



## Minutes of the Club Council Meeting

**Thursday 27<sup>th</sup> April 2023 at 18.00 in the Blencathra Room**

	<p><b><u>Present:</u></b> Stephen Johnson (Acting Chair) (SJ), Joan Armstrong (President) (JA), Club Captain Javid Latif (JL) (Until 8.30pm), Ladies Captain Liz Horlacher (LH), Club Vice Captain Nigel Scott (NS), John Taylor (JT), Gavin Oliver (GO), Darren Whitfield (DW), Gail Gravett (GG), Richard Hellon (RH). Carol Slinger (Minutes secretary)</p>	<b>ACTION</b>
	<p><b><u>Apologies</u></b> Les Balmer</p>	
	<p><b><u>Minutes of previous meeting</u></b> The minutes were circulated to all attendees of the Council meeting held on 15<sup>th</sup> March and were agreed as a true record of the meeting and sent for publication on Monday 20<sup>th</sup> March 2023. Prior to the start of this meeting SJ asked if correspondence could be addressed after all the other business had been discussed. All agreed.</p>	
1.	<p><b><u>Election of Chair of House</u></b> LH proposed and GO seconded, that Richard Hellon be elected to be the Chair of the House Committee, this was agreed unanimously.</p>	
2.	<p><b><u>Matters arising</u></b> 2.7.4 Quotes for contract cleaning. <b>The rest of the deep clean is scheduled for week beginning 1<sup>st</sup> May. Daily cleaning is now contracted and being carried out.</b> 2.10.6 Feedback on a Shared Document System for use of Council Members. <b>GG Ongoing.</b> 2.6.9 Written agreements investigated for users of the function areas. <b>RH Ongoing</b> 3.8 First Aid training is being organised for house, greens and office staff. <b>RH Booked and completed on 17<sup>th</sup> &amp; 24<sup>th</sup> April. All attendees passed to course. Requalification is required in three years.</b> 4.5 Research into UK schemes for more protection on accounts over £85K. <b>SJ has investigated this, but there are no accounts available.</b> 5.4 Service contracts for key kitchen equipment. <b>RH – This will be in place when all the new equipment has been resourced.</b> 5.8 Main storage area at the rear of the dining room cleared. <b>RH – The store has been partially cleared.</b> 8.2 Summaries from each section forwarded to GG for the club newsletter. <b>ALL Actioned.</b> 8.3 Invoices sent out to all club sponsors. <b>SJ – Invoices have been sent out and to date there are 4 holes available for new sponsors. GG to send information out to members regarding taking up sponsorship of the holes.</b> 10.1 Signs made and erected at the forestry gate and the gap in the hedge on 11<sup>th</sup>. <b>SJ &amp; RH to review which signs to purchase on the basis of health and safety to reduce the cost.</b> 12.1 Communication with current trustees regarding the nominations for new trustees. <b>LB Actioned.</b></p>	<p style="text-align: center;"><b>GG</b></p> <p style="text-align: center;"><b>GG</b></p> <p style="text-align: center;"><b>RH &amp; SJ</b></p>
3.	<p><b><u>Health and Safety</u></b> 1. An accident was reported during the open on 21<sup>st</sup> April. RH followed up the report and the injured party was contacted by RH. He had attended his local hospital for a check-up and was reported to be okay.</p>	

