

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the meeting of the Castlereagh Hills Golf Club Board held, in committee, at Castlereagh Hills Golf Club on Friday, 21<sup>st</sup> September 2007 at 10.00 a.m.

**PRESENT:-** Alderman J White  
Councillor Mrs J Cochrane  
Councillor T Jeffers (in the chair)  
Councillor G Robinson  
Councillor J Spratt

**IN ATTENDANCE:-** Director of Finance, Director of Leisure Services, Secretary Manager of the Golf Club, Business Manager, PR & Marketing Manager, General Manager Leisure & Marketing (from 11.25 a.m.), Parks Section Manager, Operational Services Manager, Technical Manager, and Assistant Members' Services Officer

**APOLOGIES:-** An apology was recorded on behalf of Councillors Henderson, Hanvey and Chambers

### **GCB/2007/242 : MINUTES**

Tabled:- Minutes of the meetings of the Castlereagh Hills Golf Club Board held on 20<sup>th</sup> July 2007 and 17<sup>th</sup> August 2007 (copies previously circulated).

Following discussion, it was

**RESOLVED:-** That the minutes of the meeting of the Castlereagh Hills Golf Club Board held on 20<sup>th</sup> July 2007 be agreed as a true and accurate record of the proceedings with the following amendment:-

- Minute No: GCB/2007/236 – deletion of Councillor Cochrane's sentence

Furthermore, that the minutes of the special meeting of Castlereagh Hills Golf Club Board held on 17<sup>th</sup> August 2007 be agreed as a true and accurate record of the proceedings with the following amendment –

- Inclusion of Councillor Cochrane's apology

## **MATTERS ARISING FROM THE MINUTES**

### **GCB/2007/243 : EXPENDITURE (Minute Ref No: GCB/2007/205 refers)**

Following a request from Councillor Robinson, it was

RESOLVED:- That, the Golf Club Secretary/Manager would arrange for Councillor Robinson to receive a copy of the letter which was sent to all Club Members in relation to ideas to events/social evenings.

### **GCB/2007/244 : FIRST DRAFT OF THE ESTIMATES FOR CASTLEREAGH HILLS GOLF CLUB BOARD 2008-2009**

The Director of Finance circulated the first draft of estimates for Members' information, and advised that there were further adjustments to be made to the figures. He then referred to the envisaged timetable prior to the submission of the final estimates to the Board in December

Councillor Jeffers stated that it was up to Board Members to ensure that any items omitted from these draft estimates were brought to the attention of the Estimates Working Group for inclusion in the final figures.

The Director of Leisure stated that she had taken on board the golfers' preference to carry out drainage works to the course this year, but had made capital provision for the upgrade of any of the parkland greens to USGA spec in the forthcoming year.

Councillor Spratt expressed concern that the Chairman of the Finance & General Purposes Committee was not included in this discussion. However, the Director of Finance commented that this year the Council had departed from its normal procedures. He went on to state that the Estimates Working Group had agreed last year that the draft estimates should initially go to their relevant committee but assured Members that any resolutions arising from this Golf Club Board discussion in relation to estimates, would be subject to the approval of the Estimates Working Group, of which the Chairman of F&GP was a member, as per Council fiscal procedures.

Noted.

## **REPORT FROM THE DIRECTOR OF LEISURE SERVICES**

### **GCB/2007/245 : REQUEST FROM GOLF CLUB**

The Director referred to a letter from the Golf Club Secretary requesting a copy of the club accounts.

Councillor Robinson stated that confirmation of all monies received by the club were already minuted and therefore in the public domain.

RESOLVED:- that, the Golf Club Board approves that the Golf Club Secretary may view copies of the Golf Club Board/General Committee minutes which include the accounts information requested, and are now in the public domain. The Director of Finance advised that he in turn would contact the Hon Secretary and advise him accordingly.

### **GCB/2007/246 : FINANCIAL TRADING ACCOUNTS**

The Business Manager referred Members to the financial trading accounts for the Castlereagh Hills Golf Club and Restaurant for Members' information and compared them to last year's figures.

She listed the various promotions and commented that there had been a significant number of Christmas bookings already made which should impact on income levels during the next few months.

The Director of Leisure outlined that although the Club had now more adult members than last year, the numbers of junior members had decreased. However, the Business Manager commented that it was hoped that forthcoming promotions should address this matter in due course.

Councillor Robinson wished to thank the Golf Club Officers and staff for their assistance in attaining this position.

