

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Castlereagh Hills Golf Club Board meeting held, in committee, in Castlereagh Hills Golf Club on Friday, 15<sup>th</sup> June 2007 commencing at 10.00 a.m.

**Present:-** Councillor Henderson  
(in the Chair)

**Councillors:-** G Robinson  
Mrs M Chambers  
B Hanvey  
T Jeffers

**In Attendance:-** Acting Director of Leisure, General Manager of PR & Marketing, Business Manager, Technical Manager and Assistant Members' Services Officer

**Apologies:-** Apologies were recorded on behalf of Councillors White, Spratt and Cochrane

### **GCB/2007/158 : ADDITIONAL MEMBER – GOLF CLUB BOARD**

Councillor Robinson reported that, following the AGM, the Council had agreed that an additional member would be appointed to the Golf Club Board for one year only.

Therefore, it was

**RESOLVED:-** That, Councillor Hanvey be appointed as the additional member to the Golf Club Board for the duration of one year only.

### **GCB/2007/159 : MINUTES**

Tabled:- Minutes of the Castlereagh Hills Golf Club Board held on 18<sup>th</sup> May 2007 (copy previously circulated)

**RESOLVED:-** That, the minutes of the Castlereagh Hills Golf Club Board held on 18<sup>th</sup> May 2007 be accepted as a true and accurate account of the proceedings,

with the addition of apologies recorded from Councillors Chambers and Henderson which were omitted in error.

## **MATTERS ARISING FROM THE MINUTES**

### **GCB/2007/160 : CAPTAINS' GREEN FEES (Minute Ref Nos: GCB/2007/125 & 101 refers)**

In response to a query from Councillor Robinson, the Acting Director confirmed that she was still awaiting a copy of the Golf Club's Social Calendar, but she had recently met with the Honorary Secretary and asked him to progress it urgently.

Members agreed, that on this basis, the Captains' green fees would not be waived until a copy of the Social Calendar had been submitted to the Board.

Councillor Henderson added that this matter had been raised at the last meeting of the General Committee and the Golf Club representatives had agreed to prioritise it.

Noted.

### **GCB/2007/161 : PRESIDENTS' DAY**

The Business Manager reported that the Golf Club restaurant had been booked for a Golf Club event for 100 people, and although she had requested that the Golf Club submit a deposit of £500, she had been subsequently informed that the Treasurer was out of the country.

Noted.

### **GCB/2007/162 : TRADE WASTE COLLECTION (Minute Ref Nos: GCB/2007/120 & GCB/2007/87 refers)**

The Acting Director stated that Wilson Waste would be commencing their trade waste collections next week.

Noted.

**GCB/2007/ 163 : REMAINING MONIES FROM GILNAHIRK GOLF CLUB  
(Minute Ref No: GCB/2007/134 refers)**

The Acting Director reported that she had asked the Auditor to ensure that the Ladies' Club members were fully updated with the Council's financial agreement and procedures to be adhered in relation to expenditure or the transfer of remaining funds.

Noted.

**GCB/2007/164 : REQUEST FOR RESERVED PARKING SPACES  
(Minute Ref No: GCB/2007/135 refers)**

The Acting Director referred Members to samples of signage and outlined the prices for each design.

Following discussion, it was

RESOLVED:- That, the first 4 places in the centre island of the car park be reserved for Golf Club/Council use with 4 "Reserved" signs and fittings to be erected at a cost of £60 per sign, payable by the Council.

**GCB/2007/165 : ANNUAL LEAVE ENTITLEMENT  
(Minute Ref No: GCB/2007/138 refers)**

The Acting Director advised Members that although staff had now been notified, Officers were considering carrying out a 15-minute briefing session to provide more detailed information.

Noted.

**STAFF-IN-COMMITTEE**

**GCB/2007/167 : DRINKS LICENCE  
(Minute Ref No:- GCB/2007/145 refers)**

The General Manager of Marketing & Leisure informed Members that a full report on the various options available would be brought to the next meeting of the Board.

Noted.

**GCB/2007/168 : UNEMPLOYED RATE  
(Minute Ref No:- GCB/2007/153 refers)**

The General Manager informed Members that he had now responded to the individual concerned.

Noted.

**GCB/2007/169 : MIDWEEK COMPETITIONS  
(Minute Ref No:- GCB/2007/154 refers)**

Members were informed that a letter detailing the competitions and list of promotions had now gone out to all Golf Club members and junior members.

Noted.

**UPDATE FROM THE BUSINESS MANAGER**

**GCB/2007/170 : SUMMARY OF YEARLY ACCOUNTS**

The Business Manager referred Members to the summary of yearly accounts and the expenditure totals.

Councillor Chambers asked if the Officers had compared the Golf Club's SLA expenditure to other organisations, for benchmarking purposes.

The Acting Director stated that she would arrange for a Technical Services Officer to be present at the next meeting of the Board to provide an explanation of the pricing schedule, staffing structure and to outline the loan charges breakdown of the SLA.

