

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, 19th October 2007 at 9.30 a.m.

PRESENT:-

Alderman J White
Councillor Mrs Chambers (from 10.15 a.m.)
Councillor Mrs J Cochrane (from 10.00 a.m.)
Councillor B Harvey
Councillor M Henderson (Chairman)
Councillor Jeffers (from 10.00 a.m.-10.55 a.m.)
Councillor G Robinson (from 10.15 a.m.)
Councillor J Spratt (from)

IN ATTENDANCE:-

Director of Leisure Services, Parks Section Manager,
General Manager Marketing & Leisure, Golf Club
Secretary/Manager, PR & Marketing Manager (from
10.00 a.m.), Business Manager, Client Manager and
Assistant Members' Services Officer

GCB/2007/282 : MINUTES

Tabled:- Minutes of the Castlereagh Hills Golf Club Board meeting held on 21st September 2007 (copy previously circulated)

RESOLVED:- That, the minutes of the Castlereagh Hills Golf Club Board meeting held on 21st September 2007 be agreed as a true and accurate record of the proceedings.

MATTERS ARISING FROM THE MINUTES

GCB/2007/283 : STAFFING MATTERS (Minute Ref No: GCB/2007/247 refers)

Councillor Spratt referred to the current vacancies for restaurant staff and stated that, in his view, POCVA checks were an unnecessary requirement and created lengthy delays in recruitment. He referred to other departments which were able to employ members of staff without such checks having to be carried out and he asked why the Golf Club were not able to do the same.

The Director reiterated that all contracted leisure staff had a clause in their contracts stipulating that they could be redeployed in other council leisure locations to ensure flexible working arrangements and this was the reason for the POCVA check requirement.

Councillor Henderson asked if there were any Ice bowl staff available to work at the Golf Club. However, the Director responded that as each of the two facilities were usually busy at the same periods, redeployment of Ice Bowl staff was not always a feasible option.

The General Manager referred to the forthcoming Jobs Fair at the Ice Bowl and felt that this might provide a forum to attract potential casual restaurant staff for the Golf Club.

Councillor Spratt proposed that, in compliance with other Council departments, that casual restaurant posts are not appointed, subject to a POCVA test. He went on to state that, in his view, the Council needed to re-look at every post throughout its departments as a lot of the POCVA checks being carried out were an unnecessary expense for the Council.

Alderman White asked if Officers could ensure that restaurant staff, without their own transport, could be provided with a taxi service to leave them home.

The Director responded that she would arrange for Officers to organise transport home for staff, where necessary, using Valucabs, as the Council currently had an account with them, and they would subsequently give the Golf Club priority status.

Councillor Henderson further asked if the Golf Club Secretary/Manager could report back to a future meeting of the Board in relation to taxi transporting expenditure, to keep Members updated.

RESOLVED:- That,

- (a) Officers be authorised to employ casual restaurant staff without having to apply a POCVA and reference checks in advance of the start date,
- (b) Officers be authorised to arrange for taxi transport, through Valucabs, for those members of staff without their own transport.
- (c) The Golf Club Secretary/Manager to keep Members updated in relation to the costs incurred through taxi expenses at future Board meetings.

GCB/2007/284 : SNAGGING DEFECTS
(Minute Nos: GCB/2007/264 & GCB/2007/207 refers)

The Director of Leisure Services introduced the Client Manager to the meeting, and stated that he was present to discuss the matter of the Clubhouse snagging defects.

However, she first wished to update Members that she had met with the Council's Solicitor, as the Council was still in dispute with Scott Wilson, but hoped that the situation could be resolved in the near future.

She then referred to the defective upstairs kitchen floor, which currently contravened Health & Safety legislation and required urgent repair and she hoped that Members would authorise her to expedite these repairs forthwith.

Councillor Spratt expressed concern that the defective floor had been raised approx 2 years ago. He referred to the paperwork supplied by the Capital Projects Officer, but was disappointed at the distinct lack of correspondence in relation to the matter and sought clarification in relation to the following questions, namely:-

- What action was taken when the matter was first raised?
- Whose attention did the Capital Projects Officer bring to the matter?
- What action was taken in relation to repairing the defective floor?
- Who carried out the continual inspections of the premises when the Golf Club was actually opened?
- Was the problem caused by a design fault?
- Was the problem caused by the contractor?