	<p>2. Having addressed the main concerns from our insurers, and reinstated suitable contracts for preventative maintenance and essential services, work will now start to populate the new H&amp;S system to allow responsible persons to understand what is required, and most importantly, avoid things being missed in the future.</p>											
<p>4.</p>	<p><b><u>Finance</u></b></p> <p>1.</p> <table border="1" data-bbox="272 376 1246 640"> <thead> <tr> <th data-bbox="272 376 788 443">Bank balances as at 31<sup>st</sup> March 2023:</th> <th data-bbox="788 376 1246 443">Compared to previous year:</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 443 788 477">PGC: £131,750.95</td> <td data-bbox="788 443 1246 477">PGC: £227,869.85</td> </tr> <tr> <td data-bbox="272 477 788 510">Reserve Account £150,000.00</td> <td data-bbox="788 477 1246 510"></td> </tr> <tr> <td data-bbox="272 510 788 577">PGC Ltd: £28,275.10</td> <td data-bbox="788 510 1246 577">PGC Ltd: £26,538.12</td> </tr> <tr> <td data-bbox="272 577 788 640">Cumberland BS £116,799.04</td> <td data-bbox="788 577 1246 640">Cumberland BS £116,462.16</td> </tr> </tbody> </table> <p>2. SJ advised that he had opened a higher interest account with NatWest and added £150k to it, in order to earn the club some interest. The money is tied up for 6 months and will earn £2k in interest. It was agreed, when SJ has access, to move the Cumberland account to a higher interest account, as the substantial sum isn't working well at present.</p> <p>3. Club membership now stands at 570 compared with 542 the previous month.</p> <p>4. £400 has been received for the sale of some redundant kitchen equipment.</p> <p>5. JT suggested that creditors and debtors are included within in the finance minutes in future.</p>	Bank balances as at 31 <sup>st</sup> March 2023:	Compared to previous year:	PGC: £131,750.95	PGC: £227,869.85	Reserve Account £150,000.00		PGC Ltd: £28,275.10	PGC Ltd: £26,538.12	Cumberland BS £116,799.04	Cumberland BS £116,462.16	<p>SJ</p>
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<p>5.</p>	<p><b><u>House</u></b></p> <p>1. Now that First Aid training is completed, Fire Warden training to be arranged for PGC staff.</p> <p>2. Catering staff are working well, and the quality of food and service is improving all the time.</p> <p>3. Volunteers are required to form Social Committee; interested members are asked to contact <a href="mailto:House@penrithgolfclub.co.uk">House@penrithgolfclub.co.uk</a></p> <p>4. Key items of kitchen equipment have been identified following the Council's previous approval of a working budget. Spending approved by the finance committee following submission of costs from the house committee.</p> <p>5. Essential maintenance projects around the clubhouse have been identified and are being worked upon.</p> <p>6. A large refurbishment project for the back bar and dining room to be considered by the full Council once accurate costs established. RH to present the plans at the next meeting, with the work to be scheduled later in the year.</p> <p>7. A smaller project has been approved and is now also underway to tidy up the front of the building and car park. This will be less expensive than the work originally proposed but improve the look of the main entrance and approach to the club.</p> <p>8. The windows in the dining room are to be repaired rather than replaced. Also approved at the recent finance meeting was a project to rub down and stain the windows at the rear of the clubhouse which will not last another winter if not tackled.</p> <p>9. The project to improve access to function room by building a roadway to main entrance has been put on hold in preference to the other projects listed above.</p> <p>10. Thomas Graham has been appointed to service the washrooms.</p>	<p>RH</p> <p>RH</p>										

