

**Minutes of the CGLMC Ltd Meeting held
in the Greenkeeping Sheds on Monday 12th May 2014**

Present: P Sawers (Chairman), W Thompson (Vice Chairman), G Murray, H Oswald, J McLeish
J Gilbert, A McArtney, A McColgan, G Paton, R Reyner, K Sampson, A McKeown.

In Attendance: G Duncan (General Manager), C McLeod (Golf Services Manager).

Meeting began 1900 hours.

Apologies

L Gordon, B Boyd, C Yule.

1. Any Additional Agenda Items

P Sawers – BID Meeting (added as item 1(a)).

P Sawers – Thanks to all for help with new 6 hole course (added as item 1(b)).

a) BID Meeting

P Sawers advised that she attended the 2nd meeting last month. She advised that they are in the process of producing a business plan and starting to look at marketing. P Sawers told the directors that she had advised that a larger steering group was needed as currently there is no representation from the hospitality industries. P Sawers advised that there is likely to be another meeting in one month's time. She will keep the directors up to date.

b) Thanks to all for help with new 6 hole course

P Sawers extended her thanks to the Greenkeepers for all of their hard work in the lead-up to the opening of the course and for the Golf Services staff for their help on the day of the opening of the new Nestie course. She advised that she hopes the course will be used as much as possible.

2. Declarations of Interest

There were none.

3. Approval of Minutes of the CGLMC Ltd Meeting of Monday 7th April 2014

Approved: J Gilbert

Seconded: A McArtney

b) Matters Arising Therefrom

P Sawers enquired to whether C McLeod had arranged the sale of raffle tickets in the Golf Centre by the Carnoustie Skate Park Committee. C McLeod advised that this had not yet been arranged. The directors are to be informed of when this is to take place.

P Sawers enquired to whether the new dog walking rules had been added to the Season Ticket Guide. C McLeod advised that this had not yet been added due to there being no Season Ticket meetings. C McLeod will look into the wording of these rules and progress further.

New Toilets

A McArtney enquired to when the new toilets were to open. G Duncan advised that they are waiting to be harled. It is likely that the toilets will be open next week.

Proposed Nestie Rules

J McLeish suggested that there should be specific times for Juniors only on the course. R Reyner advised that the proposed rules go one step further and advise that Juniors always have priority over any other players on the course. W Thompson advised that he believes the course should only be open to Juniors and adults if they are accompanying a Junior. R Reyner advised that to improve the Charitable Status application, it was agreed that the course should be open to everyone including beginners and older players who only want to play a short game, always with Juniors having priority. P Sawers agreed that the rules should not be too restrictive. Signs will be erected stating that Juniors have priority on the course at all times. These rules will be reviewed as deemed appropriate. Visitors are also allowed to use the course.

P Sawers thanked J Gilbert and R Reyner for putting the proposal together.

Winter League Presentation

P Sawers asked if this had yet taken place. She was advised that it had. P Sawers then advised that the directors were meant to be informed of this event in order that they could attend. A McArtney enquired to whether the Winter League was a Tournament as he had not been made aware of it. P Sawers suggested that she believed this to be more part of the Junior Convenors remit than the Tournament Committee. In future, the Tournament Convenor should be informed of this event.

Unstocked Items in the Pro-Shop

J Gilbert enquired to whether there was any clarification on this matter. R Reyner advised that it will be discussed at the next Pro-Shop meeting due to take place on 13th May.

4. Greens Business**a) Approval of Minutes of Greens Meeting of Monday 14th April 2014**

Approved: K Sampson Seconded: A McArtney

b) Matters Arising Therefrom

J Gilbert advised that, in regards to the discussions about the out of bounds at the 18th hole, he met with G Paton and A Reid who have produced a proposal which will be discussed at the next Greens Committee meeting. The proposal has also been submitted to the R&A for their feedback at this stage.

5. Finance Business

a) Approval of Minutes of the Finance Meeting of Monday 21st April 2014

Approved: W Thompson

Seconded: P Sawers

b) Matters Arising Therefrom

Budget for Convenors

G Murray asked for approval to allow sub-committee Convenors to have an allocation of £5,000 which they can spend without the requirement of directors' approval. General Manager approval would be required.

J McLeish asked for clarification that the £5,000 was a total spend for the financial year and not £5,000 per item. The directors agreed that this was correct.

The directors agreed:-

- i) that each sub-committee convenor can approve a spend up to £5000 over the financial year without requiring board approval. Each individual spend must be approved by the General Manager.

Practice Nets

A McColgan enquired to the outcome of the review of the practice nets. G Duncan advised that it is a big job to move the mats and would have to be carried out at the end of the season. It will be arranged to take place later on in the year. A McColgan enquired to whether there had been any other comments in regards to the condition of the nets. G Duncan advised that there had not.

Budget Sign Off

W Thompson asked for confirmation that the budget would be discussed further at the next Finance Committee, then put to the board for final sign off. It was advised that this was the case.

