the approach to the 18<sup>th</sup> green will be started at the end of the 2023 season.</p>	
8.	<p><b><u>Golf</u></b></p> <p>1. A member has approached DW about the status of the penalty area on the 15<sup>th</sup>. The ditch will be returning to being a red penalty area throughout its length. The wider variety of Sunday competition formats has been well received.</p>	
9.	<p><b><u>Communications/IT</u></b></p> <p>1. Following the agreement by the Council on 26<sup>th</sup> January, the club is moving from Club V1 to BRS Membership and Golf Genius to support the competitions, handicaps and results. Club Systems have refunded 9 months of subscription costs for the Club V1 system. Initial work is already in-hand and training with BRS for the Pros, office staff, and SJ took place today. Training for Competition and Handicap colleagues will be organized at beginning of March. Training for club members in the use of Golf Genius will be carried out w/c 20<sup>th</sup> March, on Tuesday, Thursday and one evening.</p> <p>2. The Club Calendar will be loaded onto the member's section of the website shortly.</p>	<p><b>GG and Pros</b></p> <p><b>GG</b></p>
10.	<p><b><u>Constitution</u></b></p> <p>1. The structure we instigated for the elections in December 2022 provided for the election of Officers to the Council on the following basis: - "All Officers, including those who have been co-opted, will serve on the Council from the date of their election or co-option until the next Annual General Meeting, when they will be eligible to seek re-election for any one position on the Council." At the time it was acknowledged that we had no right to impose time limits on the duration of office, as it was something that should be debated by the new Council. Part of the structure for the new Council stated, "Where any position on the Council is not filled at an election, or becomes vacant, the Council will co-opt an Officer from amongst the Voting Members of the Club." We need to add, "who has a period of continuous Club Membership no less than 24 months." The ability for voting members to challenge an incumbent for any position at any election should be included in our new rules, with the same provision that they have a period of continuous Club Membership of no less than 24 months.</p> <p>2. We propose that from the date of the next elections, the Finance Chair be elected for a period of 3 years, on the basis that a level of specific expertise is required in that post. Except for the Ladies Captain, the Club Captain and Club Vice-Captain, all other officers</p>	

	<p>should be elected for a period of 2 years. The Club Vice-Captain, who becomes the Club Captain, automatically serves 2 years in total, as has our current Club Captain.</p> <p>3. Election of Vice-Captain - For too long this issue has often been left until very late in the year. As our Council has a duty to fill any vacancies which arise, we feel the process should commence earlier in the Council year. We propose a small committee comprising the Club Chair together with two of the most recent Past Club Captains available and the most recent Past Ladies Captain available, together with the Club Captain, the Club Vice-Captain and Club President. This committee should identify a person willing to take the position and bring that name to the Council for ratification by the end of March each year.</p> <p>4. Election of President. For the same reasons as item 3 above, a similar policy should be adopted.</p>	
11.	<p><b><u>Strategy</u></b></p> <p>LB to contact Val Forsythe to find out how much work had been done on the strategy and who she had co-opted onto the committee prior to her resignation</p>	LB
12.	<p><b><u>Juniors</u></b></p> <p>1. JA has been asked if the Club would be able to fill the shortfall in the Junior Section budget for 2023. Dad's Army and the Ladies Section both contribute and there are other fund raisers but the Junior Organizers say that they have a shortfall of around £750. All agreed that the club will assist as and when required.</p> <p>2. John Sheffield has asked if the 'Short Course' project could be revisited. GO to look into it.</p> <p>3. There was a question raised regarding the coaching of the juniors by the Professionals, and LB agreed to look at their contract to see if junior coaching was covered.</p>	GO LB
13.	<p><b><u>AOB</u></b></p> <p>1. It was agreed to hold a golf competition, for members, to celebrate the King's Coronation on Saturday 6th May. It is envisaged to be a Team of 4 (any combination of male, female or junior competitors), with best 2 Stableford scores to count on each hole. A shotgun start with a buffet in the clubhouse afterwards.</p> <p>2. The shed on the path to the 5th tee box is to be removed. As it was provided by David Harding then JL will ask him what he wants doing with it.</p> <p>3. A defibrillator is to be purchased and fitted to the outside wall of the hoggest.</p>	JL SJ
14.	<p><b><u>Disciplinaries</u></b></p> <p>Having covered all the above items on the agenda a protracted debate took place on possible ways forward with the ongoing disciplinaries. The Council has spent many hours discussing the issues around the disciplinary process and are striving to find a resolution that is in the best interests of all the involved parties and the membership as a whole. Unfortunately, no solution could be agreed upon during this meeting and a further meeting will be called.</p>	
	<p><u>The meeting concluded at 11.15pm</u></p> <p><b><u>Date of next meeting: Wednesday 15<sup>th</sup> March 2023 at 7.00pm in the Blencathra room.</u></b></p>	