	<p>11.The smoking area has now been relocated. A decision was taken to increase to two areas and move them away from the main entrance and course.</p> <p>12.Many non-members are currently using the clubhouse for food and drinks. A policy will be developed to encourage non-members to become social members. It was thought that the EPOS card could be used as a loyalty card so that they could benefit from the 10% discount on food and beverage in the same way that golf members do.</p> <p>13.The valuation of the trophies to be carried out by David Gray Jewellers.</p> <p>14.The Past Captain’s photos in the foyer to be temporarily reduced in number and safely stored until the clubhouse refurbishment is completed and a suitable site is identified to display them.</p> <p>15.Due to reports of poor behaviour, both on and off the course, the Council support staff in dealing with such behaviour and remind members that such behaviour is unacceptable and will not be tolerated.</p>	
<p>6.</p>	<p><b><u>Course</u></b></p> <p>1. The Course report was published to all members on 26<sup>th</sup> April.</p> <p>2. The tree stump which remains on the 4<sup>th</sup> fairway was left with the intention that it could be sculpted, but having received a quote the Council felt that it was not value for money, so the stump will be removed in due course.</p> <p>3. JL reported that there had been a problem with the sprinklers on the course at the beginning of the Dad’s Army match on 27<sup>th</sup> April. This problem was referred to in the course report published the previous day.</p>	
<p>7.</p>	<p><b><u>Golf</u></b></p> <p>1. Local rule for Scorecards. The R&amp;A announced new rules for 2023, amongst which was a rule stating that players no longer needed to put their handicap on a scorecard or add up their totals. There was also an option to have a local rule that overrides this. We have decided to invoke this local rule, so players will need to fill a score card in as they always have.</p> <p>2. Finals Day. Firstly, a decision has been made to have the ladies’ final go first on finals day ahead of the men. Secondly, we have produced draft rules whereby no player will be asked to play 36 holes if they don’t feel capable, but every effort will be made to get all finals played on the day. It has also been mentioned that we could look at making more of finals day, with trophies being presented at the end of the day, this is still being considered.</p> <p>3. Men’s comps. Lowther and Lonsdale, as two of the oldest and most traditional competitions, a couple of changes needed to be made. Qualification has been reduced to 6 qualifying places in each of the 4 rounds. This will produce a final field of 24. The final will be drawn (8 x 3 balls), all playing on the morning of the final. A member’s comp for non-qualifiers will follow.</p> <p>America cup. This competition has really fallen in the last few years. To try and encourage more participants, the qualifying round has been moved back later in the season and prize money has been raised to reflect the fact that this competition is the club handicap championship.</p> <p>An update on these will be sent to the members.</p> <p>4. Coronation Day competition. This is filling up nicely and looks like being a good day.</p> <p>5. Teams. Interclub matches started this weekend with the interclub Matchplay with the A team progressing. Scratch league commences on the 9th of May. A scratch league notice board will be posted so members can be kept up to date with the progress.</p> <p>6. The Scratch Team sought sponsorship for their new team clothing and they thank MKM for their support. GG to look into sponsors for the other teams.</p>	

	<p>7. Greenkeeper's Revenge. The Golf Committee have proposed a competition to close the season whereby the Greenkeepers will set up a course with strange tee locations and extreme flag positions. It is envisaged that it will be a team event, shotgun start where we can all join the green staff in the clubhouse afterwards for a drink and to thank them for their hard work across the season.</p> <p>8. LH expressed a wish that, in addition to their Sections' drive-in, in 2024 there could be a joint drive-in with all three Captain's teeing off together, possible just prior to the start of the main season. NS supported this and said that he's discussed the possibility with the Directors of Golf. The Council agreed that it should be considered further.</p>	<p><b>GG</b></p>
<p>8.</p>	<p><b><u>Communications/IT</u></b></p> <ol style="list-style-type: none"> <li>1. Over the past 2 months, BRS Golf Genius have replaced Club V1 and How Did I Do as the membership, golf and competitions software for the club. The systems are now all working and the majority of members can access the results etc. via the BRS APP, provided the BRS Scoring APP is loaded on their phones. There are a few problems with Android phones. Thanks should be given to the Pros's and Steve Johnson for the large amount of work involved in migrating the systems and to Lesley Dobinson, Ladies Competition Secretary for getting to grips with the new system.</li> <li>2. GG asked the Council if they preferred the Foremost style or the previous Newsletter style for the presentation of the Club Newsletter. All agreed that they preferred the previous style.</li> <li>3. Many changes still required on the PGC website, including adding Analytics, Web Cam etc. Club Calendar (like the Yellow Book calendar) are to be loaded on the members section of the website. GG asked Council Chairs and Sections to review their pages and update appropriately (within 14 days of the meeting).</li> <li>4. There will be 2 types of emails used to communicate with Club members. The Blue BRS system will be used for all Golf related news. More general communications will use the Golf Genius system, using the PGC logo as a header.</li> <li>5. GG suggested that a quarterly update is sent out on progress made by the various sections of the Council. All Chairs to send content to GG as soon as possible.</li> <li>6. Churchill Retirement Homes have sponsored the club for £800. Their adverts will be appearing in the golf cups on the greens, on the buggies and on the newsletter.</li> </ol>	<p><b>All Chairs</b></p> <p><b>All Chairs &amp; President</b></p>
<p>9.</p>	<p><b><u>Constitution</u></b></p> <ol style="list-style-type: none"> <li>1. Revised Constitution and Rules of Governance – Production of this continues and minor amendments have been made to a working draft text.</li> <li>2. On 23 February 2023 the Council agreed to form a committee to elect the next Club Vice-Captain and Club President. It was agreed at this meeting that this committee would include The President, Club Captain, Vice-Captain, Ladies Captain, and one Past Captain.</li> <li>3. At the request of the Council, the past two months have seen the Constitution Committee concentrate on club policies, with specific reference to those surrounding grievance and discipline. Various options have been considered before settling on a template provided by the National Golf Clubs' Advisory Association (NGCAA). Version 4 of a document was shared prior to this meeting and various questions were raised and answered. The next version will be brought to the next meeting.</li> <li>4. A draft code of conduct for members and a dress code were also circulated prior to this meeting and feedback was taken away.</li> </ol>	

