

**Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on Monday 5<sup>th</sup> March 2018**

**Present:** P Sawers (Chairman), C Yule, J Gilbert, G Murray, T Healey, D Cheape, L Gordon, I Frier, A McColgan, G Paton, A McKeown, A McCartney, B Myles, J McLeish

**In Attendance:** M Wells (Chief Executive)

The meeting began at 1900 hours.

**1. Apologies:**

K Fraser

**a) Any Additional Agenda Items**

J Gilbert explained that members times on Tuesday 24<sup>th</sup> July 2018 had be sold to visitors without coming to board for approval first and asked for an explanation as to why this had happened.

The Chief Executive indicated that he been made aware just prior to the meeting and explained that a decision had been made by the executive in Summer 2017. The decision had been made on the back of high demand from visitor enquiries. He agreed that in hindsight, this decision should have been taken to the Board for authorisation. The Chief Executive agreed that he would bring a paper to the board presenting options to local clubs and season ticket holders to make up for the mistake. He agreed that in future any notable change of tee times must come to the Board i.e. a block of local tee times.

J Gilbert said he was satisfied that the Chief Executive would put something in place to rectify this situation and that the Chief Executive should still have leeway to offer Tee times as he saw fit, but that significant alterations such as this must first be given board approval. A McCartney asked about times on Monday 23<sup>rd</sup> July after The Open. The Chief Executive explained that tee times on this day were within The R&A's exclusive host venue agreement, but tee times from approximately 4pm may become available to season ticket holders. This will not be confirmed until the day in question.

**c) Declarations of Interest**

There were none.

**2. Approval of the Minutes of the CGLMC Ltd Full Meeting of Monday 15<sup>th</sup> January 2018**

Approved: G Murray

Seconded: L Gordon

### **3. Greens and Environment Business**

#### **Approval of the Minutes of the Greens and Environment Meeting of Monday 5<sup>th</sup> February 2018**

Approved: C Yule

Seconded: G Paton

#### **Matters Arising Therefrom:**

T Healey asked why the closure of the Championship Course on Monday to Thursday this week wasn't communicated to the Season Ticket Holders. He said that it was put on social medias channels but only at the last minute. G Paton explained that it wasn't listed on the original course closures but the Trustees were made aware of it. J Gilbert also commented that season ticket holders must be given as much notice as possible of course closures. The Chief Executive agreed to pick this up internally and review external communication procedures.

### **4. Finance Business**

#### **Approval of the Minutes of the Finance Meeting of Monday 26<sup>th</sup> February 2018**

Approved: A McKeown

Seconded: T Healey

#### **Matters Arising Therefrom:**

G Murray explained that a VAT appeal had been lodged by Henderson Loggie which has now been formally rejected by HMRC. The Chief Executive highlighted that this matter was discussed at the last Finance meeting and it was agreed that CGLMC Ltd should proceed with a further final Alternative Dispute Resolution (ADR), rather than seek an independent tribunal, which could become costly for the organisation with no guarantee of altering HMRC's position. The Finance committee will be kept informed of any progress regarding this matter, which will be reported to the board in due-course.

### **5. Tournament Business**

There was no business.

## **6. Community Benefits Business**

### **Approval of the Minutes of the Community Benefits Meeting of Wednesday 24<sup>th</sup> January 2018**

Approved: P Sawers

Seconded: I Frier

#### **Matters Arising Therefrom:**

G Paton explained that the application forms had been reviewed and amended and would be put on the website. He pointed out that there was a problem with the Charity link on the website. It was agreed that K Allardice is to consider this.

G Paton said that from the last Community Benefits meeting there was to be a Value-In-Kind Register set up and the Chief Executive would cover this in his report.

## **7. Chief Executive Report**

### **Brand Development**

The Chief Executive explained that he had asked for a small board working group to be formed to look at brand development work as this was concluding. P Sawers confirmed that she had spoken to some of the Trustees and it was agreed that this group would be made up of P Sawers, I Frier, L Gordon and J Gilbert.

### **Golf Centre Update**

The Chief Executive said that a meeting was due to take place on Tuesday 6<sup>th</sup> March and he expected that there would be a delay in works due to the extreme weather last week. He will report back to the board in due-course.

### **Digital Development**

The Chief Executive said that the booking system (including the development of wire frames for mobile devices) and the e-commerce pop-up shop were in the process of being developed and that he intended to bring a presentation to the Board.

### **Value in Kind Register**

The Chief Executive explained that a Value-In-Kind Register was now in place to record the soft value of donations going forward. He indicated that this would demonstrate the full scale of our charitable commitment to the Carnoustie community - one of the key objectives of the Trust.

17.

### Trustee Workshops

The Chief Executive stated that Trustee workshops were going to be held on Monday 12th March and Monday 19<sup>th</sup> March. He explained that the main purpose of the workshops was to agree the key objectives and strategies for the Trust to allow him to complete the 3-year business plan to be submitted to Angus Council and consider investment required in the organisation structure.

### Golf Centre

D Cheape asked what the position was on staffing. The Chief Executive explained that the F&B Manager, Restaurant Manager and the Head Chef had all commenced work with us within the last week. Interviews for other Chefs are taking place imminently and training has been arranged in Ondine in Edinburgh until our restaurant kitchen is available. Front of House applications had been received from 27 candidates in the first two days since advertising with a sizable number of local applicants.

A McKeown asked if apprentices would be taken on. The Chief Executive indicated that this was something that he hoped to implement. Additionally, two US hospitality collages (Rosen – Florida and Michigan State) had been contacted to establish whether they could participate in Summer placements.

### **17. Risk Register**

Currently being updated.

### **18. Companies House Matters**

No matters.

There being no other business the meeting closed at 1930 hours.