

**Minutes of the Carnoustie Golf Links Management Committee Meeting held in the
Greenkeeping Sheds on Monday 5th November 2012**

Present: G Wilson (Chairman), P Sawers (Vice-chairman), L Gordon, J Gilbert, W Thompson, C Yule, G Murray, R Reyner, S Brown, G Paton, B Boyd, J McLeish, A McCartney.

In Attendance: G Duncan (General Manager), C McLeod (Golf Services Manager), A Reid (Links Superintendent).

Meeting began 1900 hours.

Apologies

H Oswald.

G Wilson advised that there was no replacement for D Valentine yet. P Sawers will take over his duties as PR Convenor until the elections in January.

1. Any Additional Agenda Items

G Wilson asked to add the 1st tee of the Championship course onto the agenda for discussion as it is mentioned in both the Greens and Finance minutes. This will be added as item 2(a).

B Boyd remarks. This will be added as item 15.

2. Declarations of Interest

There were none.

2 (a) 1st Tee Championship Course – G Wilson

This item was originally agreed at the Major Projects committee meeting.

The cost of the original plans are now 25% higher than originally quoted.

G Wilson briefed the committee on the proposed changes to the original plans. He advised that the R&A prefer the new plans and the cost would be much lower. (The increased price of the original plans is not budgeted for and is not available in the Winter Works budget).

G Wilson advised the committee of the options. He advised that the directors they can agree to go ahead with the original plans, they can have the Tee Head Starters box in the back left corner of the hotel or there can be no Tee Head Starter box.

It was suggested that a portable box be looked into, so it can be moved during major tournaments to make room for grandstands.

It was advised that any changes to the plans would need to be approved by Angus Council.

The Tee Head Starter will only use this building between greeting guests and to keep any paperwork.

After further discussions, the committee agreed that D Wren of Project Management Scotland should provide some visuals for the proposed plans. The greenkeeping staff can get on with turfing that area at the moment. Permanent and portable huts will be looked into. Any portable hut would have to be substantial but with the facility to move every few years for major tournaments.

A Reid advised that a gradual slope would be turfed up to the tarmac, and there will be no steps or steep ramps.

A McCartney enquired to whether any drainage would be included. A Reid advised that he will be putting new drainage in this area.

D Wren will be asked to produce visuals with a hut in both red brick and stone.

Any visuals received before the next meeting will be emailed out to the committee.

3. Approval of Minutes of the CGLMC Limited Meeting of Monday 15th October 2012

Approved: P Sawers

Seconded: L Gordon

(a) Matters Arising Therefrom

There were none.

4. Greens Business

(a) Approval of Minutes of the Greens Meeting of Monday 22nd October 2012

Amendment: Item 3, Championship Course, J Gilbert asked A Reid to check with Bob Taylor that the blanket cutting was environmentally friendly.

A Reid advised that the 'weed wipe' had been used twice (not a few times). It was agreed that it should be used more often.

AOCB, It was agreed that the same procedure as last year would be used for the temporary greens. Any slippery areas will be identified and gritted / sanded to make safer.

Approved: A McCartney

Seconded: L Gordon

(b) Matters Arising Therefrom

J Gilbert proposed that A Reid only attend Full committee meetings twice per year, or if he is requested / would like to attend. He should attend the first and last meetings of the main playing season. The directors agreed.

In regards to the minute, R Reyner enquired to whether a driving range has been proposed in a different location. J Gilbert advised that there has only been informal discussion and, if any proposals ever did emerge, they would be brought in front of the directors in the normal manner.

5. Finance Business

Approval of Minutes of the Finance Meeting of Monday 29th October 2012

Approved: W Thompson

Seconded: J McLeish

(b) Matters Arising therefrom

There were no matters.

6. Pro Shop Business

G Wilson advised that this item was meant to be discussed at the last Pro Shop committee meeting that he chaired, but it was overlooked.

G Wilson advised that it was proposed by C Yule that CGLMC Ltd should not purchase goodie bags this year as many people keep the contents and throw the bag away. There are many courses that have stopped giving out the bags as they have also found the bags are being binned.

Instead, it was proposed that players are offered what they really want, which is to help themselves to some tees, and be given a scorecard and course guide.

The directors agreed:

- i) that visiting golfers be given tees, scorecard and course guides, but no bag in 2013/14.

7. Major Projects

There was no business

8. Tournament Business

A McArtney advised of a Tournament committee meeting for 26th November at 7.00pm in the CGLMC Ltd Office.

9. PR Business

There was no business

10. Season Ticket Business

There was no business. A meeting will be held before the start of the new season.

11. Golf Services Managers Report

C McLeod advised that the bookings are looking encouraging for 2013. They are ahead of this time last year and last year was a good year for bookings.

A cruise ship company that C McLeod has liaised with in the past is sending over 184 golfers, meaning an income of £27,000 over 3 days. This is one of the top 10 bookings for the year.

In regards to online bookings, CGLMC Ltd have taken more online booking this year than ever before. There have been many bookings made outside of the opening hours of the office. 30% of the online bookings were made by people in USA.

Carnoustie was nominated for one award at the Golf Tourism Awards this year but failed to win (the award was taken by St Andrews Links). C McLeod advised that this was a good evening and a good opportunity for networking. A McArtney thanked C McLeod for all of his hard work on the night, and it was good to see the relationships that C McLeod has with the tour operators.

C McLeod advised that he is attending a trade show next week with 40 pre-scheduled appointments over 3 days. This is a worldwide event. C McLeod is to co-host a Scottish evening during the event.

12. General Managers Report

G Duncan explained a new system to deal with the starters duties over the winter. He advised that normally, seasonal staff are taken on a temporary contract and work in rotation with the 3 permanent starters. This winter it is proposed that the Pro-Shop staff take on the duties of the temporary starters, and no temporary starters be employed.

J Gilbert asked who would carry out the ballots. He was advised that the Pro-Shop staff would be expected to do this, but a close eye would be kept on the process and if any problems arise, the

Burnside starter will take this on. W Thompson advised that back-up staff would need to be looked into, if there is anyone taken ill etc.

G Wilson advised that, if changes were to be considered during the summer months, these would need to be brought before the directors.

G Duncan advised the committee that the performance indicators had been issued for September – October. This information will be built up in the coming months / years and the categories will expand in due course. In regards to complaints, only written / emailed complaints will be acknowledged in these reports. W Thomson suggested that the banding system should be looked at closer as perhaps the red and amber bandings are quite rigorous at the moment.

G Duncan welcomed any feedback and advised that further information can be given to anyone who requires it.

J Gilbert enquired to what types of course categories would be included. G Duncan advised that A Reid is currently identifying ways in which to measure the course. A Reid is to forward a copy of his suggestions to J Gilbert.

The Charitable Status report was approved by Angus Council. It now means that CGLMC Ltd should be able to progress with the application. A meeting will take place with solicitors this week to move matters forward.

Mats are now in place on all courses from Nov 5. CGLMC Ltd only require mats to be used on fairways, but there is no problem if golfers wish to use them on other parts of the course.

13. Companies House Matters

A new director of Angus Council will be appointed in due course.

14. Health and Safety Matters

There was no business.

15. B Boyd Remarks

B Boyd advised the committee that the Community Planners for Carnoustie are meeting on Wednesday 28th November at Woodlands Primary School. He advised that, as CGLMC Ltd are one of the largest employers in the town, a representative from the board of directors would be very welcome.

There being no other competent business, the meeting was then closed at 1955 hours.