At this point in the proceedings, the PR & Marketing Manager, Councillor Jeffers and Councillor Cochrane entered the meeting at 10.00 a.m.

Councillor Hanvey concurred with Councillor Spratt's comments in relation to the lack of paperwork and the litany of concerns identified following the expiry of the liability period, yet had not been highlighted prior to that date. He went on to ask who was the appointed Clerk of Works between the Council and the Contractor who was responsible for continuously inspecting the building to ensure running repairs were being carried out.

Councillor Henderson responded that the Chief Executive had been in charge during the initial stages.

Councillor Spratt indicated that the Department who had failed to notice the defects should be made responsible to rectify the defects.

Councillor Hanvey referred to the Council's list of capital projects in the pipeline and asked if there was now a policy in place to prevent a reoccurrence of this problem, and furthermore, why there had not been policies and procedures in place in the first instance.

The Director informed Members that she now had a definitive list of the Golf Club's defects. The Director further advised that in future all items with which there was warranty cover, would not be serviced by a third party until the warranty period had finished.

She referred to the Contractor's invoice and suggested that Members consider paying him in the region of £57,000 as a reasonable amount, but retaining the balance to make good the outstanding defects, which was the sum calculated by Quantity Surveyors as the amount required to cover the costs.

The Client Manager stated that, in his view, the Consultants were experts in this field and as they had initially designed the building, the Council had expected them to behave in a reasonable and professional manner.

Councillor Spratt asked if the Capital Projects Officer had been responsible for identifying defects and ensuring they were rectified, as he expressed concern that the restaurant floor had only been brought to the attention of the Board, several months after the Official Opening of the Golf Club.

The Client Manager reiterated that the Consultant had been responsible for the project managing of the Clubhouse, as well as the preparation of the snagging list.

Councillor Hanvey asked if Officers could clarify who, in the Council, had been tasked with the responsibility for liaising with the contractor and signing the building off.

The Client Manager then detailed that there had been 5 Clients and 4 Capital Projects Officers assigned to the project since its conception, and he outlined that the current Officer had only been in post for the past year. He stated that during the final months before the opening, the Operational Services Manager had acted as project manager and he had reported directly to the Director of Technical & Environmental Services.

Councillor Spratt asked the Client Manager to check previous minutes to ascertain which Officers were present when the Clubhouse defects were first reported, as they owed an explanation why they had not been progressed.

Councillors Robinson and Chambers entered the meeting at 10.15 a.m.

The Director reiterated that although she noted the Members' dissatisfaction, she felt that a lot of the questions that had been raised would not be answered, as the current Capital Projects Officer had had great difficulty in obtaining information in relation to the project since there had been no composite file for the project from its initial design to completion.

Councillor Henderson stated that the Board needed to know the costs and timescale involved in putting right the repairs and how to recoup the expenditure, as the Golf Club Board should not be held responsible for the problem.

The Client Manger clarified that the contractor had been told at the time of the problem but because he was unable to repair it within the timescale due to other commitments, the Technical Services Department had carried out a temporary repair, and he confirmed that the requisite paperwork was on file. Councillor Spratt commented that he would like to see evidence of this paperwork.

The Director expressed concern that the floor was currently in contravention of Health & Safety legislation. She expressed concern that the floor in its current condition was not acceptable and that the repair work needed to proceed.

Councillor Henderson asked if the Contractor had initially given an indication of the timescale when he could rectify the temporary repair.

The Client Manager stated that there was an ongoing argument in relation to the persons responsible for the floor, however it was his view that as the Consultant had not specified the correct floor to be laid, he was therefore at fault

The Director referred to negotiations with the Solicitor and the suggested sum that the Council pays the Contractor an amount in the region of £57,000 in good faith but retains a sum until the work is progressed and a timescale for repair is forthcoming. This sum should be confirmed with the solicitor.

Councillor Spratt reiterated that he would like a paper trail of all correspondence in relation to communication between the Council and the Contractor/Consultant re: the defective floor. He also asked Officers to ensure that the Solicitor is aware that the Contractor was only notified of the snagging list a short time ago and Members needed to assured that proper channels of communication had been followed.

