

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Castlereagh Hills Golf Club Board meeting held, in committee, at Castlereagh Hills Golf Club on Friday, 18<sup>th</sup> May 2007 at 10.00 a.m.

**PRESENT:-** Councillor G Robinson (Chairman)  
Councillor Mrs J Cochrane (Vice-Chairman)  
Councillor B Hanvey  
Councillor J Spratt (from 10.45 a.m.)  
Councillor J White

**IN ATTENDANCE:-** Acting Director of Leisure, Business Manager, Client Manager, Parks Manager, Acting PR & Marketing Manager and Assistant Members' Services Officer

**APOLOGIES:-** Apologies were received from Councillor Jeffers, Councillor Chambers and Councillor Henderson.

### **GCB/2007/118 : MINUTES**

Tabled:- Minutes of the Castlereagh Hills Golf Club Board held on 20<sup>th</sup> April 2007 (copy previously circulated).

Following agreement, it was

**RESOLVED:-** That, the Board approves the minutes of the Castlereagh Hills Golf Club Board, held on 20<sup>th</sup> April 2007, to be a true and accurate account of the proceedings.

### **MATTERS ARISING FROM THE MINUTES**

#### **GCB/2007/119 : INDOOR BOWLING MATCH (Minute Ref No: GCB/2007/86 refers)**

The Acting Director stated that the indoor bowling match had been a successful event and consideration was being given to holding another indoor bowling match.

Noted.

**GCB/2007/120 : TRADE WASTE COLLECTION**  
**(Minute Ref No: GCB/2007/87 refers)**

The Acting Director informed Members that the Client Manager had been tasked by the Chief Executive to prepare a report on the matter, and he would be presenting this report later on in the meeting.

Noted.

**GCB/2007/121 : HONOURS BOARDS**  
**(Minute Ref No: GCB/2007/88 refers)**

The Acting Director reported that the Honours Boards were now ready for display in the Clubhouse.

Noted.

**GCB/2007/122 : CONVERSION OF THE GARAGE**  
**(Minute Ref No: GCB/2007/89 refers)**

The Acting Director informed Members that this matter was progressing and quotations had now been received.

Noted.

**GCB/2007/123 : BREAKDOWN OF BT CHARGES**  
**(Minute Ref No: GCB/2007/92 refers)**

The Acting Director stated that she now had a full breakdown of all BT calls, which she had inspected for international/premium rate calls. Although staff had now been informed that all calls were being monitored, she reiterated her view, that the landline had been over-used because of the lack of mobile phone coverage at the golf course.

Councillor Robinson suggested that there may be merit in contacting T-Mobile to install a booster on their telecommunications apparatus to enable users at the facility to access their mobile phones.

**RESOLVED:-** That, Members Services be instructed to contact T-Mobile to negotiate the installation of a telecommunications booster at the Golf Club to enable greater mobile phone coverage.

**GCB/2007/124 : REQUEST FROM THE LADIES' MEMBERS SECTION**  
**(Minute Ref No: GCB/2007/94 refers)**

The Acting Director informed the Board that it had been brought to her attention that the lady member who had requested free use of the Golf Club Boardroom was not actually a member of the Golf Club and this matter was no longer progressing.

Noted.

**GCB/2007/125 : CAPTAINS' GREEN FEES**  
**(Minute Ref No: GCB/2007/101 refers)**

Councillor Robinson expressed his concern that, despite previous requests from the Council, the Golf Club had still not issued their Social Calendar for the year. He therefore asked the Acting Director to write a further letter to the Golf Club reiterating this request for the social calendar and the Board would not consider the waiving the Captains' green fees until this information had been received.

Councillor Cochrane asked if there were any junior members involved in the Social Committee.

The Acting Director responded that although they had no representation on the Social Committee, the Golfing Professional had taken it upon himself to organise Junior Competitions now that a Junior Captain had been appointed.

Following discussion, it was

RESOLVED:- That, the Acting Director be instructed to write to the Golf Club urgently requesting a copy of their proposed Social Calendar.  
Chairman.

**GCB/2007/126 : STAFFING MATTERS**  
**(Minute Ref No: GCB/2007/106 refers)**

The Acting Director informed Members that staffing matters were being progressed.

Noted.

**GCB/2007/ 127 : REPORT FROM THE CLIENT MANAGER –  
INVESTIGATION INTO COMMERCIAL WASTE CHARGES AT THE  
GOLF CLUB**

The Acting Director reminded Members of the reasons for the Client Manager's investigation into Commercial Waste charges levied by the Technical Services Department. She further added that the VAT charges applied internally, should not have been charged and the Golf Club would shortly be receiving a credit of £690

The Client Manager then took Members through his report, which outlined the pricing approach taken by the Technical Services Department.

At this point of the proceedings, Councillor Spratt entered the meeting at 10.45 a.m.

Following lengthy discussion, and a proposal from Councillor White, which was seconded by Councillor Robinson, it was

**RESOLVED:-** That, the Board authorises Officers to accept the lowest price for commercial waste collection at the Golf Club, namely that trade waste services be obtained from Wilson Waste at a charge of £7.50 per bin lift (1100 litre) with a rental of £0.07p per day per bin. The price being inclusive of landfill tax and a guarantee being given from Wilsons that the price will be held for 12 months independent of the likely increase in landfill tax.

**REPORT FROM THE ACTING DIRECTOR OF LEISURE**

**GCB/2007/128 : FINANCIAL TRADING ACCOUNTS IN RESPECT OF  
THE GOLF CLUB & RESTAURANT**

The Acting Director referred Members to her report with regard to the expenditure for the Service Level Agreement and stated that this had not been profiled accordingly, but this would be addressed in the next few months. In the interim, she had asked the Parks Manager to identify levels of spend, as the Golf Club experienced either peaks or troughs in its line of business.

She further advised that she did not want the trading accounts to absorb costs from last year's accounts but stated that next month's figures would take care of this issue.

The Acting Director commented that the new staffing structure was now having an impact on the trading accounts, and restaurant income to date for the month of May was performing particularly well.

Noted.

## **GCB/2007/129 : SUMMARY OF ACCOUNTS**

The Business Manager referred to the Summary of Income and Expenditure for the period 1<sup>st</sup> April 2007- 30<sup>th</sup> April 2007 and informed Members that the estimates were yet to be profiled in line with last year's actual income and expenditure figures.

In response to a query in relation to functions/events in light of the current staffing structure, the Acting Director responded that staff were working as well as they could to ensure the various functions/events were manned sufficiently.

Noted.

## **GCB/2007/130 : SUMMARY OF ACCOUNTS - RESTAURANT**

The Business Manager outlined that, compared to last year income levels were down although this was to be expected due to the reduced opening hours. She added that this had also reduced staffing costs.

Members referred to the excellent standard of food in the restaurant and noted the favourable customer comments of those diners using the facility.

The Acting Director referred to the success of the "Early Bird" special and suggested extending it in some way to attract more business.

Councillor Robinson suggested introducing either a "themed night" or a "Beat the Clock" promotion, and the Acting Director commented that other Golf Club restaurants were offering a "Meal for 2 with complimentary bottle of wine" promotion during their quieter week nights.

Councillor Cochrane commented that the bar/restaurant "Tatu" were offering free taxi rides home and felt this would be worth considering in light of the location of the Golf Club.

The Acting Director commented that she would make general inquiries about the use of taxis for such a promotion. She further suggested installing a direct line telephone for taxi companies at the Golf Club, and agreed to contact a few taxi companies in the interim to assess their interest.

**RESOLVED:-** That,

The Acting Director will pursue the suggestions raised by Members and the costs involved in implementing these measures.

The Acting Director will contact a number of taxi companies to assess their interest in installing a direct line telephone at the Golf Club.