The Business Manager stated that the restructuring and control of expenditure had minimised costs. She added that new procedures were now in place to make sure invoices were processed quickly, which would ensure that a more accurate trading position could be ascertained.

At this point, Councillor Spratt referred to the Golf Club restaurant and reports received in respect of lengthy delays in food service. He pointed out that during lunchtime, many customers had only a limited time to dine before returning to work, and this problem must be urgently addressed.

The Golf Club Secretary/Manager responded that the Chef cooked all the restaurant food from fresh, but she was currently trying to address this matter and she hoped that the retraining of staff and the introduction of a more restricted menu would help resolve this problem.

Councillor Spratt asked that the Officer ensure that these measures are carried out expeditiously in view of the number of large functions soon to be held and he wanted an assurance from Officers that lengthy delays in service would not be experienced.

The Golf Club Secretary/Manager reassured Councillor Spratt that this situation should not arise and that every effort would be made for the forthcoming functions.

Councillor Robinson commented that if the number of restaurant covers continued to increase over the coming months, there may be a need to consider longer opening hours and subsequently, working hours.

The Golf Club Secretary/Manager asked Members if they would permit her to utilise Agency staff if there was a necessity, although the Director of Leisure reiterated that the redeployment of existing staff would be used in the first instance.

Councillor Robinson asked if the Director could carry out a preliminary investigation of the costs involved in obtaining a full drinks licence.

The Director responded that she would have to initially ascertain if a licence for purchase was available in the Borough before preparing a business case for the Estimates Working Group.

RESOLVED:- That,

- (a) The Secretary/Golf Club Manager would ensure that all measures were taken to prevent future lengthy delays in service at the Golf Club Restaurant.
- (b) The Director of Leisure to ascertain if there are any drinks licences in the Borough available for purchase, and to carry out preliminary checks on the costs involved, with a view to preparing a business case.

### **STAFF IN COMMITTEE**

**GCB/2007/248 : THANK YOU LETTER FROM CLUB RE: CAPTAINS DAY EVENT**

Noted.

**MATTERS ARISING OUT OF THE GENERAL COMMITTEE MEETING HELD ON 7 SEPTEMBER 2007**

**GCB/2007/249 : FAMILY MEMBERSHIP**

The Golf Club Secretary/Manager indicated that at the last General Committee Meeting, the Members had asked that the Board give consideration to the introduction of a family membership package. She stated that currently a married couple would pay £1700, and she outlined 3 potential options for Members' consideration.

The Director commented that she had informed the General Committee Members that she would have to prepare a business case, which would highlight the financial impacts to the Club should a family membership package be introduced.

Following discussion, it was

RESOLVED:- That, the Business Manager would prepare a business case to identify the financial impacts to the Golf Club, should a family membership package be introduced.

Furthermore, if a family membership package is introduced, a break in membership of 2 or 3 years before being eligible for this offer.

**GCB/2007/250 : CAR PARKING SPACES**

Members were informed that the Golf Club Members on the General Committee had expressed concern at the positioning of the car parking spaces and the wording of the signs. Furthermore, they expressed concern that sometimes the car parking spaces were occupied when the Golf Club Officers required usage.

Alderman White concurred that it was normal practice for a Golf Club to have designated car parking spaces for the Office bearers.

Councillor Cochrane indicated that she had no problem with the Mens' Captain and Ladies' Captain being allocated a designated space.

Following discussion, it was

RESOLVED;- Two additional reserved spaces be provided to the front of the carpark .

**GCB/2007/251 : THE WORKING TIME (AMENDMENT) REGULATIONS (NI) 2007 – INCREASE IN ANNUAL LEAVE ENTITLEMENT FOR RELIEF WORKERS**

Noted.

**OPERATIONAL MATTERS**

**GCB/2007/252 : USE OF THE MEMBERS' ROOM**

The Director informed Members that she was intending to use the Members' Room to facilitate two private bookings and that representatives of the Club had been advised of the booking and had assured her that no matches or visits were arranged on that date.

Noted.

**GCB/2007/253 : STAFF PARKING AT CASTLEREAGH HILLS GOLF CLUB**

The Golf Club Secretary/Manager informed Members that although the Board had given a directive to park at the front of the building, staff had been fearful that their vehicles would sustain damage and the Council's insurers would not cover the costs and she confirmed that there had been 2 incidents involving damage sustained by golf balls.