The Client Manager responded that the Contractor had been informed accordingly, but had been unable to carry out repairs, as he had other work commitments at that time. However, Councillor Spratt expressed his concern that the situation had not been followed up to ensure when the contractor could carry out the work.

Councillor Henderson also reiterated that the Members needed to ascertain who had made the final decision.

The Director referred to the present situation in which she had written to Scott Wilson giving him 5 days to respond, and stated that if there was no response by that date, Members give Officers the authority to carry out the urgent repairs to make the floor safe, and safeguard against potential claims.

The Client Manager confirmed that the repairs could be carried out without impacting on the Golf Club business.

Councillor Hanvey hoped that in future, any Officers responsible for ongoing building work were made aware of the need to maintain a paper trail throughout the project to ensure a similar situation does not re-occur.

Members discussed the repairs to the floor and following a proposal from Councillor Chambers, which was seconded by Councillor Robinson, they agreed to replace the floor, instead of carrying out temporary repairs, and to attempt to recoup the expenditure through the proper channels, as it was in the best interest of the restaurant staff to maintain a safe working environment.

The Director stated that to carry out a full replacement of the floor may cost in the region of £7k - £8k.

Councillor Spratt asked if the Officers would run this proposal past the Solicitor prior to carrying out the work.

RESOLVED:- That,

- (a) The paper trail between the Council and the Consultant/Contractor in relation to the defective floor is made available to Members for their information.
- (b) Officers be instructed to meet with the Solicitor proposing that a settlement in the region of £57,000 is paid to the Contractor, once assurance that a retention fee of £17,000 has been put aside for snagging list repairs.
- (c) Officers to check previous minutes to ascertain which Officer/Department were responsible for progressing the defective kitchen floor repairs.
- (d) If a response has not been received by Scott Wilson within the specified timescale that, prior to agreement with the Council's Solicitor, that the Officers arrange for the kitchen floor to be fully replaced and the costs recouped from the Contractor through the appropriate channels, on the basis that the current situation provides a health and safety hazard to kitchen staff.

REPORT FROM THE DIRECTOR OF LEISURE SERVICES

GCB/2007/285 : FINANCIAL TRADING ACCOUNTS

The Business Manager referred Members to the financial trading accounts for September 2007 and gave a summary of the Income/Expenditure figures.

She outlined the current income position in relation to the restaurant, which was only 6% behind in income compared to the same month last year, despite shorter opening hours and was hopeful that the restaurant revenue figures would improve coming into the festive season.

The Officer was disappointed to report that membership numbers had fallen which had subsequently adversely affected the revenue figures from subscriptions.

Councillor Robinson referred to the estimated budgets and felt that if they had been set at a more accurate and achievable level, the Golf Club would be on budget and Members should therefore take some encouragement from this fact.

The Business Manager concurred and informed Members that both she and the Director of Leisure Services had drawn up the budgets for the coming year and had included a planned maintenance programme within the figures.

Councillor Cochrane expressed concern at the level of income being generated from green fees and course fees.

Councillor Jeffers however felt that the Golf Club had now been open for some time and the peak levels of income experienced at the opening of the club had now settled down and the budgets therefore needed to be set in accordance.

Councillor Henderson suggested that the Board should try to identify the problems with membership levels and address any problems to ascertain why the Club had lost some members.

Councillor Robinson reiterated that the Golf Club also needed to address its social calendar, and stated that if this was not forthcoming, the Board may have to take matters into its own hands.

Alderman White however responded that he was currently working with the Golf Club Secretary/Manager with a view to organising future events.

Councillor Chambers felt that now the Golf Club was under the control of the Board, the operation was being run more efficiently but she reiterated that the facility was a municipal course and Members be mindful of the fact that, apart from the Ice Bowl, no Council facility was achieving an operating surplus.

Councillor Henderson suggested revisiting the budget figures after the Christmas period to ensure they were set at a more realistic reflection.

The Director however was pleased that the full nett operating costs of the facility, based on last year's figures, had improved and a more balanced approach had now been maintained.

Councillor Jeffers concurred and stated that other Golf Clubs, including private clubs, were also currently experiencing financial pressures.

The Business Manager then drew Members' attention to the failure of the kitchen grill which could be repaired at a cost of £400 or renewed at a cost of £1200. She stated that the equipment was now out of warranty period and she advised that this expenditure may lead to an overspend in the fixed plant budget.

