

**Minutes of the CGLMC Ltd Full Meeting held in the Greenkeeping Sheds on Monday 7<sup>th</sup> December 2015.**

**Present:** P Sawers (Chairman), G Murray, J McLeish, C Yule, L Gordon, A McKeown, T Healey, J Gilbert, W Bowles, A McArtney, I Frier, G Paton

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

Meeting began at 1900 hours.

**1. Apologies**

H Oswald, A McColgan

**a) Any Additional Agenda Items**

P Sawers said she would make a statement on recent resignations from, and appointments to, the board of Trustees.

**b) Declarations of Interest**

J Gilbert declared an interest in item number 14, General Managers Report, as he was employed as a caddie.

I Frier declared an interest in item number 14, General Managers Report, as he was employed as a caddie.

A McArtney declared an interest in item number 14, General Managers Report, as he was employed as a caddie.

J McLeish declared an interest in item number 15, Golf Services Managers Report, as he was appointed by the New Taymouth Golf Club.

A McArtney declared an interest in item number 15, Golf Services Managers Report, as he was appointed by the New Taymouth Golf Club.

## **2. Trustee Appointment and Resignations**

P Sawers advised the Trustees that R Gillespie has resigned as a Trustee. She thanked him for his contribution during his relatively short period as a Trustee and she wished him well for the future.

P Sawers also advised that she had received correspondence over the weekend from W Thompson who had indicated that he wished to resign as a Trustee with immediate effect. She said that she had worked closely with him for the last 2 years and that he had made a huge personal contribution to Carnoustie Golf Links. P Sawers said that W Thompson was one of the hardest working Trustees and had helped to move the organisation forward. She said she wanted to thank him and wish him well for the future.

P Sawers introduced T Healey as the new Trustee appointed by the Caledonia Golf Club and welcomed him to the board.

## **3. Report on Combination Tickets**

It was agreed to cover this in item number 15, Golf Service Managers Report.

## **4. Approval of Minutes of the CGLMC Ltd Meeting of Monday 9<sup>th</sup> November 2015**

### Amendments:

#### Pg 136 - Line 2

Should read Simon Alliss rather than Simon Ellis.

#### Pg 138 Bonus

After awarded to all staff, add the following wording, "who are in employment on the payment date of 28<sup>th</sup> November 2015".

Approved: G Murray

Seconded: C Yule

## **a) Matters Arising Therefrom**

### Major Projects

G Paton confirmed that the planning conditions meant the building shall be restricted to the uses identified, and any additional uses would require additional planning permission.

## **5. Greens Business**

### **a) Approval of Minutes of Greens Meeting of Monday 16<sup>th</sup> November 2015**

Approved: A McCartney

Seconded: L Gordon

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

#### Open Championship 2018

J Gilbert said the sub-committee proposed that with regard to course changes, the only changes to be considered were those requested by the R&A.

The Trustees agreed that:-

- i) only R&A requests for Championship course changes would be considered.

#### Practice Ground

J Gilbert explained the practice tee would be on the west side of the burn, the 18<sup>th</sup> green of the Buddon Links would be enlarged and a new bunker built on the front left of the green.

The Trustees agreed to:-

- i) implement the changes as described above.

## **6. Finance Business**

There was none.

## **7. Pro Shop Business**

I Frier gave a brief update on the agreement with the Carnoustie Golf Shop. He said it appeared that matters were close to being resolved in a way that would be satisfactory to both parties. However he was waiting on the Carnoustie Golf Shop coming back with more details on how the process would work, and he would report on this at the next meeting.

## **8. Major Projects Business**

### **a) Approval of Minutes of Major Projects meeting on Monday 23<sup>rd</sup> November 2015**

Amendment: Pg 150

Second last paragraph, the sentence beginning with “J Gilbert asked” should now read “J Gilbert asked, now that the cost estimate was sitting at £4.5 million to £5 million,” and the sentence continues as before.

Approved: G Murray

Seconded: A McKeown

## **b) Matters Arising Therefrom**

### Project Management

P Sawers said that the sub-committee had recommended engaging with Christies and other professionals as required to deliver the following.

- a) Validate the building costs for the original option.
- b) Deliver the feasibility, financial analysis and cash flow analysis.
- c) Full construction fit out costs.
- d) Lead discussion regarding the next 2 options. (options 3 and 4)

W Bowles asked what the cost would be for this work. G Duncan said this was unknown as the Quantity Surveyor would be the largest cost and his fees would depend on the design that was selected and any changes to the design.

The Trustees agreed that:-

- i) Christies be appointed to carry out the work as described above.
- ii) Christies be asked to provide an estimate for the above and for this to be supplied to the Finance Convenor for approval.

### Project Dates

W Bowles said it was important to organise decision dates now in order that if the project was approved, construction timescales would be met. P Sawers said that a separate decision meeting would be required for the full board and it was agreed that this would take place on Monday 21<sup>st</sup> March 2016. W Bowles said it was important that all the relevant paperwork including costs, feasibility studies and business plans be supplied to the Trustees in good time prior to the meeting. P Sawers confirmed that this would be done.