The Director of Leisure stated that the Council's Insurers had informed her that the Council was not covered for accidents involving misdirected golf balls and she had therefore organised a meeting with Marsh to raise her concerns.

Councillor Robinson stated that staff had been given the directive to park in the front car park and should be informed that the parking spaces at the back of the building were reserved for emergency vehicles and delivery access only.

RESOLVED:- that, Officers reiterate to all staff that the only car parking spaces are at the front of the building and that the rear of the Golf Club must be kept clear to accommodate deliveries and emergency vehicle access.

**GCB/2007/254 : MINUTES OF THE GENERAL COMMITTEE MEETING  
DATED 7 JULY 2007** (copies circulated at meeting)

Noted.

**MATTERS ARISING FROM THE GENERAL COMMITTEE MEETING  
OF 7 JULY 2007**

**GCB/2007/255 : COMPETITION WITH NEWTOWNBRED A LIONS CLUB  
(Minute Ref No: GCGC/2007/92 refers)**

The Golf Club Secretary/Manager informed Members that the Newtownbreda Lions Club event had been an excellent success.

Noted.

**GCB/2007/256 : BUGGY HIRE**

Members were updated on the numbers of buggies hired during the month.

Noted.

**GCB/2007/257 : UPDATE ON MEMBERSHIP NUMBERS**

Members were informed that the total membership at 31 August 2007 was 328.

Noted.

**GCB/2007/258 : GOLF PROFESSIONAL LESSONS**

Members were informed that there were no golf lessons conducted during the month of August.

Noted.

**GCB/2007/259 : NUMBER OF STAFF USING THE COURSE**

A breakdown of the number of staff using the course was included in the Director's report for information.

Noted.

**GCB/2007/260 : RECORD OF ALARM CALL-OUTS**

Members referred to the updated record of call-outs in relation to alarm activations attached to the Director's report.

Noted.

**GCB/2007/261 : WIND TURBINE PROPOSAL**

The General Manager reported that the wind turbine proposal for the Golf Club site would not be progressed until confirmation of a successful grant application at Lough Moss had been received and further exploratory talks with the DF&P were concluded.

Noted.

**GCB/2007/262 : RESTAURANT LICENCE**

The Director of Leisure reported that this matter had now been remedied and the Council was now the named licensee.

Noted.

### **GCB/2007/263 : STAFF TRAINING REQUEST**

Following discussion, it was

RESOLVED: That, approval be granted by the Golf Club Board to permit the kitchen porter to continue to NVQ Level 3 at a cost of £170.

### **GCB/2007/264 : SNAGGING DEFECTS (Minute Ref No: GCB/2007/207 refers)**

The Director reported that the matter of the snagging defects was still being progressed by the Council's Solicitor.

Councillor Spratt referred to his request at the July meeting of the Board, for the Capital Projects Officer to provide him with a list of the related correspondence prior to March 2007 in relation to the Golf Club's snagging list. He was angry that, to date, this information had not been made available as it was important to ensure that the matter had been properly dealt with in a competent manner prior to the Council taking further action.

The Director of Leisure informed Members that Scott Wilson had agreed to withdraw their Final Certificate of Inspection, therefore the Council was not now in breach of contract. However she agreed that it was important to identify how the defects in the building arose in the first instance, although she wished to reiterate that there had been three Capital Project Officers in post since the Golf Club was initially constructed.

Following discussion, it was

RESOLVED:- That, the next meeting of the Golf Club Board would commence at 9.30 a.m. to merit further discussion of this matter and that Members would have the necessary paperwork prior to the date of the meeting.

### **GCB/2007/265 : CCTV, FIRE & INTRUDER ALARM**

The Golf Club Secretary/Manager informed Members that the CCTV, Fire and Intruder alarms had now been serviced and zoned by their respective companies.

She reported that staff were currently unaware of how to record information from the CCTV system, but training was now in hand.

Noted.

#### **GCB/2007/266 : COURSE MAINTENANCE**

The Parks Section Manager reported that work on the course had commenced slowly due to unforeseen circumstances, but the 2<sup>nd</sup> and 3<sup>rd</sup> holes had now been completed and it was hoped that the work on the 12 holes would be completed towards the end of October.

At this point, he circulated a detailed report from the Capital Projects Officer outlining the proposed timescale of works.

Noted.

#### **GCB/2007/267 : SUGGESTION FROM VISITING CLUB**

The Golf Club Secretary/Manager informed Members that a suggestion from a visiting club had been received suggesting that the bins at each tee-box be painted with the number of that relevant hole. She pointed out that the proposed cost to implement this action would be approximately £500 per sign.