### **GCB/2007/131 : SUMMARY OF ACCOUNTS - SERVICE LEVEL AGREEMENT**

The Business Manager referred Members to the accounts in relation to the Service Level Agreements and pointed out that 3 expenditure lines were shown as credit balances, this was due to year end procedures and related to invoices which had still to be processed but related to the previous years trading accounts.

Councillor Robinson expressed his concern at the length of time taken to process invoices.

The Acting Director stated that the longest duration to process an invoice should be no more than a 4 week period, however she pointed out that if the cut-off period was missed, the invoice could not be processed for 4-weeks until the following month had passed.

Noted.

### **GCB/2007/132 : SUMMARY OF YEARLY ACCOUNTS FORMAT**

The Business Manager drew Members attention to the new format of yearly accounts summary which provided an overview of the whole year and highlighted trends, and if the Golf Club was under estimate.

The Acting Director concurred that it provided an accumulative image of the accounts.

Councillor Robinson asked if the Officers could ensure that income trends/comparisons are presented in a bar chart format for next month's meeting.

The Business Manager advised that she would arrange for this format to be amended and would also add the figures for 2005, and ensure that a similar arrangement was carried out for the Golf Club.

**RESOLVED:-** That, the Business Manager be instructed to include the 2005 yearly accounts figures in the overview and continue this summary for both the Restaurant and the Golf Club, in a bar chart format.

### **GCB/2007/133 : RESTAURANT OPENING HOURS**

The Acting Director referred to concerns raised at the General Committee in relation to the restaurant opening hours and reiterated that she had informed Members that if the Club require the restaurant to be opened, she will accommodate this request on the proviso that she has received advance warning.

Members discussed the possibility of opening later on a Thursday evening and it was

RESOLVED:- That, the Acting Director would look at the possibility of extending the opening hours on a Thursday evening and would cost for the provision of serving a limited choice of set meals.

Noted.

### **GCB/2007/134 : REMAINING MONIES FROM GILNAHIRK GOLF CLUB**

The Acting Director advised Members that the Auditor would be meeting with the Ladies Golf Club to clarify their position in relation to the remaining monies from Gilnahirk Golf Club.

Members were also advised that £1300 had now been transferred to the Castlereagh Hills Golf Club from the Men's' Gilnahirk Golf Club.

However, she stated that the Auditor had expressed concern that the Golf Club Members may not be totally aware of the financial agreement and the financial procedures to be adhered in relation to expenditure or the transfer of remaining funds.

Noted.

### **GCB/2007/135 : REQUEST FOR RESERVED PARKING SPACES**

Members were informed that at the last General Committee Meeting, the Golf Club had requested four "Reserved" named parking spaces for the two Captains, Honorary Secretary and Treasurer.

The Acting Director confirmed that there may be four parking spaces available at the front row of the Golf Club car park, which would be suitable for this purpose.

Following discussion, it was

RESOLVED;- That, the Parks Manager would bring back quotations for the provision of four "Reserved" signs and four named signs for the Captain, Ladies' Captain, Honorary Secretary and Treasurer.

**GCB/2007/136 : COMPOSITION OF THE GENERAL COMMITTEE**

Members were informed that at the last General Committee, Council representatives had been concerned that Council representation on the Committee, was no longer in the majority as had been initially been agreed in the Golf Club Constitution.

Following discussion, it was

RESOLVED:- That, the Acting Director, when preparing her letter to the club in respect of the social calendar, should also quote the "Constitution" wording in relation to the make-up of the General Committee and those persons who can attend.

Members of the General Committee were also asked to ensure that if they are unable to attend the Committee meeting, that Councillor Robinson be notified to attend as substitute.

**GCB/2007/137 : REQUEST FROM MACMILLAN CANCER SUPPORT**

Members were informed that the Golf Challenge in aid of Macmillan Cancer Support will be held at the Golf Club on Friday, 22<sup>nd</sup> June 2007, followed by a charity dinner for 120 in the restaurant. Members also approved the request from the charity to place a collection bucket in reception during the week prior to the event.

Noted.

