

Minutes of the Carnoustie Golf Links Management Committee Meeting held in the CGLMC Ltd Office on Monday 7th January 2013

Present: G Wilson (Chairman), P Sawers (Vice-chairman), L Gordon, W Thompson, C Yule, G Murray, G Paton, J Gilbert, R Reyner, N Prentice, J McLeish, A McArtney, H Oswald, B Boyd.

In Attendance: G Duncan (General Manager), C McLeod (Golf Services Manager).

Meeting began 1900 hours.

Apologies

S Brown.

Notices

G Wilson wished the directors a Happy New Year.

G Wilson welcomed Neil Prentice to his first meeting as a director of CGLMC Ltd. Mr Prentice is a director representing Angus Council.

G Wilson thanked the directors for all of their hard work and support over the past 12 months.

1. Any Additional Agenda Items

There were no items.

2. Declarations of Interest

There were none.

3. Election of Office Bearers 2013

<u>Position</u>	<u>Nomination</u>	<u>Proposed By</u>	<u>Seconded by</u>	<u>Appointed</u>
Chairman	G Wilson	P Sawers	G Murray	G Wilson
Vice Chairman	P Sawers	G Wilson	L Gordon	P Sawers
Finance Convenor	G Murray	G Wilson	B Thomson	G Murray
Greens Convenor	J Gilbert	G Wilson	P Sawers	J Gilbert
Tournament Convenor	A McArtney	G Wilson	J Gilbert	A McArtney

<u>Position</u>	<u>Nomination</u>	<u>Proposed by</u>	<u>Seconded by</u>	<u>Appointed</u>
PR Convenor	L Gordon	G Wilson	P Sawers	L Gordon
Environmental Convenor	J Gilbert	G Wilson	G Murray	J Gilbert
Season Ticket Convenor	J McLeish	G Wilson	P Sawers	J McLeish
Major Projects Convenor	G Wilson	G Murray	P Sawers	G Wilson
Disciplinary Convenor	P Sawers	G Wilson	G Murray	P Sawers
Pro-Shop Convenor	W Thompson	G Wilson	C Yule	W Thompson

G Wilson advised that the Angus Council representatives that are not on the sub-committees are welcome to join any sub-committee in the future. A McArtney asked that J Philp's name be removed from the sub-committee list. D Valentines name will also be removed.

4. Approval of Amended Articles of Association for Charitable Status

G Duncan advised the directors that CGLMC Ltd now have approval from Angus Council to apply for Charitable Status. Changes are now needed to the Articles of Association including the 'Conflicts of Interest' for this application to be made. At this point, no formal change will be made to the Articles, G Duncan advised that if the directors agreed tonight, the application will be made to 'OSCR' with the amendments to the Articles. If the application is approved, then the directors will have the chance to formally discuss and approve the changes to the Articles.

The directors agreed :-

- i) that the amended Articles of Association for CGLMC Ltd are approved for submission with the charitable application.

5. Winter Starting – Championship and Buddon Links

It was advised that J McLeish raised this item as he had had the issue raised to him by some local golfers. He advised that many of the golfers are unhappy with the system that is in place this winter for the Championship and Buddon Links courses.

G Wilson advised that in his opinion, the whole winter should be run as it is, then reviewed and amended as necessary for next year. He suggested that this was a matter for the Season Ticket Committee to review.

Various points were raised and this item will be discussed further by the Season Ticket Committee in March 2013.

6. Approval of Minutes of the CGLMC Ltd Meeting of Monday 3rd December 2013

Approved: G Murray

Seconded: P Sawers

a) Matters Arising Therefrom

There were no matters.

7. Greens Business

a) Approval of Minutes of the Greens Meeting of Monday 10th December 2012

Approved: G Wilson

Seconded: L Gordon

b) Matters Arising Therefrom

J Gilbert advised that 7 trees at the 9th hole of the Championship course have been marked for removal. There is also one tree at the 10th hole Championship that is in danger of possibly falling onto the railway. The directors agreed:-

- i) to authorise the removal of the trees as described above.

J Gilbert asked for director's approval to disperse with the yellow tee on the Championship course and make a combined course with the yellow and green tees. He advised that G Paton's concerns have been confirmed by Angus County as not being an issue This would give a white tee, combined tee and red tee.

The directors agreed:-

- i) to combine the existing green and yellow tees on the Championship course into a single tee.

J Gilbert asked for approval from the directors to have Granite markers on all 3 tees on the Championship course. The white and red markers will be kept and a new marker will be purchased for the combined course.

The directors agreed:-

- i) to purchase a granite or similar marker for the combined course.

J Gilbert asked for approval to make the combined tee a yellow tee and for the discs to be replaced by ball shaped tee markers.

The directors agreed:-

- i) to purchase tee markers as described above in a yellow colour.

J Gilbert advised the directors that as there will now be a space on the men's scorecard with the loss of the yellow tee. The Greens committee have proposed that the red tee be included on the scorecard and that from now on, instead of it being referred to as the 'Ladies tee', it simply be called the red tee, giving men (particularly visiting golfers) the opportunity to play a shorter course. The directors agreed:-

- i) that the red tee be shown on the Gents scorecard. The Ladies scorecard will remain unchanged.

The Greens committee will discuss a proposal for the length of the combined course and propose it to the next Full meeting.

R Reyner enquired to whether the LGU plaque will be removed from the red tee marker. The directors agreed that the Ladies club be asked their opinion and the club representatives report back to the Greens committee.

J Gilbert advised that the Buddon Links and Burnside courses will from this year only close for 1 week each in the winter.

8. Finance Business

a) Approval of Minutes of the Finance Meeting of Monday 17th December 2012

Approved: G Wilson

Seconded: J McLeish

b) Matters Arising Therefrom

G Murray advised that the Finance Committee propose that the Staff annual salary increase be based on CPI from now on. This year it would be 2.4 %. He advised that, if any year this percentage was not affordable, it can be reviewed by the directors.

The directors agreed:-

- i) that all staff should receive a 2.4% cost of living increase in April 2013 and that CPI should be used to determine cost of living increases from now on, assuming the CPI rate is affordable.

G Murray advised that some Finance Committee meetings only last 5-10 minutes as there are now many procedures in place to deal with much of the Finance business. He advised that the Finance Committee discussed having meetings quarterly with the figures still being emailed out to directors members on a monthly basis. There would be the opportunity for emails and conference calls to take place between the meetings. H Oswald advised that it was also discussed that the meetings be bi-monthly. W Thompson advised that he agreed with making the meetings bi-monthly, and that a telephone conference call be arranged if necessary between the meetings. The directors agreed to make the Finance Committee meetings bi-monthly. The Finance Business will still be included on the monthly Full Committee agendas.

W Thompson advised that the profitability of the Pro-Shop looks low for a retail business. He asked that the figures be displayed in a manner that is easier to understand, and particularly to identify the commission paid to the hotel which skews the figures.

G Duncan advised that he has been in touch with the Angus Energy Hub. They have offered two consultants who can evaluate the energy use of the CGLMC Ltd buildings. G Duncan advised that they the Angus Energy Hub will provide their services up to the value of £1,000, and if any further work is needed by them, then CGLMC Ltd will have to pay for it.

9. Pro Shop Business

There was no business.

10. Major Projects

There was no business.

11. Tournament Business

There was no business.

12. PR Business

There was no business.

13. Season Ticket Business

There was no business.

14. Golf Services Managers Report

C McLeod advised that after discussions with A Reid, he would like to propose that during the shoulder months (April and the last two weeks in October) that the greenfees be reduced. C McLeod stated that A Reid has advised the course can take more traffic during these months, and many of CGLMC Ltd peers have significantly reduced their greenfees during these months. This would mean charging a tour operator a reduced fee per person for a round on the Championship course. C McLeod advised that these changes would be made in 2014 as some bookings are in for 2013. It was enquired to how many bookings are in for October 2013, C McLeod advised that there were a few. The directors agreed:

- i) that a shoulder season discount be included within the price proposals for 2014. Also that the discount could be put in place for the last 2 weeks of October 2013 and that any players that have already booked be given a voucher for the Pro-Shop to make up the difference.

15. General Managers Report

G Duncan advised that a new Planning Application has to be made for the Building at the 1st Tee of the Championship course. The greenkeepers are getting on with what they can in the meantime.

In connection with the Season Ticket Holder's claim against CGLMC Ltd, G Duncan advised that it was heard by the Sheriff this week. The court was attended by G Duncan and A Reid. The Sheriff has asked for a written defence by CGLMC Ltd which has to be submitted within 7 days. The final decision will be made by the Sheriff at a hearing on 22nd February at 10.00am. CGLMC Ltd have the opportunity to call witnesses on that day. The defence statement will be emailed to all directors.

G Duncan advised that CMLMC Ltd had received a letter from the Provost thanking them for the sponsorship of the Angus Ambassador Awards.

G Duncan thanked the directors for their sponsorship of the staff Christmas lunch at the Carnoustie Club.

16. Performance Indicators

Performance Indicators were distributed to the directors for their information. It was enquired to why there were no complaints recorded in the report as there have been quite a few complaints in regards to the ballot. G Wilson advised that only written complaints are recorded on the Performance Indicators. He asked directors members to advise anyone they receive complaints from to put them in writing. There are forms available.

17. Companies House Matters

N Prentice has been formally appointed as a Director of CGLMC Ltd. All paperwork is complete.

18. Health and Safety Report

There were no matters.

KS