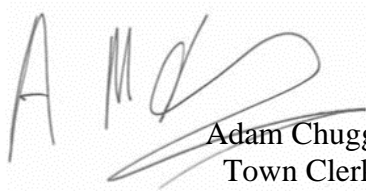




Seaford Town Council

To the Members of the Golf & The View Committee

A Meeting of the **Golf & The View Committee** will be held electronically via Zoom* on **Tuesday 9th March 2021** at 7.00pm, which you are summoned to attend.


Adam Chugg
Town Clerk
1st March 2021

***see overleaf for important information to join virtual meeting and accessing password**

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

AGENDA

1. Apologies for Absence

To consider apologies for absence.

2. Disclosure of Interests

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Seaford Town Council Policy.

4. [Golf & The View Committee Finance Report](#)

To consider report 131/20 updating on the financial position with Golf & The View (pages 3 to 8).

5. [The View Update Report](#)

To consider report 148/20 presenting an update on operations at The View (pages 9 to 10).

6. [Head Greenkeeper's Report](#)

To consider report 147/20 presenting an update on the maintenance of the golf course (pages 11 to 14).

7. [Golf Professional's Report](#)

To consider report 146/20 presenting an update on the business operations of the golf course (pages 15 to 16).

8. Exclusion of the Press & Public

The Chair will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remainder of the meeting, as the following item on the agenda concerns commercially sensitive details.

9. Golf Course Membership Renewals 2021 EXEMPT

To consider report 149/20 presenting the Committee with options regarding membership renewals for the 2021/22 season (exempt pages).

For further information about items appearing on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: adam.chugg@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Zoom Meetings

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://zoom.us/j/92435941489?pwd=NFRNWFBNbDFRaERiVTRPbzVsRDRadz09>

Meeting ID: 924 3594 1489

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0208 080 6591 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions and Guidance on Attending and Taking Part in Zoom meetings are available to download from <https://www.seafordtowncouncil.gov.uk/council-meetings/>



Seaford Town Council

Report 131/20

Agenda Item No:	4
Committee:	Golf & The View
Date:	9th March 2021
Title:	Golf & The View Committee Finance Report
By:	Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To update on the financial position of the Golf & The View

Recommendations

The Committee is recommended to:

1. **Note the contents of the report.**
-

1. Summary

- 1.1 This report updates the Committee on the Income & Expenditure to date for the Golf & The View Committee. It has been a very difficult year for the golf course and The View, both were closed for the first three months and again from 4th November for The View and 4th January for the golf course due to the COVID-19 pandemic. At the time of writing this report, the golf course is due to reopen on 29th March and hospitality venues can reopen for outdoor hospitality from 12th April (this is addressed elsewhere on this agenda, so is not covered in more detail within this report).

2 The Golf Course

The Golf Course Income & Expenditure is attached as [Appendix 1](#). Overall, the golf course is expected to make of loss of £10-15,000 compared to the budgeted £37,000 profit.

2.1 Income

Given that the golf course will be remaining closed for the majority of this financial year, income will only increase slightly by the year-end. When the golf course is open, there is the potential to take £15,000 per month in green fees, as happened in December 2020.

Interestingly, while membership fees have only reached 74.2% of budget, weekday green fees have exceeded budget by 38.9% and weekends are nearly on target at 93.4%.

Due to COVID-19 and safety, buggies have not been out for the whole of the time that the golf course was open and therefore have only reached 17.7% of the target. Overall income is £354,404 which is 77.9% of budget and a £100,000 shortfall.

£14,352 has been received in Government grants (£13,553 + £799.19 claimed for January). This is made up of

- £4,767 – Furlough
- £8,785 – Business Support grants

2.2 Expenditure

Unlike income, expenditure is not affected as much by the golf course's closure as the course still needs to be maintained; it is likely to be 90% of budget by the year-end.

4002 - Superannuation - is likely to be over budget by approximately £1,500 due the change in rate that was not known at budget setting time.

