

**Minutes of the CGLMC Full Meeting Held in the Greenkeeping Sheds on Monday
7th November 2016**

Present: P Sawers (Chairman), C Yule (Vice-Chairman), I Frier, A McArtney, J Gilbert, G Paton, A McColgan, A McKeown, L Gordon

In Attendance: G Duncan (General Manager)

The meeting began at 1905 hours

1. Apologies: T Healey, I Gaul, J McLeish, G Murray

a) Any Additional Agenda Items

P Sawers asked for the Approval of the Extraordinary Meeting held on 10th October 2016 be added to the Agenda.

b) Declarations of Interest

There were none.

P Sawers said that it had been very sad to hear the news that our friend and fellow Trustee Helen Oswald passed away on 13th October 2016. Helen was a member of CGL Board from April 2011. Although not a golfer herself, Helen brought a great deal of knowledge and expertise to the Board and above all common sense and enthusiasm. On top of all Helen's other commitments, she worked tirelessly on behalf of Carnoustie Golf Links and took every opportunity to promote Carnoustie Golf. She had enormous belief in the potential of Carnoustie Golf Links and what that meant to Carnoustie and the wider community of Angus and Scotland.

P Sawers concluded by saying Helen will be a hard act to follow on this Board and her wise counsel will be sorely missed by us all.

2. Approval of the Minutes of the Extraordinary General Meeting held on Monday 10th October 2016

Amendments

G Paton said it should read G Murray wanted to "adopt" rather than "adapt".

Approved: G Paton

Seconded: L Gordon

3. Approval of Minutes of the CGLMC Meeting of Monday 10th October 2016

Amendments

On Pg 110 the following sentence should be added after the sentence ending 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."

Approved: A McKeown

Seconded: I Frier

a) Matters Arising Therefrom

P Sawers asked if G Duncan had checked if we can capitalise for the bridge expense. G Duncan confirmed this would be a capital item.

4. Greens Business

a) Approval of Minutes of the Greens Meeting of 17th October 2016

Amendments

A McArtney said he attended the meeting and could the minutes be amended to include him as an attendee.

Approved: P Sawers

Seconded: L Gordon

b) Matters Arising Therefrom

P Sawers said the GEO Report was excellent and thanks are to be given to A Reid and his Greenkeeping staff.

J Gilbert said that the Action points noted in the minutes will be covered in the next Greens meeting to be held on 14th November 2017.

5. Finance Business.

No business. G Duncan said G Murray will be holding a Finance Committee meeting in November or December.

6. Remuneration and Reward Business

No Matters.

7. Pro Shop Business

No Matters.

8. Major Projects Business

P Sawers said that 6 tenders have been received for the Golf Centre extension and the 3 lowest were very close.

She said that Christies, the Project Managers, were now evaluating the tenders in detail and would present a report to the sub-group of the Major Projects committee appointed as project managers.

P Sawers explained that the tenders were commercially confidential and, as there was considerable local interest, it would not be appropriate to disclose any financial information. A McColgan asked, if the tenders were over the agreed budget, whether the report would come back to the full board.

J Gilbert questioned whether, regardless of the tenders' amount, the full board would require to approve the contract.

G Duncan replied that the full board had delegated authority for all matters relating to the Golf Centre extension to the sub-group of P Sawers, A McKeown, G Murray and T Healey.

Therefore, there would be no requirement to bring anything back to the full board.

However, a full copy of the contract would be supplied to all Trustees.

J Gilbert referred to the overspend on the works carried out to the roads and other infrastructure outside the Golf Centre and asked what protection was in place to ensure this would not happen in this project.

G Duncan said that there would be two quantity surveyors working on the project. One would be working for CGLMC Ltd and one for the Royal Bank. Both quantity surveyors would have to sign off all work prior to it being done and no work not specified in the contract would be allowed.

9. Tournament Business

A McArtney told the Trustees that there were 2 competitions in September. The Seniors Open which was won by A Kennedy, Carnoustie Golf Club and the Tassie which was won by A Fyfe from the Caledonia Club.

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There is a Tournament Sub Committee meeting due to held on Monday 17th November after the Greens Meeting.

10. PR Business

Approval of the Minutes of the PR Meeting of 31st October 2016

Approved: J Gilbert

Seconded: I Frier

Approval was sought by L Gordon to go to the Remuneration & Reward Committee in order to recruit a full-time PR person. It is the intention that this role would focus on the new Golf Centre and the 2018 Open, as well as using social media and making the PR of CGLMC much more proactive. It is the intention that the role would commence at the beginning of 2017 and be a fixed term contract for 2 years.

Following discussion the Trustees approved that:-

- i) CGLMC Ltd should recruit a PR employee on a 2 year fixed term contract, following approval from the Remuneration and Reward Sub-Committee and the Finance Sub-Committee.

11. Season Ticket

There was none.

12. Environmental

There was none but J Gilbert said there will be a meeting before the end of the year.

13. Community Benefits Business

Approval of the Minutes of the Community Benefits Meeting of 26th October 2016

Approved: C Yule

Seconded: P Sawers

G Paton presented the applications list and he said that 2 have not been approved due to them being fixtures of buildings and indirect staff costs.

128.

He requested that he would like approval of a £2500 donation to Marie Curie in memory of Helen Oswald, especially as this was the benefactor of the collection taken at her funeral at the request of her family.

The Trustees agreed that:-

- i) the Benefit Applications would be granted as agreed.
- ii) £2500 would be given to Mr Ed Oswald, in order that he can donate to Marie Curie in memory of his wife Helen.

P Sawers said that since we gained charitable status in November 2014 we have given over £200,000 to local good causes. A McKeown said this should be made more public and that organisations who received grants should be asked if they will agree to publicity.

L Gordon asked if there should be simpler form for smaller amounts. G Paton said that it was suggested that the Sub Committee could approve smaller amounts but no figure has been agreed yet.

G Paton said the letters are all done and ready for the cheque presentation on 17th November. P Sawers asked how this would be made public. L Gordon said via local papers, the website and Twitter.

14. General Manager Report

G Duncan said A Reid is very optimistic about working with Sol Golf on the R&A winter projects, as they have done excellent work with Turnberry.

With regard to N Christie's replacement, G Duncan said that a report will be supplied to the Remuneration and Reward Committee to consider.

15. Golf Services

I Frier asked if any thought or planning had been given to the advance bookings for 2018/19 and beyond, with regards to food and beverage in the new Golf Centre. P Sawers said it would be sensible to consider a package offering golf and refreshments, and discussions would need to take place early in 2017.

16. Companies House Matters

There were no issues to report.

17. Health & Safety Report

There were no issues.

There being no other business the meeting closed at 1946 hours.