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| **MINUTES OF COMMITTEE MEETING** |

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| **Location of meeting: ZOOM Video call** | **Minutes Prepared by: Steve Grady** |
| **Date: Tuesday 20th December 2022** | **Reference Number: 11/22** |

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| **Present** | **Yes/No** |
| Bill Mackintosh (Treasurer) | Yes |
| Steve Grady (Secretary) | Yes |
| Graeme Stevenson (Match Secretary) | No |
| Gordon Law | Yes |
| Derek Watson (House Convenor) | Yes |
| Scott McKinnon | Yes |
| Dorothy Watson (Ladies Captain) | Yes |
| David Meldrum | No |

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| **Distribution** - All Council Members, Golf Course and Membership / Sponsorship Manager, Administrator, and Website. |

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|  |  | **Action** |
| **1.0** | **Apologies for absence** |  |
| 1.1 | Graeme Stevenson and David Meldrum | Noting |
| **2.0** | **Previous Minutes** |  |
| 2.1 | Proposed by: Dorothy Watson  Seconded by: Gordon Law | Noting |
| **3.0** | **Matters Arising and Action List** |  |
| 15.2 | We have had a discussion with the Caterer around his proposition for the temporary accommodation. He is to produce a more fulsome business plan by 31/12/2022 for consideration by the committee. | SG |
| 16.1 | A discussion took place around preparation for the AGM in February, in particular the notice, in accordance with the Constitution, that requires to be issued to the membership by 17th January 2023.  Gordon Law advised that he would Chair the meeting with a new subject matter being added to the agenda to cover the “Clubhouse Update” (after Office Bearers) | SG/GL |
| 16.4 | BM advised that he and GL met with member Jason Cockburn (Heineken) in order to consider options for draught products in the new building especially as regards M&E. A further meeting to take place to establish what new systems are to be employed and how that would fit with our product preferences. Jason kindly agreed to set up communications direct with our M&E consultant. | GL |

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| **4.0** | **Health & Safety (ongoing Developments Post Fire)** |  |
|  | A discussion took place regarding certain areas that are relevant to the ongoing status of the club post the devastating fire in the clubhouse: -   * The Club Blog has commenced and will be updated when there is relevant content to communicate. * The Project Working Group (PWG) continues to meet regularly. * Moving forward with Planning permission and the numerous reports that are required to satisfy the Planners. This is now on the planning portal and is currently on hold pending revision of the way forward. * We have received a basic business plan from the Caterer – a more fulsome business plan to be completed by 31st December and is to be presented to the committee. * Electricity meter now installed with power now connected. * Bore holes completed. * A meeting has been held with the author of the Flood Risk with matters now progressed.   The PWG comprises: -  Gordon Law – Chairperson  Peter MacMillan – Vice Chairperson  Jim Saunders – Project Manager  Derek Watson – Construction Manager  Stephen Jamieson – Tendering & Procurement  Josh Renwick – Tendering & Quantity Surveying  John Black – Quantity Surveying | Noting |
| **5.0** | **Treasurer’s Report** |  |
| 5.1 | |  |  |  | | --- | --- | --- | | **Uphall Golf Club Figures Month 1** |  | **As at 30th November 2022** | |  |  |  | | **Bank** |  |  | |  |  |  | | Current Account |  | £14,807.42 | | Subs Account  Uphall reserve |  | £121,888.00  £1,382,964.29 | |  |  |  | | **Net Position** |  | **£1,519,659.71** | |  |  |  | | Due to Suppliers |  | £883.82 | |  |  |  | | **Bar Cumulative** |  | **YTD** | |  |  |  | | Sales |  | £0 | |  |  |  | | Purchases | 0 |  | |  |  |  | | Opening Stock |  |  | |  |  |  | | Closing stock |  | £0 | |  |  | £0 | |  |  |  | | Gross Margin |  | **0%** | |  |  |  | | Wages |  |  | | Received from Furlough |  | £0 | | **Outturn Profit YTD** |  | **£0** | |  |  |  | | **Net Margin** |  | **0%** | |  |  |  | | Noting |
| 5.2 | **Financial Performance** – **Other**  YTD  Green Fees £1,011.66 | Noting |
| 5.3 | **Treasurers Report**   * We remain on Temporary Insurance cover given the challenges being experienced at our Broker Firm. We will explore the possibility of moving Brokers should this not be resolved in the short term. * AGM – Livingston Football Club facility has been booked for 07/02/2023 – appropriate notice will be provided to the members by 17/01/23 (21 days before the meeting) * First draft of the Annual Accounts in progress. | BM |
| **6.0** | **Match Secretary’s Report** |  |
| 6.1 | **Trophy engraving**  All Gents trophies have now been engraved and collected. Thanks to Gordon for his assistance with this.  **Fixture list 2023**  I have now completed the 1st draft although I’m waiting on finalised Linlithgowshire fixtures (see below). Once received, I will distribute this round for review  **Linlithgowshire AGM**  The Linlithgowshire AGM took place on Tuesday, 13th December at Bathgate GC.   * 1. It was voted through, by a majority of 10-9, that the age limit for all Linlithgowshire Seniors events, including the Seniors League, will be increased from 50 to 55. Given Seniors events are not oversubscribed at the moment, the logic for this proposal made no sense to me and I voted against this. I will send out an email in due course to advise members of this change.   2. I proposed, and it was agreed unanimously, that the main County Championship meeting, normally held on the last Saturday in August, should be moved to earlier in the season. The current date clashes with the Lothians event, South-East District Championship (to be held at Bathgate in 2023) and is also only 2 weeks before the Autumn Handicap event. I proposed that this moved to the last Saturday in July but 2 clubs (Bathgate & Shotts) opposed this proposed date. A consensus on a date is to be agreed by all members clubs within the next month, to be included in 2023 fixture list.   3. Harburn proposed that they be allowed to enter a ‘B team’ for the Seniors League, given at present there are 11 teams so every team gets a ‘free week’ during the season. This was voted against by a majority of 17-2.   4. Willie Bell, the current Secretary, will be standing down from this role at the end of the 2023 playing season. At present, there is also no Vice-President of the Association. This means that at the end of next season, if no one is willing to take on either role, there will be nobody to run the Association. If any committee member is willing to take on either role, please let me know by the end of the year. If not, an email will be issued to members asking for volunteers. | GS |
| **7.0** | **Greens Convenor’s Report** |  |
| 7.1 | Given the changes in course to the Greenkeeping Team no formal report has been submitted this month. The new Head Greenkeeper takes up his position at the club on 16th January 2023. | Noting |