4004 - Staff Welfare - costs relate to Perkbox which has been cancelled. There should be no more expenditure on this code.

4010 – Staff Training - there may be some costs on this code for first aid training.

4041 - Golf Professional Retainer - there will be a £6,000 saving on this budget due to the Golf Professional no longer being VAT registered.

4045 – Golf Course Player costs - no more costs this year.

4046 - Golf Club Membership fees - no more costs this year.

4051 – Rates – a rebate was received due to COVID-19.

4052 – Water - invoices have only been received up until August.

4110 - Advertising and Publicity – won't be spent this year.

4156 – Bank Charges - will be lower than budget as less is being banked.

4201 – Cleaning – there has been additional cleaning due to COVID-19.

4272 – Equipment purchase- this budget will not be fully spent as the digger has been deferred until next financial year.

4275 – Building Maintenance - is unlikely to be spent.

3. **The View**

The View Income & Expenditure is attached as [Appendix 2](#). This is shown on a month-by-month accruals basis, rather than being shown on a receipts and payment like the RBS system, which is only adjusted for accruals at the year-end. This means that income is credited in the month it is earned not the month it is received and expenditure is debited in the month it occurred not the month it is paid. Some annual costs are spread across the year.

3.1 Income

The View income has taken a significant hit with COVID-19 and is currently 41.6% of budget. Although this is likely to improve slightly, as it is expected that more Government grants will be available for February and March, it is unlikely to reach more than 50% of the budget; a significant £310,000 shortfall.

A significant £106,194 has been received in Government grants (£93,919 + £12,276 claimed for January). This is made up of

- £95,608 – Furlough
- £10,586 – Business Support Grants

It is likely that a further £24,000 will be received in grants by the year-end.

Expenditure

Expenditure is currently 43% of budget and is expected to be £250,000 less than budget by the year-end.

Staff costs overall are likely to be up to 25% less than budget, mainly due to casual staff not being required and the savings made through furloughing permanent staff.

Utilities are also likely to be significantly less than budget by up to 50%.

A rates rebate was received due to COVID-19.

Small savings have been made against many other budgets.

The PWLB loan had not been paid since September but was paid in February as there were sufficient funds.

Profit

[Appendix 2](#) shows the detail of profit or loss by month. Figures in red are estimates. The table below shows the bottom line. Only in August when the Eat Out to Help Out scheme was operable did The View cover its costs. Due to the furlough scheme and grants received, the loss while closed has been less than it was in July and October when The View was open.

	Profit/loss
Apr-20	-£10,772
May-20	-£11,677
Jun-20	-£13,251
Jul-20	-£14,062
Aug-20	£1,297
Sep-20	-£8,421
Oct-20	-£12,117
Nov-20	-£8,398
Dec-20	-£9,307
Jan-21	-£3,246
Feb-21	-£10,224
Mar-21	-£10,224

4. Contact Officer

The contact officer for this report is Karen Singleton, RFO.

