**PAINSWICK GOLF CLUB**

**EXECUTIVE COMMITTEE MEETING**

**A G E N D A**

**Tuesday 7th November 2023 18:00 -** 18.30

**TO BE HELD AT THE SECRETARY’S HOUSE.**

1. Apologies for Absence

2. Minutes of the last meeting

3. Matters arising

4. Chairman’s Report

5. Treasurer’s Report

6. Secretary's Report

7. Green's Secretary’s Report

8. Captain’s Report

9. Health & Safety

10. Any Other Business

11. Date of Next Meeting – 5th or 12th December ???



*Painswick Golf Club*

**Chairman’s Report – 7 Nov 23**

1. **COVID-19** Lockdown 3 continues to impact on the Club, albeit we are near to normal. **On-going**

**2. Matters of the Moment**

a. The Bungalow Tenancy Agreement and rent increase has now been signed off and finalised for the next 12 month. An additional Addendum was drafted and is currently with the Tenant for sign-off.

b. I spoke with Chris Tatner on 7 November to discuss the PGC Strategy draft. Despite Chris electing a pop-up banner in the club foyer, no additional members come forward to volunteer. **Ongoing**

**Ongoing**

Solar Panel quotations –

Greenlight - £42,251.33

Forest Eco Systems – £47,582.40

Aspey Energy – Site visit, application to Stroud District National Grid for an assessment on how much power we can take, given that we have Single Phase power input.

3. **Course and Clubhouse**.

a. Members bar and limited catering facilities – Currently, this is proving to be a popular facility, we must now look at other options going forward. The Club Captain has drafted a list of proposals looking at the next 2/3 months. This includes both a financial and supporting club work services. We are in dialog with two breweries and draft beer, lager and cider will be installed on . **Ongoing**

b. Irrigation Scoping – Natural England letter dated 21 Apr 22 states that our application has been approved and now has been submitted to the Secretary of State for final approval. This proposed pipeline will supply water to the 5th, 6th, 10th and 11th greens. **Ongoing.**

3. **Access** A Cardiff based solicitor has given a positive response, however their costs start at £5,000 and charge £350+VAT per hour! At this juncture, I don’t think the Club is financially viable to afford these costs. When playing Cleeve Cloud on 2 Jun 22, they have a ‘Bye-Law’ that gives golfers priority on the course as they pay rent for the privilege. I sent the two documents to Nigel Cooper (ex local Councillor) and he would seek guidance from Stroud District Council. We had a meeting with the Landowners Estate Agent, Paddy Hoare on 8 Sep 22. We discussed our Public Access concerns and again highlighted the clubs concern over the land owner/landlady’s duty of care and possible litigation issues. Paddy was receptive to the possible introduction of a ‘Byelaw’ to give golfers priority. **Email to Paddy Hoare hastening decision on footpaths on 23 Mar and again 4 Apr 23.** **Paddy will speak to Selina re rent waiver.**

On 4 August 22 I received an email from Gloucestershire County Council, subject PROW Complaint – 11323108. A follow-up call to the Council on 8 August has confirmed that they have now logged our request on Public Access.

A reply was received on 16 Aug 22 as follows;

**Regarding access to Painswick Common since it is common land, as I am sure you are aware, members of the public are entitled to walk wherever they want across the common. I do not manage the common land, only the Public Rights of Way which go across the common**. I have replied stating the CROW Act 2000, s15 – Excepted Land and how this applies to Public Safety. **Ongoing.**

4. **Women in Golf Charter** The Club has been awarded the WiG Charter by England Golf. This also secures our England Golf Grant to purchase a second-hand rough mower. I have asked Marc Cotterill to expedite his DBS application and complete the on-line Safeguarding Certificate. We have now been in contact with the Twyver WI and Gloucester Golf Ass. Preliminary arrangements are still to be firmed up.  **Ongoing**

*Original Signed*

G Paton

Chairman

Painswick GC

**TREASURERS REPORT**

**Month 10 – 31st October 2023**

**Overview**

Despite a late influx of expenditure, October saw a profit of £3,165, however £2,000 was the kind donation of £2,000 received from the late Mr Weston. Cumulative 10-month profit now £6,391.

Key points –

- Quarterly rent £1,304 went through.

- Electricity costs up by around £300, reflecting the increased use of lighting, etc.

