

Minutes of the CGLMC Ltd Full Meeting held in the Greenkeeping Sheds on Monday 12th October 2015.

Present: P Sawers (Chairman), G Murray, J Gilbert, A McKeown, L Gordon, G Paton, J McLeish, A McArtney, W Bowles, H Oswald, A McColgan, I Frier

In Attendance: A Reid (Links Superintendent)

Meeting began at 1858 hours.

1. Apologies

W Thompson, C Yule, R Gillespie

2. Any Additional Agenda Items

P Sawers said she would give an update on the meeting held with the R&A regarding parking and also details about an incident that happened within Carnoustie Golf Links today.

3. Declarations of Interest

There were none.

4. Car Parking for Seniors and Open Championships

P Sawers explained that a meeting had taken place with the R&A to discuss looking at areas around Carnoustie for car parking for the Seniors Open in 2016 and The Open in 2018.

P Sawers said that she declared a conflict of interest in relation to one of the proposed options when the discussions took place. She also indicated that she would not take part in any commercial discussions with the R&A should a particular option be selected.

5. Fraudulent Incident

P Sawers said that a fraudulent incident had taken place today at Carnoustie Golf Links. She also informed the Trustees of the figure and that the Police, the bank and insurance

company had been informed. P Sawers explained that she would keep the Trustees up to date as things progressed.

6. Approval of Minutes of the CGLMC Ltd Full Meeting of Monday 14th September 2015

Amendment: Pg 108 Feasibility Study

Insert the following after the first paragraph:

J Gilbert and A McArtney said that they did not approve of paying the professional fees.

The wording "The Trustees approved that" should read "The other Trustees approved that".

Approved: G Murray

Seconded: A McKeown

a) Matters Arising Therefrom

Tea Hut

A McArtney said that the Tea Hut had been selling chocolate bars individually which were clearly part of a multipack. He asked that this be investigated.

Scorecards

P Sawers said that C Yule will give an update on the scorecards when he returns from holiday.

7. Greens Business

a) Approval of Minutes of the Greens Meeting on Monday 21st September 2015

Approved: L Gordon

Seconded: G Paton

b) Matters Arising Therefrom

Winter Works

J Gilbert asked for approval for the winter works described.

The Trustees approved that:-

- i) The winter works are carried out as described on Pg 114 and 115 of the Greens Minutes.

Winter Course Closures

J Gilbert asked for approval of the winter course closures as described.

The Trustees approved that:-

- i) The winter course closures take place as described on Pg 115 and 116 of the Greens Minutes.

8. Finance Business

G Murray said there was no finance business but that a meeting will be held on the 26th October.

9. Pro Shop Business

I Frier said that he will be holding a meeting with the Carnoustie Golf Shop on Friday 23rd October to have further discussions and to put together a full proposal with regard to Custom Fit. I Frier said that a Pro Shop sub-committee meeting will be held in early November.

10. Major Projects Business

Proposed Golf Centre Development

P Sawers said that a meeting had been held with the company CDLH regarding the feasibility study. This was attended by W Thompson, G Murray, G Duncan and P Sawers.

P Sawers said that a workshop had taken place with Maria Francké to discuss the framework for the options appraisal as per guidance set out in the "Green Book". This was attended by W Thompson, G Murray, A McKeown and G Duncan. P Sawers said she did not attend due to illness but she would be attending the second workshop along with the others. A McKeown explained that the "Green Book" is a Treasury code of practice. A McKeown said that this book is followed by Angus Council when he is dealing with significantly larger but no less important projects. A McKeown explained that he was very happy with what Maria and the rest of the group had come up with.

P Sawers explained that G Duncan had issued the questions and answers gathered from the feedback from meetings.

P Sawers said that Maria Francké had collated all the feedback and produced a newsletter which will be sent out to anyone that we engaged with and had requested to be kept up to date with the project. This will be discussed prior to release to interested parties.

P Sawers said that G Murray had attended a meeting with Hardies (Project Management) who introduced an independent architect who has been tasked with validating the initial costing for inclusion in the Business Case.

P Sawers explained that there was still quite a bit of work to be completed in preparation of the full Business Case. The timescale for the presentation to the Trustees will more realistically be December rather than November.

J Gilbert asked if a meeting had been held with the Carnoustie Golf Hotel in relation to the Golf Centre development. P Sawers said that Richard Stiff, as Chief Executive of Angus Council and Head of Economic development in Angus, had been in touch with Bespoke Hotels over the last few years in relation to future upgrade to the hotel. He requested A McKeown, G Duncan and herself to take Haydn Fentum, MD for Bespoke, out on the course as he had never played here. J Gilbert asked if the extension was discussed. P Sawers said that various things had been discussed. J Gilbert said that Haydn Fentum had put a letter of support into Angus Council 5 days after the delegation had golfed with him. A McKeown said that there were lots of areas discussed such as future partnership avenues between Angus Council and Carnoustie Golf Hotel for example, the V&A, Dragon Quest and the build up to the Open. P Sawers said that the hotel have always been very supportive of the development since the first meeting with Gordon McIntosh. W Bowles asked if the level of capital investment going into the hotel had been discussed, as he had heard that there was capital funding of £4million. P Sawers said that Mr Fentum did not mention the amount of Capital Funding however did explain that 20 bedrooms were in the process of being upgraded and that the rest will be upgraded in stages up to 2018. She said they would be knocking the bar through to the old Pro Shop area and upgrading the foyer from November 2015. The dining room and the outside of the hotel would be a phased upgrade in 2016 and 2017.