Following discussion, it was

RESOLVED:- that,

- (a) The Marketing & PR Manager will investigate the possibility of obtaining sponsorship for each sign (with the exception of alcohol/tobacco related companies) with a view to ascertaining a scale of rates for those holes which would be considered more prestigious and to prepare a report for a future meeting of the Board.
- (b) Officers to write back to the visiting Club thanking them for their suggestion and advising them that their idea was being taken on board.
- (c) Officers to obtain quotations for directional signage to holes.

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

**GCB/2007/268 : STENA LINE FILMING**

The Marketing & PR Manager reported that the Stena Line advertising film was still being edited.

Noted.

**GCB/2007/269 : CHRISTMAS MENU**

Members were informed that the Christmas Menu had now been published on the Council's website and a brochure mail shot had been carried out.

Noted.

**GCB/2007/270 : COOL FM PROMOTION/GIVEAWAY**

The Officer reported that the Cool FM Promotion/Giveaway would commence after January 2008.

Noted.

**GCB/2007/271 : CHRISTMAS DECORATIONS**

The Marketing & PR Manager referred Members to her report in relation to proposed Christmas decorations for the Golf Club and the associated costs, in light of the number of restaurant bookings already made over the Christmas period.

She commented that she was asking Members to consider the purchase of decorations for the restaurant, bar entrance to the exterior of the building and the Members' Room and pointed out that there was sufficient funds in the marketing budget to cover costs.

Councillor Robinson asked that Officers ensure that the tree at the entrance to the Golf Club is again decorated this Christmas, and also arrange for the purchase of micro lights for the decoration of the 3 trees outside the Golf Club.

The Director of Leisure Services referred to the artificial Christmas trees that had been used for last year's display and agreed to ascertain where they had been stored.

The Marketing & PR Manager added that she was proposing to suspend the blue LED lighting along the balcony, similar to last year's display.

RESOLVED:- That,

- (a) the Marketing & PR Manager be instructed to purchase the lighting for the restaurant, bar and exterior entrance of the facility, as outlined in her report, at a cost of £760, payable out of the marketing budget.
- (b) Officers arrange for the tree to the entrance of the Club to be decorated and micro lighting to be purchased for the 3 trees outside the facility.
- (c) The Director of Leisure Services to ascertain where the artificial trees used for the Christmas display last year, have been stored for re-use this coming year.
- (d) The Marketing & PR Manager be instructed to organise the blue LED lighting along the balcony of the Clubhouse.

#### **GCB/2007/272 : SMS TEXT MESSAGING SERVICE**

The Marketing & PR Manager sought Members' approval to purchase a mobile phone at a cost of £35 p/month (total cost £210 per annum), which would enable Officers to send text messages to potential customers in relation to forthcoming promotions etc, similar to the SMS text messaging service currently used by David Lloyd Leisure.

Following discussion, it was

RESOLVED:- That, the Marketing & PR Manager be authorised to purchase a mobile phone at a cost of £210 per annum which would enable information in relation to forthcoming promotions etc, through an SMS text messaging service.

#### **ANY OTHER BUSINESS**

#### **GCB/2007/273 : DAMAGE SUSTAINED BY NEIGHBOURING PROPERTIES**

The Director of Leisure Services informed Members of the ongoing situation whereby neighbouring properties to the golf course had sustained damage to their property and cars over a period of time. The Director further outlined that three letters had been sent to RPS Design Consultants in relation to their reasoning for the positioning of the second hole at that location. She was querying the risk assessment that had been carried out when the Consultants had reached their decision, as the three neighbouring houses who had sustained damage because of a number of golf ball incidents were already built when the golf course was being designed. The Director further voiced her concern as one of the said properties was operating as a child minder and on a daily basis had a number of young children in the garden of the dwelling. To date RPS have not replied to the letters and the Director advised that RPS should now receive a solicitor's letter asking for the same information. The Director also advised that in the interim a number of measures were being implemented by T&ES to attempt to prohibit such damage.

Councillor Robinson asked if the Parks Section Manager could continue to monitor this situation.

Furthermore, he asked if the Parks Section Manager would also clarify if the Council could take action against the Roads Service if members of the public trespassed on to the golf course gaining access from Roads Service property.

RESOLVED:-

That a solicitor's letter be sent to RPS requesting the necessary information to support the location of the second tee box and fairway. That, the Parks Section Manager be authorised to monitor the situation in relation to golf ball damage to neighbouring houses and to speak to the Council's Solicitor to ascertain if the Council can take action against any person(s) who trespass on to the golf course via Road Service property.

#### **GCB/2007/274 : SERVICE CHARGE**

The Business Manager indicated that a service charge to the menu, which had been applied last August, had since been removed after the Board's consideration of HM Revenue & Customs Guidelines on Tips, Gratuities, Service Charges and Troncs which outlined the Council's additional PAYE implications if a service charge was applied and collected by the Council.

Noted.

**GCB/2007/275 : CASTLEREAGH HILLS GOLF CLUB - MEMBERS £50 CONTRIBUTION**

The Director of Leisure Services reported that currently, when a member joins the Golf Club, £50 of their joining fee is made payable to the Castlereagh Hills Golf Club. Currently this amount was profiled over a 12-month period and she felt that it significantly impacted on the way the Golf Club could function. She therefore asked the Board to consider that next year, once all the members had paid their first month's direct debit, that their £50 contribution is made payable to the Golf Club so that their members are aware of the amount of expenditure in their accounts to forward plan events.

Councillor Robinson asked the Director to ensure that she discusses the matter with the Director of Finance, as it was his initial suggestion that the £50 contribution should be profiled throughout the year.

The Director of Leisure Services responded that the only impact of this action was that the £50 amounts currently being paid to the Club on a quarterly basis, would now be made upfront, therefore the administration procedures operating the system would remain the same.

Councillor Robinson stated that this was a change to the Golf Club's Constitution and therefore needed to go back to the General Committee for consideration, subject to ratification by the Chief Finance Officer.

RESOLVED:- That, Officers be instructed to raise the matter of paying each of the Members' £50 contributions to the Golf Club at the next General Committee meeting, following initial discussion with the Director of Finance.

**GCB/2007/276 : VARIATION OF LICENCES**

The Director of Leisure Services referred to the need to apply for a New Year's Eve late licence Functions Order at a one-off cost of £1670. This Order would be in place throughout the year and the Council could apply to the Court for an interim arrangement at a cost of £34.

She went on to seek the Board's authority to permit an overspend in the Miscellaneous budget to cover the expenditure.

RESOLVED:- that, the Director of Leisure Services be authorised to permit a £1670 overspend in the Miscellaneous budget to cover the one-off cost of £1670 for a Functions Order to enable the Golf Club to operate a late licence on New Year's Eve.

**GCB/2007/277 : DOOR BLINDS**

Members were informed that the door blinds were now in place at a cost of an additional £285 to the original contract. However the Director commented that this cost was offset by the reduced unit price and therefore there was no actual increase in the price to the Golf Club.

Noted.

**GCB/2007/278 : UNIFORMS FOR STAFF**

The Golf Club Secretary/Manager informed Members that she was obtaining quotations for uniforms for the Golf Club staff, namely a black t-shirt with the Castlereagh Hills logo.

Noted.

**GCB/2007/279 : STOCK FENCING**

The Parks Section Manager informed Members that one quotation had been received in relation to the stock fencing provision. However, he confirmed that once he had obtained a further two quotations, he would report back to the Board.

Noted.

**GCB/2007/280 : REQUEST FOR COMPLIMENTARY TICKETS**

The Director of Leisure Services referred to a request from Bangor RFC Mini Rugby for a complimentary 4-ball ticket to be used as a prize and she felt that this would be an excellent marketing opportunity. Councillor Robinson suggested that Castlereagh Hills Golf Club promotional leaflets could be included in the goodie bags being handed out to the schoolchildren.

RESOLVED:- That, the Board authorises a complementary 4-ball ticket to be forwarded to Bangor RFC Mini Rugby Tournament for use as a prize and that Castlereagh Hills Golf Club promotional brochures be included in the goodie bags being distributed to the school children at the event.

**GCB/2007/281 : COMPLIMENTARY TICKETS – GENERAL COMMITTEE MEMBERS**

Following discussion, Members agreed that it be

RESOLVED:- That, the Golf Club Secretary/Manager be authorised to write to the Golf Club Secretary informing him that the Board have agreed to provide the Golf Club with 6 x complimentary tickets for 2/3 or 4 ball games.

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

**SIGNED:** \_\_\_\_\_  
**CHAIRMAN**

**SIGNED:** \_\_\_\_\_  
**CHIEF EXECUTIVE**