

1.

**Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday  
16<sup>th</sup> January 2017**

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

**In Attendance:** G Duncan (General Manager)

The meeting began at 1900 hours

**1. Apologies**

I Gaul, A McColgan.

**a) Any Additional Agenda Items**

P Sawers said she would provide an update on the recruitment of the new Chief Executive.

**b) Declarations of Interest**

There were none.

**2. Chief Executive Position**

P Sawers explained that she and T Healey had met with 5 different agencies and had narrowed it down to 2 recruitment agencies, both of who are a good fit with the organisation and will deliver what is required. T Healey said a fixed fee had been agreed, which would be £12,000, A McArtney said he felt that was a lot of money, and questioned if we couldn't do it ourselves. P Sawers explained that we couldn't, and that the agreed budget was £25-30,000. A McKeown said that it did go to the Reward and Remuneration Committee and had been approved.

**2. Election of Office Bearers 2017**

Chairman: P Sawers

Nominated: C Yule

Seconded: A McKeown

There being no other candidates, P Sawers was duly elected as Chairman for 2017.

2.

Vice Chairman: C Yule

Nominated: P Sawers

Seconded: A McKeown

There being no other candidates, C Yule was duly elected as Vice-Chairman for 2017.

Finance Convenor: G Murray

Nominated: P Sawers

Seconded: I Frier

There being no other candidates, G Murray was duly elected as Finance Convenor for 2017.

Greens Convenor: J Gilbert

Nominated: P Sawers

Seconded: L Gordon

There being no other candidates, J Gilbert was duly elected as Greens Convenor for 2017.

Tournament Convenor: A McArtney

Nominated: A McKeown

Seconded: J McLeish

There being no other candidates, A McArtney was duly elected as Tournament Convenor for 2017.

P R Convenor: L Gordon

Nominated: P Sawers

Seconded: J Gilbert

There being no other candidates, L Gordon was duly elected as PR Convenor for 2017.

Environment Convenor: J Gilbert

Nominated: P Sawers

Seconded: T Healey

There being no other candidates, J Gilbert was duly elected as Environment Convenor for 2017.

Season Ticket Convener: J McLeish

Nominated: P Sawers

Seconded: A McArtney

There being no other candidates, J McLeish was duly elected as Season Ticket Convenor for 2017.

Major Projects Convenor: P Sawers

Nominated: T Healey

Seconded: G Paton

There being no other candidates, P Sawers was duly elected as Major Projects Convenor for 2017.

3.

Disciplinary Convenor: C Yule

Nominated: P Sawers

Seconded: A McKeown

There being no other candidates, C Yule was duly elected as Disciplinary Convenor for 2017.

Pro Shop Convenor: I Frier

Nominated P Sawers

Seconded: L Gordon

There being no other candidates, I Frier was duly elected as Pro Shop Convenor for 2017.

Community Benefits Convenor: G Paton

Nominated: P Sawers

Seconded: I Frier

There being no other candidates, G Paton was duly elected as Community Benefits Convenor for 2017.

Remuneration & Reward Convenor: J Gilbert

Nominated: P Sawers

Seconded: C Yule

There being no other candidates, J Gilbert was duly elected as Remuneration & Reward Convenor for 2017.

Health & Safety Convenor: T Healey

Nominated: P Sawers

Seconded: J Gilbert

There being no other candidates, T Healey was duly elected as Remuneration & Reward Convenor for 2017.

That concluded the Election of Office Bearers for 2017/18. P Sawers welcomed the committee to the first meeting of 2017 and wished everyone a very Happy New Year. She also said she was looking forward to exciting times ahead.

P Sawers welcomed K Fraser, Carnoustie Golf Club to the meeting and said she was looking forward to having his attendance and input at the meetings and workshops.

### **3. Approval of the Minutes of the CGLMC Meeting held on Monday 5<sup>th</sup> December 2016**

#### **Amendments**

**I Frier asked that page 136, item no. 8 be amended to read "I Frier and C Sinclair".**

Approved: G Murray

Seconded: T Healey

4.

**Matters Arising Therefrom:**

P Sawers asked if an update would be sent to all Trustees regarding the golf centre development. G Duncan said regular reports would be received from the project managers and these would be circulated to all Trustees.

**4. Greens Business**

**Approval of Minutes of the Greens Meeting of Monday 12<sup>th</sup> December 2016**

**Amendments**

J Gilbert asked if the word previous can be removed in 2<sup>nd</sup> paragraph of 7. Winter Works Update, page 144 and that on page 145, under Christmas & New Year Closures, Boxing Day should read Christmas Day.

