

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Castlereagh Hills Golf Club Board meeting held, in committee, in Castlereagh Hills Golf Club Board on Friday, 20th July 2007 commencing at 10.00 a.m.

PRESENT:- Councillor T Jeffers (in the chair)
Councillor Mrs J Cochrane
Councillor M Henderson (until 10.10 a.m.)
Councillor G Robinson (from 10.15 a.m.)
Councillor J Spratt

IN ATTENDANCE:- Acting Director of Leisure Services, General Manager of Leisure & Marketing, Parks Manager, Acting PR & Marketing Manager, Capital Projects Officer, Golf Club Secretary/Manager and the Assistant Members' Services Officer

APOLOGIES:- Apologies were recorded on behalf of Councillor Hanvey, Councillor Drysdale and Alderman Chambers. Councillor Henderson apologised that he had to leave the meeting early as he had been called to another urgent meeting that morning.

In the absence of a quorum the following items were raised and noted, but no decisions were taken.

GCB/2007/193 : INTRODUCTION OF THE NEW CASTLEREAGH HILLS GOLF CLUB SECRETARY/MANAGER

The Acting Director introduced Mrs Lee Booth, the new Secretary/Manager of the Castlereagh Hills Golf Club Board to the meeting and the Chairman welcomed her, on behalf of the Members of the Board.

Noted.

MATTERS ARISING FROM THE MINUTES

**GCB/2007/194 : REQUEST FOR RESERVED PARKING SPACES
(Minute Ref No: GCB/2007/164 refers)**

The Acting Director informed Members that the reserved parking spaces were now in place.

Noted.

**GCB/2007/195 : STAFFING MATTERS – TEMPORARY STAFFING
STRUCTURE WITHIN THE RESTAURANT
(Minute Ref No: GCB/2007/166 refers)**

The General Manager of Leisure & Marketing informed Members that the newly appointed Head Chef was due to commence employment at the start of next week.

Noted.

**GCB/2007/196 : DRINKS LICENCE
(Minute Ref No: GCB/2007/167 refers)**

The Acting Director reported that she had attended a Court Hearing on the 5th July and a Protection Order was now in place for a 6-month period. The Solicitor was currently dealing with the application for a full transfer of the licence.

Noted.

**GCB/2007/197 : RECORD OF ALARM CALL-OUTS
(Minute Ref No: GCB/2007/180 refers)**

The Acting Director stated that the alarm panel had now been recommissioned and zoned.

Noted.

**GCB/2007/198 : TARMACING OF PATH FROM PUTTING GREEN TO
FIRST TEE
(Minute Ref No: GCB/2007/188 refers)**

The Parks Manager advised that the contractor appointed was not in a position to carry out the work yet, due to prior work commitments.

Following discussion, it was

RESOLVED:- That, the Board would approve a short delay in the commencement of the works, on the proviso that the time anticipated to start the project would not be lengthy.

At this point in the proceedings, Councillor Robinson arrived at the meeting.

**GCB/2007/199 : CONTROLLING ACCESS ACROSS THE AREA OF GRASS IN FRONT OF THE CONFERENCE ROOM
(Minute Ref No: GCB/2007/189 refers)**

The Parks Manager advised Members that a planting scheme was being considered for the area of grassland in front of the Conference Room.

Noted.

GCB/2007/200 : CONFERENCE ROOM - BLINDS & DRAPES

The Secretary/Manager advised that 2 companies had submitted quotations for the provision of blinds/drapes for the Conference Room, namely - £3000 and £1300 respectively.

She advised that although there was a difference in the quality of the fabrics, the overall effect would be the same, as the blinds and drapes were only required as a window dressing impact.

She further stated that she had asked the companies to quote for the Members' Room and both companies had quoted approximately £600.

Councillor Robinson suggested that blinds be fitted to the window of the door of the Conference Room to maximise privacy, and the Acting Director responded that she would arrange the fitting of micro blinds to be included in the quotation.

The Secretary/Manager advised Members that she would like to take a photograph of the Conference Room when the window dressings were in place and the room had been set for a function, which could be used as a model for parties interested in hiring the room in the future.

Councillor Cochrane asked that the Officers ensure that any pelmets provided were of a hardboard design.

Following discussion, it was

RESOLVED;- that,

- (a) the Officers arrange for the Conference Room and Members Room to receive window dressings at the same time, at the cheaper quotation of £1300 (Conference Room) and £600 (Members' Room)
- (b) Officers to also arrange for micro-blinds to be fitted to the door of the Conference Room
- (c) Officers to liaise with Councillor Cochrane re: design/colour of the window dressings
- (d) Expenditure for the window dressings and blinded to be capitalised from the Capital Expenditure.

**GCB/2007/201 : RESIDENTS' COMPLAINTS
(Minute Ref No: GCB/2007/192 refers)**

The Acting Director informed Members that she had asked the Consultants to submit a copy of the risk assessment which had been prepared during the initial design of the course when due consideration had been given to the hole placements.

Councillor Spratt expressed his concern that the Consultants would try to charge the Council for this information but the Officer assured him that this assessment was perceived as conclusive of work already carried out.

Noted.

REPORT FROM THE ACTING DIRECTOR OF LEISURE SERVICES

GCB/2007/201 : FINANCIAL TRADING ACCOUNTS

The General Manager of Leisure & Marketing took Members through the summary of yearly accounts and expenditure totals and commented that the invoicing was up to date.

Councillor Jeffers indicated that the inclement weather had impacted on the Golf Club and restaurant income levels.

The Acting Director referred to operational figures from January until the present month and noted that the costs were now much more competitive in comparison. She further added that once the staffing levels in the restaurant had been stabilised, she would look at increasing opening hours, through the staggering of rotas, but assured Members that this would not impact on staffing costs.

Noted.

STAFF IN COMMITTEE

GCB/2007/202 :

GCB/2007/203 : MINUTES OF THE GENERAL COMMITTEE

Tabled:- Minutes of the General Committee Meeting dated 4 May 2007 & 1 June 2007 (copies previously circulated).

Councillor Robinson asked that Members of the Golf Board should be informed if the Members' representation on the General Committee are unable to attend the General Committee meetings, to ensure that suitable substitutes can be appointed.

RESOLVED:- That, Members of the General Committee who are unable to attend any meetings of the General Committee should ensure that substitutes are appointed from the Golf Board in their absence.

MATTERS ARISING FROM THE GENERAL COMMITTEE MINUTES

GCB/2007/204 : HONOURS BOARDS

The Acting Director informed Members that the Honours Boards were now in place.

Noted.

GCB/2007/205 : EXPENDITURE

The Acting Director reported that she had requested an accurate expenditure plan to be submitted from the Golf Club.

The Secretary/Manager commented that she had been liaising with Mr Gibson, as the Chairman of the Social Club Committee was currently on sick leave, in relation to the forthcoming Newtownbreda Lions event and a potential monthly Friday evening event incorporating quizzes, wine tasting etc.

The Acting Director concurred that any Golf Club events that had been organised by the Council had been well attended, which encouraged participation by Members.

Councillor Robinson proposed that the Officers write a letter to all Members requesting ideas for social events, and stating that as previous Council involvement with the Golf Club Council had not been very fruitful, the Council welcomed Members' involvement and encouraged meeting with the Golf Club Board to put forward any suggestions.

The Secretary/Manager responded that she was planning to circulate a letter to all members addressing a multitude of matters, i.e. the employment of the new Chef and subsequent new restaurant menu, the Christmas menu. She advised that she was also hoping to meet with the Social Committee at the Newtownbreda Lions event to circulate suggestion cards etc for social events.

RESOLVED:- that, the Secretary/Manager prepares a letter to all Golf Club Members inviting ideas for events/social evenings and stating that, as previous discussions with the Golf Club Council had not been productive, the Council was keen to encourage an active social calendar for the Golf Club members and welcomed new ideas.

GCB/2007/206 : PHOTOGRAPH OF THE CASTLEREAGH HILLS GOLF COURSE

The General Manager of Leisure & Marketing advised that despite initial agreement, the General Committee had decided to reject the proposal to purchase a photograph of the golf course.

Following discussion, it was

RESOLVED:- that, the Golf Club Board will approve the purchase of a photograph of the Castlereagh Hills golf course with the payment being deferred until the next financial year.

In the interim, that the Parks Manager be advised to ensure that maintenance of the course is carried out to ensure that the golf course is looking at its best when the photograph is to be taken.

GCB/2007/207 : SNAGGING DEFECTS

The Acting Director informed Members that the Capital Projects Officer had prepared an interim report on the matter to consider the options and Members perused the content of the report in detail.

