|  |
| --- |
| **MINUTES OF COMMITTEE MEETING** |

|  |  |
| --- | --- |
| **Location of meeting: ZOOM Video call** | **Minutes Prepared by: Steve Grady** |
| **Date: Tuesday 17th January 2023** | **Reference Number: 01/23** |

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

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

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
| **1.0** | **Apologies for absence** |  |
| 1.1 | None | Noting |
| **2.0** | **Previous Minutes** |  |
| 2.1 | Proposed by: Bill MackintoshSeconded by: Scott McKinnon | Noting |
| **3.0** | **Matters Arising and Action List**  |  |
| 7.1 | David Meldrum will make contact with Robert Kelly to establish what tasks can be progressed by the “volunteer group” | DM |
| 15.2 | We have had a discussion with the Caterer around his proposition for the new Clubhouse and he is to produce a more fulsome business plan this was expected to be received by 31/12/2022 for consideration by the committee, however, this has been delayed and the proposed document has yet to be received. | SG |
| 16.1 | A discussion took place around the pay and contract arrangements for the Starters – the Secretary and Treasurer will arrange a meeting with the Starters in order to progress matters. | SG/BM |
| 16.2 | A discussion took place regarding the Committee structure and the lack of any volunteers willing to serve on Committee. It was agreed that this would be mentioned at the AGM by David Meldrum in the hope that it will evoke discussion going forward. | DM |
| 16.4 | A further meeting to take place with our existing Brewers and also others to establish what new systems are to be employed and how that would fit with our product preferences. | BM/GL |

|  |  |  |
| --- | --- | --- |
| **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 the revised Planning permission – a decision is expected within 6 weeks of submission of the new drawings.
* We have received a basic business plan from the Caterer – a more fulsome business plan was to be completed by 31st December and is to be presented to the committee, this has not been received as yet.
* Meetings to take place soon with our Architects re the internal layout of the new building.
* The change to the project build structure should enable costs to reduce from £3k per square metre to £2k per square metre.
* Our Architects are to make a presentation and conduct a Q&A session after the completion of the AGM on 7th February 2023.

The PWG comprises: -Gordon Law – ChairpersonPeter MacMillan – Vice ChairpersonJim Saunders – Project ManagerDerek Watson – Construction ManagerStephen Jamieson – Tendering & ProcurementJosh Renwick – Tendering & Quantity SurveyingJohn Black – Quantity Surveying | Noting |
| **5.0** | **Treasurer’s Report** |  |
| 5.1 |

|  |  |  |
| --- | --- | --- |
| **Uphall Golf Club Figures Month 2** |  | **As at 31st December 2022** |
|  |  |  |
| **Bank**  |  |  |
|  |  |  |
| Current Account |   | £12,723.38 |
| Subs AccountUphall reserve |  | £120,000.00£1,388,511.34 |
|  |  |  |
| **Net Position** |  | **£1,521,234.72** |
|  |  |  |
| Due to Suppliers |  | £24,025.46 |
|  |  |  |
| **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**  YTDGreen Fees £1,416.98 | Noting |
| 5.3 | **Treasurers Report*** Creditor figure appears high this month, however we have the invoice from Scottish Golf to be settled along with a large Water Bill that is being disputed with Castle Water.
 | BM |
| **6.0** | **Match Secretary’s Report** |  |
| 6.1 | **Fixture list 2023**The fixture list has now been finalised. I have started to add dates/fixtures to BRS and all Open competitions have been set up with booking for these now live. Facebook and Twitter posts have also been completed advertising these and I have informed Golf Empire and ‘The Wee Yellow Book’ so they are listed on their website too.There is no expected impact of any clubhouse building works on the fixture list although there is scope to make some alterations nearer the end of the playing season in the unlikely event that is required.**WHS / Scottish Golf**The existing Scottish Golf system and app have been disabled, with the new app to be launched on Monday, 23rd January. As part of the changeover, the handicaps of 174 of our members have changed. The vast majority are very small changes although some are material. I will send out an email to members regarding this with guidance from Scottish Golf regarding any changes.**Linlithgowshire Golf Association**All County competitions are now available to book online.As previously advised, the age for Seniors events has been raised from 50 to 55.No committee members have came forward regarding volunteering to take up the role of Secretary or Vice President so an email will be sent out to members regarding this, along with the other points above. **Voucher payments – 2022 season**Rather than writing out vouchers for competition winners/places, bank transfers were made instead. All payments have now been processed.  | GS |
| **7.0** | **Greens Convenor’s Report** |  |
| 7.1 | Nothing to report as yet other than our new Course Manager (Head Greenkeeper), Robert Kelly, started with us this week. David Meldrum will make contact with Robert to establish what tasks can be progressed by the “volunteer group” | DM |

|  |  |  |
| --- | --- | --- |
| **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 | The Ladies AGM is to be held on Sunday and it is expected that 14 of the 21 members will be in attendance. A recent social event in Edinburgh went very well with 17 of the lady members in attendance. | Noting |
| **12.0** | **Membership Report (Golf Course and Membership / Sponsorship Manager)** |  |
| 12.1 | A summary of recent activity confirmed that we have had 4 PAYG and 1 Senior member resignations.We have taken on 1 Junior 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 the pay and contract arrangements for the Starters – the Secretary and Treasurer will arrange a meeting with the Starters in order to progress matters. | SG/BM |
| 16.2 | A discussion took place regarding the Committee structure and the lack of any volunteers willing to serve on Committee. It was agreed that this would be mentioned at the AGM by David Meldrum in the hope that it will evoke discussion going forward. | DM |
| 16.3 | A suggestion was tabled from Richard Sneddon that we increase the members guest rate from £7 to £10, after a discussion on this it was agreed to leave this rate unchanged at £7 for the winter season. | Noting |
| **17.0** | **Date of Next meeting** |  |
| 17.1 | **The next meeting will be the AGM on 7th February 2023 followed by the next Committee Meeting on 21st February 2023 @ 6pm (by ZOOM)** | Noting |
| **Council Meeting Attendance** | **Actual** | **Possible** | **%** |
| Bill Mackintosh | 01 | 01 | 100% |
| Steve Grady | 01 | 01 | 100% |
| Graeme Stevenson | 01 | 01 | 100% |
| Derek Watson | 01 | 01 | 100% |
| Gordon Law | 01 | 01 | 100% |
| Scott McKinnon | 01 | 01 | 100% |
| Dorothy Watson | 01 | 01 | 100% |
| David Meldrum | 01 | 01 | 100% |