

# CHOBHAM GOLF CLUB LTD

Company No: 10059865



Minutes of Board Meeting held at Chobham Golf Club on Monday 3<sup>rd</sup> July at 7.00 pm

## Directors Present:

Roger Smith, David Horton, David Putt, Hilary Wilmshurst, Elaine McEachen, Paul Guilfoyle, Phil Wilson Julie Jones and Bruce Green  
Norman Jack arrived at 7.10 pm

## In Attendance

Catherine Ginder (Clubhouse Manager), and Jenny Ellis (Minutes)

Norman Jack was delayed and did not attend the start of the meeting. Roger Smith was nominated in his absence to Chair the meeting.

### 1. Apologies for absence

David Horton

### 2. Minutes of the last meeting

The minutes of the last meeting were approved subject to minor amendments made to the Greens Committee report – proposed by Elaine McEachen and seconded by David Putt.

### 3. Summary of action points

#### Sarah Heath

1. Green staff photos to be displayed – on display
2. Cleaning of Sofas – done today
3. Bar furniture – meeting on 11<sup>th</sup> July
4. New members evening – 24<sup>th</sup> July
5. Pitchmarks – notice at Proshop desk and mentioned in the Diary
6. Review front of Diary (with Elaine) - c/f
7. Casters on Board room chairs – casters now fitted

#### Elaine McEachen

1. Review front of Diary (with Sarah) – c/f
2. Investigate member's handicap showing incorrectly – this has been amended.

#### David Putt

1. Circulate Greens Policy document to Board members – done. Board need to ratify.
2. Casters on Board room chairs - done

#### Paul Guilfoyle

Advise Sarah on catering agency – staff now recruited

#### Chairman

1. Amend Articles of Association regarding tax neutrality and Board nominations, middle of this year – tax neutrality matters – after Audit closing meeting. Check distribution of surplus within the club on dissolution.

Norman Jack arrived at 7.10.

Norman raised the question of whether the Sunday Carvery should be replaced by a BBQ in the summer months. Cat commented that numbers were still satisfactory but she will look at the August diary to see if a BBQ could be run instead of the carvery then.

#### 4. Finance Report – Mark Smith

##### May Income

- **Subs** – Total cash received in May is down on budget due to more people renewing in April than we thought. Cumulatively we are £4,023 up year to date. Sarah's report will give more details
- **Green fees** – £13,923 v budget of £11,560 up by £2,363 against budget, mainly due to weather and condition of course.
- **Miscellaneous** - £5,988 mainly made up of £5,556 of VAT refund, this is offset by an outgoing in MISC expenditure on the second page. The VAT refund has been transferred to the Greenshed account. Auditors will decide on true position to show in the accounts.
- **Buggy Income** –£894 for the month, actual year to date is £2,099 so another £1,573 to hit target for year.
- **Bar & Catering** – £47,296 v budget of £40,000, up by £7,008. Materials are up by less than expected along with excellent wage controls. Catherine has advised that wages will grow in the next two months as the Chefs have holidays booked one after the other so we will have the cost of agency chefs coming through along with some more KP costs. This has been an excellent month with great controls, well done.
- **Room Hire** – slightly up on budget.

Taking into account the VAT refund our trading income streams are up in real terms by £ 9,093 which is excellent.

##### Expenditure

- **Greens** expenditure is down on budget by £2,916 again this will come back in line in the next few months.
- **Office Wages** – down due to Pro shop savings..
- **Staff Costs** – We have allowed for £1,000 for recruitment costs which will come through in June as we have recruited our new Duty Manager.
- **Energy** – Lower than expected but this will rise as we have to renew our energy deal and it will be more expensive, this increase has been allowed for and should be on budget by year end.
- **Clubhouse Maintenance** – Up due to the main safe needing servicing, it was getting more difficult to use as it has never been serviced in 23 years. It is now working perfectly.
- **IT Rental and Support** – We had allowed £1,000 for two new PC's which have not been needed yet. We will be spending this in the coming months.
- **Marketing** – Up due to forward advertising and member referral costs. The ROI in this area is being monitored and so far the returns more than justify the costs.
- **Misc** – £5,556 of VAT is in here so that the management accounts better reflect the business operations. This money has been moved into the Green Shed Account.

The projected surplus is up by £36,000 this is slightly flattering as we have some accumulated costs to hit the management accounts in the next month or so.

Overall a very pleasing position to be in.

