

**Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday
10th October 2016**

Present: P Sawers (Chairman), I Frier, A McArtney, J McLeish, L Gordon
J Gilbert, G Paton, G Murray, A McColgan, A McKeown, T Healey, I Gaul,

In Attendance: G Duncan (General Manager), A Reid (Links Superintendent)

The meeting began at 1905 hours

1. **Apologies:** H Oswald, C Yule

a) Any Additional Agenda Items

i) A McArtney enquired about the rumour that goods were taken from the mannequins outside the Pro Shop during the Dunhill. G Duncan said he will find out. P Sawers said that A McArtney can contact G Duncan anytime via telephone if he has any inquiry that can be dealt with prior to a meeting.

ii) P Sawers informed the Board that there has been letter of resignation submitted from A Mackenzie. G Duncan stated that the Carnoustie Club will elect the new Trustee at their half yearly meeting due to be held on the 17th November.

b) Declarations of Interest

I Frier, A McArtney and J Gilbert declared an interest with regard to any matters relating to Caddying or the Caddie Master.

2. Approval of Minutes of the CGLMC Meeting of Monday 12th September 2016

Approved: A McKeown

Seconded: G Murray

a) Matters Arising Therefrom

P Sawers asked if the meetings that the Golf Services Manager was to have with Club Match Secretaries had taken place. G Murray and G Paton confirmed that meetings have been held.

3. Greens Business

a) Approval of Minutes of the Greens Meeting of 8th August 2016

Amendments

Under section 6. Winter Works. Burnside the following sentence should be added.
A proposal for the 8th and 14th Burnside would be submitted to the next Greens meeting, with the intention of work taking place during the agreed winter works.

Approved: L Gordon

Seconded: I Frier

b) Matters Arising Therefrom

J Gilbert said that K Stott and A Reid plan to have the area of the 14th Burnside in play and tidy by 1st June 2017. A Reid explained that sand dunes would be reinstated in due course, but that the R&A now wanted to lift the 18th green Buddon Links so that would have to take priority.

A McCartney asked if the paint markings on the 16th Burnside were the outline of the new tee. J Gilbert replied that this was the case.

4. Finance Business.

a) Approval of Minutes of the Finance Meeting of 26th September 2016

Amendments

In section 5. Staff Bonus the sentence stating "T Healey said he did not support this recommendation" should be removed, as this was not the case.

Approved: T Healey

Seconded: P Sawers

Matters Arising

T Healey said he was concerned about the proposed Winter Works budget, and that A Reid should have to work with the original winter works figure. J Gilbert explained that, in the past, the winter works budget was always 100k, but, with prudent management, A Reid has reduced that figure to 50k and has often come in well below that figure. He said that A Reid thought it prudent to do the bridgework on the 10th hole Championship as this was a flood risk area which could impact on the 2018 Open. He also suggested that the cost for the bridge could come out the Environmental budget. J Gilbert explained that, when drawing up

the budget, A Reid had not been aware of the R&A request to lift the 18th Green Buddon Links, or the amount of work involved with the Golf Centre extension.

P Sawers asked for it to be confirmed if the cost for bridge could come out of Capital.

I Gaul asked if A Reid had leeway with the 50k and the power to be flexible using different budgets. J Gilbert said this was the case if required. A McKeown said that, in many cases, budgets were exceeded and that the preparation of budgets needed to be much more precise.

The Trustees approved that:-

- i) The Winter Works budget, as presented by A Reid to the Greens Sub-committee be approved.

A McCartney said that the proposed bonus should not be a percentage, but a fixed amount, as a percentage unfairly discriminated against the lower paid workers.

J Gilbert said that all matters relating to bonus payments would now be dealt with by the Reward and Remuneration Committee. However, it was too late for this year and therefore the bonus recommendation had been proposed by the Finance Sub-committee.

The Trustees approved that:-

- ii) A bonus of 2% would be paid to all eligible employees with the November salary.

Regarding the increase in price of the season ticket G Paton felt that the increase was not equal and asked if it had been adjusted for direct debit payments. G Duncan said this was the case.

The Trustees approved that:-

- i) Season Tickets prices for 2017/18 would increase by 3% in line with the business plan, and with adjustments for Direct Debit payments.

5. Remuneration and Reward Business

Approved: I Frier

Seconded: G Murray

Matters Arising

P Sawers said that G Duncan has submitted his retirement proposals, which will mean he will retire on November 30, 2017. He has also advised that he will be prepared to continue as Secretary of the Open Championship Committee following his retirement, until the conclusion of the 2018 Open. She said it was proposed that there will be a recruitment

panel who would oversee the replacement for the General Manager and it was recommended that it comprised her, A McKeown and T Healey.