**GCB/2007/138 : ANNUAL LEAVE ENTITLEMENT**

The Acting Director referred Members to the content of her report and outlined that this was not a Single Status issue but had merely been a departmental error some time ago, which had created an anomaly in annual leave entitlement across Leisure Services.

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

RESOLVED;- That the Golf Club Board authorises the rectification of the anomaly in annual leave entitlement across Leisure Services.

**GCB/2007/139 : STAFFING MATTERS – TEMPORARY STAFFING STRUCTURE WITHIN THE RESTAURANT**

The Business Manager advised that, due to the resignation of the Head Chef, a new temporary structure had been implemented as follows:

- Sous Chef acting up to Head Chef
- Chef de Partie acting up to Sous Chef
- Commis Chef acting up to Chef de Partie
- Kitchen Porter acting up to Commis Chef

She stated that the post of Head Chef would be advertised in tonight's press.

Councillor Spratt asked that in future, requests in relation to Golf Club staffing matters should not be tabled at the Finance & General Purposes Committee, without prior notification at the Golf Club Board meeting.

Noted.

**GCB/2007/140 : MINUTES OF THE LAST GENERAL COMMITTEE MEETING**

The minutes of the last General Committee meeting were not available at the time the Golf Club Board agenda was posted out.

Noted.

**GCB/2007/141 : BUGGY HIRE**

The Acting Director stated that the Golf Club would be reducing the numbers of buggies for hire to two, but the situation would be reviewed on a monthly basis.

Noted.

**GCB/2007/142 : UPDATE ON MEMBERSHIP NUMBERS**

Members were informed that at the end of April 2007, the total membership stood at 302.

The Acting Director stated that a number of junior Members had left the Club, but the Golf Professional had felt that this had not been a reflection on the Club, but may have been due to a lack of golfing interest.

Noted.

**GCB/2007/143 : GOLF PROFESSIONAL LESSON**

Members were informed that no golf lessons had been conducted in April.

Noted.

**GCB/2007/144 : NUMBER OF STAFF USING THE COURSE**

The Acting Director tabled a breakdown of the number of staff using the golf course during the month of April.

Noted.

**GCB/2007/145 : DISCOUNT PACKAGE FOR GOLF CLUB MEMBERS**

The Acting Director drew Members attention to her report, which outlined information on several discount packages provided within other local Golf Clubs, as well as giving several options for consideration in relation to room hire.

The Business Manager took Members through each of the various proposals.

Members discussed the possibility of introducing a social levy for Golf Club Members and the Acting Director agreed to check with the Council's Solicitor in relation to the perception of a social levy, in line with licensing laws.

Following discussion, it was

RESOLVED:- That,

The Business Manager liaise with the General Manager with regard to the introduction of a Members' Card and social levy.

The Acting Director to check with the Council's Solicitor to clarify the position in relation to the introduction of a members' card/social levy and its impact on the licensing laws.

The PR & Marketing Manager be instructed to draft a letter in relation to the Options for Room Hire, outlining that Option 2 has been agreed by the Board but listing the original prices of room hire in Option 1. This letter to be proof read by the Chairman prior to being sent out to Members.

**GCB/2007/146 : RECORD OF ALARM CALL OUTS**

Officers informed Members that the Maintenance Officer would be checking out the alarm system at the Golf Club to reduce the number of call-outs.

The Parks Manager advised that some of the call-outs had been as a result of the doors not being closed properly.

Noted.

**GCB/2007/147 : REQUEST FOR TRANSFER OF ESTIMATE**

The Acting Director referred to her report and advised that, due to the recent reduction in gas prices, a surplus had been identified within the gas estimate for the Robinson Centre. A request had been taken to the Leisure Services Committee and it had been agreed that £3,600 would be transferred from the Robinson Centre to the Golf Club to cover the under spend in the Club's cleaning materials and equipment budget.

Noted.

**GCB/2007/148 : RECRUITMENT EXPENSES**

The Acting Director advised Members that a number of vacancies were being advertised for the Golf Club during May and highlighted that no budget exists for this expenditure.