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| **8.0** | **House Convenor’s Report** | | | |  |
| 8.1 | n/a at this time | | | | Noting |
| **9.0** | **Junior Convenor’s Report** | | | |  |
| 9.1 | No report submitted | | | | Noting |
| **10.0** | **Senior Convenor’s Report** | | | |  |
| 10.1 | No report submitted | | | | Noting |
| **11.0** | **Ladies Convenor’s Report** | | | |  |
| 11.1 | 2 winter medals had been scheduled with the first one being called off due to poor weather conditions. | | | | Noting |
| **12.0** | **Membership Report (Golf Course and Membership / Sponsorship Manager)** | | | |  |
| 12.1 | A summary of recent activity confirmed that we have had 2 PAYG member resignations.  We have taken on 1 Winter Offer new member. | | | | Noting |
| **13.0** | **Social, Bar & Kitchen Report** | | | |  |
| 13.1 | n/a at this time | | | | Noting |
| **14.0** | **Sponsorship Convenor’s Report** | | | |  |
| 14.1 | n/a at this time | | | | Noting |
| **15.0** | **Secretary’s Report** | | | |  |
| 15.2 | No report submitted | | | | Noting |
| **16.0** | **AOCB** | | | |  |
| 16.1 | A discussion took place around preparation for the AGM in February, in particular the notice, in accordance with the Constitution, that requires to be issued to the membership by 17th January 2023.  Gordon Law advised that he would Chair the meeting with a new subject matter being added to the agenda to cover the “Clubhouse Update” (after Office Bearers) | | | | SG/GL |
| **17.0** | **Date of Next meeting** | | | |  |
| 17.1 | **The next meeting will be on 17/01/2023 @ 6pm (by ZOOM)** | | | | Noting |
| **Council Meeting Attendance** | | | **Actual** | **Possible** | **%** | | |
| Bill Mackintosh | | | 08 | 11 | 73% | | |
| Steve Grady | | | 11 | 11 | 100% | | |
| Graeme Stevenson | | | 09 | 11 | 82% | | |
| Derek Watson | | | 11 | 11 | 100% | | |
| Gordon Law | | | 10 | 11 | 91% | | |
| Scott McKinnon | | | 05 | 11 | 45% | | |
| Dorothy Watson | | | 08 | 11 | 73% | | |
| David Meldrum | | | 08 | 11 | 73% | | |