The Trustees approved that:-

- i) A recruitment panel consisting of P Sawers, A McKeown and T Healey be set up to deal with all aspects of the recruitment of the replacement for the General Manager. This will include advertising and possible use of a recruitment agency, salary, interviews and selection of the preferred candidate.

A McColgan asked if advice would be taken from an external person. P Sawers said that this would be the case and that she has been in touch with St Andrews Links regarding this.

6. Pro Shop Business

I Frier said that the Head Professional and his team have all necessary plans in place to move to the temporary accommodation. They are also prepared to cope with the situation of the temporary accommodation not being in place when they have to vacate the Golf Centre. G Duncan said we are still awaiting approval for the temporary accommodation but it is ready for submission and will hear within in due course. I Gaul said that provided there are no objections and it doesn't have to go to the Development Standards Committee, it will be a straightforward process. I Frier asked if the position with the public putting green could not have been foreseen. G Duncan said it was not until informal discussions had taken place with the Angus Council Planning Officer that the potential issues with the public putting green had been identified.

J Gilbert raised concerns that a member of the public was working in the Pro Shop with access to the till and asked how this could happen as they were not an employee? G Duncan said that she was not recruited and although she did have access to the till, as soon as this was realised it was stopped and she is no longer there.

J Gilbert also informed the Trustees that a meeter and greeter is now being employed in the Pro Shop. He asked whether there is a procedure that needs to be followed. G Duncan said he would find out the situation. I Frier said he was unaware of this until now.

7. Major Projects Business

P Sawers said there are 6 firms submitting tenders, and these are due to return on 28th October. These are selected by criteria including financial stability, previous project experience and the responses provided on the PQQ. Three local firms were approached. One did not meet the financial requirements and two did not wish to tender.

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G Paton asked how do you tender for a job that has not been agreed. P Sawers explained that the advice was to tender on the plans at present and then amendments would be looked at along with any financial and timescale implications.

A McArtney asked if the toilet provision was adequate and should that not have been looked at beforehand. P Sawers said that it was important for the construction timescales that the tender process began when it did and that toilets can be looked at in due course.

I Frier asked how soon work would commence after 28th October. G Duncan said work would commence at the end of November.

8. Tournament Business

A McArtney explained that a compensation request had been received from the competitor who was disqualified from the Tassie for using his own disability buggy. He said that due to annual leave he has not discussed this yet with the Golf Services Manager.

J McLeish asked about the player who was disqualified for turning up at the wrong tee time. A McArtney said this is dealt with in the Rules of Golf, and, although unfortunate, there is nothing that can be done in these circumstances.

9. PR Business

L Gordon said the information leaflets regarding the Golf Centre development have been printed, and it is intended to enclose a covering letter explaining the position with the temporary accommodation.

L Gordon said that a PR meeting will be held shortly and the recruitment of a member of staff to cover PR will be discussed.

10. Season Ticket

There was none.

11. Environmental

There was none.

12. Charitable Applications Business

G Paton said that the closing date for the next round of applications is 14th October.

A meeting for the Charitable Applications Sub-Committee has been arranged to take place in October, with recommendations to be brought to the November full meeting.

13. General Manager Report

G Duncan thanked the Trustees for the opportunity to take part in the Dunhill.

14. Golf Services

T Healey referred the Trustees to the board report on the Caddie Master position.

He explained that C Yule and he were asked by the Board to investigate the Caddie Master Services and the current contract held by A Roy, the Caddie Master.

T Healey said they had concluded that A Roy should remain self-employed and that Thorntons should draw up a contract with a condition of 12 weeks' notice on either side for termination.

This was the basis of the report. T Healey said he would like to have an amendment to the contract which meant that compensation arrangements for April and October were made the same as that agreed for the months of May to September.

The trustees agreed to this change.

I Gaul asked why the contract, which was substantial, was not put out to tender, and questioned giving a permanent contract to a self-employed person. T Healey explained that the contract is the recommendation from Thorntons, our legal representatives. He explained that his and C Yule's remit to identify the best contract for CGLMC Ltd and A Roy, and that was what they had done.

A McKeown asked how many caddie rounds there were in total each year. T Healey replied between 10-12,000.

T Healey said, if it was approved, he would meet with A Roy and arrange for the contract to be signed.

J McLeish asked if there was anything in the contract if anything happens to A Roy, or is it just for her. T Healey replied that it would just be for A Roy.

A McKeown commented on the fact it is a guaranteed contract for life and asked whether we should consider a review period.

The Trustees approved that:-

- i) a new contract, with the amendments for April and October payments, be offered to A Roy under the terms and conditions described in the report submitted to Trustees.

I Frier, A McArtney and J Gilbert abstained from the discussion and vote.

15. Companies House Matters

There were no issues to report.

16. Health & Safety Report

T Healey said that further meetings will take place from the start of 2017.

There being no other business the meeting closed at 2015 hours.