- Heating oil purchased £818 again reflects the time of year.

- Repairs and maintenance include £700 to Don Danter.

- Stock purchases bar – reflects over £2,000 of keg beer bought a lot of which is held in stock which we write out of the accounts.

- Bar labour costs higher than normal due mainly to the evening wedding disco.

In terms of cash, October saw an outflow of around £2,000 with quarterly PAYE of £1,965 on top of the above costs. The extent of outflow was mitigated by the one-off receipt of £2,000 from the late Mr Weston.

November looks relatively heavy in terms of outflows; electricity costs are higher with the cellar back on and we are of course still on the higher 59.3p tariff with British Gas.

We are employing Don Danter on a week-by-week contract of agreed hours as there are several jobs around the clubhouse that need attention.

Issues going forward requiring discussion –

* S Pearce contract and wages. No uplift given post probationary period.
* Are we buying the grinder?
* We need to prioritise the facia boards as these are in a dreadful state.
* The future of the bar and how it is run – including the kitchen facility.
* Course management in 2024.

The club continues to trade in a satisfactory position, there is no creditor build up and liquidity whilst under pressure is manageable.

Finally, I have met with Nigel Barnett about both Corporation tax and possible VAT registration. We will be seeking outside guidance on both.

**EXECUTIVE COMMITTEE MEETING**

**SECRETARY’S REPORT**

**TUESDAY 7TH NOVEMBER 2023 –**

**TO BE HELD AT THE SECRETARY’S HOME**

1. **Email from England Golf**

 The email from County Secretary – Winter Golf Checklist & Reference Guide – For World Handicap System™ Purposes. Any queries can be dealt with by (County Handicap Advisor). I will bring copies of the document for Finlay, Simon, Harry (to pass on to Chris T) as most of this is relating to next year.

 We have been approached by a corporate partner (a club member – Chris Greville-Heygate) – The Treasurer has dealt with his request. – He could possibly explain at the meeting.(Apparently there has been a small take up of this offer.

 England Golf – Club & County Support Officer – (our officer) has now moved on; we have been provided with another officer, contact has been tried – but the new officer is on holiday and will contact me when they return – they would like to come and introduce themselves – I will await the call! The following items could be something that they could assist us with.

 (1) new requirements for all clubs “Approaching governance change in different stages. – This may assist in any changes we may wish to carry out for the future.

 (2) Making Golf more inclusive - Our golf community joint commitment. To help with the policy they have created an EDI policy template for all golf clubs to ensure consistency of commitment level. For us all to represent our support in the best possible light and to comply with England Golf terms of affiliation, we have an expectation for all golf clubs to adopt a suitable EDI policy, and to have a disciplinary procedure to align with the EDI policy by 31 December 2024. I have contacted our Club Support Officer for further information. Waiting her call or visit.I would think that our Constitute & Rules will cover most of this slightly.

**I have received an email from Robin Hare – Seniors Open Organiser – as follows :**

Having spoken with George, Harry, Finlay and Simon the Seniors Committee have decided, subject to the main committee’s consent, that they would like to hold the 2024 Seniors Open on Wednesday 22 May 2024. This will allow a gap between the Seniors Open and the Club Championship weekend which is traditionally held on the first weekend in June. Also, we will ensure that we do not hold any inter club matches on the Monday or Tuesday before the event. We wish to get cracking with publicising the event asap as we already have a number of requests to make bookings – **Agreed.**

I will enter this into the diary along with other fixtures for the 2024-2025 Diary.

* Information on the Defibrillator received from Parish Council they will holding a training course in the near future and will advise the date soonest. We do not need a code number as this is given to us by the Ambulance Service. We will need to provide our Post Code to the Ambulance Service so that the information can be entered on their system and enables them to locate the nearest Defibrillator in the area they are to attend to. **STILL AWAITING TRAINING.**

Various items have been left in my report as they are still current marked \*\*\*\*\*–

* The **Tenancy Agreement** renewal – Agreement on the new Rental rate but the written agreement still needs to be updated with the new wording then presented and signed. – ONGOING awaiting meeting with Tenants.
* Our search for a Trustee was raised at the AGM. We had two candidates come forward and offer to take on the post. I will have a talks to Mr. Roger Anthony as he had expressed being able to be our 4th Trustees. He will need to be added to the Land Registry documentation once we can get all the Trustees together to attend the Land Registry Office. I will gain details from the Land Registry as to how we add a new Trustee to our records – An appointment must be made with the Land Registry and the existing and new Trustee’s will need bring along various documents for the Land Registry to validate their details. To be organised and get all the Trustees to attend the Land Registry together to exchange the documents on their register.