Responsible Financial Officer



Town Clerk



Report 131/20- Appendix 1

10/02/2021

Seaford Town Council 2020/21 Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Golf Course								
1000 Golf Course Season Ticket	0	141,000	189,943	48,943			74.2%	
1001 Golf Course Green Fees M-F	0	112,290	80,850	(31,440)			138.9%	
1002 Golf Course Green Fees w/eb/h	0	68,646	73,500	4,854			93.4%	
1003 Golf Course Specials	0	(809)	73,500	74,309			(1.1%)	
1004 Golf Course Locker	0	1,073	1,000	(73)			107.3%	
1007 Golf Course Air Traffic	0	7,500	7,500	0			100.0%	
1019 Rechargeable Income	0	179	0	(179)			0.0%	
1050 Income Rent	0	85	85	0			100.0%	
1053 Income Grants	0	13,553	0	(13,553)			0.0%	
1054 Income Other	0	604	800	196			75.5%	
1077 Income Sale Equipment	0	7,000	7,000	0			100.0%	
1100 Income Advertising	0	0	2,500	2,500			0.0%	
1311 Buggy Hire	0	3,283	18,540	15,257			17.7%	
Golf Course :- Income	0	354,404	455,218	100,814			77.9%	0
4000 Salaries & Wages	0	76,169	96,935	20,766		20,766	78.6%	
4001 Employers NI	0	6,673	8,440	1,767		1,767	79.1%	
4002 Employers Superannuation	0	10,680	11,308	628		628	94.4%	
4004 Staff Welfare Costs	0	34	346	312		312	9.7%	
4009 Recruitment Costs	0	410	0	(410)		(410)	0.0%	
4010 Staff Training	0	0	1,910	1,910		1,910	0.0%	
4011 Staff Protective Clothing	0	629	1,273	644		644	49.4%	
4015 Office Refreshments	0	201	300	99		99	67.1%	
4019 Rechargeable Expenditure	0	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	0	40,421	53,894	13,473		13,473	75.0%	
4045 Golf Course Player Costs	0	608	2,500	1,892		1,892	24.3%	
4046 Golf Club Membership Fees	0	11,002	15,437	4,435		4,435	71.3%	
4051 Rates	0	0	21,018	21,018		21,018	0.0%	
4052 Water & Sewerage	0	198	1,000	802		802	19.8%	
4060 Refuse	0	187	350	163		163	53.5%	
4100 Telecommunications	0	577	783	206		206	73.6%	
4105 Postage	0	0	150	150		150	0.0%	
4106 Stationery	0	97	400	303		303	24.3%	
4110 Advertising & Publicity	0	0	5,000	5,000		5,000	0.0%	
4112 Subscriptions	0	462	600	138		138	77.0%	
4113 Software Support	0	1,884	1,527	(357)		(357)	123.4%	
4114 Licence Fee	0	75	75	0		0	100.0%	
4115 Insurance	0	9,499	9,352	(147)		(147)	101.6%	
4116 Web Site	0	72	74	2		2	97.3%	
4156 Bank Charges	0	3,136	4,532	1,396		1,396	69.2%	

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 Cleaning & Hygiene	0	1,766	0	(1,766)		(1,766)	0.0%	
4251 Dog Bin Emptying	0	1,071	1,098	27		27	97.6%	
4261 Grounds Maint non contract	0	30,553	35,000	4,447		4,447	87.3%	
4270 Vehicles & Equipment Maint	0	10,188	15,000	4,812		4,812	67.9%	
4271 Vehicle & Equipment Lease	0	59,141	59,401	260		260	99.6%	
4272 Equipment Purchases - Capital	0	1,548	11,300	9,752		9,752	13.7%	
4275 Building Maintenance	0	0	1,200	1,200		1,200	0.0%	
4279 Fire & Security	0	1,111	750	(361)		(361)	148.1%	
4308 Rent - Shop, Locker & Chng Rms	0	41,667	50,000	8,333		8,333	83.3%	
4309 Buggy Lease & Maintenance	0	5,871	7,256	1,385		1,385	80.9%	
Golf Course :- Indirect Expenditure	0	316,108	418,209	102,101	0	102,101	75.6%	0
Net Income over Expenditure	0	38,296	37,009	(1,287)				
102 Capital Costs-Golf & The View								
1304 PWLB - Loan Income	0	0	35,000	35,000			0.0%	
Capital Costs-Golf & The View :- Income	0	0	35,000	35,000			0.0%	0
4266 Borehole & Related Expenditure	0	0	35,000	35,000		35,000	0.0%	
4267 Spike Bar Costs	0	0	38,548	38,548		38,548	0.0%	
4301 Public Works Loan Payment	0	0	1,971	1,971		1,971	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	0	0	75,519	75,519	0	75,519	0.0%	0
Net Income over Expenditure	0	0	(40,519)	(40,519)				
Grand Totals:- Income	0	354,404	490,218	135,814			72.3%	
Expenditure	0	316,108	493,728	177,620	0	177,620	64.0%	
Net Income over Expenditure	0	38,296	(3,510)	(41,806)				
Movement to/(from) Gen Reserve	0	38,296						