Approved: P Sawers

Seconded: C Yule

**5. Finance Business**

**a) Approval of Minutes of the Finance Meeting of 19<sup>th</sup> December 2016**

Approved: P Sawers

Seconded: C Yule

**b) Matters Arising Therefrom**

G Murray explained that salary upgrades, cost of living increase, bonus awards and other matters relating to staff remuneration were now dealt with by the Remuneration and Reward Committee under the convenorship of J Gilbert. Recommendations would come forward to the Finance committee in the form of a Board Report on Overall Salary Recommendations. The Finance committee would then consider the recommendations for affordability.

G Murray said the recommendations were considered affordable by the Finance Committee and were therefore supported for approval.

A McCartney queried the cost of living increase, which he said did not match inflation. G Murray explained that CPI was used to provide the figure for a cost of living increase.

A McCartney said he would like to propose a 2% cost of living increase, but there was no seconder for this proposal.

5.

The Trustees then approved the cost of living increase, salary upgrades, bonus award, PR employee salary, additional salary for new chief executive post and legislation changes, all as recommended in the Board Report on Overall Salary Recommendations.

A McArtney voiced his concerns that Seasonal staff were not given a bonus.

K Fraser asked if there was a staff salaries policy and whether staff who had been turned down for an award had the right of appeal. G Duncan replied that there was a policy but not a right of appeal. K Fraser asked if he could be sent a copy of the policy.

## **6. Pro Shop Business**

I Frier said there have been 19 applications for the position of Assistant Head Professional and interviews are due to take place in February.

He also said there is a Pro-Shop Committee meeting due to be held in mid-February.

## **7. Remuneration and Reward Business**

P Sawers said J Gilbert has done an exceptional job with the Remuneration and Reward Committee and it has been very beneficial for the Board. G Murray agreed.

### **a) Approval of Minutes of Reward & Remuneration Meeting of Wednesday 16<sup>th</sup> November, and the 1<sup>st</sup> and 13<sup>th</sup> December 2016.**

**Approved:** G Murray

**Seconded:** P Sawers

### **b) Matters arising therefrom**

There were none.

## **8. Major Projects Business**

It was reported that The Royal Bank of Scotland plc (the Bank) had offered to make available to CGLMC Limited (the Company) a loan of £2,950,000 for the activities of the Company on the terms set out in the Loan Agreement in the form now produced, and incorporating the Bank's Base Rate Loan Terms.

6.

After considering all the circumstances and being satisfied that the Loan:

is permitted by the constitution of the Company and  
is for the benefit of the Company

it was resolved that

- the Loan Agreement be approved
- Patricia Sawers and Gordon Murray be authorised to sign the Loan Agreement and any associated documents required by the Bank
- the signatories be kept indemnified out of the assets of the Company in relation to all liabilities incurred by them under the Loan.

### **9. Tournament Business**

A McArtney told the Trustees that applications for The Tassie opened last week and sold out within 3 minutes, with currently 63 on the waiting list. There are 18 who have yet to pay but the entry fees have totalled £62,000 so far. He also said that the Senior Open applications are full.

A McArtney also informed the board that the R&A have introduced a new local rule regarding the accidental hitting of a golf ball on the putting green. He asked if this local rule should be applied to all Carnoustie Golf Links tournaments and this was agreed. P Sawers asked if C McLeod can put this information on the website.

### **10. PR Business**

No matters.

### **11. Season Ticket**

J McLeish said there is a meeting due to take place on 20<sup>th</sup> February, where a report produced by C McLeod will be discussed. J McLeish asked members to please digest the content before the meeting.

7.

## **12. Environmental**

### **a) Approval of Minutes of Environment Meeting of Wednesday 14<sup>th</sup> December 2016**

**Approved:** I Frier

**Seconded:** G Paton

P Sawers asked what TW meant, J Gilbert replied it is how the different compartments of the tree plan are identified.

## **13. Community Benefits Business**

No matters.

## **14. Health & Safety**

T Healey said there is a meeting scheduled for the 15<sup>th</sup> February.

T Healy also raised concerns regarding the paths outside the Pro Centre in bad weather and questioned who is responsible for making them safe. G Duncan replied that it is our responsibility. P Sawers said the Burnside car park also needs to be made safe. G Paton suggested investing in equipment to spread salt, unless there was already something we could use.

T Healey will investigate and come back to the Board with his findings.

## **15. General Managers Report**

G Duncan gave an update on the Golf Centre extension.

G Paton said he was surprised and disappointed that the move to the temporary Portakabin had not been better organised so that there was not a need to double move staff and equipment.

K Fraser asked how Trustees will be informed of the progress and slippage. G Duncan said it will be through monthly meetings and reports sent out via email.

8.

**16. Golf Services**

There were no matters.

**17. Companies House Matters**

There were no matters.

There being no other business the meeting closed at 2000 hours.