MATTERS FOR action - Secretary’s Notes

Support Fund Application – (i) letter to E.G. Extension has been given re purchase or rough-cut mower. - Women in Golf Charter – further information required – the progress that was made during Lockdown has now collapsed as the person who was to organise the Taster Session for the W.I. ladies no longer hold the position and this has to be passed to someone else – she did advise me that she would forward the information to her replacement – but we have not heard anything. Our Chairman has been in touch with another W.I . at Twyver who had ladies that were interested in coming along. Before going any further I will speak to our contact Debbie Casling who is now working for Gloucester Golf Union – she has already confirmed to me that they will provide us with kit to run the Sessions and an amount of Cash from the Innovation Funding depending on how many Ladies who will come along and how many Coach’s we need to assist with the Session costs etc. Not sure what the stage of this is now as we do not seem to have the same assistance that we had with Debbie Casling.

The progression of the Women in Golf Charter visit by

 W.I. is now going to have to be delayed until 2023 – this is very disappointing after all the pre-arrangements for the Ladies visit from the W.I. has now been cancelled. I have approached another Local W.I.

so that a Taster Session can go ahead. I will check with GGU that funds will be available towards coach(s), equipment and tea and cake I have spoken to the lady concerned and she is going to email her members to try and get an idea of how many Ladies are interested – October was suggested as the weather is usually still OK. If we are eligible for funding, I will take it further, the WI Ladies will be expected to pay a contribution to the costs of golf and tea and cake.

**Ongoing** **2023/24 – See Comments below**

I will speak to Debbie Casling in the first instance to establish further details and what the fund from the Innovation Funding will be.

 To keep the Women in Golf schedule up to date, we will still need to enter the details for the W.I. visit in 2023. A copy of the Draft Schedule needs to be sent to Debbie Casling – or her replacement for E.G., records, (we then get a tick in the box) – Hopefully we can get this completed **fingers crossed. ONGOING**

Chris Tatner and myself attended a meeting with the Support Officer from England Golf together with another colleague – the details discussed were regarding “Starting a Juniors Section” – Information will be forwarded to us once they have gathered a time schedule of who needs to do what! There are many items to be put in place and received so that we can make a start. – No response so far !

We have also received an email from Duncan McCarroll – Seniors Captains – “Options to boost Membership” – we need to discuss with Duncan and others that may be able to assist on this project and possibly the “Strategy” report that was presented by Chris Tatner for the future of the Club. This has been emailed to all members to request assistance from any of our members! Still required.

**ANY OTHER BUSINESS**

* Request from Bells Golf Club - Forest of Dean, following the match that we were invited to for their 50th Anniversary – I have received a telephone call from the Secretary/Organiser to come to Painswick for a Friendly Match I have explained that the fixtures will be arranged in the near future for the 2024 Diary, would need to speak to the Captain/Comps/Secretary and get back to her. Have tried to contact Bells Club – not managed to arrange a couple of days for this Friendly Match – do we think this is going to be possible.
* Gloucestershire Union of Golf clubs

England Golf & Gloucestershire Mid-Year Affiliation Fees 2023

* A Declaration form has arrived for us to advise of any new members we have had for the remainder of this year – Additional members are those who have joined the club since our initial Affiliation Fees of 6 months ago, and fees for any recent new members are due on 1st December 2023. The Member Category form will need to be completed and signed by myself and the Treasurer, rates are listed on the form. Can we determine our new numbers to enable the form to be completed and returned ?? – We have 1 Winter Membership already signed up and he claims that there are another two interested at the special rate.
* We are looking at including Painswick Golf Club in our Nomads UK playing calendar for 2024 and would like to discuss rates and dates with the club.
* Please have a read of our introductory letter and feel free to visit our website.
* We look forward to hearing from you. Have responded to the email and initially I have said that this may be difficult especially with our diary requirements for 2024.
* Are we interested in joining them the numbers might help some !
* The Scorecard’s have been re-ordered and should be with us very soon, we will need to find a suitable place for them to be stored.
* Annoying emails and telephone calls – some make me laugh here are a sample.
* Do we want a free estimate for Parking Lines Painting, Asphalt Repairs, Potholes, Patches, Crack Sealing & Seal Coating, Sweeping, Powerwash and fixing the broken fences - received 3 times now!
* I have received quite a few requests from people looking at our website asking if we would like to be at the top of Google – how they can help us …………. I have passed some to Lucy for her comments.
* There is a lot of companies out there looking for work – emails being received in every day – nothing for Golf.
* Replacement of First Aid equipment.

