

Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday 10th April 2017

Present: P Sawers (Chairman), C Yule, I Frier, A McCartney, J Gilbert, G Paton, T Healey, G Murray, J McLeish, K Fraser, I Gaul, D Cheape.

In Attendance: G Duncan (General Manager)

The meeting began at 1900 hours.

1. Apologies

A McColgan, A McKeown

a) Any Additional Agenda Items

There were none.

b) Declarations of Interest

There were none.

2. Approval of the Minutes of the CGLMC Meeting of Monday 27th February 2017

Approved: T Healey

Seconded: K Fraser

Matters Arising Therefrom

K Fraser asked about the BID business plan that has been circulated and what the next steps were. P Sawers said she was monitoring the situation and that Carnoustie Golf Links would have 3 votes when it came to the formal decision process. D Cheape said that he had communicated with several businesses, some were very supportive and some were strongly against. P Sawers said she would bring further details to the board as and when they were available.

3. Greens Business

Approval of Minutes of the Greens Meeting of Monday 6th March 2017

Approved: I Frier

Seconded: P Sawers

b) Matters Arising Therefrom:

R&A Roads and Compounds

J Gilbert said that the plans for roads and compounds for the 2018 Open Championship were complete and he would like the board's approval to submit these plans to Angus Council for planning approval.

The Trustees agreed that:-

- i) The plans, drawn by Fairhurst and presented to the Greens Sub-Committee should be submitted for planning permission to Angus Council.

Course Protection

J Gilbert asked for approval for the course protection measures for the 2018 Open Championship.

The Trustees agreed that:-

- i) The course protection measures, as described in the Links Superintendents report to the Greens Sub-Committee, were agreed in full.

P Sawers asked that these measures be communicated to the golf clubs and season ticket holders in due course.

4. Finance Business

Approved: K Fraser

Seconded: C Yule

Matters Arising Therefrom

IT Project – bookings and secure payments system

G Murray said that the Finance Sub-Committee had requested that this project be included in a comprehensive IT review, which would be presented to the Finance Sub-Committee in due course.

K Fraser said that IT infrastructure should be added to the Risk Register. He also added that he would like the Risk Register available for all Trustees at the full meetings.

This was agreed and the Trustees also agreed that the data protection compliance strategy should be added to the Risk Register also.

Visitor Green Fees

G Murray said this had been deferred so that a properly detailed and strategic marketing plan would be presented to the Finance Sub-Committee.

2017-18 Budget

G Murray proposed that the 2017-18 budget as presented to the Finance Sub-Committee be approved by the Trustees.

This was seconded by K Fraser.

The Trustees agreed that:-

- i) The 2017-18 budget as submitted to the Finance Sub-Committee, be approved.

D Cheape asked about the inclusion of RBS loan interest charges and G Murray explained this was due to the loan moving from a development loan to a capital and interest facility.

Landscape Character Assessment Proposal

G Murray proposed that the Landscape Character Assessment proposal, as described in the report to the Greens and Finance Sub-Committees should be accepted at the cost proposed.

This was seconded by G Paton.

The Trustees agreed that:-

- i) The Landscape Character Assessment proposal from STRI be accepted.

5. Pro Shop Business

I Frier gave a breakdown of the staffing arrangements in the summer season in the Pro Shop. P Sawers asked that a profile of all the Pro Shop staff be provided to the Trustees and asked G Duncan to arrange this.

J McLeish asked if there had been any consideration given to compensate members of the VIP scheme who had been unable to purchase any items in January and February.

I Frier said he would speak to the Head Professional in order to pursue a reasonable solution for this.

6. Remuneration and Reward Business

There was no business.

7. Major Projects Business

P Sawers said that weekly updates were being provided to the board regarding the Golf Centre extension, which remained on time and on budget.

I Frier asked about the full monthly report which was circulated to Trustees and about the unforeseen problems related to the original building. G Duncan explained that some problems had been identified and corrected and there would costs related to this, however these would be contained within the contingency fund which was provided for just such circumstances.

8. Tournament Business

There was no business.

9. PR Business

L Gordon explained that interviews had taken place for the position of PR Officer and an appointment would be made shortly.

10. Season Ticket

J McLeish advised the Trustees that all the requests for 2 course 7 day tickets have been met and 32 3 course 7 day tickets have been offered.

11. Community Benefits Business

There was no business.

12. Environment Business

There was no business.

14. Health & Safety

There was no business.

15. General Managers Report

3 Year Business Plan

G Duncan reported that the 3 year business plan had been submitted to Angus Council as per the Minute of Agreement.

K Fraser said he thought the plan was abundant in detail but that it should be brought to the board meeting for approval and be formally approved by the board. He thought an active discussion by the board on the contents of the business plan would be very beneficial. He

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asked G Duncan to pull together a plan for delivery for the items in the business plan so that they could be measured for success or otherwise.

Fibre Optic Installation

G Duncan reported on the installation of the fibre optic cabling by the R&A. He provided details of the installation timetable and the benefits that would ensue from having a modern cabling system on the Links.

Bar/Restaurant

G Duncan explained that negotiations were ongoing with regards to reaching an agreement on the operation of the bar and restaurant in the new Golf Centre extension.

D Cheape said that he had considerable experience in this area and would be happy to assist with any negotiations.

Communications Plan

G Duncan proposed that a working group comprising of Trustees and senior staff should be created to develop the framework for the communications plan identified by the Trustees at the recent strategy workshop. K Fraser said that he and A McColgan would be happy to serve on the group and L Gordon said she would also be please to take part.

K Fraser asked G Duncan to identify the senior staff members who would be taking part in the group.

15. Golf Services

C Yule said that all matters relating to Golf Services had already been covered.

16. Companies House Matters

There were no matters.

The meeting closed at 2030 hours.