

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 25th
AUGUST 2022 AT 18:30.**

Present:

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

Apologies:

None.

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting. The Chairman suggested one of the Branch Committee members could be co-opted onto the Club Management Committee to bolster the numbers and there were no objections. He also stated he has two names of people who may be invited to the next combined meeting with a view to becoming members of the wider Branch Committee.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 28th July were reviewed and accepted on a motion by John Blake 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 30th July – 20th August. Over the period, our income/expenditure figures showed a surplus of £1,356.04 and at the end of the period the Club book balance stood at £36,704.53 which indicates a healthy trend going forward. We continue to monitor the catering costs but nothing substantial has changed to date bearing in mind the transition underway with the kitchen staff. A copy of the report will be attached to the hard copy of the meeting minutes held in the office.

Facility Managers Report:

Simon has compiled his usual 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. In addition, Simon reported that the Planned Maintenance Schedule which has been drawn up is now in force and the work being carried out as planned. The kitchen extractor fan will be replaced during the first weekend in September when the kitchen is closed.

The walkround of the Function Hall to discuss and go through the plans for the refurbishment has been scheduled for Thursday 01st September at 18:00 and Branch Committee members have been invited to attend if available and interested.

Human Resources Report

The Head Chef, Matt Hinton, has resigned effective from 21st August. The Assistant Chef, Carol MacKenzie, has taken up the post on a permanent basis and will be supported by Donald during the transition.

Pamela Mathers, who recently returned to our employment, has offered to take up the post of Assistant Chef until a permanent replacement can be found, with the position advertised.

Morris Campbell, one of the recently engaged cleaners, is also assisting as a Kitchen Assistant when required in addition to Kayla Bain.

On Donald's recommendation Shelley Cowie has been promoted to Bar Supervisor effective immediately.

Matt Hinton has invoiced us for some kitchen equipment he supplied while Head Chef. It was decided we did not require the equipment and he has been asked to pick the items up at his convenience.

Club Managers Report and Issues:

Wick Darts League may be interested in using the premises for matches during the winter. It was suggested that this could take place on Wednesday evenings with the 'Peedie Bar' configured to host.

The subject of BT Sports was discussed again. It was felt that with both Rangers and Celtic in the European Champion's League group stages that we should retain the channels for the present as their participation will lead to matches which could prove more attractive to members and guests.

Tennents lager on draught will be on offer in the Club shortly with the installers due to visit on Tuesday 30th August to fit the pump and hardware. Initially this will be in the Lounge only with the Hall to be considered at a later date.

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 e-mail confirmation from HQ of our registration as a Co-operative Society and a copy of the FCA registration document has been posted in the lobby display cabinet next to our operating licenses. Consequently, our trading name now reverts to – Royal British Legion Scotland Club (Thurso) Limited. All other steps required by the change will be completed in due course.

Any Other Business:

It was suggested we procure electronic signage for advertising as it is a more cost effective method of promotion than using the local press and this will be investigated.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary