

**THE ROYAL BRITISH LEGION SCOTLAND
THURSO BRANCH.**

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 03rd
MARCH 2022 AT 19:30.**

Present:

S Middlemas (Chairman), J MacNeil, R Galloway, J Blake, R Gray.

Apologies:

M Ennis.

Chairman's Remarks:

The new Chairman, Simon Middlemas, welcomed those present and opened the meeting. He firstly proposed a vote of thanks to both Willie Smith and Gus MacKay for their many years of sterling service as Club Chairman and Branch Chairman respectively. This was agreed unanimously and our best wishes go to both for the future

Simon highlighted the fact that Committee members would notice slight changes to the meeting agenda which he feels will better reflect our current priorities going forward. He also proposed that the Bar Manager be co-opted on to the Committee as an observer so he can attend complete meetings rather than presenting a report at the end as previously and this was accepted. He also noted that the CMC remains some members down on its full complement and this will be raised during the next Branch meeting scheduled for 31st March.

Minutes of last meeting:

The minutes from the Club Management Committee meetings held on the 18th November and 25th November 2021 were reviewed and accepted on a motion by Robert Gray seconded by John Blake.

Matters arising therefrom:

None.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 20th November 2021 to 26th February 2022. Firstly, this report covers a longer period than is normally the case due to this being the first official CMC meeting held since 18th November 2021. This is due to the festive period and the fact that our Branch and Club AGM's were delayed into January as, due to covid restrictions, the auditors did not receive our books in time to compile our final accounts report for the normal December AGM date.

However, over the period quoted above, our income/expenditure figures showed a healthy surplus of just over £10,000 on a turnover in excess of £100,000. At the end of the period the Club book balance stood at £37,311.66. It was noted that over the period the wage costs were higher than normal, but this was explained by the increase in staff required to cover table service to comply with covid restrictions. The Treasurer also reported that over the period our food service had made a slight profit and it was stated after discussion that as long as the kitchen was not making a loss it would be acceptable. The Treasurer also stated the Bar prices are being continually reviewed and further increases may be required. This is primarily caused by the recent large increases in fuel and wholesale prices having a negative effect on our costs. We also have to take account of the minimum wage increases coming into force in early April which will also increase our outgoings. The Treasurer also expressed disappointment that our installation of BT Sport has not had the desired result. The situation will be monitored going forward and if footfall doesn't improve we will have to consider cancellation. The Chairman thanked Joe and our Administrator Michelle for their input in compiling the report for the meeting. A hard copy of the report will be attached to the meeting minutes held on file within the office for future reference.

Facility Managers Report:

Simon has again compiled a comprehensive report for the meeting detailing the recent works carried out and containing a priority list for future works. Committee members were each supplied with a copy of the report and it will be attached to the hard copy of the meeting minutes stored in the office for future reference. During discussions J Blake queried the large expenditure required to fit a wheelchair lift between the lower and upper lounge areas. He felt that the cost would outweigh the benefit due to the very low numbers who would utilise it. Different options were aired such as improved ramps to replace our current ramps. On this basis the priority list was amended to move the improvement of the kitchen appliances from 5 to 3 while relegating the wheelchair lift from 3 to 5. Simon has also arranged for an asbestos survey of the premises to be carried out by Julian Harrop who has extensive experience in this field. It was also stated that grant funding is close to being finalised for the qualifying elements of the Function Hall refurbishment.

Human Resources Report

Simon explained that this is a new item added to the meeting agenda to primarily address staffing and other HR related issues which arise during the normal conduct of our activities throughout the year

On this subject we are currently carrying out a review of our staff contracts for both contract and casual staff with a view to updating them prior to reissuing.

We also have to take account of the increases in minimum wage rates for our casual staff which come into force in April and the Gov.uk website will be consulted for the correct figures. We will also have to determine a percentage increase that will be applied to our contract staff and the Treasurer is calculating this before submitting a figure to the finance sub-committee prior to agreement by the full CMC.

It was also proposed that we consider the introduction of a bonus scheme to reward and incentivise staff for their efforts throughout the year. It is intended that this will consist of a percentage paid to each employee determined by the profit figures for the relevant year and will be calculated by the Treasurer before being ratified through the normal route above.

We have a new Head Chef, Matthew Hinton (ex RN). He was recruited following Luke McPhee's resignation in February along with Aime Dear. His meal offerings have been well received to date and it has been noted that food wastage has dropped.

One of our contract cleaners, Carol McPhee, also resigned in February. As our other contract cleaner, Myra Blake, intends to retire around April/May we are assessing various options going forward.

Club Managers Report and Issues:

Donald was invited to the meeting. He agreed with the change in priorities to the future work streams in the Facility Management Report. He also agreed with the option of purchasing ramps and suggested that before this we could look at the application of non-slip pads to our existing ramps as they can move when used on the new flooring in the Lower Lounge area.

Donald also said that the number of meals sold during Fridays were now very similar to those on Saturdays and suggested we consider expanding meals to Thursday and all-day on Saturday and Sunday. This was agreed in principle with no objections although a date for implementation was not determined.

Donald supplies the office with a list of the events/entertainments taking place on a monthly basis. He suggested we monitor it for required changes in Hall

configuration for different events and this was agreed. He also asked for assistance at a funeral tea taking place shortly and this was agreed.

Donald also suggested we consider the employment of qualified door/security staff for some events in the Function Hall to ensure order is maintained. This was deemed a good idea and will be investigated, with the suggestion that the cost could be passed on to the event organizers or hall hirers.

Correspondence:

The bulk of our correspondence is dealt with by e-mail and usually consists of routine communications and bills. Should any correspondence arrive by either e-mail or post regarding Club business that is deemed of sufficient interest to require Committee input it will be raised at the next meeting.

Our preliminary documentation with regard to the adoption of the new RBLs Club Model Rules 2020 was collated, in accordance with the guidelines in the folder received during the H&I Area presentation in September, and submitted to RBLs Headquarters in Edinburgh on 11th February. To date we have not received an acknowledgement or reply.

A disciplinary hearing was due to take place prior to this meeting but the individual involved did not turn up. It was agreed that the individual will be sent a letter stating they are subject to a three month ban from the premises.

Any Other Business:

None.

S R MIDDLEMAS

Club Chairman

R GALLOWAY

Club Secretary