The Golf Club Secretary/Manager commented that the new cleaning schedules had been implemented and did not have a bearing on the failure of the equipment.

Following discussion, it was

RESOLVED:- That, the Board authorises Officers to arrange for the repair of the kitchen grill at a cost of £400.

Councillor Jeffers left the meeting at 10.55 a.m.

GCB/2007/286 : COMPLAINT AT MANN'S ROAD

The Director informed Members that the Council's Insurers had now agreed to cover the damage to the property at Mann's Road, sustained by misdirected golf balls.

She referred to the location of the two affected houses at Mann's Road and suggested that, in order to prohibit further damage, the Board agrees to submit a planning application to erect netting, which will prevent further occurrences and display that the Council has acted in a responsible matter.

She added that Marsh Insurers were presently sourcing a bespoke Golf Club insurance package to cover all eventualities commensurate with a Golf Club's activities.

RESOLVED:- That the measures necessary to prevent further damage to that and other properties at the same location be implemented.

GCB/2007/287 : CAPITAL PROGRAMME FOR 2008-2009

Members referred to the draft capital programme for the 2008-2009 year attached to the Director's report.

Approved.

GCB/2007/288 : REQUEST FOR CLUB ACCOUNTS

The Director advised that representatives from the Club Council had requested copies of the club accounts.

Councillor Spratt stated that the Club accounts could not be given out until they had been audited at the end of the financial year.

Councillor Chambers referred to the fact that the Golf Club Treasurer and Auditor brought forward the Club accounts at the General Committee meetings and this was recorded in the minutes.

Following discussion, it was

RESOLVED:- That, the Club Council's request for Club accounts be declined on the basis that they have to be audited at the end of the financial year. However, Officers respond that, in the interim, financial information in relation to membership is discussed at the General Committee, and the information is subsequently available to peruse in the minutes.

GCB/2007/289 : PROVISION FOR PICTURE

The Director of Leisure Services informed Members that the General Committee agreed not to pursue this matter and asked if the Board wanted to make provision in the estimates.

Officers discussed the possibility of taking the photograph in-house and the PR & Marketing Manager stated that it would cost approx £3-400 to produce a photograph to the size required.

The Parks Section Manager advised that planning was necessary to coincide with maintenance before the photograph was taken to ensure that the golf course was in prime condition.

RESOLVED:- That, Officers be instructed to put £800 in the estimates for the forthcoming financial year to cover the expenditure required to produce a picture of the Castlereagh Hills golf course for the Clubhouse.

GCB/2007/290 : STATUTORY DUTY FOR SUSTAINABLE DEVELOPMENT

Members were advised of the new statutory duty for sustainable development, which requires public bodies to comply with the new Sustainable Development Strategy.

Noted.

GCB/2007/291 MINUTES OF THE GENERAL COMMITTEE – 7 SEPTEMBER 2007 (copy previously circulated)

Noted.

MATTERS ARISING FROM THE MINUTES OF THE GENERAL COMMITTEE MEETING

GCB/2007/292 : PURCHASE OF COMPUTER BY CLUB COMMITTEE

The Director of Leisure Services updated Members on the proposed purchase of a computer by the Club Committee, which was required for downloading GUI information etc. She outlined that the Club Committee had not gone through the usual channels and as the Club already had two laptops in their possession, she had written to the Club Council asking why a third computer had been required and to query why quotations had not been obtained, as per Council fiscal policy.

Alderman White stated that he had met with the Honorary Secretary, along with the Golf Club Secretary/Manager in which discussions had highlighted a breakdown in communications, and he stated that the funds for the computer were being paid out of the former Gilnahirk Club expenditure. He went on to add that the new computer was required for updating handicaps and the program was linked directly to the GUI HQ and other golf courses, therefore he proposed that the Board accept the recommendation to purchase a third computer as it would benefit the Golf Club.

Councillor Henderson asked if these computers were included in the register of Golf Club equipment which was a requirement for insurance purposes.

The Director responded that although Officers held a full facility manual and inventory, this equipment was not included as it had not been issued by the Council's IT Department and she had only recently become aware of its existence. Furthermore until the honorary secretary replied to her letter where she had requested this detail she was not in a position to include such..

Councillor Robinson asked if the new computer would be kept at the Clubhouse, to which the Golf Club Secretary/Manager responded that it would remain at the Club and be used at weekends, and both the Council and the Club would retain a key.

She went on to state that the computer was only linked to the GUI and would have no access to other programs, or the Internet.

RESOLVED:- That, the Board grants approval for the purchase of a computer for GUI handicap use, which will be retained at the Golf Club and included on the inventory register for insurance purposes.

Furthermore, that the Golf Club Secretary/Manager be instructed to ensure that the computer is only programmed for the GUI handicap program and does not permit Internet access.

GCB/2007/293 : SUBSTITUTION MEMBERSHIP - GENERAL COMMITTEE

The Golf Club Secretary/Manager stated that the Elected Club Officials were having difficulty in attending General Committee meetings because of work commitments and had asked the Board to consider permitting substitutions.

Councillor Henderson stated that the Golf Club constitution could not be changed until the AGM but following discussion, it was

RESOLVED:- That, in the interim, the Board allows the 4 Elected Club Officials to nominate substitutes because of their work commitments until the date of the next AGM, when an amendment can be made to the Constitution.

GCB/2007/ : REQUEST FOR PETTY CASH AMOUNT

The Golf Club Secretary/Manager referred to discussion at the last General Committee meeting in which Members had requested that they be allowed to retain a petty cash sum for emergency use, but assured the Board that invoices for expenditure incurred would go to the next General Committee meeting.

Councillor Henderson referred to the agreement which had been made by the Local Government Auditor and Director of Finance and felt that as long as the sums of expenditure were for small amounts and the necessary receipts for incurred expenditure were forwarded to the General Committee, it should be feasible.

Councillor Chambers suggested that the Golf Club Secretary/Manager should speak to the Director of Finance and the Auditor for guidance in respect of the matter.

RESOLVED:- that, the Golf Club Secretary/Manager be instructed to speak to the Director of Finance and the Auditor to ascertain guidelines in relation to the implementation of a petty cash system for emergency situations requiring immediate payment of small sums, on the basis that the invoices or expenses incurred are forwarded to the next meeting of the General Committee.

GCB/2007/294 : RESERVED CAR PARKING SPACES – GOLF CLUB OFFICIALS

Alderman White referred to the 4 reserved parking spaces and felt that the Golf Club should have two spaces set aside for the Mens and Ladies Captains, in line with other Golf Clubs.

Following discussion, it was

RESOLVED:- That, Officers be authorised to arrange for two spaces for the Ladies Captain and Mens' Captain as soon as possible. Furthermore, that this would now provide 4 spaces for Club/Council Officials and 2 spaces for the Mens' and Ladies' captains.

REPORT FROM THE GOLF CLUB SECRETARY/MANAGER

At this point in the proceedings, Councillor Robinson left the meeting at 11.40 a.m.

GCB/2007/295 : STAFFING MATTERS

The Golf Club Secretary/Manager informed Members that the posts of Waiter/Waitress, Kitchen Porter, Full-time Facility Supervisor, Commis Chef and Casual Engineer would shortly be advertised.

Alderman White referred to the lengthy application form which was currently used for casual staff and felt that a simpler and shorter format was much more suitable.

Councillor Harvey asked if the Officers engaged with local schools and colleges to ascertain if there were any interested students in doing work experience placements, and advised that it would be beneficial if the Golf Club had a pool of casual staff which could be called upon as and when necessary.

Following discussion, it was

RESOLVED:- That, the Golf Club Board authorise that Human Resources prepare a simpler and shorter application form for casual staff, with immediate effect, and ensure that successful applicants are permitted to commence work as soon as possible in light of the staff shortages at the Golf Club.

Furthermore, that Councillor Cochrane will pass on to the Golf Club Secretary/Manager copies of a basic personnel application form and basic induction form that she has in her possession from another source, which Members felt would be more appropriate for use with casual staff.

GCB/2007/296 : STAFF UNIFORMS

Following consideration, Members agreed that it be

RESOLVED:- That, the Golf Club Secretary/Manager be authorised to purchase 20 shirts (total £300) for the restaurant staff, and uniforms for the Administrative Officer and kitchen staff at a cost of £200.

