

Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday 22nd May 2017

Present: P Sawers (Chairman), C Yule, G Murray, L Gordon, A McCartney, J Gilbert, G Paton, A McKeown, A McColgan, T Healey, J McLeish, K Fraser, D Cheape, B Myles

In Attendance: G Duncan (General Manager), A Reid (Links Superintendent)

The meeting began at 1900 hours.

P Sawers welcomed B Myles to the meeting as a Trustee representing Angus Council.

1. Apologies: I Frier

a) Any Additional Agenda Items

P Sawers asked for the update on the recruitment of the Chief Executive position to be added to the Agenda.

b) Recruitment of Chief Executive

P Sawers informed the Trustees that 11 candidates have been interviewed and there is now an agreed shortlist of 6 candidates. There are 2 from overseas who intend on travelling back at their own expense. There are also 3 candidates from England and 1 from Scotland. The procedure of references, psychoanalysis training and personality questionnaires will now continue, with Aspen People assisting.

D Cheape asked if the shortlist of 6 will then be reduced to an appointment. P Sawers said this was the case.

c) Declarations of Interest

K Fraser declared that his son is currently being employed as a meeter and greeter. C Yule, G Murray and J Gilbert declared, that with regard to the Community Benefit awards, they are all members of the Carnoustie Golf Club.

2. Approval of the Minutes of the CGLMC Meeting of Monday 10th April 2017

a) Amendments

3 Year Business Plan – Pg 35

Sentence beginning K Fraser, should read:

K Fraser said he thought the plan was abundant in detail but that it should be brought to the board meeting for approval and be formally approved by the board.

Approved: G Murray

Seconded: T Healey

b) Matters Arising Therefrom:

P Sawers said the final BID plan is ready for review and should be distributed by 31st May 2017. She said it will be added to the Agenda for discussion, and a voting decision, at the next meeting.

3. Greens Business

Approval of Minutes of the Greens Meeting of Monday 17th April 2017

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Approved: L Gordon

Seconded: C Yule

b) Matters Arising Therefrom:

A McArtney said that the bike rack, which is used by caddies, had been moved when the Portakabin was erected. He asked that this be reinstated. G Duncan said he will take care of this.

4. Finance Business

Approval of Minutes of the Finance Committee Meeting of Monday 15th May 2017

Approved: A McKeown

Seconded: K Fraser

b) Matters Arising Therefrom:

Green Fee 2018-19

G Murray said that the recommendation had been made by the Finance sub-committee with regard to the 2018-19 green fees and referred the board to the attached paper.

Following a detailed discussion, the Trustees agreed that:-

- i) The course green fees for 2018-19, as shown in the Green Fee Finance Committee Recommendation paper, be approved.

IT Proposal

G Murray said the Finance sub-committee had recommended an IT system review, the cost of which would be £7,500. This would be unbudgeted expenditure but he felt this was necessary for ensuring that the IT systems were fit for purpose.

D Cheape said that in the budget there is £100,000 allocated for Professional Fees.

The trustees approved that:-

- i) The IT system review, as described in the Board Report provided to the Finance sub-committee, be commissioned.

5. Pro Shop Business

There were no matters.

6. Remuneration and Reward Business

There were no matters.

7. Major Projects Business

P Sawers said that she was unable to attend the meeting due to the interviews and T Healey attended. The brochure for food and beverage has been circulated to Trustees.

T Healey said as decided previously the following were the allocated responsibilities;

Graeme Duncan – Catering
Colin Sinclair – Ground Floor Development
Colin McLeod & Dianne McDonald - Office

He said there were no major issues to report. D McDonald and C Sinclair are due to meet with the designer regarding sockets and floor plan.

He said regular meetings will take place with D McKay of WJR Christie regarding the interior design. P Sawers said a request had been received from Dalhousie Golf Club to display memorabilia in 2018 which is their 150th anniversary. She said there maybe some security issues, but this would be looked into.

A McArtney said that the lack of toilets in the temporary building for visitors is an inconvenience and can cause lateness for tee times. P Sawers said they can use the toilets in the locker rooms in the hotel.

P Sawers informed the Board that there are mood boards available in the office from the interior designer and invited everyone to have a look. She also said that there has been an email circulated from K Perrie with regards to a site visit and Trustees should respond letting K Perrie know if they would like to go.

8. Tournament Business

A McArtney advised the Trustees of the winner of the Cant Cup, the McDonald Smith Trophy, and the Junior Links. A McArtney thanks the Professionals and volunteers who assisted with the Junior events.

P Sawers said that an email had been received from entrants of the Links Championship, requesting an earlier tee time due to other commitments. The Tournament Convenor said he had ruled on this and he was not prepared to give permission to play out with the designated times.

G Paton said the terms of the competition state you must play when we say. The rules can't be changed to suit individuals and that is why we publish the terms and conditions.

The Trustees agreed with the decision made by the Tournament Convenor.

9. PR Business

L Gordon informed the Board that K Allardice has now been appointed as the PR Officer. She said Carnoustie Golf Links is now very active on social media and a lot of positive comments had been received.

L Gordon said the Junior Community event was very popular and all the children taking part were very keen. It is a possibility this may take place once a month. T Healey said it was a very successful day.

10. Season Ticket

There were no matters.

11. Community Benefits Business

Approval of the Minutes of the Community Benefits Committee held on Monday 3rd May 2017

Amendments:

Additional Grant Opportunities – Pg 42

In the last sentence after the wording paperwork was received, should read:

paperwork was received, they could be considered. It was agreed that it might now be worthwhile to review the Awards and Grants procedures and that an interim meeting might be appropriate.

Approved: J McLeish

Seconded: P Sawers

Matters Arising Therefrom:

Community Benefit Applications

G Paton covered the allocations on the applications sheet, which were agreed unanimously.

The Trustees agreed that:-

- i) All grants listed on the supplied report were approved.

Greenkeeping Machinery

G Paton explained that we have received 2 applications from local golf courses looking for machinery. When we renew machinery A Reid either sells or trades in the existing machinery. G Paton said he was asking for approval in principle for machinery to be sold at a reduced rate to local golf courses and for the difference in the Greenkeeping budget to be made up by a Community Benefits donation.

Following discussion, this was agreed in principle, but it was recognised that the board would require a detailed report to come forward for approval.

Community Benefits Shortened Application

G Paton sought approval for a revised application form for grants of £2500 or less. He said that 50% of the applications would use these and would be simpler for the applicants and the sub-committee.

The Trustees agreed that:-

- i) The application form provided be used for grants of £2500 or less.

12. Environmental Business

J Gilbert said A Nicholson would be attending the Barry Buddon Open Day in June.

13. Health & Safety

T Healey said there is a meeting scheduled for 24th May 2017.

14. General Managers Report

Golf Centre

K Fraser asked if all costs were in budget, including fixtures and fittings. G Duncan said the project was in budget at present and all indications are that it would remain so.

15. Golf Services

All matters were discussed earlier in the meeting.

17. Companies House Matters

G Duncan informed the Board that I Gaul has resigned and been replaced by B Myles and all the necessary paperwork is currently being done.

There being no other business the meeting closed at 2020 hours.