Report 131/20 – Appendix 2

103 View Profit

	Closed	Closed	Closed				Closed from 4th	Closed	Closed			Totals
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Sales												
1050 Income Rent	£250.00		£0.00			£250.00						£500.00
1307 Income- Bar	£0.00	£0.00	£0.00	£7,703.32	£12,658.00	£10,503.40	£6,512.22	£741.09	-	-	-	£38,118.03
1308 Income - food	£0.00	£0.00	£0.00	£12,235.22	£25,766.48	£23,511.75	£20,758.75	£3,126.58	-	-	-	£85,398.78
1310 Income- Society	-	-	-	-	-	£113.33	-	-	-	-	-	£113.33
1312 Function Food	-	-	-	£27.50	-	-	-	-	-	-	-	£27.50
Total sales	£250.00	£0.00	£0.00	£19,966.04	£38,424.48	£34,378.48	£27,270.97	£3,867.67	£0.00	£0.00	£0.00	£124,157.64
Other Income												
Furlough Grant	£14,643.98	£15,479.73	£14,159.78	£5,918.26	£5,577.70	£2,990.00	£2,262.00	£10,232.03	£12,069.23	£12,276.55	£12,276.55	£120,162.36
Covid Grant	-	-	-	-	-	-	-	£1,500.00	£1,800.00	£7,285.72	-	£10,585.72
Internal Transfer- Golf	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£4,166.67	£50,000.00
Total other income	£18,810.65	£19,646.40	£18,326.45	£10,084.93	£9,744.37	£7,156.67	£6,428.67	£15,898.70	£18,035.90	£23,728.94	£16,443.22	£180,748.08
Total Income	£19,060.65	£19,646.40	£18,326.45	£30,050.97	£48,168.85	£41,535.15	£33,699.64	£19,766.37	£18,035.90	£23,728.94	£16,443.22	£304,905.72
4000 wages	£16,756.79	£17,610.61	£16,976.51	£16,755.30	£18,382.00	£17,583.00	£17,218.12	£14,599.21	£14,120.00	£13,653.54	£13,653.54	£190,962.16
4001 NIC	£1,201.23	£1,201.23	£1,201.23	£1,201.23	£1,245.00	£1,254.14	£1,171.12	£961.25	£918.00	£865.13	£865.13	£12,949.82
4002 Pension	£1,372.25	£1,472.24	£1,445.00	£1,464.68	£1,487.00	£1,547.84	£1,477.55	£1,311.38	£1,267.00	£1,291.12	£1,291.12	£16,718.30
4003 Agency Staff	-	-	-	-	-	£309.40	£990.08	-	-	-	-	£1,299.48
4004 Staff Welfare	£42.00	-	-	-	-	-	-	-	-	-	-	£42.00
4017 Timesheet Rota	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£17.14	£205.73
4052 water	-	-	-	£58.98	£115.37	£280.73	£280.73	£280.73	£280.73	£280.73	£280.73	£2,139.46
4055 electricity	£425.02	£792.68	£634.26	£1,400.13	£1,613.11	£1,425.43	£1,310.30	£557.66	£500.30	£379.58	£379.58	£9,797.63
4056 gas	£141.94	£163.12	£139.71	£290.84	£321.20	£304.58	£362.79	£205.43	£257.07	£259.20	£259.20	£2,964.28