Junior Coaching Finance Breakdown

J Gilbert enquired to why the junior coaching is paid to staff as part of their salary, and not as a separate payment per lesson. W Thompson stated that the advice given was that CGLMC Ltd cannot pay one employee twice for two different jobs. J Gilbert then suggested that Carnoustie Links Ltd could make the lesson payment. The directors agreed that this could become untidy and difficult. R Reyner advised that this matter is to be discussed at the next Pro-Shop Committee meeting due to take place on 13th May.

6. Pro-Shop Business

R Reyner advised that a meeting is due to take place tomorrow.

R Reyner advised that the Starting duties have been handed over, and he advised that this has mostly been well received. There have been a small number of complaints.

The Custom Fitting area is now open ahead of schedule.

Nikki Christie has now qualified as a professional. The directors extended their congratulations to Nikki.

Due diligence has been followed in the process of looking for a Junior Convenor, and this will be taken further forward next week.

Winners of the Nestie Competitions:

Name of Course – Carlogie 7A, chosen by CGLMC Ltd staff and directors..

Design of Course – Carlogie 7B, chosen by public vote.

Runner up – Burnside P7.

7. Major Projects

There was no business. P Sawers arranged for a meeting to take place after the Finance meeting on 26th May.

8. Tournament Business

A McCartney advised that the Cant Cup took place yesterday. A McCartney thanked the competitors and C McLeod for his help on the day.

The winners were as follows:

Handicap +15 – Mr and Mrs S Kidd

Handicap -15 – Mr and Mrs R Miller

McDonald Sheild – Mr and Mrs J Clark

Cant Cup – Mr and Mrs Shanks

A McCartney suggested that preparations, and in particular the set up of Championship committees, need to be made for the Amateur Championship in 2015, and the Senior Open in 2016. P Sawers agreed. She advised that she and G Duncan will look into this and come back with proposals. J Gilbert advised that this will be a smaller requirement than the Open Championship preparations. The R&A are likely to advise on what they require.

9. PR Business

There was no business. P Sawers thanked L Gordon for her efforts in the lead up to the opening of the Nestie course..

10. Season Ticket Business

J McLeish advised that C McLeod had produced a report on the results of the Questionnaire. This will be discussed at the next Season Ticket Committee meeting. J McLeish proposed that this meeting take place before the Finance Meeting on 26th May at 6.00pm. J McLeish advised that he will not be available to attend this meeting but is in agreement with C McLeod's proposals. W Thompson will chair the meeting in J McLeish's absence.

The document will be circulated prior to the meeting.

11. Environment Business

The heads of the departments are looking at power saving options for the business.

R Reyner enquired to whether the energy saving report that was carried out could be used for advice. G Duncan advised that this report is being referred to when searching for energy saving options, and progress will also be discussed further at the next internal Management Meeting.

12. Golf Services Managers Report

Carnoustie Country Classic

This event will take place next week. 140 players will take part in the event, with most of them playing a week on Thursday (22nd May). This is a big event and the hotel will be full for 5 days. C McLeod will attend the reception to represent CGLMC Ltd. H Oswald will attend the event in her role as Provost.

Bookings

C McLeod advised that the bookings are good. They are ahead of last year at this time, and this may be partly due to the release of the tee times from the hotel during the Commonwealth Games.

Schools Competition

W Thompson advised that a couple of weeks ago, he was aware of an independent schools event that was taking place at Carnoustie. He advised that the directors were not aware of this event in advance and therefore had no opportunity to organise representation during the event. C McLeod advised that this event took place 2 years ago and was a simple affair, but this time there was much more going on. He advised that he was aware the event was taking place, but not that there would be extra arrangements taking place this year. It is expected the Schools will come back in 2 years time, and if this is the case, C McLeod advised that the directors will be made aware in advance and arrangements put in place.

This event is booked completely independently and all food and entertainment is organised through the Hotel.

13. General Managers Report

Seagreen

G Duncan advised that he has spoken with Seagreen, and they have agreed to pay any legal and professional fees that CGLMC Ltd have incurred to date in relation to this project. Seagreen are still advising that this project is viable. The invoices will be prepared in order to submit.

Charitable Status

This application is ongoing. OSCR have requested clarification on some minor points.

Commonwealth Games

G Duncan advised that he and A Reid have held a number of meetings with the Commonwealth Games organisers.

J Gilbert queried that amount of car parking spaces that had been allocated to golfers during the 5 days of the event. He suggested more were needed. G Duncan is to speak to the organisers to request more spaces.

G Duncan advised that that organisers are happy to allow golfers to play the practice ground during the event, but they do not want people who know the area to park their cars at the practice ground and walk to the event from there. It may be that there will be passes made available to Golfers during this time to gain access to the practice ground. Dog walkers may be inconvenienced during this time.

CCTV

A survey has been carried out. G Duncan is currently awaiting quotes.

Visitors Playing off Tees

R Reyner asked for clarification on whether it was agreed that visitors should be allowed to play off the tee of the day or to move forward. The directors were of the opinion that it was agreed that visitors should only play off of the yellow tee or could move forward. The only exception to this being if they request to play off a longer tee or are playing with a Season Ticket holder. G Duncan is to clarify this.

14. Companies House Matters

There was no business.

15. Health and Safety Report

There was no business.

There being no other competent business, the meeting was then closed at 1945 hours.

KS