

**Minutes of the CGLMC Ltd Full Meeting Held in the Greenkeeping Sheds on
Monday 14th September 2015**

Present: P Sawers (Chairman), W Thompson, G Murray, L Gordon, J McLeish, A McArtney, C Yule, G Paton, R Gillespie, H Oswald, J Gilbert, I Frier, W Bowles, A McKeown, A McColgan

In Attendance: G Duncan (General Manager)

Meeting began at 1900 hours.

1. Apologies

There were none.

2. Any Additional Agenda Items

P Sawers expressed her personal sadness at the death of Martin Roy the Caddiemaster. She said he was an integral part of Carnoustie Golf Links for many years and he would be greatly missed. On behalf of the Trustees she would like to pass on condolences to his family and especially his daughters Ailsa, Laura and Jenna.

C Yule asked to cover an emergency incident on the Burnside course.

3. Declarations of Interest

There were none.

4. Burnside Emergency Incident

C Yule explained that every time there is an incident there is a follow up carried out. There was an emergency on the 5th July on the Burnside course.

C Yule said the following actions resulted from the review.

1. Re-do scorecards with the emergency number in a more obvious position.
2. Draw golfer's attention to the number before they tee off.

3. Make the number more visible at the starter's box and Pro shop as golfers check in.
4. Educate starters as to protocol (see action 2).
5. Educate caddies as to protocol.
6. Publicise the medical emergency facility in the local press.
7. Report to the Board of Trustees.

Action 1 to be implemented when scorecards are reprinted for the 2016 summer season.

Action 2 to 5 to be with immediate effect.

Action 6 as soon as practically possible.

Action 7 at next Full Board meeting.

Starters and Caddies education via letter.

C Yule said that after consideration he felt it would be desirable to introduce the new scorecards as soon as possible rather than waiting until the current stock was used up. H Oswald supported this recommendation. P Sawers asked for a template of the scorecard to be drawn up for C Yule to approve.

5. Approval of Minutes of the CGLMC Ltd Full Meeting of Monday 6th July 2015

Approved: L Gordon

Seconded: A McKeown

a) Matters Arising Therefrom

Tea Hut Report

P Sawers said that the report on the tea hut had been produced and circulated as requested and asked if there were any questions.

J Gilbert said he agreed with the substance of the report but felt that the commercial terms agreed were far too favourable to the licensee. He also stated that he was unhappy with the length of the contract term. G Duncan explained that he had dealt with the contract under the delegated powers authorised by the Trustees and he was looking for stability and a long term relationship with the licensee whom he felt gave excellent service. W Bowles said that a commercial contract where the services were provided free of charge was a generous one and more account should have been given to that when agreed. A McKeown said this was another example of why proper

procedure manuals were essential in order to define the different levels of authority which lay with the Trustees and the staff and the basis on how these should be administered. H Oswald said she felt uncomfortable about the situation where the work was delegated by the Trustees and then criticised when they don't agree with the result. J McLeish said if work was delegated and then completed in the proper manner then that should be the end of the matter.

J Gilbert asked G Duncan if he was aware that the tea hut was mentioned 5 times in different minutes and therefore J Gilbert felt that the matter should have been raised with the Trustees. G Duncan said that he was aware of discussions regarding the tea hut but not of anything relating to a new contract. J Gilbert asked G Duncan why the matter of the new contract had not been included in one of his monthly reports since many items which he considered of less importance such as thank you letters were included. G Duncan said that as this was a continuation of an existing contract which was done under delegated powers he did not feel this was a matter that required a decision from the Trustees.

Custom Fitting

I Frier said a productive meeting had been held with the Carnoustie Golf Shop. He said he would be meeting with the Head Professional to move this forward.

Energy Report

P Sawers asked about the energy report and when it was expected to be completed. G Duncan said he expected it to be completed by November and it would be ready for the Environmental Sub-Committee meeting in November.

6. Greens Business

a) Approval of Minutes of Greens Meeting of Monday 10th August

Approved: A McArtney

Seconded: I Frier

b) Matters Arising Therefrom

Summer Season

J Gilbert asked for approval that the summer season starts on the 1st April 2016.

The Trustees agreed.

Maintenance

J Gilbert assured W Thompson that the point he raised regarding greenkeeping plans and discussions with C McLeod was not forgotten and would be on the agenda in the future.

7. Finance Business

a) Approval of Minutes of Finance Meeting of Monday 24th August 2015

Approved: W Thompson

Seconded: A McKeown

b) Matters Arising Therefrom

Procedure Manuals

G Murray asked for approval for bringing in professional help in the production of procedure manuals which would provide clarity for Trustees and staff as described earlier in the meeting. W Thompson said he wanted it to be very clear that these manuals should include a procurement policy and a recruitment policy. G Murray confirmed this would be the case.

The Trustees approved that:-

- i) Procedure manuals which describe the role and authority of Trustees and staff should be produced and professional help should be obtained to carry this out.

Combination Ticket

G Murray said that G Duncan and C McLeod were asked to put together a proposal regarding the marketing of the combination ticket. J Gilbert said it was already Trustee policy not to market this ticket and he asked for confirmation that any proposals were brought back to the full board before any action was taken. P Sawers said this would be the case.

Budget for Major Projects

W Thompson referred to the proposal to set a budget of £100,000 for the ongoing professional costs for the proposed Golf Centre extension. G Murray said that it was important to have a budget in place and also to set budgets for all Major Projects in the future. H Oswald suggested that when Major Projects are underway there should be more Finance meetings and regular updates given to the Full Board.

The Trustees approved that:-

- i) A budget of £100,000 be allocated for professional fees and other costs with regard to the proposed Golf Centre extension.

External Works at Golf Centre

J Gilbert asked what the over spend was on the external works on the Golf Centre. P Sawers provided the figure. J Gilbert then queried who gave authorisation for the over spend. G Duncan said he had approved the over spend. J Gilbert asked if this was appropriate as it was over the limit set for the General Manager to approve. G Duncan explained that a quick decision was required as the contractors were due to leave the site and bringing them back would have incurred more expense. W Thompson said that the correct decision was taken but a more clearly defined procedure for approval should have been in place. A McKeown said this was another example of the Trustees governance needing to be improved. J Gilbert asked who was responsible for managing the project. G Duncan said it was D Wren who had overall responsibility. G Duncan said there was unhappiness of some of the Trustees of the appearance of the final Tarmac work, so an overcoat was required.

8. Pro Shop Business

There was no business to report.

9. Major Projects Business

Amendments: Driving Range Update

J Gilbert said the sentence beginning – “he said the conclusion” should read “the conclusion of the meeting there were 2 possible sites for a driving range but only one recommendation and he covered the strengths and weaknesses of the recommended location”.

a) Approval of Minutes of Major Projects Meeting of Monday 24th August 2015

Approved: W Thompson

Seconded: G Murray

b) Matters Arising Therefrom

Feedback

P Sawers asked about the feedback information that was to be circulated to the Trustees. G Duncan said it should be ready to be circulated by next week.

Planning Documentation

W Thompson referred to the planning documents which were now in the public domain and this had not been signed off by the attendees of these meetings. He said that he had taken very detailed notes and what was in the planning documentation did not reflect his view of the meeting. W Thompson said this was now in the public domain and it had not been checked and signed off. He said it was an error of judgement. A McKeown said he had notes of the meeting that he would send in.

A McArtney said he thought we were only seeking outline planning permission and this was supported by J Gilbert. P Sawers said the decision was made for full planning permission. A McKeown said that he was absolutely clear in his recollection that the decision was to go for full planning permission.

P Sawers explained that the feasibility study and business case was now to be completed. H Oswald asked when this was to be done. G Murray said there was a meeting planned for the 22nd September to meet with CDLH to start the process. H Oswald asked if the consultation would be in the feasibility study. G Murray said that all of that would be included.

J Gilbert asked for confirmation that the Pro shop surplus would not be used to subsidise the new bar and restaurant. W Thompson said no it would not.

Feasibility Study

G Murray asked for approval of the professional fees for completing the feasibility study. H Oswald asked if the planning fee was included. G Duncan said it was not included in the figure.

J Gilbert and A McArtney said that they did not approve of paying the professional fees.

The other Trustees approved that:-

- i) To pay the professional fees as described in the Major Projects Minute.

Angus Council FOI

W Thompson said that a member of the Carnoustie Golf Club had submitted a freedom of information request to Angus Council and had been advised that CGLMC Ltd could only borrow up to £200,000 without the permission of Angus Council. He said that no application had been received by the Council for borrowing. G Murray said that he did not feel it was appropriate to raise matters such as this at the full meeting and he was concerned that W Thompson had a clear conflict of interest that he was not declaring. A McKeown said that there seemed to be personal agendas in play and declarations of interest were not being properly declared. He also said that Trustees were already stating that they are not in support of the project before all the information had been delivered to them. J Gilbert said he had no conflict of interest. He said he had never been in support of the project and supported extending 20 Links Parade for office accommodation instead.

Driving Range

J Gilbert said he will be having further meetings and will produce a recommendation for the full board to consider. G Murray said that a lot of work had been done in 2007 with regards to a driving range and he had reports from then. J Gilbert said he would be pleased to include these reports if they were still relevant.

10. Tournament Business

Harrington Trophy

A McArtney said that the Harrington Trophy had taken place against St Andrews Links Trust in August and the result was 3-1 to St Andrews.

Craws Nest Tassie

A McArtney said that this year's Tassie had taken place and it had been very successful. Arron Williams of Prestatyn won the Tassie and Colin MacKinnon of Balmore won the Maulesbank. He said a big thank you to all the administration staff, helpers, greenkeepers and C McLeod. A McArtney said that the use of the Buddon Links had been very successful and he was going to recommend it be moved there on a permanent basis at the next Tournament Sub-Committee meeting.

J McLeish asked for feedback on the Golf Genius software. A McArtney said that C McLeod would be doing a full report.

11. PR Business

Tom Watson

L Gordon said that she and P Sawers had met Tom Watson at the Open to present him with a framed flag. He was delighted with this. His commemorative plaque is now on the 16th hole Championship.

Charitable Applications

L Gordon said that she had put an article in the paper to try and get some more applications before the 15th October deadline.

Tassie

L Gordon said that the Guide & Gazette came to the Tassie and took photographs of the winners.

Scotland Beautiful

L Gordon said that Mr Oswald had thanked the Links and that Carnoustie had won a gold medal in the Coastal Town category.

12. Season Ticket Business

There was no season ticket business.

13. Environment Business

J Gilbert said there would be a meeting in November. He also mentioned that A Reid is putting C Boath forward for an environmental award.

14. Charitable Applications Business

H Oswald said there had been a press release recently and once the cut-off date was reached there would be a meeting of the sub-committee on the 26th October to discuss the distribution of funds.

15. General Manager's Report

Carnoustie Golf Partnership

G Duncan said that letters had been received from Carnoustie Golf Partnership and circulated to the Trustees. P Sawers asked the Trustees how they wished to respond to the letters.

After discussion the trustees agreed that the Carnoustie Golf Partnership be asked to provide information on their options and to do so by 2nd October 2015. G Paton said that it would be helpful if Carnoustie Golf Partnership could select a preferred option. In the event of the requested information being received by that date then the Trustees agreed to meet the Carnoustie Golf Partnership representatives at the next full meeting on the 12th October 2015.

Amateur Championship

G Duncan said that letter had been received from the R&A thanking us for hosting the Amateur Championship.

Peter Dawson

The trustees agreed to mark the retiral of Peter Dawson, Chief Executive of the R&A with an appropriate gift.

16. Golf Services Manager's Report

Open Championship Week – Feedback

G Duncan said that C McLeod had provided feedback information on the financial success of the Open Championship week initiative.

Scottish Golf Tourism Awards

G Duncan asked for volunteers to attend the Golf Tourism Awards. He said it was important that we attend as the Tour Operators are our main source of business. It was agreed that C Yule and I Frier would attend along with C McLeod.

Angus County Ladies Golf Association

G Duncan asked if the Trustees would approve courtesy tee times on the Buddon Links on Monday 18th April 2016. The times requested were 9am to 11.30am and 4.45pm to 5.30pm.

The Trustees approved this request.

J Gilbert asked why the Trustees were being asked to approve a small handful of times when they were not asked to approve the ITISON deal on the Buddon Links. G Duncan said the Angus County Ladies had requested season ticket holders times where the ITISON deal was exclusively in visitor times. J Gilbert accepted this with regard to Angus County Ladies but felt that the ITISON deal should have come in front of the Trustees. I Frier supported this. G Duncan said he noted this and would advise C McLeod.

17. Companies House Matters

There were none.

18. Health & Safety Report

There were no matters to report.

There being no other business the meeting closed at 2045 hours.