4060 refuse	£17.60	-	-	£361.44	260.48	347.36	268.16	75.76	127.04	75.76	75.76	£1,685.12
4100 telecom	£141.12	£382.59	£193.63	£193.63	£202.58	£202.58	£259.55	£210.08	£222.83	£207.83	£212.82	£2,642.06
4105 Post	£19.58	-	-	-	-	-	-	-	-	-	-	£19.58
4106 stationery	-	-	-	£87.81	-	-	£25.50	-	-	-	-	£113.31
4110 Advertising	-	-	-	£195.58	-	-	£25.00	£113.74	-	-	-	£334.32
4113 Software support	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£89.44	£1,073.23
4114 License fee	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£101.20	£1,214.38
4115 Insurance	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£317.25	£3,806.97
4116 website	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£16.57	£198.80
4156 Bank Charges	£75.94	£61.80	£70.45	£291.76	£419.03	£427.92	£298.21	£92.24	£44.36	£9.00	£10.00	£1,810.71
4201 Cleaning	-	-	£1,157.66	£1,365.18	£1,314.84	£1,183.49	£1,278.92	£45.00	£45.00	£96.15	£0.00	£6,486.24
4202 Linen	-	-	-	£43.64	£39.26	£46.54	£37.97	£25.98	-	-	-	£193.39
4270 repairs	-	-	-	£305.49	-	£317.50	£95.00	-	-	-	-	£717.99
4272 Equip	-	-	-	£533.33	-	-	-	-	-	-	-	£533.33
4275 Building Maint	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£232.74	£2,792.84
7276 CCTV	-	-	-	-	-	-	-	-	-	£21.67	-	£21.67
4279 Fire & Security	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£117.03	£1,404.32
4301 loan	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£8,748.06	£104,976.70
4303 Food	-	-	-	£5,456.22	£7,069.67	£10,438.40	£7,559.50	-	-	-	-	£30,523.79
4304 Bar	-	-	-	£3,987.24	£4,147.87	£3,949.47	£2,515.11	-	£78.70	-	-	£14,520.99
4306 Utensils & Equip	-	-	-	-	-	£121.31	£96.65	-	-	-	-	£217.96
4311 Pest control	-	-	-	-	-	-	£302.37	-	-	£195.78	-	£498.15
4313 Stock take	-	-	£120.00	£180.00	£180.00	£180.00	£180.00	-	-	-	-	£840.00
4314 Top up incentives	-	-	-	£301.51	£435.48	£397.18	£424.86	£46.10	-	-	-	£1,605.13
Total expenditure	£29,832.88	£31,323.68	£31,577.86	£44,113.40	£46,872.30	£49,956.28	£45,816.90	£28,163.97	£27,343.04	£26,974.90	£26,667.29	£415,309.84
Profit/loss	£10,772.24	£11,677.29	£13,251.42	£14,062.44	£1,296.55	£1,578.87	£12,117.27	£1,602.40	£7,692.86	£6,754.04	£10,224.08	£110,404.12