### Options

I Frier asked for further details on the options that were being investigated. He asked whether the work being done on the Carnoustie Golf Hotel to increase the size of their restaurant and bar area would form part of the business assessment. He said he was concerned that the improved restaurant and bar area in the Hotel, combined with the Golf

Centre extension, would result in over capacity and turn the Golf Centre extension into a white elephant.

P Sawers said that she had detailed discussions with senior management of the Carnoustie Golf Hotel and they were extremely supportive and saw the Golf Centre extension as a valuable addition to the overall offering in the area. P Sawers said that at the moment it was only the bar being extended, and when the hotel was full they did not have capacity to serve all their guests.

W Bowles said he shared I Frier's concerns about over capacity and he was also concerned about any possible impact on the Carnoustie and Caledonia Golf Clubs. C Yule said that he thought the Golf Centre would provide facilities for golfers who currently do not remain in the area after their round. Therefore he would see this being new customer income rather than existing income.

A McCartney asked if the proposed changes to the rugby club did take place, these would be covered in the business plan. G Duncan said we will be putting in as much detail as possible, but we can only work with information that we know about.

J Gilbert requested he be provided with a copy of the CDLH feasibility study. P Sawers said it was only a draft but a copy would be provided to him.

#### Car Park

P Sawers advised C Yule that the option for an additional car park had been added to the option list.

#### Driving Range

J Gilbert asked that suitable professional help be engaged to progress the driving range project.

The Trustees approved that:-

- i) Suitable professional help be engaged to progress the driving range project.

### **9. Tournament Business**

#### **a) Approval of Minutes of Tournament Meeting on Monday 16<sup>th</sup> November 2015**

Approved: G Paton

Seconded: J Gilbert

**b) Matters Arising Therefrom**

A McCartney asked for approval for the following items.

Ladies Links Rosebowl

All match play rounds to be played on the Championship course.

Gary Player Salver

The lower handicap players to play from the white tees on the Buddon Links. The higher handicap players to play off of the yellow tees on the Burnside.

Craws Nest Tassie

Maulesbank rounds from last 16 onwards to be played on the Championship course.

Craws Nest Tassie to continue on the Buddon Links for the next 3 years 2016-2018 inclusive.

Craws Nest Tassie entry fee to increase by £5 for 2016.

A suitable gazebo be erected on the Buddon Links for Tee Head Starter protection.

The Trustees agreed to approve all the items as described above.

**10. PR Business**

L Gordon said that the successful applicants for charitable grants would receive their cheques at a small ceremony on the 8<sup>th</sup> December 2015.

**11. Season Ticket Business**

There was none.

**12. Environment Business**

**a) Approval of Minutes of Environment Meeting on Friday 27<sup>th</sup> November 2015**

Amendments: Pg154 - GEO Re-Validation

After the last sentence ending "N Cunningham" should read "N Cunningham, who would compile a detailed database of all environmental reports.

Pg 154 – Operation Pollinator

In the last sentence enter the word "flower" between "wild" and "seed".

Approved: I Frier

Seconded: P Sawers

### **13. Charitable Applications Business**

#### **a) Approval of Minutes of Charitable Applications Meeting on Monday 2<sup>nd</sup> November 2015.**

Approved: J McLeish

Seconded: I Frier

### **14. General Managers Report**

#### **Scheme of Delegation**

G Duncan explained that the scheme of delegation required by Angus Council was in the process of being prepared by the consultant Lorna McGregor. He further explained that Lorna McGregor would be setting up workshops for the Trustees, to work with them on how the scheme of delegation would affect the overall governance of the organisation and how the output from the trustee workshops would form the basis for the final proposals, which would come before the board.

#### **Junior Golf**

G Duncan said that the end of the year update had been sent to the R&A and they had approved the annual payment.

#### **Car Damage**

The matter has now been settled by our insurers.

#### **Caddie Master**

G Duncan explained the situation with regard to the Caddie Master position. The Trustees asked that a detailed report on the preferred option, including a financial breakdown, be presented in due course for approval.

#### **Bag Store**

G Duncan explained that a request had been received from one of the constituent clubs, that they be allowed the use of the golf bag and storage area in the Carnoustie Hotel. G Duncan explained that this area was part of the overall space for which CGLMC Ltd paid an annual rental to the Carnoustie Hotel. However he explained that the area was not being used at present by Carnoustie Golf Links.

The Trustees approved in principle:-

i) that the area could be allocated to the constituent club for their use. However they asked that a detailed breakdown be provided for the annual rental and also confirmation that CGLMC Ltd would be permitted to sub-let this area to the constituent club.

### **15. Golf Services Managers Report**

#### **Hotel Agreement**

C McLeod provided information for the Trustees on the temporary agreement with the hotel. He said that this had brought in more income in 2016.

#### **Combination Ticket Report**

After a short discussion it was agreed that this matter should be referred to a small sub-committee for consideration.

J Gilbert, J McLeish and C Yule said they would be prepared to serve on this sub-committee. T Healey said that C Sinclair and A Reid should be involved in the discussions on this matter.

### **16. Companies House Matters**

G Duncan reported that R Gillespie and W Thompson has resigned as Trustees and T Healey was appointed as a Trustee.

### **17. Health and Safety**

There was nothing to report.

There being no other business the meeting closed at 2030 hours.