J Gilbert asked if his suggestion of extending 20 Links Parade had been looked into. P Sawers said that this and other options had been discussed. I Frier suggested that maybe this had been discussed at a Major Projects meeting rather than a full meeting. A McKeown said that these discussions need to be formalised and minuted as it sometimes seems that people put comments forward as a general discussion rather than a proposal or motion. H Oswald suggested that Trustees make a formal proposal and have it seconded to make sure that any request is formally carried forward. A McColgan said that feedback from the Dalhousie meeting was that they were frustrated that there wasn't more from the fundamental

discussions. They wanted to see what options were discussed and why they were discounted. P Sawers explained that at the Major Projects meeting in March 2014 discussions were held as to how the business could enhance the customer experience delivered by the Links and within the control of Carnoustie Golf Links. At that meeting a number of options were discussed namely an extension to 20 Links Parade, the purchase of the Glen Coe site, and the extension to the Golf Centre. After discussion and review of the options the recommendation to enhance the customer experience through further development of the Golf Centre was approved at the full meeting in April 2014. A McColgan said that the Dalhousie have gone through all the minutes and these options are not listed. He also said that he has explained to the Dalhousie that it is not something that can be done now and that the Trustees were comfortable with the decision and it will not be revisited. A McKeown said that at the Major Projects meeting significant options were discussed and the pro's and con's measured against each option. G Paton said that although not minuted after discussing a number of alternatives the recommendation was approved by the Board. A McKeown suggested a retrospective paper of options be brought to the next meeting.

P Sawers proposed that Trustees should submit further options in relation to the Golf Centre development prior to the next workshop on 23rd October.

A McArtney said that the newsletter that was sent out to the Trustees had mentioned the Carnoustie Golf Club and the Caledonia Golf Club but there was no mention of the New Taymouth, Dalhousie, Mercantile or Ladies Golf Clubs. P Sawers said that it was a general collection of feedback from Maria Francké and the Trustees had viewed it first but it had not been sent out to the public yet. She said this will be discussed at the next workshop.

J Gilbert asked again why his suggestion of extending the offices at 20 Links Parade had not been looked into thoroughly. A McKeown said that at the time the flat above had put in planning to extend and CGLMC Ltd were putting in an objection.

J McLeish said that one of the objectives of the Golf Centre development was to centralise office staff.

11. Tournament Business

A McArtney said there was nothing to report but a meeting would be held in November.

12. PR Business

There was nothing to report.

13. Season Ticket Business

There was nothing to report.

14. Environment Business

There was nothing to report.

15. Charitable Applications Business

H Oswald said that there would be a meeting held on the 26th October after the Finance meeting and the applications that had been received would be discussed then.

W Bowles asked if the sub-committee could possibly consider providing funds for larger Community Projects rather than the smaller amounts that are already being funded through the "Our Carnoustie" charity fund. He said that instead of donating it all at one go, funds could be set aside for larger projects. H Oswald said that she didn't disagree with W Bowles but as this was the first set of applications there would be no changes at the moment. She said the principle of this would be looked at by the Charitable Sub-Committee.

16. General Manager Report

Carnoustie Golf Partnership

P Sawers explained that the Carnoustie Golf Partnership had been written to inviting them to bring some options to the table but they had declined.

J Gilbert said that he had talked to the Chairperson of CGP that day and he had commented the Links were not following the "Green Book". A McKeown said that this was being included in the workshops. He also said that everything is transparent and that they should write in and ask for what they want. P Sawers said that some of the Golf Clubs have already asked for various options to be looked at.

After a discussion regarding the "Green Book" the Trustees agreed to:-

- i) Have an expert give a briefing on the "Green Book" to the Trustees.
- ii) G Duncan to collate all the requests from the Golf Clubs and bring back to the Trustees.

A McKeown wanted it known that Angus Council had not reached any decision in respect of the planning application which will go through due process. A McKeown assured the board that he was not involved in any planning decision. He reiterated that he was a link to Angus Council but as a Trustee his duty was to CGLMC Ltd. H Oswald said that herself and W Bowles would have an interest to declare during the Angus Council planning decision, however this is a matter for them to decide in due course.

Letter from Angus Council Legal Department

P Sawers explained that a letter had been received from Angus Council Legal Department and that Jack Robertson from Thorntons had replied. G Murray asked about the declaration of interest point. P Sawers said that Jack had answered this point but she wanted to propose that a “declaration of interest” is included on all the sub-committee agendas. G Murray seconded the proposal.

The Trustees agreed that:-

- i) “Declaration of Interest” would be on the agenda for every sub-committee meeting.

Living Wage

P Sawers explained that CGLMC Ltd had been awarded an accreditation for being a living wage employer and that the Links are the first Golf organisation to be awarded this. H Oswald said that she was delighted that the suggestion to pay the living wage had been universally agreed by the Trustees. W Bowles asked about the differential between the other staff members when this was brought in. P Sawers said that she believed it was only a handful of people that had been affected but this would be confirmed at the next meeting. A McKeown confirmed that the method of implementing the living wage increase was discussed with Angus Council and the same methodology followed.

Coffee Shop

P Sawers said that G Duncan would be having discussions with Ian Cooke before the start of next season.

Peter Dawson

P Sawers said that Peter Dawson from the R&A had written to thank the Trustees for their thoughtful gift to mark his retirement.

17. Golf Service Manager Report

Angus County Requests

P Sawers said that Angus County had requested tee times in 2016.

The Trustees agreed that:-

i) Angus County could have 4 tee times on Sunday 6th March 2016 and that C McLeod should advise them that they will be playing from mats.

ii) Angus County could have 2 hrs 30 mins of tee times on Sun 8th May 2016 from 2pm onwards.

No charge would be made for these times.

18. Companies House Matters

There were none.

19. Health & Safety Report

There were no matters to report.

There being no other business the meeting closed at 1953 hours.