Seaford Town Council

Report 138/20

Agenda Item No: 5
Committee: Golf & The View
Date: 9th March 2021
Title: The View Update Report
By: Adam Chugg, Town Clerk
Purpose of Report: To update the Committee on operations at The View.

Recommendations

The Committee is recommended:

1. To note contents of this report.
 2. To delegate power to the Town Clerk, RFO and General Manager in consultation with the Chairs of Golf & The View and Finance & General Purposes, to change the operational hours and arrangements of the business whilst restrictions are enforced; with regular reports brought back to Golf & The View Committee meetings so the Committee is kept abreast of the arrangements.
-

1. Information

- 1.1. At this Committee's meeting on 1st December 2020, the following was decided:

G24.2 It was **PROPOSED** to **APPROVE** closing The View until 16th December 2020; this **MOTION** was **CARRIED**.

G24.3 It was **PROPOSED** to **DELEGATE POWER** to the Town Clerk, RFO and General Manager in consultation with the Chair of Golf & The View to change the operational hours and arrangements of the business throughout December 2020, January, February and March 2021; this being reviewed at the Committee meeting planned for 9th March 2021; this **MOTION** was **CARRIED**.

- 1.2. As it stands, The View closed its doors on 1st November 2020 when the second national lockdown was enforced and remains closed to date.
- 1.3. As above, the Committee took the decision on 1st December 2020 to keep The View closed until 16th December 2020, in the hope that restrictions might be further eased to allow more flexibility with trading over the Christmas period.
- 1.4. Restrictions were not eased and in fact, on 24th December 2020 and 4th January 2021, further announcements were made tightening restrictions under the tier system and subsequently, enforcing a third national lockdown.

- 1.5. As the Committee is aware, the financial viability of The View trading in alternative ways (namely takeaways under current restrictions) have been assessed but unfortunately, have been found to present a greater risk of financial loss than having the venue entirely closed.
- 1.6. This is largely due to the costs of opening the venue coupled with the uncertainty of income levels and the loss of the financial support through the furlough scheme.
- 1.7. See the financial update report elsewhere on this agenda for more detail on the finances year to date for The View.
- 1.8. The Committee will be aware of the announcement made by Government on 22nd February setting out the roadmap for easing restrictions. In summary, where The View is concerned, this is as follows:
- 8th March – no change, must remain closed.
- 29th March – golf course opens but The View must remain closed.
- 12th April – The View can reopen with outdoor hospitality only. Rule of six or two households applies. Wakes and wedding receptions of up to 15 people.
- 17th May – The View can reopen indoor hospitality. Rule of six or two households likely to apply indoors but up to 30 people outdoors. ‘Most significant life events’ of up to 30 people.
- 21st June – lifting of restrictions.
- 1.9. The above is a broad outline – each stage is subject to change and will be at least five weeks after the previous stage. The Government is also (at the time of writing) yet to make an announcement regarding the financial support being offered and other arrangements, such as social distancing, mask wearing, track and trace etc.
- 1.10. In light of the above, Officers will look to update the Committee verbally as best possible at the meeting but it is not possible to present a business case regarding the operational arrangements for Committee to consider.
- 1.11. It is therefore recommended that the delegation surrounding the optional hours and arrangements of the business should be revised as follows:
- ‘to **DELEGATE POWER** to the Town Clerk, RFO and General Manager in consultation with the Chairs of Golf & The View and Finance & General Purposes, to change the operational hours and arrangements of the business whilst restrictions are enforced; with regular reports brought back to Golf & The View Committee meetings so the Committee is kept abreast of the arrangements.’
- 1.12. This is being recommended in order to allow the flexibility required to react and adapt to future Government announcements, which in the past have not always allowed a particularly long amount of notice to enact.

2. Financial Appraisal

There are no direct financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Adam Chugg, Town Clerk.

Town Clerk





Agenda Item No:	6
Committee:	Golf & The View
Date:	9th March 2021
Title:	Head Greenkeeper's Report
By:	Simon Lambert, Head Greenkeeper
Purpose of Report:	To inform the Committee of Golf Course maintenance.

Recommendations

The Committee is recommended:

- 1. To note contents of this report.**
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1. Information

Overview:

- 1.1.** Working through this lockdown our first priority was to ensure the golf course is still maintained to a high standard so it is ready to receive play at any time; we now know this is 29th March. We also helped to encourage more appropriate and respectful use of the site while golf is away through education, having a presence and keeping the area tidy. This was a large issue during the first period of lockdown where we saw a number of users causing damage to vital areas of the game. Increased signage and awareness should help to prevent this. The greenkeeping team monitor the situation daily and has adapted its approach as required. I can report that other than a short period where a dusting of snow excited local people looking for the thrill of sledging, the course has suffered very little damage.
- 1.2.** We have put in place and maintained a large number of new signs and advice notes (slightly altered from previous) to warn the users of the potential dangers and where possible to use the appropriate footpaths, wildlife or recreation areas for walking to ensure all users are safe and any risks are minimised.
- 1.3.** As we moved into the third period of lockdown, the team were able to utilise annual and furlough leave and minimise the time the team is away from the golf course. This has allowed us to save money in the budget and also reduce the time we have a reduced work force. This has been helpful to allow us to perform much needed works while the course is clear of golfers.

