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**Minutes of the CGLMC Ltd Full Meeting Held via Video Link on Monday 14th September 2020**

**Present:** P Sawers (Chairman), C Yule, A McArtney, J McLeish, I Frier, L Gordon, D Cheape, G Murray, M Armstrong, B Myles, K Fraser

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

The meeting began at 1730 hours.

**1. Apologies**

A McColgan, D Cavellini

**2. Any Additional Agenda Items**

The Chairman welcomed E Davie to the board.

The Chairman explained that E Davie had requested to add in the temporary relocation of visitor’s times into underutilised STH times into the board agenda. The Chair advised a meeting would be arranged between E Davie, the Deputy Chief Executive and herself to address his questions, as this matter had already been discussed and approved by the board.

 **3. Declaration of Interest**

None.

**4.** **Chief Executive’s Report**

Women’s British Open

The Chief Executive explained that initial meetings are taking place between CGL and The R&A regarding next year’s Women’s British Open. He added that CGL would introduce The R&A staging team to relevant staff within Angus Council in order to initiate communication

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between the two organisations to enable various event planning arrangements to be discussed.

Links House

The Deputy Chief Executive appraised the board of trustees of two outstanding matters regarding the close out of Links House involving the building contractor, architects and M&E contractor. He advised that while he hoped these matters would be resolved, he still may require to pursue further to resolve the matters. He confirmed that he would keep the board of trustees advised.

Workbuzz Staff – Pulse Survey

The Chief Executive indicated that the staff survey had been included within his report as an information piece. The Chair thanked the Chief Executive for providing the survey which provided a useful insight into the organisations staff status and requested that the HR Manager attend a future board meeting to present a brief overview of the full staff survey when available. She also asked for this to include some additional feedback from the areas of the organisation who are not completing the survey.

Health & Safety

A trustee queried how confident CGL are that visitors are adhering to the current two-week quarantine rules. The Deputy Chief Executive explained that stringent measures are in place when visitors arrive, and all information received prior to arrival is acted on and visitors are informed of their duties.

A suggestion was made that CGL could promote downloading the Protect Scotland App to all visitors.

A trustee commented that a roller towel was being used in the greenkeeping sheds toilets. The Links Superintendent confirmed that he would investigate this concern but was overall very happy with the companies Health & Safety policies in place relating to the Coronavirus pandemic. He added that masks are now being used by all staff in and around the buildings.

Seagreen

The Chief Executive advised of very constructive conversations with Seagreen in relation to holes being made available on The Buddon soon after the occupation date of 5th October. The Greens sub-committee are due to walk the route and confirm how many holes can be opened.

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**5. Decision Papers**

**5.1 Greens Convenor**

The Chair provided the background to the proposal, which was brought to the board, indicating it was aimed at having more professional experience in agronomy and ecology within the Greens sub-committee. She added that this concept had received support from the senior management within the greenkeeping team.

A discussion took place and it was suggested that the remit of the committee could be adopted to incorporate receiving advice from a professional 3rd party and widened to include biodiversity and ecology.

The trustees welcomed the proposal but asked the executive to provide additional detail on a refreshed remit for the sub-committee and a paper should be brought back to the full board as to how this would work within the governance structure.

**5.2. Greenkeeping Winter Programme 2020/21**

The Links Superintendent explained that there were some works that couldn’t take place at the start of the year, so these items had been carried forward to this winter. There would also be some preparation works in anticipation of the AIG Women’s Open. Due to the Seagreen works, it was proposed that there would be no winter closure on the Burnside and only partial days closures on the Championship.

The trustees approved;

i) the closure dates and times as proposed in the Greenkeeping Winter Programme 2020/21.

**6. Health & Safety**

H&S was covered within the CE report.

**7. Risk Register**

The Chief Executive confirmed that the irrigation system had been added to the strategic risk register, following a recent audit by Rainbird.

Governance was also discussed, and it was agreed that this would be put on hold for the time being until other items had been concluded.

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**8. Companies House Matters**

The Chairman stated that the relevant documents had been submitted to Companies House regarding the resignations of I Wilson and J Gilbert and the appointments of E Davie and D Cavellini.

The Deputy Chief Executive explained that the statutory accounts would be pushed back to December due to the Covid-19 disruption, but this was still within guidelines.

**9. Approval of CGLMC Ltd Board Minutes of 8th June 2020**

**9.1. Approval of Confidential Minutes of Covid-19 & Buddon Closure Board Meeting 20th July 2020**

Approved: C Yule Seconded: L Gordon

**9.2. Approval of Confidential Minutes of the One Topic Board Meeting of 9th September 2020**

Approved: M Armstrong Seconded: J McLeish

**10. Greens & Environment Business**

**10.1. Approval of Greens & Environment Minutes of 12th June 2020**

Approved: L Gordon Seconded: B Myles

**10.2. Approval of Greens & Environment Minutes of 19th August 2020**

Approved: I Frier Seconded: A McArtney

**11. Finance Business**

**11.1. Approval of Finance Minutes of 24th August 2020**

Approved: D Cheape Seconded: P Sawers

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**11.2. Finance Director Executive Report**

The Deputy Chief Executive stated that there was favourable movement in the expected footfall by the end of the year. Also 3,200 new bookings had been made for 2021. All figures were being monitored daily.

**12. Tournament Business**

The Tournaments Convener asked if any trustees were available to volunteer for the finals that were coming up in October, could they contact Keir McNicoll.

**13. Community Benefits Business**

There was no business.

There being no further business the meeting closed at 1850 hours.