

**Minutes of the CGLMC Ltd Meeting held in the Greenkeeping Sheds on Monday 5<sup>th</sup> March 2012**

Present: P Sawers (Vice-Chairman), G Murray, W Thompson, L Gordon, J McLeish, C Yule, S Brown, A McArtney, R Reyner, H Oswald.

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

Meeting began 1900 hours.

**Apologies**

B Myles, J Gilbert, G Wilson, D Valentine, G Paton.

**1. Any Additional Agenda Items**

P Sawers requested J Philp's retirement plans be added to the agenda.

**2. Declarations of Interest**

H Oswald and S Brown declared their interest at the discussion of salary increases under item 5. b).

**3. Approval of Minutes of the CGLMC Ltd Meeting of Monday 6<sup>th</sup> February 2012**

Approved: G Murray

Seconded: L Gordon

**(a) Matters Arising Therefrom**

A McArtney enquired to whether the RIOCH Ladies Open flags have been distributed yet. He was advised that they have been ordered but not received by CGLMC Ltd yet. They will be distributed whenever they are delivered. G Duncan advised that the first batch of flags have already been distributed, this is a second batch that has been ordered as there was not enough to go around.

J McLeish advised that he was aware that a member of the New Taymouth Club had come into the office asking for a flag on behalf of J McLeish. J McLeish advised that he did not ask or advise the member to do that.

**4. Greens Business**

**(a) Approval of the Minutes of the Greens Sub-Committee Meeting of Monday 13<sup>th</sup> February 2012**

Approved: A McArtney

Seconded: L Gordon

**(b) Matters Arising Therefrom**

P Sawers advised the committee that the Angus Council Development Standards committee will be considering the 2 new holes on the Buddon Links course tomorrow (6<sup>th</sup> March 2012) to decide whether to approve. P Sawers and S Mitchell will attend and S Mitchell will speak on behalf of CGLMC Ltd. There have been 4 public objections to the proposal, but SEPA have now removed their objection. All committee members are welcome to attend at 10.00am. P Sawers will report back to the committee.

**(c) Any Other Greens Business**

There was no other Greens business.

**5. Finance Business**

**(a) Approval of Minutes of Meeting of the Finance Sub-Committee of Monday 20<sup>th</sup> February 2012**

Approved: J McLeish

Seconded: W Thompson

**(b) Matters Arising Therefrom**

Staff Salary Increase

G Murray advised the committee that at the last Management Committee meeting there were 2 proposals brought to the table and the Finance Committee were asked to discuss further and come to this meeting with one proposal. The proposal brought forward from the Finance Committee is to give all staff a salary increase of 3%.

The directors agreed:-

(i) that all permanent staff should receive a cost of living salary increase of 3% from April 1, 2012.

Season Ticket Price Proposals

G Murray advised that following the previous Finance Committee meeting, he had met with the Director of Corporate Services at Angus Council, Colin McMahon to discuss and confirm the proposals for 2013/2014.

The directors agreed:-

(i) that season tickets and visitor green fees should rise by 4.5% for season 2013/2014.

Head Professional's Contract

G Murray explained that the Finance sub-committee has discussed a matter with regard to the Head Professional's contract. He said that the Finance sub-committee recommendation was that the Chairman, Vice-Chairman and Finance convenor should resolve the matter as long as it remained within the overall salary budget for the year.

The directors agreed :-

(i) to remit all decisions with regard to the Head Professional's contract and salary to a sub-group of the Chairman, Vice-Chairman and Finance Convenor.

**(c) Any Other Finance Business**

Tea Hut

The Finance sub-committee have recommended that the Tea Hut should be put to tender via a controlled lease. The Directors should have input over price, quality, opening hours etc.

C Yule suggested that the business should be kept within the company and run by CGLMC Ltd.

A McArtney enquired to whether the Tea Hut made a profit, and he was advised that it is likely to break even over the year.

W Thompson suggested that in franchising the business out CGLMC Ltd will make a 'risk free' income.

G Murray, seconded by P Sawers, proposed the following motion:-

(i) that tenders be sought from interested parties to run the CGLMC Ltd tea hut under a controlled lease.

On a vote being taken, the directors voted:-

For the motion:

P Sawers, G Murray, H Oswald, L Gordon, R Reyner, A McArtney, J McLeish, W Thompson. (8 votes)

Against the motion:

C Yule, S Brown (2 votes)

Abstain

No votes

The motion was carried.

