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**Minutes of the CGLMC Ltd Full Meeting Held via Video Link on Monday 8th June 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 1730 hours.

**1. Apologies**

B Myles

**2. Any Additional Agenda Items**

None.

**3. Declaration of Interest**

D Cheape declared an interest as a member of the Angus Council Member Officer Working Group (MOG).

**4.** **Approval of CGLMC Ltd Board Minutes of 16th March 2020**

Approved: K Fraser Seconded: L Gordon

**4.1 Matters Arising Therefrom**

The Deputy Chief Executive explained that meetings were taking place with Ogilvie Construction this week and the works hope to start again in two weeks’ time.

The Chief Executive explained that the contract with John Deere hadn’t yet been formalised but as soon as it was completed the agreement would be available for viewing.

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**5. Health & Safety**

H&S was covered within the CE report.

**6. Chief Executive’s Report**

**6.1 Health & Safety**

The Chief Executive explained that the H&S resource was off with a long-term illness and had not been replaced due to our disaster recovery status and strategy. The executive continued to meet weekly (with Heads of Department) and currently there were no significant items to report.

The Chief Executive explained that the Head of Maintenance and Estates had carried out an internal risk assessment around Covid-19 and this would be shared with the board.

**6.2 Risk Register**

The Chief Executive referred to items added to the strategic risk register, including:-pandemic, governance review and the Barry Burn wall (due to the integrity of the burn wall infrastructure).

These were noted by the board.

**6.3 Seagreen**

The Chief Executive recommended that a working group comprising of some Trustees should be formed to discuss the Seagreen cable project impact, in order to formalise an agreed approach for disruption caused by the project.

The trustees agreed for a working group to be formed as soon as possible, and proposals brought back to the board.

**6.4 Options Appraisal**

A one topic board meeting will take place in the near future with regards to an options appraisal.

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**6.5 Phased Return to Golf**

The Chief Executive summarised the phased return to golf document, that had been compiled by staff and discussed at the Covid-19 working group.

The board of trustees asked several questions and proposed some points for consideration by the Covid-19 group.

The Chief Executive appraised the board that staff were experiencing high levels of expectation from Season Ticket Holders with regards to providing normal levels of service since the golf courses were available for play again. This is a challenge given significantly reduced staffing levels. In particular, high levels of frustration around the temporary telephone booking system both internally and externally are apparent. He indicated that measures had been taken to provide a better telephone queuing system and staff had significantly altered working methods to accommodate the requirement of only being able to use phones for booking (given government restrictions which rendered our digital booking system unusable).

**6.6 Dunhill Links**

Currently the Dunhill Links is planning to go ahead on week commencing 27th September 2020.

**6.7 Governance Review of Golf in the Region**

The Chief Executive reported that he was waiting on findings from the Angus Council working group which was set up to review the golf courses in Angus (MOG).

A discussion took place and it was agreed that the executive should write to the working group seeking clarification on the Councils group’s expectations of CGLMC Ltd relating to the management agreement.

A CGLMC working group will be established to facilitate a review of the current Season Ticket Holder framework.

**6.8 Paul Lawrie**

The Chief Executive announced that he was delighted that Paul Lawrie would be Carnoustie’s official touring professional. Paul’s association will start with immediate effect. However, given the current conditions with Covid-19, a formal agreement with Paul will not be concluded until 2021.

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**6.9 Resource Planning**

The Chief Executive and the Deputy Chief Executive presented the resource planning report to the board. The board acknowledged this report and agreed to review week commencing 20th July

Sederunt: B Myles joined meeting at 1830 hours.

**6.10 Season Ticket Holder Framework**

As discussed earlier in the meeting, a working group would be convened to review the current Season Ticket Holder Framework, including the current management agreement.

**6.11 Risk Appetite**

The Chief Executive covered the paper on risk appetite. It was agreed that a working group be formed to bring a paper back to the board.

**6.12 Finance Report**

The Deputy Chief Executive summarised CGLMC’s position with regards to the Governments interest free business interruption loan scheme (previously covered at the ‘one-topic’ Coronavirus financial meeting in May) and asked the board to approve the draw down as a precautionary measure. He added that (as per the disaster recovery plan budget) this loan application was only to be used as a safeguard mechanism, segmented appropriately and board approval would be requested prior to using the facility.

The board agreed that this was a sensible approach providing additional headroom (should the organisation require it) and asked the Deputy Chief Executive to continue with the drawdown application prior to the August deadline.

The Deputy Chief Executive also covered the defined benefits scheme with regards to pension and also gave an overview of the savings made by the restructuring of the organisation and suppliers.

**6.13 Greens Report**

The Links Superintendent covered his report. The Chairman thanked him and his team on behalf of the board for keeping the course in fantastic condition during this time.

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**7. Risk Register**

This was covered within the CE report.

**8. Companies House Matters**

There were no Companies House matters.

**9. Greens & Environment Business**

The next Greens sub-committee meeting would take place on Friday 12th June at 10am by video conference.

**10. Finance Business**

There was no business.

**11. Tournament Business**

The Chief Executive explained that the Head Professional would be brought in from furlough leave for a few weeks to deal with tournament communications that were required.

**12. Community Benefits Business**

There was no business.

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