

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 28th
JULY 2022 AT 19:30.**

Present:

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

Apologies:

M Ennis, R Galloway

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 26th May were reviewed and accepted on a motion by Joe MacNeil seconded by John Blake.

Matters arising therefrom:

Simon Middlemas suggested that if any actions arising from meetings these should be highlighted.

Action: Ron Galloway to ensure actions are highlighted.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 28 May to 23 July.

Joe MacNeil outlined the financial report providing information on income and outgoings. The current balance (as of 28 July) stood at £36,259.98. Joe MacNeil noted that as a comparison to last years' financial (for the same period) it was roughly the same. He added that there was still a bill to come in from HMRC.

There was a discussion on the cost of catering and at present this was currently showing a return of around 8%. It had previously been agreed to monitor this for two months and since that time nothing had changed.

Following a discussion the following was agreed:

- Simon Middlemas and Donald Sinclair would have a further discussion with the Head Chef to consider changes to be made.
- A 10% increase in the cost of all food would come into effect on 1st August.

Action: Simon Middlemas/Donald Sinclair to speak to head chef regarding catering costs.

Facility Managers Report:

Simon Middlemas had provided a written update detailing the recent works carried out and listing priorities for future works. Of particular note was:

- Consider cancelling the Chubb contract, as regular fire alarm checks were not being carried out including smoke detectors.
- Kitchen extractor fan needs to be replaced.
- It was agreed that a walkdown of the main hall to go through the refurbishment plans should be held.
- Coffee machine – it was agreed this should be further investigated to look at purchasing a machine. It was suggested that there was a potential for external funding.

Action: Simon Middlemas to confirm a date for a walkdown of the main hall to go through refurbishment plans.

Action: June Love to send Joe MacNeil the link to the application form to apply for funding for the potential to purchase a coffee machine.

Human Resources Report,

Donald Sinclair reported that, with the exception of the kitchen margins, there were no issues with staffing.

He noted that cleaning had come back in house as the contract was not working.

Club Managers Report and Issues:

A snooker league has been set up in the Club with Derek Johnston organising. The snooker league were planning to use the facilities on a Wed, Thursday and Friday night but this could lead to issues, especially on a Friday evening, when other Club members may wish to use the tables. Following discussion it was agreed that Donald Sinclair would speak with the league organiser to explore whether the league games could be played on a Tuesday, Wednesday and Thursday. The alternative was to allow Friday games but limiting the league to one table so that others could continue to use. The league were also raising money to maintain the snooker tables.

Action: Donald Sinclair to speak with Derek Johnston re timing of snooker league.

It was also noted that there was a number of snooker cues that had not been collected. Simon Middlemas suggested a notice on the Facebook page to remind people to collect. If these were not collected within a year then they should be sold.

Action: Donald Sinclair to post on Facebook a reminder for people to pick up snooker cues.

There was a discussion on the merits of retaining BT sports at a cost of £400/month. It was agreed this would remain for one more month and then a decision would be made at the next Club meeting as to whether this should be cancelled.

Action: Club members to discuss BT sports at next meeting to decide whether to cancel subscription.

Donald Sinclair was looking into the potential of providing tenants on draft. He would be speaking with the reps shortly.

A question on whose responsibility it was to clean up the land was made – it was agreed to include this within the cleaner's remit.

Correspondence:

None.

Any Other Business:

Simon Middlemas noted that the Committee membership had been discussed in full at the Branch meeting and suggested leaving this right now and progress through Branch meetings.

John Blake noted the difficulties of tidying up the hall if there was a wedding on Friday or Saturday and wondered if it would be worthwhile not booking events on the following day to allow time to take things down. Simon Middlemas felt it would be better to simply, in the event of a wedding, leave the curtain drapes and take them down on a Monday when the Club was not open which would negate turning business away.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary

29 July 2022

ACTIONS ARISING

- Ron Galloway to ensure actions are highlighted.
- Simon Middlemas/Donald Sinclair to speak to head chef regarding catering costs.
- Simon Middlemas to confirm a date for a walkdown of the main hall to go through refurbishment plans.
- June Love to send Joe MacNeil the link to the application form to apply for funding for the potential to purchase a coffee machine.
- Donald Sinclair to speak with Derek Johnston re timing of snooker league.
- Donald Sinclair to post on Facebook a reminder for people to pick up snooker cues.
- Club members to discuss BT sports at next meeting to decide whether to cancel subscription.