

**MINUTES OF ELSHAM GOLF CLUB LTD. TRUSTEES AND DIRECTORS MEETING HELD  
ON TUESDAY 25TH NOVEMBER IN THE CLUBHOUSE AT ELSHAM GOLF CLUB.**

**AGENDA**

**1. Present:** Tim Phipps (TP) Robert Smith (RS) Jane Evans (JE) Jon Cook (JC) John Harris (JH) Cathy Wheatley (CW)

**2. Apologies:** None

**3. Approval of Minutes of last meeting held on Tuesday 30th September 2025:**

Minutes approved by TP & JE

**4. Matters arising from minutes:** No matters arising.

**5. Feedback on 2025 Golf Club AGM:** The Trustees felt that nothing of great significance had arisen from the AGM. Delegates were free to air their views and opinions on all aspects of the running of the club. The floor was open to all who wished to make their comments and express their views.

**6. Review of Finances of Elsham Golf Club Ltd:** RS has now taken over the role of looking after finance and reported that there are 3 main accounts for the Ltd company: -

**a. Business account** which currently has £3625. The regular loan repayment from Elsham Golf Club of £1667 goes into this account monthly (this is the payment from the club to the Ltd company for the £60,000 loan that was made earlier in the year).

**b. 32 Day notice account** which currently has £10, 111

**c. 95-day notice account** which has £85,830 deposited in it.

RS gave some background on the Ltd company's financial history with the Golf club that resulted in the £60,000 loan. JC pointed out that there would always be a "rainy day fund" that would not be subject to any loan agreements, this would amount to around £60,000. This figure had been agreed with the golf club board of directors during discussions earlier this year. RS said he would monitor and review the interest rates on the 32- and 95-day accounts. **Action RS.**

The generation of interest by the different accounts held by the Ltd company, was also discussed at the Joint Finance meeting between some of the Trustees (TP, RS, JC) and the Golf Club Chairman Martyn Boyers (MB) and the Club Manager Tim Seaton (TS). It was confirmed that, when any interest was made by these accounts, the interest would be transferred to the golf club (as the Trustees are a non-profit making group). **Action RS**

In addition, JC stressed the importance of ensuring that any future requests for a loan are made with a proposal – this would avoid any assumptions being made that money could be expected without written agreement. A set of Governance guidelines should

be set out for any Business Proposals. **Action Ongoing: TS/TP/JC.** TP will request the latest cash balance from TS for the next Trustees meeting. **Action TP**

RS also requested that he thought it was important that there was an additional Banking signatory as well as himself. JC agreed to carry out this role. **Action: Signatories to be set up RS & JC**

RS also reported that Neil Roberts is finalising the “housekeeping” of the accounts to enable a smooth transition over to himself. **Action Ongoing RS.**

**7. Companies House ID Verification:** RS & JC to go online and to complete the ID Verification. **Action RS & JC**

**8. Review of Finance Meeting Between the Trustees and Elsham Golf Club Board of Directors:** There is currently no desire by the Board of Directors to replace the current club structure. i.e. there are no plans to become a Ltd enterprise and carryout incorporation. RS found it encouraging that, in the recent joint meeting, the club manager again advised that suitable and sufficient Indemnity insurance is in place to protect Trustees as individuals. The room agreed that we should hold a copy of the protection arrangements/documents on file for our records. TP to request and, upon receipt, circulate to Trustees. **Action: TP**

A succession plan was also discussed for Fran’s replacement. TS stated he would still be in place next year. It was concluded that this had been a very positive meeting between the two groups.

**9. Any Other Business:** Due to the resignation of NR and the appointment of JH, the transfer of documents is still taking place with completed documents being sent to Lee Brown (LB) (Company accountant) for him to include on the Companies House register. Many thanks to retired Company Secretary Carol Croft for her guidance in these legal matters. **Action Ongoing CW**

CW stated that there was an outstanding “Holdings Statement” due from LB. TP has emailed LB and is waiting for a response. **Action Ongoing TP/CW**

RS stated that TS had requested access to view the monthly Ltd company statements online. As TS is not an official of Elsham Golf Club Ltd. RS is going to screen shot and send the information across to TS instead. **Action RS.**

JC raised concern about the forth coming EGM on course development. The concerned regards governance of the proceedings and how this would be controlled. The Trustees felt that transparency must be paramount; TP agreed this needs to be discussed and will raise at the next board meeting. It was also suggested that tellers - independent to the Golf Club Management and Board - should be used to count the votes. A suggestion of a Trustee and the Club President was put forward. JE volunteered to be the Trustee representative. **Action ongoing TP.**

**10. Date and Time of next meeting:** It was agreed that the next Trustees meeting should be after the EGM so that a Trustees response can be given to the outcome of the EGM. The Trustees feel that it is important that members know where the Trustees stand on any course development proposals. **Action: Ongoing &TBC**

Meeting Closed.

25/11/25