**6. Major Projects**

**(a) Approval of Minutes of Meeting of the Major Project Sub-Committee of Monday 13<sup>th</sup> February 2012**

Approved: A McArtney

Seconded: G Murray

**(b) Matters Arising Therefrom**

P Sawers advised that G Wilson had called the Major Projects meeting so that the directors could discuss and prioritise all of the Major Projects that have been discussed in the past few months and years. The directors were given the prioritised list which is as follows:

1. 2 new holes on Buddon Links Course
2. Software / Decoder for sprinkler systems – out of date 2014
3. Practice ground – drainage first, then work on the ground itself

4. Warm up area (this could be included in a Winter Works budget and therefore done before some of the above work)
5. Toilets on Buddon Course – mains power will be installed in all existing toilet blocks but new ones will not be built until after all of the above.

Discussions were held regarding the toilet blocks and whether they had been agreed to go ahead. P Sawers advised that all of the work has been agreed, the above is simply the order in which the work will be carried out.

After discussions, the directors agreed:-

(i) to amend the list to the following

1. 2 new holes on Buddon Course
2. Course toilets – install mains power and construct new block. This work to be carried out alongside the 2 new holes.
3. Software / Decoder for sprinkler systems – out of date 2014
4. Practice ground – drainage first, then work on the ground itself
5. Warm up area (this could be included in a Winter Works budget and therefore done before or alongside some of the above work)

R Reyner enquired to why the trophy cabinet for the replica Claret Cup cost £7,300 plus VAT. He was advised that it is fitted with security, lighting and cleaning systems inbuilt into the cabinet.

#### **7. Tournament Business**

There was no business.

#### **8. PR Business**

There was no business.

#### **9. Season Ticket Business**

##### **(a) Approval of Minutes of Meeting of the Season Ticket Sub-Committee of Monday 20<sup>th</sup> February 2012**

Approved: W Thompson

Seconded: P Sawers

##### **(b) Matters Arising Therefrom**

W Thompson suggested that an information set be compiled to give to all directors when they join CGLMC Ltd as he has been asked questions by members that he cannot answer and feels he should be able to. R Reyner advised that there is the Season Ticket Guide which W Thompson should refer to, which is available online and things such as waiting list figures etc are given to Club Secretaries at the start of each financial year. W Thompson then suggested that Directors be given an induction where they are given this information and this was agreed.

## **10. Golf Services Managers Report**

C McLeod advised that his report gives more information of the PGA tradeshow which he attended a few weeks ago. An advert of Carnoustie will be airing on the Golf Channel.

The World Hickory Open will be held on the Burnside course and Monifieth course on 8<sup>th</sup> and 9<sup>th</sup> October 2012. CGLMC Ltd will get media coverage of the event.

C McLeod advised that the greenfee sales are starting to level out after a 'boom' in sales at the start of the year. They are still ahead of last year but not by a huge amount. This is not just happening at Carnoustie, and the figures are in line with the rest of the industry.

## **11. General Managers Report**

G Duncan advised the committee that the Queens Diamond Jubilee holiday is on Tuesday 5<sup>th</sup> June.

The directors agreed

- (i) to grant an extra day holiday for the Queens Diamond Jubilee which will be added to the annual holiday entitlement for the staff.

The directors discussed the legal opinion received with regard to the 3<sup>rd</sup> hole Burnside and the letter from Angus Council Environmental Health. After discussion, the directors agreed:-

- (i) to erect a number of warning signs at appropriate locations beside the third hole Burnside asking the golfers to exercise care due to the proximity of the residential area.
- (ii) to conduct an independent risk assessment of the golf courses which will include the 3<sup>rd</sup> hole Burnside. This assessment will be undertaken by Douglas Shearer of Elmwood College who is a recognised Health & Safety expert within the Scottish Golfing Industry.
- (iii) Request a ball flight analysis from the Professional Golfers Association which will indicate the safest position of the tee and green at the third hole Burnside.

Angus Council have approved the details of the Charitable Status application and therefore approval can be applied for whenever the directors agree.

The committee agreed

- (i) to apply for Charitable Status under the terms and conditions approved by Angus Council

G Duncan advised that he thinks Oxford Hotels and Inns have finally reached a legal agreement over the Coffee Shop. He hopes that the papers will be signed this week, if that is the case, the Starter Box can be demolished immediately and the area would be presentable by the start of the playing season. G Duncan is to check the quotes that have been received to demolish the Starter Box.

The directors agreed

(i) to demolish the existing starter's box as soon as practical.

The Imlay Bridge will officially be opened on 12<sup>th</sup> March, and all committee members are welcome to attend, Mr Imlay will be there to open it.

G Duncan has been in touch with C Mathew and K Imrie with regards to the opening of the Golf Centre. More information will be given out to directors in due course.

## **12. Links Superintendent's Retiral**

P Sawers went over a list of items, all of which were approved. C Yule is to provide information on one item prior to a final decision.

There being no other competent business, the meeting was then closed at 2015 hours.

KS