

## **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> February 2008 at 10.00 a.m.

**PRESENT:-** Alderman J White  
Councillor Mrs J Cochrane  
Councillor B Hanvey  
Councillor M Henderson (in the chair)  
Councillor T Jeffers  
Councillor G Robinson

**IN ATTENDANCE:-** General Manager Leisure & Marketing, Golf Club  
Secretary/Manager, Parks Section Manager,  
Business Manager, Technical Manager and Assistant  
Members' Services Officer

**APOLOGIES:-** Apologies were recorded on behalf of the Director of Leisure Services

### **GCB/2008/57 : NEW TECHNICAL MANAGER**

The Chairman introduced Mr Andrew Cross, the Council's new Technical Manager for the Leisure Services Department and welcomed him to today's Golf Club Board meeting.

Noted.

### **GCB/2008/58 : MINUTES**

Tabled:- Minutes of the Castlereagh Hills Golf Club Board held on 18<sup>th</sup> January 2008 (copy previously circulated)

Following a proposal from Alderman White, which was seconded by Councillor Robinson, it was

**RESOLVED:-** That, the minutes of the Castlereagh Hills Golf Club Board meeting held on 18<sup>th</sup> January 2008 be accepted as a true and accurate account of the proceedings that took place, with the inclusion of the following amendment:-

- Minute Ref No: GCB/2008/03 - Resolution includes the paragraph – “That the expenditure for the works be funded from the potential under spend in the Service Level Agreement estimates.”

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

#### **GCB/2008/59 : SECURITY (Minute Ref No: GCB/2008/03 refers)**

Councillor Robinson referred to the potential under spend from the Service Level Agreement estimates in relation to funding for the proposed works.

The Parks Section Manager responded that an invoice for leasing costs had been received by the Council for £15,000 which had substantially reduced the under spend amount.

Noted.

#### **GCB/2008/60 : CASTLEREAGH HILLS GENERAL COMMITTEE MINUTES**

Tabled:- Minutes of the Castlereagh Hills General Committee meeting held on 11<sup>th</sup> January 2008 (copy previously circulated)

Councillor Robinson asked that Officers ensure that, in future, copies of the General Committee minutes are printed on white paper.

RESOLVED:- That, the Members' Services Section ensure that copies of the Castlereagh Hills General Committee minutes are printed on white paper.

#### **GCB/2008/61 : REPORT FROM THE BUSINESS MANAGER**

The Business Manager referred Members to the content of her report and outlined the current trading position for the Golf Club for the month of January 2008. She outlined that the inclement weather throughout the month, and subsequent closure of the facility at the beginning of January due to heavy snowfalls, had had an adverse effect on the pay and play and restaurant income levels.

She then took Members through the figures detailed in the Income/Expenditure Summary and highlighted several overspends.

Councillor Henderson asked if the Officers had a plan in place to recoup the expenditure created by the overspends.

The General Manager commented that whilst some of the costs could not be recovered, if it was feasible to hold regular functions at the Club, these would generate substantial income.

Councillor Cochrane stated that the Board should be looking forward towards a break-even basis.

The Business Manager responded that future budgets would be profiled in line with the previous years performance, which should provide a better indicator of performance.

Members studied the data in the Officer's report and concurred that since the Golf Club Secretary/Manager had been in post, there had been a substantial increase in income levels and they hoped that this pattern would continue.

Councillor Henderson commented that if the Golf Club procured a full drinks licence this would have a beneficial effect on income levels. However Councillor Robinson reiterated that the increase in sales would have to be substantial to merit the purchase of the licence.

Noted.

### **REPORT FROM GOLF CLUB SECRETARY/MANAGER**

#### **GCB/2008/62 : BUGGY SUPPLIER**

The Golf Club Secretary/Manager informed Members that the Golf Club had negotiated a very competitive deal with the current supplier who had suggested that Castlereagh Hills should market their use more publicly and increase the number of buggy hire promotions. She felt that the new price for the hire of buggies had been set at a more competitive rate, which would generate greater usage.

Noted.

#### **GCB/2008/63 : WINE TASTING EVENING – NEWTOWNBREDA LIONS' CLUB**

Councillor Henderson wished to declare an interest in this matter.

The Golf Club Secretary/Manager referred to the Lions Club's provisional booking on 22<sup>nd</sup> February 2008 and went on to inform Members that they had

asked that the Council would waive the normal fee on the basis that it was a charity event and they had secured sponsorship.