Noted.

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

**GCB/2007/149 : NO JOINING FEE PROMOTION**

The PR & Marketing Manager referred Members to her report and the implementation of the No Joining fee promotion.

Noted.

**GCB/2007/150 : DOOR TO DOOR DISTRIBUTION**

The PR & Marketing Manager referred Members to the forthcoming door-to-door distribution promotion.

Councillor Robinson referred to “door-to-door” deliveries of flyers and reiterated past experiences in which they had failed to achieve their targets.

The Acting PR & Marketing Manager advised that this company had assured the Council they they would achieve a 95% delivery target.

Noted.

#### **GCB/2007/151 : CAPTAINS PHOTOGRAPHS**

Members discussed the costs in relation to the printing and framing of the Captains photographs and it was

RESOLVED:- That, the framing of the Captains photographs should be in line with the same design as the past Captains photographs and the Club would pay for the expenses of the printing/framing.

However, prior to making arrangements for the printing/framing, the Golf Club should be instructed to liaise with the Auditor to ascertain that the funding is available.

#### **GCB/2007/152 : TROPHY SPONSORSHIP**

Following discussion in relation to potential sponsors, it was

RESOLVED:- That, the PR & Marketing Manager be instructed to contact La Mon House, Asda, Sainsbury’s and Taggarts with a view to ascertaining if they wished to sponsor a trophy for the Golf Club. Also, that they contact McDonalds to ascertain if they wished to sponsor a trophy for the Junior Section of the Club.

#### **GCB/2007/153 : UNEMPLOYED RATE**

Members discussed the potential of setting a discounted rate for unemployed individuals. However, following consideration, it was

RESOLVED:- That, the acting PR and Marketing Officer should prepare a reply to the person who had initially requested if Castlereagh Hills Golf Club would set a rate specifically for unemployed individuals, responding that the Golf Club Board could not approve this request for a number of reasons. Furthermore, that this letter be proof-read by the Chairman, prior to it being posted out.

### **GCB/2007/154 : MIDWEEK COMPETITIONS**

Members were informed that there had been very little uptake in the 9-hole mid-week competitions, which had been organised by the Golfing Professional. Subsequently, a second 18-hole competition had been introduced.

Following discussion, it was

RESOLVED:- That, details in relation to the new 18-hole Mid-week competitions be included in the letter to be issued by the PR & Marketing Officer in order to generate interest from Members.

### **ANY OTHER BUSINESS**

### **GCB/2007/155 : COMMISSIONED PHOTOGRAPH OF THE CASTLEREAGH HILLS GOLF COURSE**

The Acting PR & Marketing Manager advised Members that the General Manager had suggested at the last General Committee that Members consider the commissioning of a photograph of the Castlereagh Hills golf course for display in the Club house, and she had ascertained that the cost would be approximately £500-£600.

Members agreed that the Golf Club could commission a photograph of the Golf Course for the Clubhouse, on the proviso that they paid for the photograph.

Noted.

### **GCB/2007/156 : TIMETABLE FOR DRAINAGE WORKS**

The Parks Manager referred Members to his report on the new fairways and surround, and the timetable contained therein

RESOLVED:- That, the Golf Club Board approves the drainage proposal timetable for the Castlereagh Hills Golf Club, as tabled by the Parks Manager.

### **GCB/2007/157 : PROVISION OF STOCK FENCING**

Councillor Spratt stated that he had been approached by a local farmer who had indicated that a small portion of the perimeter of the Golf Course

did not have a stock fence. He had expressed concern that, when moving cattle, there was the possibility that cattle could break through the unfenced portion and on to the golf course.

The Parks Manager responded that stock fencing was relatively inexpensive and if Councillor Spratt could indicate exactly where the fencing was required, he would arrange to have it installed in-house.

RESOLVED:- That, the Parks Manager will liaise with Councillor Spratt and arrange for stock fencing to be installed where it was required, in house.

As there was no further business, the meeting concluded at 12.25 p.m.