The Acting Director stated that she had brought this matter to the Board's attention last month and had since spoken to the Council's Solicitors, as the Council had not yet received the initial terms of engagement letter.

She outlined the background to the matter but added that because the Consultant had issued a Final Certificate for the building, the Contractor had now invoiced the Council for the final amount outstanding. She expressed concern that although she refuted paying the invoice, the Council's Solicitor had indicated that the Council would be in breach of contract if payment was not made to the Contractor.

Councillor Spratt asked if the Consultants had met with anyone within the Council to ensure that all defects had been remedied prior to this issue, and Councillor Robinson furthermore requested clarification if all the defects had now been rectified.

The Acting Director clarified that although some of the M&E items had been remedied, the repairs had been carried out by 3rd party contractors, not the initial Contractors, and costs had subsequently been borne by the Council.

Councillor Robinson enquired who had authorised the maintenance work to be carried out, to which the Capital Projects Officer responded that the Golf Course/Club had been included in the Annual Maintenance Tender and works had been carried out as part of the tender content.

Members again expressed concern that the Final Certificate had been issued without prior Council consent and asked if Officers had queried it upon receipt of the copy. The Capital Projects Officer informed Members that the Council had always repudiated the issue of the Final Certificate.

The Acting Director then referred to one of the major defects, i.e. the unevenness of the kitchen lobby floor, which had been brought to the attention of the Consultants, but the Council had as yet received no response.

In relation to remedial action, the Capital Projects Officer advised that the Council had been obliged to repair the faulty part of the kitchen lobby floor to comply with Environmental Health legislation, but the floor had subsequently started to bubble in other areas of the floor.

Following lengthy discussion, it was

RESOLVED:- that,

- (a) The Acting Director be authorised to seek legal advice on the matter and that no payment to was to be made to the Contractors in the interim.
- (b) All correspondence in relation to the snagging lists prior to March 2007 to be made available at the next meeting of the Board.

GCB/2007/208 : WASTE REMOVAL

Members were informed that this matter had now been progressed.

Noted.

GCB/2007/209 : REMAINING MONIES FROM GILNAHIRK GOLF CLUB

Noted.

GCB/2007/210 : STAFFING MATTERS

Noted.

GCB/2007/211 : DRINKS LICENCE

The General Manager of Leisure & Marketing informed Members that he had attended a meeting with the QC and a number of options had been put forward. He stated that a further update would be brought to a future meeting of the Board.

Noted.

GCB/2007/212 : PRICING SCHEDULE TO SUPPORT THE SERVICE LEVEL AGREEMENT

The Parks Manager circulated the pricing schedule for Members' perusal and he explained that the course budgets for the maintenance programme are processed through the Council's estimates process. He then outlined the differences between the Course Manager and Assistant Course Manager's

responsibilities, and confirmed that the Course Manager only spent 40% of his time at the Golf Club and this was costed accordingly on a pro-rata basis.

The Parks Manager went on to state that he had tried to ascertain details in relation to SLA's from other private clubs, but they did not divulge this type of information.

He finally reported that, when preparing the final estimates, the Finance Department had not taken into account fuel and vehicle repairs for bespoke grass equipment, subsequently the Finance Manager had reported the anomaly to the Finance & General Purposes Committee to restore the necessary budget.

Noted.

GCB2007/213 : COURSE RANGERS TASKS

The Acting Director confirmed that she had full copies of the Course Rangers' daily log sheets available for perusal.

The Parks Manager then provided Members with an overview of the duties that the Course Rangers normally carried out on a daily basis.

Councillor Robinson referred to the storage of scorecards and numbers, and the Officers confirmed that they were receipted and filed appropriately.

Noted.

GCB/2007/214 : BUGGY HIRE

Noted.

GCB/2007/215 : UPDATE ON MEMBERSHIP NUMBERS

Noted.

GCB2007/216 : GOLF PROFESSIONAL LESSONS

The Acting Director referred Members to the content of her report and stated that the new Administration Assistant had now been relocated to the back office and the Golf Professional was manning the reception desk. Furthermore, she

outlined that few lessons had been booked as the Golf Club was not particularly suitable for golf coaching lessons.

Noted.

GCB/2007/217 : NUMBER OF STAFF USING THE COURSE

Noted.

GCB/2007/218 : RECORD OF ALARM CALL OUTS

Noted.

GCB/2007/219 : DAMAGE TO COURSE

Members discussed the number of recent attacks, which had been launched on the course and the vandalism that had ensued.

Councillor Spratt referred to the stock fence, which he had requested to be erected and stated that it was his understanding that this had still not been carried out.

The Parks Manager responded that he had been informed that the stock fence had been repaired and erected but he would clarify this matter at the end of the meeting.

RESOLVED:- That,

- (a) Councillor Spratt will raise the recent incidents at the Golf Course with the DPP and ascertain details in relation to the date and time of the reporting of the incidents and the exact location of the vandalism.
- (b) The Parks Manager to ensure that the stock fence has been repaired and erected.

GCB/2007/220 : DEDICATED TAXI SERVICE TO CASTLEREAGH HILLS GOLF CLUB

The Acting Director informed Members that 2 taxi companies had submitted Expressions of Interest – namely Castlereagh Cab Company and Value cabs.

She commented that Value cabs had awarded the Golf Club a “Priority 8” status and indicated they already had a similar type of account with a number of other organisations.

RESOLVED:- That, the Golf Club Board approves the appointment of Value cabs as the dedicated taxi service to Castlereagh Hills Golf Club.

GCB/2007/221 : INCIDENT ON 3 JULY 2007

Following discussion, it was

RESOLVED:- That, the Board authorise the Officers to arrange for a Counselling Officer to meet with the employees concerned, and to reassure them of the Golf Club Board’s support.

GCB/2007/222 : WIND TURBINE PROPOSAL

The General Manager referred Members to his report and updated them on the situation. The Council’s Energy Conservation Officer had advised that selling electricity back to the National Grid was feasible but not very lucrative.

Councillor Robinson asked if the Golf Club had an increase in electricity usage, would it be feasible to link the wind turbine in to the facility’s power supply. Furthermore, he asked if there was anything in the grant application to state that the generated power was for Council use only, and perhaps the Council could do a deal with neighbouring companies, e.g. the Hillmount Garden Centre to see if they wished to purchase electricity.

The General Manager referred to discussions with the M&E Engineer and informed Members that the intention was that the wind turbine would only serve the Golf Clubhouse and not the Hamilton Sheds. However, Councillor Spratt queried this comment and felt the positioning of the wind turbine would have an impact on the facilities to be powered. He was also pleased to note that the Planning Officer had been involved in initial discussions and referred to the Lough Moss application for a wind turbine and Members’ concerns in relation to Consultant involvement.

Following discussion, it was

RESOLVED:- that, the Members would be kept apprised of the situation and the Officers would inform Councillor Robinson when the next meeting to discuss the wind turbine proposal was being arranged.

GCB/2007/223 : RESTAURANT LICENCE - PROTECTION ORDER

The Acting Director stated that she had attended a court hearing on the 5th July 2007 and a protection order had been granted to the Council in respect of both the licences currently held for the Golf Club.

Noted.

GCB/2007/224 : PAINTING OF THE GOLF CLUB RESTAURANT

The General Manager reported that a further 2 quotations had been received and Wilgar Contracts had been the cheapest overall quotation. He recommended that the most urgent works be carried out, namely the Staircase - £388, the Corridor and Waiting Room - £366 and the Conference Room - £338.

Following discussion, it was

RESOLVED:- That,

- (a) the Officers proceed with Wilgar Contracts for the repaint of the Staircase - £388, the Corridor and Waiting Room - £366 and the Conference Room - £338.
- (b) The Officers seek agreement with the Contractor to hold his quoted prices for the remaining work until the next financial year ie. Members Room - £278, Restaurant - £835, and Reception area - £338.

Furthermore, that the General Manager liaise with Councillors Chambers and Cochrane in relation to the selection of the colours for the paintwork.

GCB/2007/225 : CAPTAINS' PHOTOGRAPHS

Following discussion, it was

RESOLVED:- That Members approve the resolution of the General Committee minutes of 1 June 2007 in relation to the taking of an additional photograph for presentation to the outgoing Captain.

GCB/2007/226 : CORRESPONDENCE RE: CONCESSIONARY RATE FOR SENIOR CITIZENS

The Acting Director referred to correspondence, which had been received by the Chief Executive and submitted to the Golf Club Board for discussion.

The Acting Director of Leisure Services responded that a reply had already been sent informing the correspondent that the midweek membership fee had already been reduced to a rate to accommodate senior citizens.

Noted.

GCB/2007/227 : NEW MENU PROMOTION

The Manager/Secretary stated that she would agree a price for the “Meal for 2 & Free Bottle of Wine” promotion once the new Head Chef is in post.

Councillor Robinson advised that Officers should ensure that the wording “conditions apply” should be displayed on the banner.

The Acting Director commented that she would like to have the dedicated taxi service in operation before the promotion takes effect.

RESOLVED:- That, the proposed marketing costs be approved, once the new menu promotional offer has been finalised with the new Head Chef.

GCB/2007/228 : CHRISTMAS MENUS

Councillor Robinson asked Officers to progress the Christmas Menus with immediate effect, and the Secretary/Manager of the Golf Club stated that she would be discussing this matter with the new Head Chef once he is in post.

The Acting Director of Leisure also stated that it was her intention to organise a mailshot in future.

Councillor Robinson also asked the Director to include in any marketing literature that the Golf Club had outside verandas to facilitate smokers.

Noted.

GCB/2007/229 : CHRISTMAS DAY OPENING

Councillor Spratt commented that he felt it was unfair to expect staff to work on Christmas Day, as it was a family holiday.

The General Manager of Leisure & Marketing thanked the Councillor for his comments, on behalf of the staff.

Councillor Spratt therefore proposed, which was seconded by Councillor Cochrane, that it be

RESOLVED:- That, the Golf Club would remain closed on Christmas Day.

GCB/2007/230 : MARKETING EXPENDITURE

RESOLVED:- That, the marketing expenditure, as detailed in the Acting PR & Marketing Manager's report be authorised as there was sufficient expenditure in the marketing budget.

GCB/2007/231 : EVENING ENTERTAINMENT DURING THE MONTH OF DECEMBER

Following consideration, it was

RESOLVED:- That, the Acting Director of Leisure prepare a business plan in relation to evening entertainment on Thursday, Friday and Saturday evenings during the month of December and to ascertain what type of entertainment was available.

GCB/2007/232 : COMPLEMENTARY DISCOUNT

The Acting Director of Leisure Services suggested that Members consider the introduction of complementary discount for Club Members who encourage Golfing Societies/Organisations to use Castlereagh Hills Golf Club for their Christmas Dinner.

Noted.

GCB/2007/233 : COOL FM PROMOTION GIVEAWAY

Following discussion, Members agreed that it be

RESOLVED:- that, the prize draw for the Cool FM promotion giveaway should comprise of a free 6-month midweek membership.

GCB/2007/234 : GOLFING SOCIETY PROMOTION

Following discussion, it was

RESOLVED:- That, the Board approves a promotion for Golfing Societies which will enable 1 x four ball from each society to trial the course for a fee of £5.00 p/person.

GCB/2007/235 : STENA LINE FILMING

RESOLVED:- That, once editing has been completed, a presentation of the final advertisement will be shown at the next Board meeting.

GCB/2007/236 : MEMBERSHIP FEES

The Acting PR & Marketing Officer referred to the recommendation to introduce a pro-rata membership fee from September to December, which will encourage golfers to join the Club mid-season.

The Secretary Manager further confirmed that she would speak to the GUI in relation to changing names throughout the year.

Following a proposal from Councillor Cochrane, which was seconded by Councillor Spratt, it was

RESOLVED:- That, a pro-rata membership green fee be introduced from September to December and waived from January to March 2008 on the condition that anyone joining at this time pays the full membership fee up front.

GCB/2007/237 : GOLFING EVENTS

Members were informed of the golfing events taking place during August and September 2007.

Noted.

ANY OTHER BUSINESS

GCB/2007/238 : STAFF PARKING

Councillor Robinson asked Officers to ensure that staff were aware that they should park at the front of the facility.

The Secretary/Manager advised Members that she was addressing this matter on the next Staff meeting agenda.

Noted.

GCB/2007/239 : FRONT OF CAR PARK

Councillor Robinson asked Officers if there was any way that the front of the car park could be roped off to prevent people walking over the fairway,

RESOLVED:- That, the Parks Manager will arrange for a small chain to be fitted along the car park area with a sign erected to display “Please do not walk across this area!”.

GCB/2007/240: AUGUST GOLF CLUB BOARD MEETING

Following discussion, it was

RESOLVED:- That, the August meeting of the Golf Club Board would table only one item on the Agenda, namely discussion re: the special drainage programme

As there was no further business, the meeting concluded at 1.10 p.m.

CHAIRMAN

CHIEF EXECUTIVE