Members were informed that Tesco's were sponsoring the wine tasting and felt that the event should be used to promote the facility further to encourage new membership.

Following discussion, it was

RESOLVED:- That, the Golf Club Board authorise the waiving of the £45.00 fee on the basis that the event would be used for Marketing and Promotional purposes to encourage new membership and that such events would be limited, at the discretion of the Chairman, to one event per year.

### **GCB/2008/64 : NEW MENUS**

The Golf Club Secretary/Manager informed Members that the restaurant were hoping to introduce 4 new starters and 3 or 4 main dishes, once the gross profit margins had been calculated.

Councillor Henderson commented that it was important to have a varied selection of dishes on the Golfers Menu and also to take into account the regular clientele.

The Golf Club Secretary/Manager stated that the least popular starters/main courses were being replaced and she outlined the proposed selection.

Councillor Henderson suggested that the menu include a starter of traditional breads.

Councillor Cochrane referred to an incident, which had occurred at the restaurant on Saturday night. The General Manager responded that he was aware of the situation and had updated the Golf Club Secretary/Manager accordingly.

Councillor Robinson stated that he had no problem with the changes to the menu as long as Officers were confident that the kitchen staff could deliver the quantity of meals within the required timescale.

Councillor Cochrane referred to the midweek opening hours and suggested that the Board consider longer opening hours to accommodate the Ladies' players.

The Golf Club Secretary/Manager confirmed that she would take these comments on board. The General Manager reiterated that Club Members would be accommodated with regard to keeping the facility open for restaurant business, if Officers were given advance notice.

The Golf Club Secretary/Manager confirmed that although both of the Captains were aware that Members could make arrangements to keep the restaurant open, if required, she would ensure that they were kept on board and indicated that they had both been extremely pleased at how the Club was progressing and were working with the Officers.

RESOLVED:- That,

Following the calculation of the gross profit margins, Officers be authorised to amend the menu to replace the least popular starters/main courses with alternatives, on the basis that the Officers are confident that the restaurant staff are competent to deliver the requisite quantities within the required timescale.

### **GCB/2008/65 : MAINTENANCE**

The new Leisure Technical Manager referred to the recent lift inspection in which a minor defect had been identified and subsequently rectified at no cost to the Council. He reported that a contract was now in place and inspections would be carried out to coincide with insurance visits.

Councillor Robinson asked if there could be a planned schedule put in place for the kitchen equipment.

The Technical Manager stated that he had received a large quotation for the maintenance of catering equipment and would arrange for a service agenda to be drawn up in association with an economical schedule.

Councillor Henderson enquired if the Golf Club had an assets register in place to record breakages etc.

The Business Manager responded that the assets register was included in the Facility Manual and checked periodically.

RESOLVED:- That, the Golf Club Secretary/Manager would arrange to carry out a check on the Facility Manual in the near future.

### **GCB/2008/66 : VALUE CABS INVOICE**

The Golf Club Secretary/Manager informed Members that she had received an invoice from Value Cabs totalling £5.35.

RESOLVED:- That, the Golf Club Secretary/Manager be instructed to pay the invoice from Value Cabs for £5.35.

**GCB/2008/67 : BUGGY HIRE**

Members were informed that there were no buggies hired out for the month of January 2008.

Noted.

**GCB/2008/68 : UPDATE ON MEMBERSHIP NUMBERS**

At the end of January 2008, total membership of the Golf Club stood at 305 members.

Noted.

**GCB/2008/69 : GOLF PROFESSIONAL LESSONS**

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

Noted.

**GCB/2008/70 : NUMBER OF STAFF USING THE COURSE**

No members of staff played on the course during the month of January.

Noted.

**GCB/2008/71 : COMMENTS CARDS**

The Golf Club Secretary/Manager informed Members that there had been no comment cards submitted.

Noted.

**GCB/2008/72 : RECORD OF ALARM CALL-OUTS**

The Golf Club Secretary/Manager informed Members that there was one alarm call-out during the month of January 2008.

Councillor Robinson referred to the proposal to centralise this function and asked the Officers to list the key holders for the Golf Club premises.

The Golf Club Secretary/Manager responded that Mr William Moffett was the first point of call, followed by herself, then the Restaurant Supervisor.

The General Manager stated that the centralised tender was now issued and the successful company would take on board the alarm call-outs and cover the Council's facilities.

He reiterated that, in line with Council policy, there was no cash left in the premises and the Golf Club Secretary/Manager confirmed that there would be restricted areas within the building that the company would have no access and it would be monitored.

Councillor Hanvey referred to the number of alarm call-outs for Zone 60.

The Golf Club Secretary/Manager commented that this matter had now been resolved and zone 60 had since been replaced and the Council had not been invoiced for the call-outs. She added that a full plan had now been prepared and each of the sensors numbered.

Noted.

**GCB/2008/73 : PROFESSOR ERIC SAUNDERS' OBE RETIREMENT DINNER – CHANGE OF DATE TO 15 APRIL 2008**

Tabled:- Correspondence from Sport NI dated 30 January 2008 (previously circulated)

Councillor Hanvey commented that this correspondence had been tabled at various Committees and noted.

Following discussion, Members agreed that it be

RESOLVED:- That,

- (a) The Golf Club Board will fund 2 tickets for the Professor Eric Saunders' OBE Retirement Dinner, at a cost of £40.00 each, to be attended by the Sports Development Officer and another to be agreed, as a sporting gesture from the Board.
- (b) The correspondence to be forwarded to the Mayor and Deputy Mayor.

## **GCB/2008/74 : LIGHTING OPTIONS AT GOLF CLUB CAR PARK**

The Parks Section Manager referred Members to his report and outlined the two lighting options, which he had investigated. He stated that since the existing supply would not facilitate further lighting, a new supply would need to be established from the Clubhouse.

Councillor Robinson suggested that the drainage contractors could carry out the initial soft digging work and he stated that he would speak to them. He also felt that they might be able to provide the necessary ducting and cabling at a reduced cost.

Members agreed that this saving may enable the Council to carry out both options and asked the Parks Section Manager to prepare a report on the costs involved to carry out both options with savings in place.

The Technical Manager Leisure agreed to look at the matter too.

At this point, Councillor Robinson asked the Parks Section Manager if he could prepare details of the salaries and wages of the Greens staff for the next meeting of the Board.

RESOLVED:- That,

- (a) Councillor Robinson will speak to the Contractors with a view to carrying out the initial soft digging work for the lighting, and the possibility of providing the ducting and cabling at a reduced cost.
- (b) The Parks Section Manager to prepare a report on the cost saving involved in carrying out both lighting options. Details of budget breakdown to include salaries and wages to identify potential under spend.

## **GCB/2008/75 : AUTOMATIC GATES**

The General Manager Leisure & Marketing suggested that while the work is being carried out for the additional car park lighting, he would arrange for the cabling for the automatic gates to be put in place in case the Council agreed to review the situation at a later date.

RESOLVED:- That, the Board authorises Officers to arrange for the cabling to be put in place for automatic gates whilst the car park lighting works are being carried out, in case the Council decides to erect automatic gates at the facility at a later stage.

**GCB/2008/76 : SNAGGING DEFECTS UPDATE**

Members were informed that the matters previously detailed in the snagging defects list had now been attended to.

Noted.

**REPORT FROM THE PR & MARKETING MANAGER**

**GCB/2008/77 : ACTION PLAN**

Members were informed that a Marketing Action Plan would be prepared from the approved business package proposals and would be presented at the next meeting of the Board.

The General Manager reiterated that a selection of the offers had now been implemented and he had spoken with the Honorary Secretary to update him and posted out letters to all Members.

He referred to the “Husband and Wife” promotion and asked if this also applied to common-law couples.

Councillor Cochrane stated that this promotion should apply, on the basis that the common-law couples provided proof of address or joint utility bills.

RESOLVED:- That, the “Husband and Wife” promotion be extended to common-law couples on the basis that they provide proof of residence or a joint utility bill.

**GCB/2008/78 : LA MON HOUSE HOTEL**

The General Manager reported that a meeting with La Mon concerning hotel promotions had been rescheduled to week beginning 18<sup>th</sup> February and the costings in relation to entertainment packages would be brought back to the next meeting of the Board.

Noted.

**GCB/2008/79 : WINTER PACKAGE PRICES**

The Business Manager circulated a report on the options for consideration in relation to Winter rates to increase usage of the course and restaurant.

She referred to the proposed “Pay, Play and Eat Promotions”, which would run from 1<sup>st</sup> Oct 2008 – 31<sup>st</sup> Mar 2009.

RESOLVED:- That, the Golf Club Board approves the “Pay, Play and Eat Promotions” as detailed in the Business Manager’s report to increase usage of the course and restaurant during the Winter Months.

#### **GCB/2008/80 : TWILIGHT OFFERS**

She referred to the second page of the above report detailing proposed twilight offers, which would be running from May until August 2008 (Monday – Friday) excluding weekends/bank holidays.

RESOLVED:- That, the Golf Club Board approves the Twilight Offers as detailed in the Business Manager’s report to maximise usage of the course during the summer evenings.

#### **ANY OTHER BUSINESS**

#### **GCB/2008/81 : SPORTSMAN’S DINNER – 26 APRIL 2008**

The General Manager informed Members that he had been contacted by the Deputy Mayor seeking approval to hold a Sportsman’s Dinner at the Golf Club on Saturday, 26 April 2008 in aid of the Mayor’s charity. He stated that there were no functions scheduled for that date and it was hoped that the event would help to promote sports within the Borough.

Members agreed that the General Manager, Golf Club Secretary/Manager and the Sports Development Officer would liaise to make the necessary arrangements and to agree the ticket fee and apportionment amount towards the Mayor’s Charity.

RESOLVED:- That, the Golf Club Board authorises the Sportsman’s Dinner to be held on Saturday, 26<sup>th</sup> April 2008.

Furthermore, that the General Manager, Golf Club Secretary/Manager and the Sports Development Officer liaise to make the necessary arrangements and agree the ticket fee and apportionment amount towards the Mayor’s Charity.

**SUPPLEMENTARY REPORT FROM THE GENERAL MANAGER**  
**MARKETING & LEISURE**

[Following the Golf Club Board Meeting held on 18<sup>th</sup> April 2008, Minute No: 2008/82 was taken back for further consideration.](#)

**GCB/2008/82 : GOLF CLUB CONSTITUTION AMENDMENTS**

The General Manager referred to a meeting with the Honorary Secretary in which a request had been made to make minor amendments to the Golf Club Constitution and he went through the document outlining the requested changes, namely:-

- 4.1 Include the President
- 6.0 Delete the four Officers' titles and replace with "four (4) persons elected by the Club Council, One (1) of whom will represent the Ladies' section.
- 13.2 Define the definition of Junior Members (persons between the ages of Eighteen (18) and Twenty One (21) who were current members of the Club on their 18<sup>th</sup> birthday
- 13.3 Define the definition of Juvenile Members (persons under Eighteen (18) years of age provided that they are proposed by an Adult Member who must be responsible for the conduct of the Juvenile Member)
- 13.4 Amend to read "On all visits to the Club, a Juvenile Member must be accompanied by an Adult Member who must be responsible for the conduct of the Juvenile Member"
- 13.5 Define the definition of an Honorary Member as "The Council may elect as Honorary Members, prominent golfers or persons who have rendered special service for the advancement of the game, or to the Club, or who are distinguished in public life."
- 13.6 Omit 13.4 – sentence relating to VAT.

Members discussed the proposed amendments and expressed concern that Castlereagh Hills was a municipal Club, not a Private Club and that this Constitution related to the Council and the previous Members of Gilnahirk Golf Club, not the present Club.

Councillor Robinson stated that, as the proprietors of the Club, the Members of the Board would require some time to study the proposed changes.

Following agreement, it was

RESOLVED:- That, the Members of the Golf Club Board would peruse the proposed changes to the Constitution and forward their comments to the Golf Club Secretary/Manager who would bring the matter back to the April meeting of the Board.

**GCB/2008/83 : MAYOR'S CHARITY BOWLING EVENT**

Following discussion, it was

RESOLVED:- That, the Golf Club Board would donate 2 x 4-ball golfing vouchers to the Mayor's Charity Bowling Event.

**GCB/2008/84 : UPDATE ON GOLFING PROFESSIONAL VACANCY**

The General Manager outlined that there had been interest in the Club Golf Professional vacancy from other professionals and it was agreed that the Director would seek Expressions of Interest through the PGA.

He enquired if Members would permit another Golf Professional to hold lessons at the Club on an unprejudiced basis.

Following discussion, it was

RESOLVED:- That,

- (a) The Director of Leisure Services will arrange for Expressions of Interest for the post of Golf Professional to be advertised in the PGA magazine.
- (b) Should Club Members request lessons, that the Officers be authorised to arrange for lessons with a Golf Professional from another facility, on an ad hoc basis without the necessity for retainer or contractual arrangements.

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