Course maintenance:

- 1.4.** We have completed all winter aeration and maintenance to all fine turf areas. This includes solid tining slitting and the application of low nitrogen fertilisers containing micro nutrients and other ingredients to toughen the turf and protect from disease and frost damage.

- 1.5. The program has the added benefit of promoting a healthy soil profile encouraging and feeding the beneficial bacteria and fungi. These in turn help to break down thatch and nutrients not available to the grass plant. These together produce a protective web around the plant root system protecting it from pests and disease.
- 1.6. Aeration work on fairways and walkways has been completed. As soon as the weather allows we will overseed some thin and worn areas to help recovery.
- 1.7. We have created new steps on the 7th tee and also renovated two other sets. If time allows we will also create a new set leading to the newly cleared areas around the 13th tee.
- 1.8. All tee blocks and signs have been cleaned and renovated ready for the re-opening. We have used all old tee blocks and cut and painted them to create a new more modern design, with only time and some paint as a cost. This was done during the cold and wet periods.
- 1.9. We have performed huge amounts of clearance work of trees, scrub and waste areas that have not been touched in the 21 years of my employment here. We have opened up views of the fairway on the 5th and created wildlife areas and corridors. We opened up areas to the side of various tees to allow air movement and a better view of the hole, re-development of poor quality plants of bushes and the creation of bug hotels. All work has been done with the protection of environment and wildlife and all areas have been left in a way that better promotes a more diverse habitat.
- 1.10. We are currently working on renovations of bunkers including the re-shaping and turfing of areas around the bunkers removed in the autumn. Following on from this we will begin the shaping and cutting of all grassed areas in preparation the present the course to its best prior to opening on the 29th March.
- 1.11. To continue to offer the buggies and ensure the safety of their use, we must plan to build or repair the paths as a matter of priority. The work required the appropriate digger to be used, something we don't currently have. We are currently looking for appropriate machines ready for the new budget on April 1st. Examples of paths to be renovated are the 1st tee route from the clubhouse and possibly the most important, the track up and down from the 12th and 18th holes. These were constructed with rubble many years ago and were never intended for the regular use they have today. We will also improve other smaller path routes as required and establish more long term solutions to accommodate future increase of play.
- 1.12. Following my last report, investigation work continues on what is required and the cost involved in moving the 17th green and 18th tees; this will be an ongoing project. A time scale of how long we have left with the current green may be available following investigation works ongoing by Lewes District Council but following the most recent cliff fall and cracks appearing, the priority of this works has increased.
- 1.13. We will be presenting a more detailed report to this Committee at its next meeting on 8th June regarding the impact of the recent cliff cracks/falls and the options available to the Town Council to limit the risk posed by future cliff erosions.

Irrigation:

- 1.14.** The pumphouse and pump replacement project has been ongoing with most works completed. The next step is to fill the system and commission the new pump set. This will take place once we are sure the risk of freezing is behind us and the need to irrigate the course becomes necessary.
- 1.15.** The clubhouse roof irrigation supply of the water is still in need of addressing to repair small leaks and replace the meter, so we have a means of monitoring the water usage. We have looked into connecting to the borehole supply. This would require additional works and pressure reducing valves of which costs are being investigated.

Moving forward this should be planned for as the current usage of water to irrigate the roof is costly and moving away from mains could help to save around £2,000-£3,000 annually.

Staff:

- 1.16.** After three months of working with our newest team member I am pleased to say we are more than happy with the appointment. He has settled in well and is a great addition to the team dynamics and skills we already have.
- 1.17.** One of our Assistant Greenkeepers continued to make progress on his level 3 coursework. We have assessed and uploaded pieces of work for signing off. In addition, he has begun online learning for functional skills, Maths, ICT and English as appropriate as part of his modern apprenticeship.
- 1.18.** We will begin to all take part in online learning of first aid training over the coming months as this is the safest way currently to ensure we all have had an update on our current qualifications.

Machinery:

- 1.19.** The year 4/5 machinery replacement has been decided and tenders received for supply of the new machine. The supplier has been selected and the lease tendering process has begun to find the best value lease for our requirements.
- 1.20.** Winter maintenance is currently underway with both inhouse servicing of machines out of the warranty period and external servicing to the machinery in warranty taking place, this is expected to be complete in full ready for the cutting season and to fully prepare the course for the returning golfers. Following the first few cuts of all areas the cutting units and blades will then be sent away for grinding and sharpening as appropriate.
- 1.21.** Investigation work to find the appropriate second-hand digger for our needs is underway and we are keeping an eye on the market should one become available. This will enable us to make huge improvements inhouse as explained in the first section.
- 1.22.** The condition of our modern machinery is an investment that enables our relatively small greenkeeping team to work efficiently and effectively to produce a quality and competitive product. This must be kept up to date and in good condition to ensure it is safe, efficient and trustworthy.

2. Financial Appraisal

The options and costs of moving and rebuilding the 17th green and 18th tee are being investigated.

The options and costs of works to the water supply for The View roof irrigation are to be investigated.


3. Contact Officer

The Contact Officer for this report is Simon Lambert, Head Greenkeeper.

Head Greenkeeper



Town Clerk





Report 146/20

Agenda Item No:	7
Committee:	Golf & The View Committee
Date:	9th March 2021
Title:	Golf Professional's Report
By:	Fraser Morley, Golf Professional
Purpose of Report:	To provide an update on Golf Course related matters.

Recommendations

The Committee is recommended:

1. To note contents of this report.

1. Course Conditions and Income

- 1.1 Just when we thought we'd seen the last lockdown in November, we were taken away from the course for another three months. Although disappointing, there is some positives to look forward to this year. Out of lockdown, golf participation was up and we saw a great deal of visiting golfers and members alike enjoying some good weather and golfing throughout the year.
- 1.2 The lockdown allowed the Head Greenkeeper and his team to push forwards with a lot of necessary clearance work, as well as essential winter maintenance. This showed our commitment to maintaining the quality of the course and maintaining a level of condition that will allow us to open on 29th March in as good a condition as we can for the time of year.
- 1.3 Income has obviously been adversely affected through this financial year, but again there were some positives. We saw the course take 80.7% of its outside income budget (green fees, societies, buggies) even though we have only been open for 64% of the year.
- 1.4 Ground condition permitting, we will have a full year of buggy use and income in 2021/22.
- 1.5 The Head Greenkeeper and I will be putting together a report for the next Committee meeting in June 2021 with regards to cliff falls and potential relocation of the 17th green. This is something that has come to the forefront of importance with the recent cliff falls and movement to the side of the 15th hole.

2. Membership

- 2.1 Exempt report to follow for consideration.

3. Societies

- 3.1 Restrictions have seen us unable to have many societies this year. With the new roadmap we are looking to have a staggered approach to allow societies to return to the course as and when conditions allow. I will be liaising with the General Manager at The View to work out the best way to safely do this.

4. Re-opening

- 4.1 Everything is in place for re-opening and we are awaiting confirmation of the all the finer details, such as mask wearing and rules for inside etc. We will then be able to release all those details to the golfers via email and social media platforms to make sure everyone is aware of the restrictions still in place.

5. Financial Appraisal

- 5.1 There are no direct financial implications as a result of this report.
- 5.2 There is a report elsewhere on this agenda presenting the detailed Golf & The View income and expenditure reports for the current financial year to date.

6. Contact Officer

The Contact Officer for this report is Fraser Morley, Golf Professional.

Fraser Morley



Town Clerk