	<p>5. There was a discussion regarding representation of the Juniors' section on The Council and, whilst it was recognised that this would be by taking up one of the vacant elected representative seats, more discussion was needed before confirming how this might work.</p>	
10	<p><b><u>Juniors</u></b>  Following a meeting with England Golf and Golf Foundation representatives, feedback was received which indicated PGC was developing Junior Golf provision well, when compared to other clubs. The section is now to be re-branded as PGC Junior Academy.</p>	
11	<p><b><u>Correspondence</u></b></p> <ol style="list-style-type: none"> <li>1. Members of the Council were reminded that all correspondence, and Council business, is confidential until it has been discussed at Council and the subsequent agreed minutes are published.</li> <li>2. A member, who has recently served a ban from the club, requested that his subscription fee be reduced to take into account the months that he was unable to play. He has since paid the full year's fee. However, at this meeting a vote was taken on whether or not to reimburse 3 months fees. It was voted by a majority that no fees should be reimbursed.</li> <li>3. There have been numerous letters received from members regarding the recent grievances and disciplinaries, including one from the Ladies Section. SJ will draft letters in response and share them with Council members for comment prior to forwarding them.</li> <li>4. A guest to the club sent a letter commenting on the behaviour of the group in the clubhouse. SJ has sent a letter of apology and the guest graciously accepted the apology.</li> <li>5. Points about the website were highlighted in a letter, and these will be addressed as soon as possible.</li> <li>6. A letter was received regarding the content of the communication that was sent out to members regarding the recent disciplinaries and why the decisions had been made. SJ to send a reply to the member, after circulating it to Council members.</li> </ol>	<p><b>SJ</b></p> <p><b>GG</b></p> <p><b>SJ</b></p>
12	<p><b><u>AOB</u></b></p> <ol style="list-style-type: none"> <li>1. GO has been asked by the Head Greenkeeper if overtime could be given over the next two weeks. All agreed.</li> <li>2. JT asked if the 'Course Status' notices on the website could be better presented. GO to speak with the persons responsible.</li> <li>3. RH has updated the smoking policy in line with moving the designated smoking areas. Council members approved the revision.</li> <li>4. LH asked about the status of the Buggy policy after a Lady enquired about booking one for a competition. GO and DW to review the policy.</li> <li>5. A question was raised regarding the placement of bollards alongside the 4<sup>th</sup> green to stop intruders from entering. A number of options are being discussed and costed.</li> </ol>	<p><b>GO/GG</b></p> <p><b>GO &amp; DW</b></p>
	<p><u>The meeting concluded at 22.10 hours</u>  <u>Date of next meeting: Tuesday 23<sup>rd</sup> May at 6.00pm in the Blencathra Room</u></p>	