**PAINSWICK GC – EC MEETING NOVEMBER 2023**

**Greens Sec’s Report**

* **Course Condition**.
* In general, the course is in good condition with good grass growth in recent weeks to both fairways and rough. The move to hand cutting the greens has benefitted both the actual quality of the greens’ surfaces and the surrounds as the heavy grass mower is not being turned on the edges which had been causing damage to the edges of greens. The Greenkeeper will continue to hand cut the greens throughout the Winter.
* It is unlikely that the fairways will be cut now until Spring but there will be a requirement to continue to cut back banks and rough areas to ensure that golfers can find and play their golf balls.
* We continue to experience extensive damage on the 3rd/13th fairways where crows have dug up the fairways searching for chafer bugs. The Greenkeeper will continue to spray the affected areas to address this issue, then apply seaweed fertiliser and overseed to promote regrowth where necessary.
* **Greens.** The 3rd green continues to suffer from die back, especially around the front and edges of the green. It has been scarified, overseeded, and then dressed with a mixture of organic fertiliser/soil to address the issue. The worst affected areas will see new turfs laid on a bed of soil in the next week or so. The Greenkeeper is preparing a temporary green to come into use in mid-November to allow him to take the 3rd green out of use temporarily and focus on getting it back into a good condition. The 3rd green has been roped off to dissuade people and dogs etc to walk/run on it whilst it recovers, however, this has not stopped dog walkers from allowing their dogs to run across the green.
* **Greens Sec/Greenkeeper Meetings**. The Greens Sec meets weekly with the Greenkeeper to discuss the priorities for work each week. The Greens Sec signs off the Greenkeeper’s time sheets which are recorded in the Greenkeeper’s diary.
* **Greenkeeper’s Performance.**
	+ All members of the EC continue to express their frustration with the Greenkeeper’s performance. The condition of the Greenkeeper’s shed and its surrounds and the maintenance of the equipment in particular have caused concern. Simon has been verbally warned that he needs to improve in these areas and there are encouraging signs that the shed is being sorted out slowly, but much work still needs to be done. There is no doubt that his heart is in the right place, but it does take a long time for messages to sink in and for him to take the necessary action.
	+ A necessary step will be to get a skip in to remove all the broken and u/s equipment and general rubbish that is lying around. The skip is on order from Speedy Skips and is due to arrive this week.
	+ The Greens Sec will keep the pressure on Simon to ensure that he improves his performance. In particular, it will be stressed that he needs to act more and talk less so that the EC and members see him delivering on his words.
	+ Simon does need close management to keep him on track and the Greens Sec is committed to providing this support. I do not recommend taking any further formal disciplinary action at this time, but it is clearly an option that we will need to consider if his performance does not improve in the next couple of months. The Greens Sec will sit him down in December to conduct a formal performance review with a written appraisal produced.