Members further requested Officers to ascertain the maintenance charges for Royal County Down and Rockmount Golf Courses for comparative figures.

At this point in the meeting, Members wished to thank the staff and Officers involved with the Golf Course for their assistance to date.

RESOLVED:- That,

- (a) The Acting Director will arrange for a Technical Services Officer to be in attendance at the next meeting of the Board to present an explanation of

the pricing schedule, salaries and wages profile and provide a loan charges breakdown of the Service Level Agreement.

- (b) Officers to investigate how much Rockmount and Royal County Down spend on maintaining their golf courses for comparative purposes.
- (c) Officers to thank Golf Club staff for their assistance, on behalf of the Members of the Golf Club Board.

**GCB/2007/171 : PROVISIONAL TRADING ACCOUNTS 1/4/07 – 31/5/07 – GOLF CLUB RESTAURANT**

The Business Manager referred Members to the provisional trading accounts in relation to the Golf Club restaurant.

She stated that the staffing costs would increase from next month due to recent staffing changes.

Noted.

**GCB/2007/172 : PROVISIONAL TRADING ACCOUNTS 1/4/07 – 31/5/07 – GOLF COURSE & MEMBERSHIP FEES**

The Business Manager referred Members to the trading accounts in relation to Golf Course and Membership fees.

Noted.

**REPORT FROM THE ACTING DIRECTOR OF LEISURE**

**GCB/2007/173 : SERVICE LEVEL AGREEMENT**

The Acting Director reported that the SLA was now finalised and had been attached to her report for Members' information.

She reiterated that she would arrange for a pricing structure report to be brought to the next meeting of the Board.

Noted.

**GCB/2007/174 : CORRESPONDENCE REFERRED FROM COUNCIL**

The Acting Director referred Members to correspondence received from St Finnian's Parish Church seeking support for a thanksgiving festival in December 2007, which had been referred from the May Council meeting.

Members discussed the benefits of advertising in the Festival brochure and agreed that it would be an excellent forum to advertise the Golf Club Christmas menu.

Following a proposal from Councillor Hanvey, which was seconded by Councillor Chambers, it was

RESOLVED:- That, the Golf Club Board would authorise Officers to purchase a full page advertisement in the St Finnian's Thanksgiving Festival, advertising the Golf Club's Christmas programme, at a cost of £100.

**GCB/2007/175 : COURSE RANGERS**

Following a request from Councillor Robinson, it was

RESOLVED:- That, the Officers instruct the Course Rangers to provide a schedule of the duties that they carried out in the months of April/May 2007 for the next meeting of the Board.

**GCB/2007/176 : BUGGY HIRE**

Members were updated of the numbers in relation to buggy hire.

Noted.

**GCB/2007/177 : UPDATE ON MEMBERSHIP NUMBERS**

The Acting Director reported that, at the end of May 2007, the Club had gained 30 new members.

The General Manager stated that in his view, a large percentage of the new members had joined as a result of the recent mail run promotion which had achieved 95% of its target recipients.

He further commented that the mail run had also generated an increase in the level of food sales in the restaurant.

Noted.

**GCB/2007/178 : GOLF PROFESSIONAL LESSONS**

Following discussion, it was

RESOLVED:- that, the Acting Director be instructed to bring back to the Board an update on how the number of golf lessons that are requested are actually provided

**GCB/2007/179 : NUMBER OF STAFF USING THE COURSE**

Noted

**GCB/2007/180 : RECORD OF ALARM CALL OUTS**

Noted

**REPORT FROM THE TECHNICAL MANAGER**

**GCB/2007/181 : CCTV/FIRE ALARM/INTRUDER ALARM – PROBLEMS WITH THE SYSTEMS**

The Technical Manager referred to ongoing problems with the CCTV/Fire alarm/Intruder alarm systems which had been ongoing prior to the Leisure Directorate taking over the running of the facility.

Councillor Hanvey expressed his concern that the original contractor should have taken some accountability, and felt that there had obviously been a breakdown in communication.

The Acting Director advised that she had held a meeting with the Consultants to ascertain who had signed off the building, and why they had done so when there had been inherent problems.

She stated that she had requested a definitive list of all problems reported and that the final certificate would be withheld until these had been resolved.

Following discussion, it was

RESOLVED:- That,

- (a) The Directors involved would issue a letter to the Contractor?? stating that the Council would be withholding the 30-day Certificate until the various inherent problems had been resolved.
- (b) A Special Meeting of the Golf Club Board would be called to deal with the matter in light of the 30-day deadline, once the Acting Director had received further information on the matter.

### **GCB/2007/182 : WIND TURBINE FOR THE GOLF CLUB**

The Technical Manager referred Members to his report and the savings to be made if a wind turbine was installed at the Golf Club.

He recommended that the Council obtain an energy saving grant for the turbine and submit a planning application, as the grant would cover the period April 2008-March 2009.

Councillor Chambers proposed that the Council proceed with this matter but ensure that the Council's Planning Officer was included in relevant discussions.

Councillor Robinson added that he would also like to be in attendance at these meetings.

RESOLVED:- That, the Board authorise Officers to proceed with the application for a wind turbine grant, and also to submit a planning application. Furthermore, that all discussions in relation to this matter involve the attendances of the Council's Planning Officer and Councillor Robinson.

### **GCB/2007/183 : MAINTENANCE WORKS – CLUBHOUSE**

The General Manager referred to essential maintenance works that were required at the Golf Clubhouse, namely painting of the ante-area and stairwells, and the Technical Manager outlined a breakdown of the potential costs.

The General Manager stated that as the stairwells required urgent re-decoration, she had asked the Minor Works Department to supply a quotation. However, to increase durability, she advised that she would be placing a buffer rail around the edges of the walls to be painted.

RESOLVED:- That, the General Manager be authorised to obtain quotations for the re-painting of the stairwell and ante area.

Furthermore, that the General Manager be authorised to arrange for the works to be carried out urgently, in the event of a competitive quotation being received.

### **REPORT FROM THE ACTING PR & MARKETING MANAGER**

In the absence of the Acting PR & Marketing Manager, the General Manager took Members through her report.

#### **GCB/2007/184 : NO JOINING FEE PROMOTION**

Members noted the current results of the marketing promotion, which was due to cease on the 30<sup>th</sup> June 2007.

Noted.

#### **GCB/2007/185 : RESTAURANT PROMOTION**

The General Manager informed Members that Officers were proposing to run a new restaurant promotion to replace the Early Bird menu and he referred them to the various options outlined in the PR & Marketing Manager's report.

Members agreed that Option 1(a) was the most suitable promotion to implement.

The Acting Director advised that she was currently sourcing alternative wine suppliers.

Councillor Jeffers asked if the Officers could check with the Arts Officer to ascertain if she had been able to obtain sponsorship for the Club.

RESOLVED:- That, the Board approves that the "Meal for 2 with a free bottle of house wine" option replace the "Early Bird Special" promotion.

#### **GCB/2007/186 : EVENTS PROMOTION**

The General Manager outlined that, during the summer months, Officers were hoping to target the venue as a location for wedding parties, after funeral gatherings, and family parties and he referred Members to the proposals outlined in the report.

RESOLVED:- That, the marketing promotion strategy outlined in the Acting PR & Marketing Manager's report be approved.

**GCB/2007/187 : STENA LINE FILMING**

The General Manager advised Members that the filming for the Stena Line advertisement had taken place at the Golf Club on 8<sup>th</sup> June 2007, and he would present the final footage at the next meeting of the Board, once edited.

Noted.

**ANY OTHER BUSINESS**

**GCB/2007/188 : TARMACING OF PATH FROM PUTTING GREEN TO FIRST TEE**

Members were informed that a response had been received from the Honorary Secretary of the Golf Club regarding the tarmacing of the pathway to the first tee box, and the Club had agreed to pay half of the costs, namely £5,289.

Noted.

**GCB/2007/189 : CONTROLLING ACCESS ACROSS THE AREA OF GRASS IN FRONT OF THE CONFERENCE ROOM**

Councillor Robinson advised that due to the public shortcutting across the area of grass in front of the conference room, he would like to see measures implemented to prevent such a practice.

RESOLVED:- That, the Officers will arrange for some form of planting scheme to prevent shortcutting across the area in front of the conference room.

**GCB/2007/190 : RESPONSE FROM THE HONORARY SECRETARY TO THE GOLF CLUB RE: WAIVING OF CAPTAINS' GREEN FEES**

The General Manager confirmed that he had received a response from the Honorary Secretary of the Golf Club with regard to correspondence sent by the Board detailing that the Captains' green fees would not be waived until the Golf Club's Social Calendar had been received by the Board.

RESOLVED:- that Officers continue to keep this response on file until the Social Calendar has been received from the Golf Club.

**GCB/2007/191 : CONFERENCE ROOM – BLINDS & DRAPES**

The General Manager asked if Members would consider purchasing drapes and blinds for the Conference Room for shielding and privacy purposes, in view of the potential use of the room for wedding and after-funeral functions.

Following consideration, it was

RESOLVED:- That, the General Manager of Marketing & Leisure would bring back a number of options for the Conference Room window and door dressings for the next meeting of the Board.

### **GCB/2007/192 : RESIDENTS' COMPLAINTS**

The Acting Director updated Members on two complaints received from local residents at Manns Road. She outlined the details of the complaints and advised that both concerned allegations of nuisance/damage to the said properties.

The Acting Director concluded that both complaints were currently under investigation, and as necessary, the Board would be kept abreast of developments.

Noted.

As there was no further business, the meeting concluded at 11.35 a.m.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**