

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 24th
NOVEMBER 2022 AT 18:30.**

Present:

S Middlemas (Chairman), J MacNeil, R Galloway, R Gray, J Blake,
D Sinclair (Observer), A Mclvor(Observer), M MacGill (Guest), R Kirk (Guest)

Apologies:

None.

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting. He especially welcomed the two guests who were attending by invitation. He had explained the relationship between the Branch and Club at the preceding Branch meeting to familiarize the guests.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 27th October were reviewed and accepted on a motion by Joe MacNeil seconded by John Blake.

Matters arising therefrom:

None.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 29th October – 19th November. Over the period, our income/expenditure figures showed a slight surplus of £470.51 and at the end of the period the Club book balance stood at £29,620.59. This was once again impacted by some annual bills coming in along with the purchase of kitchenware. On the plus side the Treasurer was pleased with the utility bills for the period but is aware of the changing energy environment which will no doubt impact us in the future, and as previously reported, is in contact with Consultiv Utilities regarding the options for competitively priced deals once our fixed term deals come to an end . It was also explained that the Everflow Water bill was higher than normal but would revert to its more normal level of around £200 shortly. Dean Bowman asked

about the HMRC bill on the report and the Treasurer explained that this mostly PAYE payments from the staff wages.

Mac MacGill (guest) asked about the longer term strategy and mitigations that can be put in place to assist. He offered to assess and help, and will liaise with the Treasurer in this regard. Simon suggested they complete budget projections looking ahead and this will be looked at.

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 held in the office for future reference.

With regard to the Function Hall refurbishment it has been decided to postpone the 16th January 2023 start date due to the uncertainty around grant funding without which it would be difficult to proceed. Simon has spoken to the NDA on the subject and they want more information from us before being able to fully assess our application. They will write to us regarding their requirements and we will assess and reply in due course. This will take time hence the postponement of the start date, although preliminary small scale electrical and wiring tasks are being completed on an opportunity basis by Gus Mackay and Pete Barker.

Human Resources Report

Donald reported no current issues with HR and stated we currently have a good team of staff who he would wish to retain if possible.

Club Managers Report and Issues:

Donald commented on the alcohol supplied for the recent Sea Cadet Corps Trafalgar night dinner we hosted in the Function Hall. The organizers supplied a large amount of wine and port for the event which was not subject to any corkage fee by the Club, which he felt should have been levied. After discussion it was agreed that prior to a similar event being booked next year that we hold a pre-meeting with the organizers to resolve similar issues.

Donald also stated that the Lounge carpet requires to be cleaned. With the hopefully busy festive season coming up it was decided to defer this until early in the New Year.

Donald also mentioned reinstating the staff night out. It was suggested this could take place during the period allocated for the Function Hall refurbishment. With details to be finalised this was agreed.

Donald also intimated his intention to retire sometime in 2023. The Chairman thanked him for the advance notice and his significant positive input into the Club during his tenure. With a view to his successor Donald suggested that, if she was interested, Shelley Cowie should be capable of assuming the position and he would be willing to mentor and train her in this regard. It was also

suggested she should firstly assume the discontinued role of Assistant Manager and this will investigated.

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.

Any Other Business:

None.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary