



## Minutes of the PGC Council Meeting

**Monday 19<sup>th</sup> December 2022 at 18.30 in the Blencathra Room**

	<p><b><u>Present:</u></b> Les Balmer (Chair) (JS), Joan Armstrong (President) (JA), Ladies Captain Liz Horlacher (LH), Club Vice Captain Nigel Scott (NS), John Taylor (JT), Gavin Oliver (GO), Phil Murfitt (PM), Darren Whitfield (DW), Stephen Johnson (SJ), Gail Gravett (GG), Richard Hellon (RH). Val Forsythe (VF). Carol Slinger (Minutes secretary)</p>	<b>ACTION</b>
	<p><b><u>Apologies</u></b> Club Captain Javid Latif</p>	
1.	<p><b><u>Chairman's opening remarks</u></b> Les Balmer opened the meeting by stating that the Council should work together openly, democratically and honestly. He added that the Council has been elected by the membership who want the Club to move forward.</p>	
2.	<p><b><u>Council Codes of Conduct</u></b> JT handed out copies of the Council Structure with a brief outline of the background to it. All members were asked to read the code of conduct, sign it, and hand it to the Chair. Each Chair was asked to ask any non-council members who join their committee to also sign the code of conduct.</p>	<b>All Chairs</b>
3.	<p><b><u>Frequency of meetings</u></b> LB suggested that the Council meet once per month, and that the January meeting be held towards the end of January to give each committee time to have a meeting in early to mid-January and then they should distribute the minutes of their meetings to all Council Members before the main Council Meeting. This was agreed by all.</p>	<b>All Chairs</b>
4.	<p><b><u>Appointment of a minutes secretary</u></b> Prior to the meeting, the Chair asked the Council Members if they had any objections to him asking Carol Slinger to take the minutes at Council meetings in the absence of a Club Secretary/Manager. With no objections LB asked Carol to minute meetings going forward.</p>	
5.	<p><b><u>Committee structures</u></b></p> <ul style="list-style-type: none"> <li>• House: Phil Murfit (Chair), Liz Horlacher, Richard Hellon and Paul Birkett (Co-Opted (tbc))</li> <li>• Golf: Darren Whitfield (Chair), John Taylor, Allan Ellison (Co-opted), Kathryn Bulman (Co-Opted), Lesley Dobinson (Co-Opted), The Pros</li> <li>• Course: Gavin Oliver (Chair), Darren Whitfield, Robin Little (Head Greenkeeper)</li> <li>• Comms/IT: Gail Gravett (Chair), Val Forsythe, Alan Bewley (Co-Opted), Tim Dykes (Pro)</li> <li>• Finance: Stephen Johnson (Chair), Les Balmer, Gail Gravett, Darren Whitfield, Gavin Oliver, Phil Murfit.</li> <li>• Constitution: John Taylor (Chair), Joan Armstrong, Kathryn Bulman (Co-Opted)</li> <li>• Health and Safety: Richard Hellon (Chair), Paul Birkett (Co-Opted (tbc))</li> <li>• Strategy: Val Forsythe (Chair), Richard Hellon</li> </ul>	
6.	<p><b><u>House Manager/Catering</u></b> - At this point Chris Curry joined the meeting.</p> <ol style="list-style-type: none"> <li>1. Prior to this meeting LB had forwarded to the Council members the minutes of a meeting with the current Caterers held on 14th December. At that meeting the Caterers confirmed that the reasons for their resignation from their contract with the Club were purely financial because the current arrangements were not financially sustainable for them, and they went on to confirm what their requirements would be for entering into a new contract with the Club. In the minutes from the meeting the financial implications to the Club of accepting the Caterers' proposals were outlined, and it was agreed by the</li> </ol>	

	<p>Council that the extra costs to the Club would be very substantial, and it was therefore agreed that we need to explore all our alternative options.</p> <ol style="list-style-type: none"> <li>2. SJ said that he'd recently had a conversation with the Caterers who stated that they had not paid any rent so far, in this financial year (October to date), and SJ said that this was later confirmed by the office.</li> <li>3. Chris Curry gave the Council some background to his involvement with the previous facilities sub-committee and his own background in the industry. Points that Chris raised were: <ul style="list-style-type: none"> <li>• There has been little interest in the advertising campaign on the Golf Stewards Association website and no introductions from members were forthcoming after an email was circulated in November.</li> <li>• In late November an applicant was suggested to us by Chris Curry and the applicant asked if he could introduce himself to the Interim Committee at their meeting on 8<sup>th</sup> December when he gave his vision of the Clubhouse going forward.</li> <li>• Subsequently, the current Caterers were asked to a meeting to discuss their ideas going forward. It was clear that they want to stay but other than confirming that the current arrangements were not financially viable and laying out what their conditions would be for entering into a new contract, they offered little in the way of innovation or improvement.</li> </ul> </li> </ol> <p>Three contractual options were then discussed at length.</p> <ol style="list-style-type: none"> <li>1. Continue with the current Caterers, rent free, before a new contract is issued in three months' time, on terms to be negotiated</li> <li>2. Contract with the external applicant, initially for three months, as a consultant chef/house manager.</li> <li>3. A combined contract whereby the external applicant was given responsibility for the kitchen and offer a 'front of house' contract to the current Caterers.</li> </ol> <p>It was agreed that both applicants would be invited in for further discussions on these three options. A date later this week was suggested.</p> <p>The Chair then thanked Chris Curry for his advice and work on this before he left the meeting.</p>	<b>LB SJ LH</b>						
7.	<p><b><u>Minutes of 8<sup>th</sup> December meeting</u></b></p> <p>The minutes were circulated to all attendees of the Interim Committee meeting on 9<sup>th</sup> December and were verified as a true record of the meeting and sent for publication on 11<sup>th</sup> December.</p> <p>The minutes of the AGM were circulated to the members of the Council and were agreed as a true record of the meeting on 19<sup>th</sup> December and were published on the 20<sup>th</sup> December.</p>							
8.	<p><b><u>Matters arising from 8<sup>th</sup> December meeting, which are not covered on the agenda</u></b></p> <p>Correspondence from Mike Butler regarding the number of social matches that Dad's Army has in the calendar. DW has discussed this with the Directors of Golf and has agreed that as the matches have been booked in for 2023 that they should remain as booked, however, he would like it to be reviewed before the start of the 2024 season, with perhaps more matches being arranged on Thursdays.</p>							
9.	<p><b><u>Matters arising from the AGM</u></b></p> <ol style="list-style-type: none"> <li>1. Change to subscription rates from 10% increase to 5.3% increase. SJ produced a spreadsheet which showed the effect the change made to the subscriptions. At 5.3% (rounded up) they will be as follows:</li> </ol> <table border="1" data-bbox="295 1960 1244 2078" style="margin-left: 40px;"> <tr> <td>Premium £1,580</td> <td></td> </tr> <tr> <td>Gold membership £695</td> <td>Full Senior (75 year and over) £543</td> </tr> <tr> <td>Silver £643</td> <td>Bronze £421</td> </tr> </table>	Premium £1,580		Gold membership £695	Full Senior (75 year and over) £543	Silver £643	Bronze £421	
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18-25 in education £253	18-25 in employment £417
Low & modest incomes £520	Country member £369
Second club member £316	Academy £145
Junior £50	Cadet (up to 11 years) £10
Social £25	Spouse of full member £10
Lockers £20*	Buggy Park £60

\*It was proposed and agreed that the rental of standard lockers remain at £20 per year and small/handbag lockers at £5.

2. JT proposed, and SJ seconded that the Full Senior (75 years and over) membership is only available to members with at least 30 years membership at the Club. All agreed, so this membership change will need to be confirmed by the membership at the next AGM.
3. A member raised the possibility of splitting payments for membership into two halves, January and June. This was discussed by the Council, and it was agreed that the Direct Debit scheme was a facility already in place to spread the cost of membership over the year, therefore no further action will be taken on this suggestion.
4. David Harding raised a point about a husband and wife being elected to the Council. At present there is no rule against it. However, it will be discussed by the group developing the new constitution and rules.
5. In AOB, Peter Shearer read out a statement saying that he felt that the members had a right to know about a legal action that was being taken against the members of the Executive Committee. LB reported that he'd spoken to John Sheffield about this after the AGM and the communication was sent by email, to John Sheffield's private email address and John thought that the contents of the email seemed to suggest that the legal action would name him personally and not the Club. This was not shared with the Interim Committee at the time, as the threats and accusations were not directed at them. JA said that the former members of the EC, along with LB (on behalf of the Council) have an appointment with a solicitor during the first week of January where they hope to get clarification on the legal position etc.  
At this point the general consensus of those present at this meeting was that the Council would like to assure the membership that they are committed to moving the Club forward in a more positive manner in the future.

10.	<p><b><u>Correspondence</u></b></p> <ol style="list-style-type: none"> <li>1. An email has been received about the presentation of the Captain's Prize. LB to respond to the email on behalf of the Council.</li> </ol>	LB
11.	<p><b><u>Health and Safety</u></b></p> <p>LB said that RH had a background in Health &amp; Safety and that he had therefore asked RH to review both the "Exact" Health &amp; Safety Report and Insurance Risk Survey on behalf of the Council.</p> <p>RH is scrutinising both the Exact report and the Insurer's risk assessment. The risk assessment had deadlines of 6<sup>th</sup> January, which are not possible to meet. He is to put an action plan together and contact the Insurer's as soon as possible.</p>	RH

	RH stated that some jobs will need to take priority over others when the budget is discussed in due course.	
12.	<b><u>Disciplinarys</u></b> The Council were apprised of the discipline procedure and the number of cases currently being handled by the Discipline Secretary.	
13.	<b><u>Finance</u></b> <ol style="list-style-type: none"> <li>1. Notifications of the new subscriptions to go out to members as soon as possible.</li> <li>2. Subs invoices to go out between Christmas and New Year. Payment due on 1<sup>st</sup> January, to be paid by 31<sup>st</sup> January.</li> <li>3. RH asked for a budget to be put together so that each Committee Chair knew what their annual budgets were. LB stated that much of this work should already have been done by Allan Ellison and that it would be reviewed at the first meeting of the Finance Committee in January.</li> </ol>	<b>SJ</b>  <b>SJ &amp; GG</b>
14.	<b><u>Communications/IT</u></b> <ol style="list-style-type: none"> <li>1. GG will be allocating direct email addresses for the Chairs of each committee. These will be made public once they are set up.</li> <li>2. GG to check who has access to Club V1 and BRS systems.</li> <li>3. LB asked GG to change the passwords to all email addresses and software etc, and that a central log of passwords be maintained so that this and subsequent Council's would always have access to its electronic systems and data.</li> <li>4. LB asked GG to terminate the former Interim Committee's temporary email address when she gets time, and after that's done, we will need to notify the membership of the Council's email addresses.</li> <li>5. Over the year GG to research switching from having two systems, Club V1 and BRS, to making use of all the BRS platform.</li> </ol>	<b>GG</b>  <b>GG</b>  <b>GG</b>  <b>GG</b>
	<b><u>Golf</u></b> <ol style="list-style-type: none"> <li>1. DW asked if he needed to bring changes, such as dates and formats, of Gents competitions to the Council. He was advised to discuss these with his committee and the Directors of Golf and report his decisions at Council meetings.</li> </ol>	
16.	<b><u>House</u></b> <ol style="list-style-type: none"> <li>1. Quotes have been received for replacing the dining room windows. PM to submit these to SJ in readiness for discussion at the next meeting.</li> </ol>	<b>PM</b>
17.	<b><u>AOB</u></b> <ol style="list-style-type: none"> <li>1. Contract for the Pros/Directors of Golf to be reviewed and discussed at the next Council meeting.</li> <li>2. The Chair and Finance committee to look into the Booth Ventures proposal for developing the practice area.</li> <li>3. The Council asked that the minutes for their meetings be attached to the email sent out through Club V1 as well as them being posted on the website.</li> <li>4. DW asked what the position was with media coverage and LB said that Phil Park had been providing input to the media recently and that he had already suggested to Phil that they meet up to discuss our media coverage.</li> </ol>	<b>LB</b>  <b>LB &amp; SJ</b>  <b>Minutes Sec</b>  <b>LB</b>

	<p><u>The meeting concluded at 21.35</u></p> <p><b><u>Date of next meeting: Thursday 26<sup>th</sup> January at 7.00pm in the Blencathra</u></b></p> <p><b><u>Room</u></b></p>	
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