* **Greenkeeping Budget**
	+ The Greenkeeper continues to look for ways to minimise expenditure on the course, shopping around for good deals and negotiating with suppliers to get us the best costs for chemicals, seed, soil etc.
	+ The Greenkeeper is negotiating the purchase of a cylinder grinder via a supplier to avoid the expense of regularly having to have cutting blades sharpened by grinding them at £200 per unit. The grinder will be sourced from Hayling Island GC and from photographs seen to date, it looks to be in a very good condition. Steve Wellon from the Seniors Section is an ex-toolmaker and has offered his services when the grinder is delivered to inspect it, see it in use and advise on its condition prior to completion of the purchase. The costs will be £2500 ex VAT which the Treasurer is aware of – payback for the purchase costs will be approx. 12-15 months.
	+ We have had several tee signs vandalised. The costs of purchasing 3 new signs for the 4th, 12th and 13th holes is £1500. The Treasurer is aware of the costs and a decision is awaited before the replacement signs are ordered.
	+ The Greens Sec and Greenkeeper met with the Treasurer in October and agreed the provisional 2024 Greenkeeping budget.
* **Winter Mats.** The Winter mats are now in use. There have been justifiable complaints from members about a couple of the mats, in particular the 4th and 12th tees. These mats have necessitated remedial works to be carried out by the Greenkeeper, although further work is required to level mats and ensure that members can stand tees up straight etc.
* **Winter Projects**. The Greenkeeper has a number of projects to keep him and his Assistant busy over the winter months, primarily aimed at improving the storage capacity available to him. He is looking to repair and properly secure the many lean-to type sheds we currently have by increasing the area of concrete bays by the side of the main shed that are currently used to store dressing and building a new, larger concrete panel shed utilising existing materials as much as possible. A fully costed proposal will be drawn up and presented to the EC through the Treasurer in due course.
* **Replacement Assistant Greenkeeper**. Don Danter has continued to assist the Greenkeeper with jobs on the course and around the greenkeeper’s sheds. The Treasurer has met with Don to agree his rate of pay and payment method. It is unclear at this time whether Don wants to take on the Assistant Greenkeeper role in the long-term, so we will need to explore other options before the busy grass cutting season starts in the Spring next year.

Finlay McLean

J F McLEAN

Greens Secretary

07590 631790

**Captains Report**

The Competitive golfing season is now over, both at club and county level. A successful year for the club winning a number of events. Chris Tatner and I finished the season winning the Captains and Vice Captains tankards at Stinchcombe Hill Golf Club on the 3rd of October.

The only competitions on over the Autumn and Winter are the monthly medals and “Winter leagues” for the respective sections.

The cellar and draught beers and cider are back on and proving to be profitable, especially at the weekends. A club member held a wedding function at the club on the 15th of October which was lucrative; we achieved over £2000 in bar sales.

Over the last few days of October, I sourced timber and roofing sheets, free of charge and replaced the roof on the bottom shed which will house both the top dresser and sprayer over the winter. I need to make some doors for the shed to make it totally secure. {In hand.}

The Club winter league commenced mid- October, we were still off the grass tees. The second round was on Sunday 29th October, the first event off of the winter mats. As is the norm there were a number of “whinges” about a number of mats to myself, I directed the individuals to the Greens Sec, The gripes were uniformal, 4th mat, not level, struggling to get a tee into the slit without the ball falling off, feet sinking at the back of the mat. A number of other mats not levelled up with sand, the new 12th mat location was applauded; however, the mat needs re levelling and screwing down. When my group played the 12th we had to square the mat up on the frame. Mats were strimmed around but grass debris left on them, not blown off. There is a recurring theme unfortunately with Simon. “I am planning on doing that”. Essential tasks that need completing as a matter of urgency are the mats fit for purpose, fencing up around tees and greens, dog damage already on 15th and 7th with owners throwing balls onto greens for their dogs to retrieve. Simon has taken the fencing stakes out but failed to rope the areas off!!!!! Obviously he will have to go out to each area and do that, thus making 2 trips, taking twice as long. He needs to work smarter and be more time efficient.

Leaves on the 15th always an issue during Autumn, 2 out of 4 balls from my winter league 4 ball lost to the right of the 15th in the leaves. I told Simon before I finished working the easiest way to stay on top of the leaves on the 15th is to take the rough mower down there, mulch them and let the wind blow them away, this process takes 15 mins max. Blowing the leaves into piles then dumping in the woods takes well over an hour every day. It’s about working smarter, not harder.

My suggestion to the EC is this, I am more in the know about winter works schedules etc., I provide Finlay with a weekly works schedule to give to Simon, that work schedule is adhered to and, to be completed by the end of the week. The work is physically checked for completion by an EC representative by cease works Friday of each week.

Autumn and winter are good for revenue with other courses on winter greens and closed because of the wet, etc. We need to make sure the course is as good as it can be, every day, not just a Tuesday, Thursday or weekend. More golfers using the place having a beer and something to eat after increases our turnover. If the course isn’t “up to speed” people will be less inclined to return.

I know both Finlay and I have had numerous conversations with Simon, during his tenure, however, he is struggling to grasp the basics, I personally believe a more robust approach is now required. Any further failure to complete set works schedules will result in a 3 month written warning.

I welcome your thoughts on the way forward with him.

Harry Burke

Captain PGC