

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN  
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 31<sup>st</sup>  
MARCH 2022 AT 19:30.**

Present:

S Middlemas (Chairman), J MacNeil, R Galloway, J Blake, R Gray,  
A Mclvor (Observer), D Sinclair (Observer).

Apologies:

M Ennis.

Chairman's Remarks:

The new Chairman, Simon Middlemas, welcomed those present and opened the meeting. He especially welcomed Albert Mclvor, who recently joined the Branch Committee, and was attending as an observer along with our Manager Donald who it was agreed at the last meeting would also now attend CMC meetings as an observer.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 03<sup>rd</sup> March were reviewed and accepted on a motion by Robert Gray seconded by Joe MacNeil.

Matters arising therefrom:

None.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 05<sup>th</sup> March to 26<sup>th</sup> March. Over the period, our income/expenditure figures showed a deficit of £17,731 and at the end of the period the Club book balance stood at £21,626.99. Although it appeared to be a large deficit the Treasurer explained it was caused by some large non regular payments such as the payment to HMRC of £9,661. As can be seen from the report we also had some one-off payments made for items concerning the ongoing Club refurbishment programme with £2,500 for a Combi oven as one example and new cellar cooler another. However, the Treasurer also explained that the broader outlook was more

encouraging with the financial situation improving overall after this type of expenditure is taken into account.

The Treasurer also reported we still have our annual insurance bill of around £2,000 to settle which will appear in the next report. It was also reported that with the expansion of our meal offering hours to include Thursdays we will incur further wage costs in running the kitchen with another staff member recruited and this will be monitored going forward. More broadly we need to be aware of the increase in wages required for both contract and casual staff shortly coming into effect.

The subject of the indoor bowling section using the Hall on Tuesday evenings was raised and it was felt that they should pay the normal Hall hire charge rather than the very nominal fee they currently pay. Donald said he would approach them concerning this and possibly resolve.

### 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. New ramps have been procured as an interim solution to allow disabled access to the upper Lounge and are an improvement on our previous ramps, being more stable for wheelchair users. Simon reported that the detailed budget for the Hall refurbishments is still being finalised and when agreed will be submitted to the full CMC for approval, with partial grant funding being sought. Simon also reported that the Facility Management report currently on the Branch Committee agenda would be removed and that this would be the forum for all future Facility Management reports. With regard to the upper Lounge upholstery renewal Donald suggested we consult the Scottish Licensed News as there are other cost effective suppliers from out with the local area in their advertising sections.

### Human Resources Report

The situation with regard to staffing has improved, with more people engaged in various positions. We are now close to our optimum staffing levels.

The review of our contract and casual staff contracts has been completed and the contracts will be issued following the introduction of the mandated increases in the minimum wage rates for casual staff on the 01<sup>st</sup> April and the hourly rate increases for the contract staff which have now been agreed.

Our remaining contract cleaner, Myra Blake, is due to retire on the 01<sup>st</sup> May. The intention is to engage a contract cleaning company on a trial basis rather than directly employ another contract cleaner. This has been investigated and two contractors tendered with the suggestion that 'Clean Bee's' undertake the trial. Myra has offered to continue for a short period if required until the contractors take over.

The details of the employee bonus scheme are still being finalised by the Treasurer and when complete will be ratified by the finance sub-committee before being approved at a full CMC.

With regard to Hall configurations and other minor tasks member John Paterson has agreed to help out as required and will be kept up to date with requirements.

#### Club Managers Report and Issues:

On the issue discussed at previous meetings of employing qualified door/security staff for selected events Donald stated that Helcat Training Ltd based in Ormlie apparently offer training courses in the subject. He also asked if he could identify individuals willing to take the course on our behalf would we consider funding the course for them. No decision was taken until further details are ascertained.

As suggested at the last meeting our meal service has been expanded to include 12:00 – 20:00 on Thursdays. Our current service on Fridays, Saturdays and Sundays will also be expanded to the same operating hours.

A minor incident of misconduct by a member was also reported by Donald. He suggested he deals with it personally by talking to the individual concerned and this was agreed.

#### Correspondence:

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

We received a reply from RBLs HQ to the letter we sent on 11<sup>th</sup> February containing our documentation regarding the adoption of the new RBLs Club Model Rules 2020. Their reply contained the FCA application form they will submit on our behalf. We require to sign where indicated and return to them for action.

#### Any Other Business:

None.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary

