

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 27th
OCTOBER 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.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 29th September were reviewed and accepted on a motion by Joe MacNeil 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 01st October – 22nd October. Over the period, our income/expenditure figures showed a surplus of £7,088.66 and at the end of the period the Club book balance stood at £28,186.08. It was explained that this was a more realistic indication of our financial position than the large deficit in the last report due to the simultaneous arrival of large bills, although the Everflow Water bill has still to be debited. The Treasurer also explained that we received a £1,000 grant from the NDA towards the circa £1,600 cost of a new coffee machine for the Lounge. We have also submitted a further grant application to the NDA to assist in the costs of the Function Hall refurbishment. The Treasurer also gave an update on the role of Consultiv Utilities with regard to future utility bill deals and estimates we could save around £3,000 using their 'Blend and Extend' service. It was also stated that we are due a 'climate levy' rebate of £2,485

from HMRC. We have also cancelled the BT Sports subscription effective from 02nd November saving around £400 per month. A copy of the financial report will be attached to the hard copy of the minutes held in the office for future reference.

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. He further reported a new information TV has been installed in a prominent position outside the Bar door facing members and guests as they enter the premises. We also had further drainage problems from the ladies and gents Lounge toilets. Scottish Water were contacted and attended. The blockage was cleared and on further investigation they reported damage to the Council drainage system into which our system drains. They will report this to the Council, who will be responsible for any repair work required.

Human Resources Report

There is nothing significant to report although a further three waiting staff have been employed on casual hour contracts.

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 be 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