GCB/2007/297 : ACTION CANCER BOOKING - TUESDAY, 8 APRIL 2008

Members were informed that a fashion show and talk with television presenters, Linda Bryan and Mike Nesbitt, had been booked for Tuesday, 8th April 2008 for 150 people.

Noted.

GCB/2007/298 : REQUEST TO EXTEND OPENING HOURS – 19 DECEMBER 2007

Following discussion, it was

RESOLVED:- that, Members authorise the extension of the Golf Club Restaurant's opening hours on Wednesday, 19th December from 4.00 p.m. to approx 7-8.00 p.m. to enable a Royal & Sun Alliance function to be held.

GCB/2007/299 : FAMILY MEMBERSHIP PACKAGES

Officers informed Members that they would update them at a future meeting of the Board.

RESOLVED:- Further consideration of family membership packages be deferred to a future meeting of the Golf Club Board.

GCB/2007/300 : BUGGY HIRE

Noted.

GCB/2007/301 : UPDATE ON MEMBERSHIP NUMBERS

Members were informed that at the end of September 2007, the total membership of the Golf Club stood at 316 members.

RESOLVED:- That, further consideration of this matter be deferred to a Special Meeting of the Castlereagh Hills Golf Club Board at a date and time to be agreed with the Members, in liaison with Members' Services Section.

GCB/2007/302 : GOLF PROFESSIONAL LESSONS

Noted.

GCB/2007/303 : NUMBER OF STAFF USING THE COURSE

Noted.

GCB/2007/304 : RECORD OF ALARM CALL OUTS

Noted.

GCB/2007/305 : CHRISTMAS OPENING HOURS

Following discussion, it was

RESOLVED:- That, further consideration of this matter be deferred to a Special Meeting of the Golf Club Board, and in the interim, Officers check with the Golf Club to ascertain that there have been no competitions booked for Boxing Day.

GCB/2007/306 : COMMENTS CARDS

Following agreement, it was

RESOLVED:- That, in future Officers will bring the comments cards to the Board meeting to give Members an opportunity to peruse their content.

GCB/2007/307 : CHRISTMAS LIGHTS SWITCH ON

Following discussion, Members agreed that it be

RESOLVED:- That, Officers are authorised to switch on the Christmas Lights at Castlereagh Hills Golf Club ahead of the Council switch on date. Officers' are to chose an operationally suitable date and report back to the Board.

GCB/2007/308 : CHRISTMAS DECORATIONS

The PR & Marketing Manager reported that the costs for decorating 3 Christmas trees at the Golf Club would be in the region of £9000.

Members did not wish to progress this matter further because of the high costs involved.

The PR & Marketing Manager then reported that the Golf Club's existing Christmas lights were currently stored at Hillmount Nursery and the costs involved in erecting them to the building was £500. She indicated that it was her understanding from the former Operational Services Manager that this cost included annual storage, replacement for damage and erection and dismantling costs.

Councillor Chambers referred to the LED lighting, which had been purchased for the Golf Club, from funding awarded to the Club from last year's Central Services Committee budget.

Members expressed concern at the costs outlined by the Officer and asked that Officers prepare a full report for submission to the next Christmas Tree Working Group.

Councillor Spratt concurred with the comments raised and felt that the decoration of the trees should be carried out using shared resources and in-house if at all possible

Following discussion, it was

RESOLVED:- That, the Officers be instructed to prepare a full report on the Christmas decorations owned by the Council for the Golf Club facilities for submission to the next Christmas Tree Working Group.

GCB/2007/309 : CHRISTMAS BOOKINGS

Members were informed of the numbers of bookings for the forthcoming Christmas Party Nights.

As no bookings had been made for 13th December, Councillor Chambers asked that the Officers speak with the Administration Manager, with the possibility of a Council function to held on that date.

The General Manager also added that the Ice Bowl normally put out a Christmas promotional flyer each year, and he had included a small advertisement on the flyer to promote the Golf Club Christmas Party Nights.

RESOLVED:- That, the Golf Club Secretary/Manager be instructed to speak to the Administration Manager in relation to a possible Council booking for Thursday, 13th December 2007.

GCB/2007/310 : SPONSORSHIP OF TEES

The PR & Marketing Manager referred Members to the photographs of suggested signage and the pilot sponsorship proposal attached to her report.

Alderman White suggested that the Officers approach Castlereagh Enterprises to ascertain if they would be interested in sponsoring a tee.

Members referred to the Coca Cola advertising package and whether they might be interested in sponsoring the first tee.

RESOLVED:- That,

- (a) Officers report back to the Board with all interested offers to be assessed on their merits, if it is felt that the offer warrants Members' consideration.
- (b) The PR & Marketing Manager to contact Coca Cola and Castlereagh Enterprises to ascertain if they would be interested in sponsoring a tee at the golf course.
- (c) To offer the sponsorship at £800 per annum for the first year rising to £1000 in 2009. The introductory sponsorship offer would be to book two years sponsorship at £800.
- (d) To progress the sale of sponsorship as a pilot project on a voluntary basis. Should the pilot project prove successful, expressions of Interest could be sought for the sale of sponsorship and advertising packages after the two-year period has expired.

GCB/2007/311 : CHRISTMAS FUNCTION REQUIREMENTS

The PR & Marketing Manager referred Members to her report and the expenditure required to facilitate the Christmas buffet style catering.

RESOLVED:- That, the costs for the 20 trestle tables and additional disco lighting as outlined in the PR & Marketing Manager's report be approved and made payable from the marketing budget.

REPORT FROM THE GENERAL MANAGER OF LEISURE SERVICES

GCB/2007/312 : DRINKS ORDERING

The General Manager reported that a directive had previously been issued by the Board that all drinks orders must be signed off by either the Director or General Manager.

RESOLVED:- That, the Secretary Manager could now sign off purchases of alcoholic beverage.

GCB/2007/313 : WIND TURBINE

RESOLVED:- That, further consideration of the wind turbine project be deferred to the Special Meeting of the Castlereagh Hills Golf Club Board, date and time to be agreed.

GCB/2007/314 : FULL DRINKS LICENCE

RESOLVED:- That, further consideration of the full drinks licence be deferred to the Special Meeting of the Castlereagh Hills Golf Club Board, date and time to be agreed.

GCB/2007/315 : SUITABILITY FOR FUNCTIONS ORDER

The General Manager reported that the Golf Club's suitability for a functions order had been completed and was with the Solicitor.

Noted.

ANY OTHER BUSINESS

GCB/2007/316 : DRINKS LICENCE

Alderman White asked if Officers could investigate if it was possible to capitalise the expenditure, if the Council purchased a drinks licence for the Golf Club, as it would be classified as an asset.

RESOLVED:- That, the Officers be instructed to ascertain if the Council purchased a drinks licence for the Golf Club, would the expenditure be capitalised as it would be classified as an asset and to report back to the next meeting of the Board with their findings.

GCB/2007/317 : IMPROVEMENTS TO FAIRWAY NO. 12

The Parks Section Manager updated Members regarding the ongoing sand slitting on the new fairways. He indicated that there may be a projected excess of 10-15% when complete.

The Parks Manager suggested that as the current tender quotation was very advantageous, Members agree to use the excess on fairway no. 12.

RESOLVED:- That, following sand slitting to other fairways, Officers be authorised to carry out further sand slitting to the No.12 fairway.

GCB/2007/318 : STOCK FENCING

The Parks Section Manager informed Members that he had received three quotations for the provision of 450 metres of stock fencing, with the lowest tender quoting £5 p/metre.

He went on to state that there may be a potential overspend, but he would ensure that Members were updating accordingly and would report back to the next meeting of the Board.

Following agreement it was

RESOLVED:- That, the Officer be authorised to accept the lowest tender of £5.00 per metre and update Members should there be any overspend.

GCB/2007/319 : CASTLEREAGH HILLS GOLF CLUB – MEMBERS’ £50 SUB

The Director of Leisure Services informed Members that, following clarification from the Director of Finance, next year the Golf Club account would be receiving the members’ £50 sub in the first payment period.

Noted.

GCB/2007/320 : DATE OF SPECIAL MEETING OF THE GOLF CLUB BOARD

RESOLVED:- That, the date of the Special Meeting of the Castlereagh Hills Golf Club Board be provisionally scheduled for Friday, 9th November 2007 at 10.00 a.m.

As there was no further business, the meeting concluded at 12.30 p.m.