

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

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

Present:

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

Apologies:

M Ennis, D Sinclair (Observer)

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting. In his opening remarks Simon suggested that the meeting times could be revised to the earlier start time of 18:00. No objections were raised and this will be introduced from the next CMC only meeting.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 31st March were reviewed and accepted on a motion by John Blake seconded by Robert Gray.

Matters arising therefrom:

None.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 02nd April – 23rd April. Over the period, our income/expenditure figures showed a surplus of £4,956 and at the end of the period the Club book balance stood at £24,184.30. This was welcomed following the large deficit caused by large one-off bills and expenditure recorded in the last report and is deemed a more realistic picture of our trading outlook. The Treasurer also reported he continues to redirect funds between our accounts as required. A discussion took place on the proposed employee bonus scheme, final details of which are still being formulated. Some figures were suggested, and whether the scheme will be based on business turnover or profit. When finalised, the Chairman stated the application of the scheme will be at the discretion of the full CMC.

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. Also, our old kitchen range which was removed to make way for the Combi oven recently purchased has been sold to a local buyer and will be picked up in due course. Joe reported that he has ordered more 'user friendly' table legs that will attach to the round table tops, used primarily for weddings. Simon also suggested we apply for the grant funding for the Hall upgrades we may be eligible to claim later in the year as they 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

Our staffing levels continue to be acceptable with 5 contracted employee's and 10 regular casual employee's currently available to cover the required working patterns.

Employee contracts for all staff – contracted and casual – have now been printed and are being issued, with nine currently signed and returned by staff.

Our remaining contract cleaner, Myra Blake, retires on the 01st May after 11 years service and a collection was held on her behalf. The collection and gifts will be presented to her on Sunday 01st May in the Lounge.

Keisha Sutherland also leaves us on the 01st May. After a holiday in the US she is moving to Lossiemouth.

One of our Bar Supervisors is currently unavailable due to having contracted Covid 19.

There were two minor disciplinary cases and the people involved have been spoken to and the issues dealt with.

Club Managers Report and Issues:

Donald was unavailable to attend the meeting being on annual leave. He did indicate prior to leaving he has some reservations over the kitchen margins and is monitoring the situation.

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.

The letter we received from RBLs HQ containing the FCA application on our behalf, required for the adoption of the Club Model Rules 2020, has been dealt with and returned to them with the required £60 cheque.

Any Other Business:

None.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary