



Minutes of the Club Council Meeting

Thursday 6th July 2023 at 18.00 in the Blencathra Room

	<p><u>Present:</u> 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)</p>	<p>ACTION</p>
<p>1.</p>	<p><u>Apologies</u> Club Captain Javid Latif</p>	
	<p><u>Minutes of previous meeting</u> The minutes were circulated to all attendees of the Council meeting held on 23rd May were agreed as a true record of the meeting and sent for publication on 6th June.</p>	
<p>2.</p>	<p><u>Matters arising</u></p> <p>2.10.6 Feedback on a Shared Document System for use of Council Members. GG. This is now available and all agreed that it should be used going forward.</p> <p>2.7.6 Possible sponsors for the teams. GG. 3 New sponsors have been resourced for hole sponsorship, but no new team sponsors to date.</p> <p>2.8.3 Review of each section’s website pages and update appropriately. GG asked all Chairs to check the website for any amends that are needed for their area. Work on the website is imminent.</p> <p>3.1 Response to an email from G. Jones sent. LB actioned.</p> <p>3.2 Response sent to Brampton GC regarding a reciprocal arrangement for County practice rounds. LB actioned.</p> <p>4.1 Security procedure for greenkeepers shed etc. and the purchase of a key safe. Key safe purchased and fixed on office wall. GO confirmed that a procedure is in place, however RH and GO to review to see if it’s fit for purpose.</p> <p>4.2 Risk assessment and controls put in place for delivery drivers in the car park. RH See point 4.3</p> <p>4.3 Incidents of cyclists on the course reported to the police. LB actioned, a notice to members was posted asking that any future incidents to be reported. To date, no further incidents have been reported.</p> <p>5.3 Discussion with Pros to ascertain if an increase to the BRS system is required. LB. The BRS package has been increased to include Leaderboard, however there are still issues with the platform that need to be resolved. GG, LB & SJ to meet to discuss the issues as the benefits of acquiring the system don’t appear to have materialised.</p> <p>5.4 Discussion with the Ladies Section regarding funding of their opens. SJ & LH. SJ is attending the next Ladies Committee meeting on 12th July to discuss.</p> <p>5.5 Research into Internet providers to get a better service in the clubhouse. LB found that the Club had signed an 8-year contract with the current providers (7 years remaining). The telephone system will have to stay in that contract, but as the internet is not up to the required standard, there may be some movement in the contractual agreement in relation to the broadband line.</p> <p>6.1 Development of a function booking agreement. RH Ongoing work within the House Committee.</p> <p>6.2 Formalisation of a central booking procedure using BRS for all facilities. RH. BRS can be used as a central online booking system for golf, catering rooms, functions etc. Essential fields need to be identified and Staff training is required.</p>	<p>All Chairs</p> <p>RH & GO</p> <p>LB</p> <p>RH</p>

	<p>7.1 Costs for repairing the irrigation system forwarded to Finance. GO actioned. The possibility to have funds ring-fenced for the future maintenance of the system was discussed.</p> <p>7.2 Discussion with the greenkeepers to avoid changes to the course being carried out during a competition. GO actioned.</p> <p>7.3 Use of the practice area clarified with the Pros. LB actioned and members were notified by email.</p> <p>8.1 Details of members, required by the Handicap Secretaries. LB actioned.</p> <p>11.1 Strategy development committee formed. LB & GG are meeting to take this forward.</p> <p>12.3 Potential new Trustees approached. Kathryn Bulman and Chris Malpas have both agreed to take on the role of trustee. Following a vote, it was unanimously agreed to appoint Kathryn and Chris as trustees. LB to follow up with the relevant paperwork etc.</p> <p>12.5 Contact made with Booth Ventures informing them that the project is on hold. LB actioned.</p> <p>12.6 Contact made with the Safeguarding Officer asking if he is able to continue in the role. LB. Michael Williamson has confirmed that he is willing to remain as the club welfare officer, and following a vote it was unanimously agreed that Michael should continue in the role.</p>	<p>LB & GG</p> <p>LB</p>														
<p>3.</p>	<p><u>Correspondence</u></p> <p>1. The organisers of the Eden Valley Mixed Golf Tournament reported that the 2023 competition is now fully booked (150 pairs) and requested that they run the competition again in 2024, with dates 14th – 16th August. All agreed.</p>															
<p>4.</p>	<p><u>Health and Safety</u></p> <p>1. Remedial work on the fire alarm system has been authorised, but not yet started.</p> <p>2. Final sign-off of the fixed wiring system is being chased from Atkinsons.</p> <p>3. A risk assessment on the use of the car park, in particular by delivery drivers, is being completed taking into account deliveries, buggy routes, disabled parking and reserved space parking.</p> <p>4. Fire warden training for staff is booked for Tuesday 1st August.</p> <p>5. A report of a near-miss incident has been made which involved the green staff working with a chain saw on the back of a truck. GO & RH to investigate.</p>	<p>GO & RH</p>														
<p>5.</p>	<p><u>Finance</u></p> <p>1.</p> <table border="1" data-bbox="272 1597 1246 1944"> <thead> <tr> <th>Bank balances as at 30th June 2023:</th> <th>Compared to previous year:</th> </tr> </thead> <tbody> <tr> <td>PGC: £78,527.42</td> <td>PGC: £186,337.98</td> </tr> <tr> <td>Reserve Account £150,000.00</td> <td></td> </tr> <tr> <td>PGC Ltd: £66,532.37</td> <td>PGC Ltd: £68,891.55</td> </tr> <tr> <td>Cumberland BS £116,799.04</td> <td>Cumberland BS £116,462.16</td> </tr> <tr> <td>Aged debtors: £4,076.35</td> <td></td> </tr> <tr> <td>Aged creditors: £2538.36</td> <td></td> </tr> </tbody> </table> <p>2. There have been 13 new memberships this month; the total figure now stands at 595.</p>	Bank balances as at 30th June 2023:	Compared to previous year:	PGC: £78,527.42	PGC: £186,337.98	Reserve Account £150,000.00		PGC Ltd: £66,532.37	PGC Ltd: £68,891.55	Cumberland BS £116,799.04	Cumberland BS £116,462.16	Aged debtors: £4,076.35		Aged creditors: £2538.36		
Bank balances as at 30th June 2023:	Compared to previous year:															
PGC: £78,527.42	PGC: £186,337.98															
Reserve Account £150,000.00																
PGC Ltd: £66,532.37	PGC Ltd: £68,891.55															
Cumberland BS £116,799.04	Cumberland BS £116,462.16															
Aged debtors: £4,076.35																
Aged creditors: £2538.36																

	<p>3. The caterer's contract has now been issued and is with them for review and signing.</p> <p>4. Beacon Fire have been engaged to produce a new fire risk assessment, at an estimated cost of £450</p> <p>5. The best quote for blinds for the function room is £864</p> <p>6. Repairs have been carried out on the shoe/trolley cleaning compressor. The company advises that the machine should not be used to clean buggies as it exhausts the air reserves.</p>	
6.	<p><u>House</u></p> <p>1. The code of conduct and zero tolerance policies have been agreed and will be discussed with staff regarding their implementation.</p> <p>2. The refurbishment of the dining room windows is now complete. The curtains have been modified into 'dress' curtains to remove all the torn and faded material.</p> <p>3. The hanging baskets and box hedges are automatically watered, for several minutes three times a day.</p> <p>4. The house committee are currently working with an interior designer, who may project manage the refurbishment of the back bar and dining room. Once costed the House Committee will present the plan to the full Council for approval before work starts.</p> <p>5. Feedback on the bar and catering is generally good, but there have been a few incidents where standards have slipped, particularly at very busy times. This will be discussed with the caterers at their 3-month review.</p>	
7.	<p><u>Course</u></p> <p>1. The greens are still behind where they should be for this time in year, a very hot, dry June then heavy rain has not helped the situation. They are being verti cut and top dressed this week. The fairways and rough are in good shape. The bunkers with damaged linings have been topped up with sand. The new pathways are to be topped up, which will remove the gravel that is currently on the car park.</p> <p>2. The main projects for the winter months is on the bunkers. Some larger bunkers will be split into two smaller pot bunkers, some will be repaired, and some that rarely come into play will be removed. Some tree work is also to be done, especially around the 8th so that the tee shot from the back tee is opened up. Some tee boxes and bunker faces will be re-turfed.</p> <p>3. DW has researched the services of an agronomist to advise the greens staff on the condition of the course. After receiving two quotes, DW proposed STRI be appointed and all agreed for him to proceed.</p> <p>4. It was reported that the storage bays at the green keeper's shed need refurbishment. GO to get costings.</p> <p>5. A few ball washers need replacement parts and they all need emptying, cleaning and refilling. RH volunteered to work on these.</p>	<p>DW</p> <p>GO</p>
8.	<p><u>Golf</u></p> <p>1. There been further issues with the BRS computer system with some members very disappointed at its performance, with errors occurring on a weekly basis. The Pros are trying to sort the issues, but LB, SJ & GG are to fully review the suitability of the BRS system.</p> <p>2. A lot of positive comments have been received regarding the leaderboard aspect of the now upgraded package.</p>	

	<p>3. A meeting took place with Alan Ellison and Ruth Coleby as they had informed DW of their intention to resign from their handicap duties. Another member has offered his assistance should it be required. DW thanks Alan and Ruth for their work.</p>	
9.	<p><u>Communications/IT</u></p> <p>1. The Sponsors Day is to be postponed as a large proportion of the sponsors are unavailable to attend on the planned day. A new date in September is to be announced.</p> <p>2. JT brought it to the Council's attention that many of the policy documents on the website need reviewing and updating. LB is to complete an initial review to identify which policies need reviewing and by whom.</p>	<p>GG</p> <p>LB</p>
10.	<p><u>Constitution</u></p> <p>1. The committee charged with finding the next Club Vice Captain and President presented their choices, and agreement by the Council was unanimous. The selected members will be approached.</p> <p>2. The Club Chair is to request the Junior Committee 2023 to put forward one of its members who will consult with the Professional in communications with the Council.</p> <p>3. A Dress Code was agreed by the Council and, along with the Code of Conduct and Zero Tolerance policies, will now be adopted. Club staff are to be made aware of these policies prior to dissemination amongst the membership, and their inclusion on the website.</p> <p>4. JT reminded everyone that that the Club had multiple policies, and all Council Committees should regularly keep under review their respective policies. He cited the comprehensive "Course Policy" currently on the website and dating from August 2021. There should be clarity about who is responsible for enacting procedures and policies. The Club Chair is to compile a "master list" of all policies and their recommended review dates.</p> <p>5. The final item for consideration before the adoption of a new Disciplinary Policy was the method by which the Council will appoint an Investigating Officer (should this become necessary). Council agreed with the points presented by the Constitution Committee, who will write these up for future use.</p>	<p>NS</p> <p>LB</p> <p>LB & GG</p>
11.	<p><u>Juniors</u> – Reported to the Council by John Sheffield prior to the meeting.</p> <p>1. Monday night coaching has been very successful. We often have thirty juniors on Monday nights, ably led by Andrew Sowerby, helped by the Junior Committee.</p> <p>2. The Juniors will play their first Junior League match on Saturday the 1st July against Carlisle, and further matches against Brampton, Workington and Maryport have been arranged.</p> <p>3. We have three Juniors playing in Club competitions. They are Ellis McCawley - handicap 10, George Parkes - handicap 12, and Joseph Tinkler - handicap 17. In the future we expect to have more boys who have golfing etiquette, who could join them. However, we feel that in the future it should be down to the Junior Committee to recommend Juniors who we feel are fit and able to play in Club Competitions.</p> <p>4. There are two girls who are making good progress: one with a handicap, and one without a handicap who is good enough for one.</p> <p>5. We think it should also be noted that Juniors are not allowed to have caddies, and must play in Club competitions with two adults.</p>	
12.	<p><u>AOB</u></p>	

	<p>1. The policy regarding the number of guests a member can sign in to play golf at a reduced rate doesn't seem to be adhered to. LB said that members are restricted to an annual limit of six reduced visitor green fees, similarly any visitor can only receive a maximum annual total of six reduced green fees regardless of how many members wish to sign them in during the year. LB to raise this awareness with members via email, and he will also discuss with the Pro's.</p> <p>2. The subject of slow play was also raised, particularly in relation to visiting parties, so it was agreed to give further consideration to finding a solution to reduce this problem.</p>	<p>LB</p> <p>All</p>
	<p><u>The meeting concluded at 9.50pm</u> <u>Date of next meeting: Thursday 10th August at 6.00pm in the Blencathra Room</u></p>	