

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 26th
MAY 2022 AT 19:30.**

Present:

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

Apologies:

M Ennis, R Gray.

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 28th April 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 26th March – May 24th. The report was compiled by Joe in the absence of our Admin Assistant as she was on leave and covers a longer period than normal. Although the report goes over some ground already covered it gives an appreciation of our trading outlook over a longer period.

Over the period, our income/expenditure figures showed a surplus of £16,778 and at the end of the period the Club book balance stood at £33,922.24 which indicates a healthy trend going forward. It was also stated we were expecting a good income for this week having hosted a good turnout for the Rangers Europa League Cup final game which we televised. Although there are still some question marks over our meal service these are mostly staff related with the kitchen averaging £1600-£1700 per week. The situation continues to be reviewed on a regular basis.

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. In addition, Simon reported that the Planned Maintenance Schedule has now been produced in draft form and will be finalised when the fire safety checks have been agreed with Alan Smith. Our old kitchen range which was removed to make way for our new Combi oven has been picked up by the buyers. One of our snooker tables requires to be recovered. This was originally planned before the pandemic and we will contact the contractor again to ascertain availability and costs. We are continuing to investigate grant funding for the Hall upgrades which we may be eligible to claim. It is expected that any grant funding secured will require to be used within a three month period, with the plan being to close the Hall for a specified period early next year.

Human Resources Report

Rowan is covering the Head Chef position this weekend due to Matt's absence.

Kat Barter has accepted a position with a new employer and will leave our employment 01st May. Pamela Mathers, who left earlier in the year, has returned.

We continue to monitor the performance of the cleaning contractors during their trial period. Some reservations have been expressed to date and a final decision will be taken at the end of the period as to whether we continue with the contractors or return to directly employing cleaners.

Bar and kitchen staffing continues to be acceptable although we may experience shortages during the holiday season for which contingency plans are being formulated.

Club Managers Report and Issues:

Donald continues to monitor the kitchen margins and suggested that we may require to slightly increase our menu pricing structure to reflect the rises in costs across the board.

He stated our prices would still compare favourably with other local establishments following any increase.

The same situation applies to our Bar prices which are also under review.

Donald also suggested we consider cutting back Saturday night Lounge entertainments as some are not well attended. The Committee will weigh up

the pro's and con's and come to a decision prior to bookings being taken for 2023 as the diary is full for the remainder of this year.

Donald also requested an update on the proposed bonus scheme. The Treasurer is continuing to work on the details before putting before the finance Sub-Committee for ratification prior to agreement from the full CMC.

Donald asked if the contract employee's would have the extra bank holidays for the Queens Platinum Jubilee added to their annual leave entitlement and this was confirmed.

Thurso Pipe Band has been given use of our Hall on Thursday evenings for their Band practice and training for many years. They do not currently pay for the use of the facility and Donald suggested we look at the situation. It is thought this historical arrangement was granted for their support at Branch Remembrance events.

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.

No further correspondence regarding our FCA application for Co-operative Mutual Society status to comply with the adoption the RBLs Club Model Rules has been received to date.

Any Other Business:

None.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary