

**MINUTES OF A BOARD MEETING HELD AT EXETER GOLF AND COUNTRY CLUB LIMITED,  
WEAR HOUSE, COUNTESS WEAR, EXETER ON WEDNESDAY 24<sup>TH</sup> JUNE 2015 AT 5.30 PM**

**Present:** Paul Dukes (Vice Chairman)  
Geoff Pascoe  
Chris Harris-Deans  
Max Goodison  
Deborah Stevenson

**In Attendance:** Liz Turner (President)  
Chris Jones (General Manager)  
Irene Gilbert (Secretary)

**Responsibility**

<p><b>1. APOLOGIES</b> Apologies for absence were received from Will Gannon and John Coombs</p>	
<p><b>2. MINUTES</b> The Minutes of the meeting held on 27<sup>th</sup> May 2015 were confirmed by the Board and signed by the Vice Chairman.</p>	
<p><b>3. MATTERS ARISING</b> Financial Controller – Hagit Damary was settling in and it was agreed that she attends a future Board Meeting to introduce herself to the Directors. The 29<sup>th</sup> July was suggested. Martyn Grant would reduce his hours to two days during July and thereafter one day to carry out Company Secretary duties and complete the VAT Return. MG would move to CJ’s office.  Andy Roberts thanked the Club for their support with regard to the search for a Squash Professional and the repair of the courts planned for August.  Golf Course Security – CJ reported that bag tags are due to arrive shortly. These were delayed due to the addition of the emergency telephone number being added to the tag. All green fees and society day players to be issued with a receipt.  It was noted that non-golfers have been seen walking on the golf course. This is a Health and Safety issue and an email to be sent to members and notice to be erected at 1<sup>st</sup> Tee.  Future of Golf Proposals – this was not available for this meeting. CJ to discuss with Ben and report would be available for next Board meeting.  Bridge Committee – The President and General Manager had met with the Committee to discuss some issues which had now been resolved.</p>	CJ
<p><b>4. FINANCIAL MATTERS</b> The Management accounts for May had been circulated to the Directors.</p>	

<p>Food margins are looking good and PD commented on the fact that wage costs are below budget.</p> <p>Note was taken with regard to the budget for the Spa which was less than originally discussed. CJ agreed that this was lower than anticipated. Staffing issues had not helped but now there was a good team in place CJ was confident that revenue would increase.</p> <p>CH-D commented that a number of costs were unallocated in the accounts as a whole, and it would be good to have more detailed accounts to include room hire, staff costs etc. CJ said that Haggitt had been tasked to supply this information.</p> <p>Persimmon Funds – GP asked how much was to be spent on the fountain and the directors asked for a breakdown of how this money was being spent with a monthly update.</p> <p>The limit/authority to spend without reference back to the Board was questioned. This was raised with regard to the Persimmon fund.</p> <p>Approval of the budget was proposed by Chris Harris–Deans and seconded by Max Goodison. Agreed.</p>	<p>CJ</p> <p>CJ</p> <p>WG</p>
<p><b>5. GENERAL MANAGER'S REPORT</b></p> <p>The General Manager had circulated his full report to the Directors and President.</p> <p>Health &amp; Safety – There were 4 accidents during the month which were non- Riddor reportable.</p> <p>George Stephens had handed in his notice to take up the post of Head Greenkeeper at Tiverton. The Directors asked the General Manager to write to George congratulating him on his new post and sending their best wishes.</p> <p>CJ reported on the life-saving article which was covered in the Express &amp; Echo, the home page of Exeter Daily and social media. GP said he would like to see sports coverage in the Express &amp; Echo on a weekly basis and asked that Jenni Davies obtain match results from the Sports Managers to ensure we are included along with other Clubs in the area.</p> <p>Smoking – CJ updated the Board on the smoking areas of the Club. These have been reduced and there is now a 'no smoking' policy around the outdoor pool. It was noted that cigarette ends are being thrown on the floor around the designated smoking areas. Staff to be more aware and to ask smokers to use ashtrays and bins provided. Bins to be emptied more regularly.</p>	<p>CJ</p> <p>CJ/JD</p> <p>CJ</p>

<p>Lobby Bar – members have been asked for their suggestions with regard to the refurbishment of the Lobby Bar.</p> <p>There have been a few issues with staffing at the Sports/Lobby Bar due to illness/leavers resulting in delayed service. It was also noted that some staff did not clear tables on their way back to the kitchens after serving food and further training was suggested.</p> <p>A detailed breakdown on Maintenance projects was included in CJ’s report which included LED lights for the Mews and update on the tennis court renovation.</p> <p>CH-D asked the position with the spin bikes as it is important to have a good variety of classes available. CJ reported that the spin bikes are due to have a full service.</p> <p>Security – swipe card entry systems are being installed in the Mews and changing rooms in Wear Park. Members/Visitors will be able to gain access to this changing room by membership card or code which will be updated each day. Discussion took place on car park security and the possibility of having a barrier at the entrance of the members’ car park was suggested.</p> <p>Lockers – we are still experiencing problems with locker keys and various options are being investigated.</p> <p>Squash Coach – an advert for 20 hours has been displayed on our web site and social media to cover Junior coaching, club evenings, etc. No responses received to date.</p> <p>The squash section are in need of funds and we have offered to send out an email to members on their behalf requesting sponsorship. James Temple to discuss with Squash Committee.</p> <p>Club Rules – amendments have been received and will be actioned shortly.</p> <p>GP asked why the date listed on the fixture card for the President’s Supper was not available. This was disappointing and he asked why this had happened. CJ to investigate and report back.</p> <p>Discussion took place and it was agreed that club dates fixed at the beginning of the season should not be moved unless under exceptional circumstances. This led on to a request by CJ to either move the date or rooms of the Company AGM set for 7<sup>th</sup> November to accommodate a wedding party. The directors were not in favour of the date being changed and CJ would look at possibilities of accommodating both functions.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>CJ</p> <p></p> <p></p> <p></p> <p>CJ</p> <p>CJ</p>
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<p>Corporate Memberships – CJ circulated two flyers outlining various suggested corporate memberships to cover leisure, golf and social. The directors had no objections but asked that initially this be kept to a maximum of 10 companies on a trial basis.</p> <p>Course Marshalling – this is due to start soon. A number of Senior Golf Members have offered their services and the Golf Captain had drawn up a list of guidelines for the Marshalls. A notice will also be displayed at the 1<sup>st</sup> tee advising members and visitors that Marshalls patrol the course. It was suggested that there may be a need to reinstate starters and options on this to be incorporated in the Golf Manager’s report on the future of Golf.</p> <p>Discussion took place on car park security and the possibility of having a barrier at the entrance of the members’ car park was suggested.</p>	CJ
<p><b>6. NEIGHBOURING DEVELOPMENTS</b> Noting to report at present.</p>	
<p><b>7. PRESIDENT’S REPORT</b> LT commented on the decline in members attending social functions. Comments had been circulating on the differing costings for members’ events and non-members eating in Wear Park. CJ explained that portions, quality, choice of meals, napkins etc. are different for members and this needs to be taken into consideration when comparisons are made.</p> <p>There had been a request for more themed events and CJ confirmed that the Management team was putting together some ideas.</p>	CJ
<p><b>8. ATTENDANCE AT CLUB COMMITTEE</b> Max Goodison to attend the next Club Committee Meeting to be held on Monday 6<sup>th</sup> July 2015. It was confirmed by the President that the meeting in August, which is usually a quorum, may not be necessary and anyway does not require the presence of a Director</p>	MG
<p><b>9. ANY OTHER BUSINESS</b> There was no further business to discuss.</p>	
<p><b>10. DATE OF NEXT MEETING</b> Wednesday 29<sup>th</sup> July 2015</p> <p>Apologies for this meeting have been received from Geoff Pascoe, Chris Harris Deans, Deborah Stevenson and Max Goodison.</p>	

There being no further business to discuss the meeting finished at 7.40 pm

**Chairman** ..... **Date** .....