##### **Draft Income up to 27<sup>th</sup> June**

- Subscriptions – Cumulative cash income £ 612,097 v last year of £584,977
- Note we have already exceeded last year's total income stream.
- Green Fees – Budget £11,950 actual £12,100
- Bar and catering – Budget £55,000 actual £51,812

Catherine's forecast for month end is £60,000

Room hire – Budget £4,500 actual £3,654  
Catherine's forecast for month end is £4,700

These are again very good figures, we will have some extra expenditure to come through in June but overall our first quarter is looking promising with, for the first time that Mark Smith can remember, all our income streams being ahead of budget.

Mark will be reporting the analysis of our first quarter trading directly at the August Board meeting

The Greenshed account shows £60,000 from rent reduction with a further £40,000 being the VAT refund amount. There is £60,000 in loan note promises so we have a shortfall of £40,000. Norman advised the meeting that a member had approached him with an offer to lend the whole of the balance of the money, based on a return of 2% over base rate, but without the green fee vouchers. The member would want it repayable under the current terms of the loan notes. The only people who would know the identity of the lender would be Norman Jack, Sarah Heath, Karen Harrison and Mark Smith. A formal agreement would be drawn up and signed by both parties and kept in the safe. The Board asked if they would have the ability to repay this at any time and were advised that this was possible.

The Board voted unanimously to accept a resolution that they would further consider the proposal from the member to advance a personal loan to cover any shortfall in the Greenshed funding.

It was agreed that the loan notes would be called in now. Norman to discuss with Sarah and Mark Smith.

## **5. General Manager's Report – Sarah Heath**

### **2017/18 Subscriptions**

To date we have taken £612,098 in subscriptions. We have £5,929 in founder cheques which will hit the P&L through the year. So confirmed subscription revenue to date for 2017/18 is £619,042.

We also have £6,000 in corporate associate membership renewals to invoice over the next 8 months which will hopefully take us to £625,042.

Subscription budget for the year is £637,302 so we need £12,260 in new members over the next 9 months. We will be increasing our membership sales activity in July so we can close down this difference as soon as possible. This is still very achievable and more, but it is important to get these members in now due to the subscription being prorated.

### **2017/18 – New Joiners**

During June we have welcomed 8 new members generating £4,016 in revenue, 1 x 7 Day, 2 x 5 Day, 4 x Intermediates, 1 x Junior. We currently have 14 prospective worth an estimated £11,200. Three of these have confirmed they will join in July from Guildford Golf Club and two of these ladies had joined at the weekend as 5-day members.

The fabulous weather, along with the great condition of the golf course is attracting a good level of visitors and members guests to our course resulting in us overachieving budget in May by £2,363.

Charlotte Lake started with us on 27<sup>th</sup> June as Bar & Catering Duty Manager, replacing Billy. Charlotte has just graduated from Kent University and is looking to build her career in hospitality. She has been working for Preston Court weddings in assisting with the organisation and running of weddings and events.

In regards to the Greens Shed, Woking council have now granted us full planning permission to build the access route. £59,500 has been received to date from members in loan notes requests.

One of our members had an accident at the golf club on Saturday 17<sup>th</sup> June whilst driving one of our buggies which resulted in him fracturing his leg in two places. The staff attended to him quickly and

an ambulance was called. Sarah has since spoken to the member's wife who called to thank all the staff for their care and assistance to her husband and to update us on his condition. He was taken to St George's hospital and has undergone an operation, but was doing well under the circumstances. Sarah has sent a get well card on behalf of the golf club to him. Accident forms and RIDDOR were all completed and we have the accident on CCTV.

June figures were good. £63,000 against budget of £55,000.  
Green fees and room hire were also ahead of budget.

The wi-fi facilities are in the process of being upgraded.

Catherine went through the marketing plan. We have 6 or 7 weddings this year. We hold a number of wakes and several school proms. The number of functions held are monitored.

## **6. Green Shed Funding**

Two to three years ago we had started to look at other clubs' greensheds and costings had been started. Project Management costs would be 15% which would be £30-40,000.

David Putt is prepared to undertake the Project Management and Mark Bugler or a greens staff member would be able to help as and when required to work on the project. This was part of the justification to have Martin appointed to greens staff.

Key elements of the costs are:-

- Shed build and construction
- Access route to new compound/site
- Clearing of site – ground works – proving difficult to get finite numbers
- Cesspit
- Compound security
- Workshop
- Internal facilities for the staff

David Putt went through the costs. 2 x £950 to go on sheet for outstanding consultant's costs re planning

Building Regulations Management fee £1,050

Structural drawings and calculations – plans drawn but we now need structural calculations which will be £1,800. These need to be done now.

