17.

**Minutes of the CGLMC Ltd Full Meeting Held in the Boardroom, Links House on Monday 16th March 2020**

**Present:** P Sawers (Chairman), C Yule, J McLeish, I Frier, L Gordon, K Fraser, I Wilson, D Cheape, G Murray, J Gilbert, A McArtney, M Armstrong, A McColgan, T Healey

**In Attendance:** M Wells (Chief Executive), A Simpson (Finance Director), C Boath (Links Superintendent)

The meeting began at 1727 hours.

**1. Apologies**

B Myles

**2. Any Additional Agenda Items**

None.

**3. Declaration of Interest**

None.

**4. Chief Executive’s Report**

**4.1. Coronavirus**

The Chief Executive covered CGL’s incident report, which covers the key risks, considerations and responses taken as and when they happened. All communications to staff and stakeholders are noted and a business continuity plan is currently being put in place. He explained that all advice was taken from the UK and Scottish Government and that a business interruption payment has been secured if required.

The Deputy Chief Executive covered the Business Continuity Plan and the processes that had been put in place to mitigate risk.

18.

Other discussions took place and a decision made and these are contained within a confidential minute.

It was agreed that a small group of Trustees would meet with the executive on a regular basis. This would be done by video conferencing. The agreed group would be Pat Sawers, Colin Yule, Gordon Murray and Mark Armstrong.

**4.2 Brexit & Staff, Golf Development and Working Safely**

There were no questions from these reports supplied to the board, but the Chairman thanked the staff who had provided these.

**4.3 Seagreen**

Details held within a confidential minute.

**4.4 Governance**

The Governance Working Group minutes from the last meeting held on 5th March, would be sent by email to the full board.

**4.5 Links House**

The Chief Executive confirmed that corrective works on Links House were now progressing well.

**4.6 Greens RFP**

The Chief Executive gave a confidential update on how the greenkeeping RFP was progressing.

The Trustees acknowledged that the executive were in final contract discussions with the preferred offer. The final contract will be presented to the board when complete.

**5. Decision Papers**

**5.1 Buddon Contingency Plan**

Details held within a confidential minute.

19.

**5.2 Budget 2020/21**

The Deputy Chief Executive explained that due to the current circumstances, a revised budget was proposed which introduced a range in which the executive can operate.

The Trustees agreed to approve;

1. The Budget for 2020/21 within the range as stated in the Business Continuity Plan

**5.3 Green Fees 2021/22**

The Trustees agreed to approve;

1. The Greens Fees for 2021/22 as stated in the paper provided

The Trustees also asked for the Course Optimisation Model to be brought to the board.

**5.4 Pension**

A confidential discussion took place regarding the current pension scheme.

The Trustees agreed to approve:

1. A budget to commission an independent survey, and the briefing paper for this survey is to be brought to the board prior to submitting

**5.5 Performance Review & Action Plan 2020/21/22**

The Trustees thanked the executive and staff for putting together an excellent plan.

The Trustees agreed to;

1. Approve the Performance Review & Action Plan 2020/21/22 content as provided and for this to be contained within a final document for submitting to Angus Council

The Trustees asked that the use for the office at 20 Links Parade required to be looked at again.

20.

**6. Health & Safety**

H&S was covered within the CE report.

**7. Risk Register**

The pandemic had been added to the high-level red risks within the Risk Register.

**8. Companies House Matters**

There were no Companies House matters.

**9.** **Approval of CGLMC Ltd Board Minutes of 6th January 2020**

Approved: D Cheape Seconded: C Yule

**9.1 Matters Arising Therefrom**

There were no matters.

**10. Greens & Environment Business**

**10.1 Approval of Greens & Environment Minutes of 12th February 2020**

Approved: I Wilson Seconded: A McArtney

**10.2 Matters Arising Therefrom**

There were no matters.

**11. Finance Business**

**11.1 Approval of Finance Minutes of 2nd March 2020**

Approved: J McLeish Seconded: K Fraser

**11.2** **Matters Arising Therefrom**

There were no matters.

21.

**12. Tournament Business**

**12.1 Approval of Tournament Minutes of 18th February 2020**

Approved: T Healey Seconded: P Sawers

**12.2 Matters Arising Therefrom**

There were no matters.

**13. Community Benefits Business**

**13.1 Approval of Community Benefits Minutes of 13th January 2020**

Approved: I Wilson Seconded: P Sawers

**13.2 Matters Arising Therefrom**

The Community Benefits Convenor added that all applications for the next round of awards should be in for the end of March closing date.

There being no further business the meeting closed at 1943 hours.