

**Minutes of the CGLMC Ltd Full Meeting Held in the Boardroom, Links House on Monday
9th September 2019**

Present: P Sawers (Chairman), J McLeish, M Armstrong, I Wilson, L Gordon, D Cheape, I Frier, J Gilbert, A McColgan, A McArtney, B Myles

In Attendance: M Wells (Chief Executive), A Simpson (Deputy Chief Executive), A DeFoy (Head of Marketing & Communications)

The meeting began at 1730 hours.

1. Apologies:

C Yule, K Fraser, G Murray, T Healey

2. Any Additional Agenda Items

The Chief Executive highlighted he would like to discuss two items at the start of the meeting namely;

1. Personal details required from Trustees
2. Retiral of a senior member of staff

3. Declarations of Interest

There were no declarations of interest.

4. Trustees Personal Details

The Chief Executive explained that the process of changing a merchant payment provider, required personal details (name and home address) of Trustees to be passed onto the provider for money laundering purposes. This was a requirement which is now standard practice.

All Trustees that were present, agreed for their personal home address and name to be provided to the merchant ID/Bank provider in question. The absent Trustees would be emailed accordingly.

5. Retiral of Senior Staff Member

The Chief Executive announced to the board that Colin McLeod, Golf Services Manager, would be taking voluntary early retirement after 16 years at Carnoustie Golf Links as of 1st October 2019. He expressed his thanks to C McLeod for all his hard work over the years and that a continuity plan was in place to ensure a successful transition and business continuity.

Sederunt: B Myles joined the meeting at 1738 hours.

6. Approval of the Minutes of the CGLMC Ltd Full Meeting of Monday 24th June 2019

Approved: L Gordon

Seconded: I Wilson

6.1 Approval of the Confidential Minutes of the CGLMC Ltd Full Meeting of Monday 24th June 2019

Approved: D Cheape

Seconded: L Gordon

6.2 Matters Arising Therefrom

H&S Risk Register

The Chief Executive explained that a H&S risk register would be created by the HSE consultant (recently appointed) and that this would replace the H&S report currently provided at board meetings.

Infrastructure on 1st Tee

The Chief Executive advised that discussions and plans around the infrastructure on the 1st tee would be put aside for the time being and revisited at a later date.

Governance Working Group

The Chief Executive confirmed that dates would be issued to Trustees shortly who had been proposed to form the CGLMC Ltd Governance Working Group. This initial meeting will be facilitated by The Chief Executive and Scott Milne of Thornton's Solicitors.

Use of Molinari Name in Tournament

The Chief Executive is awaiting a response from Francesco Molanari's manager with regards to using his name in a Tournament.

7. Health and Safety

The Chief Executive presented the Health & Safety report to the board and explained that going forward this would be superseded by a high level and strategic Health & Safety Risk Register compiled by the HSE consultant.

8. CE Report

The Chief Executive introduced his report and covered some items individually to the board;

SeaGreen Project

The Chief Executive confirmed that the objection to the CPO from Carnoustie Golf Links remained in place. He added that discussions with SeaGreen continued and that a positive meeting had been held recently between CGLMC and Seagreen to explore how all stakeholders' requirements could be met to allow the project to commence (Adding that the preference would still be for the cable to avoid the Links land altogether). He confirmed that meeting had produced a potential framework for a positive approach working collaboratively with Seagreen, but that Angus Council still required to have direct and detailed communications with the project team before this route could be considered.

The Chief Executive also summarised that he had strongly advised Seagreen to establish a local community fund, highlighting that a similar initiative had been created for a similar project in the North of Scotland (Beatrice Project), which could help create a positive environment for success for the project.

The CPO remains in place and discussions with SeaGreen, CGLMC and Angus Council continue.

CGL Property

In the interests of future planning, it was agreed that the board of Trustees would be happy to consider any potential property acquisitions brought forward by the executive team.

Greens RFP

The Chief Executive explained that a working group (including the Greens Convenor) would now be convened to review progress with the current greenkeeping tender process. It is anticipated that full proposals will be taken to the Finance sub-committee in November and then to Full Board in December for final approval.

Booking Platforms

It is hoped that a upgraded booking process will be launched live for Season Ticket Holders in January 2020.

Barry Burn Wall Collapse

Currently awaiting on contractors to finalise costs to repair the wall at the Burnside 5th Green. Loss adjustors have visited and confirmed that this work would be financed by our insurance cover.

Brand & Marketing Presentation

The Chief Executive introduced Ali DeFoy, Head of Marketing and Communications, who provided the board with an insightful presentation into the work of this department.

8.1 Contained within a Private & Confidential Minute

9. Risk Register

The Deputy CEO provided the Trustees with an overview of the high-level risks within the register and highlighted two new additions being; The Barry Burn wall and the irrigation system.

10. Companies House

There were no companies house matters.

11. Greens and Environment Business

11.1 Approval of Minutes of the Greens & Environment Meeting of Thursday 15th August 2019

Approved: P Sawers

Seconded: A McArtney

11.2 Matter Arising Therefrom

Approval of Winter Works 2019/20

The Trustees approved:

- i) The Winter Works for 2019/20 as stated in the Board Report provided.

12. Finance Business

12.1 Approval of Minutes of the Finance Meeting of Monday 26th August 2019

Approved: D Cheape

Seconded: P Sawers

12.2 Matters Arising Therefrom

The Chairman asked for the approval of the chosen Auditors and Special Advisers.

The Trustees approved:

- i) Johnston Carmichael be appointed as Auditors
- ii) BDO be appointed as Special Advisers

Approved: D Cheape

Seconded: J McLeish

The Chairman asked for approval of the Tournament pricing, the entry fees for the Craws Nest Tassie and the Junior Open in 2020.

The Trustees approved:

- i) The Craws Nest Tassie entry fee of £315 for 2020
- ii) The Junior Open to be a nil cost for 2020

Approved: A McArtney

Seconded: L Gordon

The Chairman asked for approval of the Winter Works for 2019/20, which was accounted for in the budget.

The Trustees approved:

- i) The costs of the Winter Works for 2019/20

Approved: A McArtney

Seconded: I Frier

Management Accounts and Sensitivity Model

The Deputy Chief Executive gave the board an overview of the management accounts and business sensitivity model which had previously been requested by the finance sub-committee. This was noted by the board.

13. Tournament Business

13.1 Approval of Minutes of the Tournament Meeting of Wednesday 7th August 2019

Amendments

J Gilbert was an apology at this meeting.

Due to the absence of Tournament Sub-Committee members at this meeting, approval was sought via email and subsequently approved on 12th September 2019.

Approved: C Yule

Seconded: T Healey

13.2 Matters Arising Therefrom

The Tournament Convenor asked for approval for the Junior Open in 2020 being played on the Championship as well as the Buddon Links courses.

Due to the absence of Tournament Sub-Committee members at this meeting, approval was sought via email and subsequently approved on 12th September 2019.

Approved: C Yule

Seconded: T Healey

The Tournament Convenor announced the winners of the Pringle Trophy, Senior Open and Harrington Trophy.

14. Community Benefits Business

14.1 Approval of Minutes of the Community Benefits Meeting of 21st August 2019

Approved: I Frier

Seconded: P Sawers

14.2 Matters Arising Therefrom

The Community Benefits Convenor asked for approval of the funding proposed.

The Trustees approved:

- i) The Community Benefits funding as described in the report

There being no further business the meeting closed at 2013 hours