Infrastructure – the bridleway from the existing Greenshed to two-thirds of the way up – there is one dead tree to come down. A bridge is required over the ditch as an entry into the compound area. David has spoken to Steve, a contractor whom we have used before. He would want payment on a daily rate and thinks the work could take 20 days. Bridleway has to be topped off with road planings. The bridge would need a culvert – the materials would be approx. 60-100 lorry loads of materials for the bridleway. David has also spoken to Wooldridge who would do the whole job of clearing the site and creating the sub base for the shed, building the bridge and culvert, upgrading the bridleway and completing the access to the compound for a cost of £32,000. They would run that part of the project. It would take two weeks to do the access road, culvert and bridge. Whole compound and site levelling for shed base and hardstanding two weeks. The shed footings and concrete base would need to be carefully managed to have shed builders and Wooldridge working together probably half way through the second part of the site ground works.

Steve could do the services up to the site. The electrics would be along the hedge, over the golfers' bridge at the 14<sup>th</sup> and up alongside the golfers' path to the top of the site. Planning consent not affected. This could be done in the next couple of weeks – labour only probably cost about £3,000. We could lay the cables – water and phone. Alarm system can be wi-fi. This would take 5-7 days – approximately £3,000 at £450 a day.

It was agreed that for this first phase of services to site it would not be necessary to get an alternative quote for this work.

Hard standing came in at £15,000 – agreed to cut back to 8 metres from 10 metres at a cost of £11,700.

Under planning permission there will be 300 trees to go round the site of the Greenshed. The site for the shed is the most level spot with the minimum of slope and therefore the least expensive option.

Three names of other shed builders yet to be investigated. Main building would be 12 x 30 metres with powered roller shutter doors, rather than chains.

Externally accessed toilets for golfers is included with a structure cost of around £1,200 plus fittings. £1,000 has been donated by last year's Captains towards the toilets.

Cesspit – costs for a septic tank have gone up as we are not allowed to discharge into the water system. This work would be done by outside contractors.

Electrics – 3-phase power cable from the main power station at back of 15<sup>th</sup> - £5,000. Roller-shutters require 3-phase. Electric 3-phase cable costs are up. To keep costs down we are not doing all the internal rooms initially.

Rain water – there will be four downpipes and a soakaway into the ditch. We can do this ourselves, but the ditch will need clearing out. There was discussion on whether we could utilise the rainwater.

The Diesel tank is to stay where it is, as is the main irrigation pumping station.

The costings are tight but savings can be made towards the end of the project by not completing all aspects beyond access, shed construction, electrics and security.

David commented

1. Services need to be done sooner rather than later – approval given the go ahead to arrange.
2. Still need extra quote for the shed itself. Will ask for an alternative quote.

It is hoped to have the shed base down by September/October and the shed itself can go up later probably in the new year depending on weather. The price of steel may go up next April. The groundworks need to be done before the start of the winter.

It was agreed it is not practical or sensible to get quotes from members for plumbing, internal builds or electrics. If someone asks to quote David Putt will give them the specification. Any quote would have to be like for like.

The existing shed would be only be used for storage.

The Board agreed to go ahead on the basis suggested by David. David was thanked for the tremendous amount of work he has done and for undertaking the Project Management. Mark Smith will advise on technical aspects.

## **7. Consideration of Vice Captains 2018**

Paul Guilfoyle was pleased to advise the Board that Steve Cates had accepted to be nominated as Vice Captain for 2018.

Hilary Wilmshurst was pleased to advise the Board that Sue Flavin had accepted to be nominated as Ladies' Vice Captain for 2018.

A notice will be put up to advise members.

## **8. Health & Safety**

There have been two accidents.

1. 17<sup>th</sup> June a member, Rob Ryan, had a compound fracture when he had an accident with the buggy. He has admitted liability. The signature on the buggy sheet was by Chris Braham. The buggy continued moving and hit a member's car. The Board expressed their appreciation of the staff's concern and their quick thinking to help the injured member.
2. In the last mixed competition David Metcalf's ball went out of bounds on the left hand side of the 11<sup>th</sup> hole. Whilst he was looking for it he got impaled on some of the broken down barbed wire and had to be helped free by his playing partners. Norman had e-mailed Sarah Heath and Mark Bugler insisting that the barbed wire should be removed on this hole. There is also old barbed wire to the left of the 13<sup>th</sup> hole – any such wire on the perimeter of the course will be removed under the winter work.

## 9. Sub-committee reports

### Competitions

- Both teams in the Kelso competition are through to the next round. Now in Quarter final and need to play by 6<sup>th</sup> August. Rob Amy and Jerry Hodge are playing away at Farnham, and Kevin Dyer and Perry Clapton are playing at home against Cranleigh.
- Daily Mail Foursomes – Mark Muir and Neil Cobden have gone through and need to play by 6<sup>th</sup> August.
- The men had their first match victory of the season against Ashford Manor at home and won by 4/1.
- Competitions will discuss next week the rules on the divisional knockouts. It was felt that the handicap at the start of the competition decides which division a member enters but then they should play off their current handicap at time of play. If the policy changes this would need to be ratified by the Board. Elaine will look at her old records to see if there is anything in there.

### Ladies

- Club Championships went well and Sheree Dove-Wilde won.
- Chobham team are in the lead for the Windlesham Cup.

### Social

- Captains' Charity Day went well with 108 players and 102 for the dinner. £8,000 was raised on the night.
- Next event is the Summer Ball on 22<sup>nd</sup> July.
- Captains' Day is 13<sup>th</sup> August

### Diary

This is 95% completed. The cover colour has to be decided. Paul has visited Le Quest about his jacket.

### Greens

- The number of Greens meetings are being cut down to five – but they will call extra meeting if there are issues for discussion,
- Lakes on 8<sup>th</sup> and 2<sup>nd</sup> have been strimmed today, and 90% of the 9<sup>th</sup> has been done. The 3<sup>rd</sup> will be done.
- 5<sup>th</sup> tee extension – Norman advised that it will happen in due course. David Putt commented that the hole will need to be re-measured.
- The Policy Document had been circulated to Board members prior to the meeting and was ratified unanimously,
- Discussion took place on where the hazard line is.
- Phil Wilson asked if there was a policy on the length of grass on bunker edges,

### Handicaps

Nothing to report.

## 10. Correspondence

None.

## 11. A.O.B.

### David Putt

David commented that there are a number of new staff and asked about name badges. The staff, apart from Sarah, are against wearing name badges.

### Roger Smith

Over the last weekend after the Ladies Championship there seemed to be a big buffer. There should only be a buffer of two tee times – times had been given back to the proshop but not necessarily booked.

### Hilary Wilmshurst

Hilary asked the Board if they would agree to pay for a club jumper for her as she would not need to have a second green blazer. This was agreed.

### Julie Jones

- Julie asked about the computer in the Competitions office. The version of Microsoft Office on this machine is not the latest and it is necessary for most people to save any document they wish to use on this in an earlier version that they use at home. Elaine advised that Office 2016 would cost about £300.
- Julie has been approached by a member about the cigarette butts on the course and from the balcony. There are two ashtrays on the balcony but people do not necessarily use them. When there is more rain the butts on the course normally break down fairly quickly.

### Paul Guilfoyle

- Paul had received an e-mail from Peter Thomas, the Rabbits Captain concerning their matches. They have conceded one match and there is the possibility of conceding another. He thought there were too many Seniors' matches. Peter also commented on the tee off times and the cost as well as dinner being in the evening after the match potentially putting off members from wishing to play. Paul asked whether we could suggest anything that might help Peter. It was noted that there is a pre-season meeting of 90's league Rabbits team captains where the format of post-match dinner is discussed and agreed. The issue can be raised at this meeting next year.

There being no further business the meeting closed at 10 pm

Date of next meeting is Monday, 7<sup>th</sup> August at 7.00 pm

## ACTION POINTS FOLLOWING JULY MEETING

### Sarah Heath

1. Bar furniture – meeting on 11<sup>th</sup> July
2. Review front of Diary (with Elaine) - c/f
3. Call in member's loans for Greenshed funding

### Paul Guilfoyle/Hilary Wilmshurst

1. Advise members of Vice Captains nominations

### David Putt

1. Any barbed wire on the perimeter of the course to be removed during the winter by Greens.

### Elaine McEachen

1. Review front of Diary (with Sarah) – c/f
2. Check information on divisional knockout conditions

**Chairman**

1. Amend Articles of Association regarding tax neutrality and Board nominations, middle of this year – tax neutrality matters – after Audit closing meeting. Check distribution of surplus within the club on dissolution.