

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 23rd
FEBRUARY 2023 AT 18:30.**

Present:

S Middlemas (Chairman), J MacNeil, R Galloway, R Gray, J Blake,
Mac MacGill (Branch Chairman).

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting. He also welcomed Mac MacGill as an observer in his new capacity as Branch Chairman.

Apologies:

Donald Sinclair (Onholiday)

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 24th November 2022 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 26th November 2022 – 18th February 2023. This is a considerably longer reporting period than normal due to the lack of a meeting over the festive period and our records being at the accountants for collation of the end of year reports presented at the Branch and Club AGM's held on 19th January 2023.

Although the report indicates we had a deficit of £1360, when we take into consideration that it includes a £15,000 transfer to the Bonus Reserve account it means we had an actual surplus of £13,640. It was reported that the festive period had been quite lucrative for the Club finances and historically we always tend to have a quiet period during the early months of the year. The Treasurer also stated he has decided not to proceed with seeking new utilities contracts through Consultiv Utilities and will be looking at various options before the end of the year when our fixed price electricity contract

ends. However, he stated that early indications are that tariffs could be almost double the current rates and possibly more. Mac asked about options for reducing our demand and Simon stated that this is looked at constantly. The latest business rates revaluation has been received and seems to indicate it may be more favourable to us.

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. The report includes a separate page for the Hall refurbishment activities detailing the proposed way ahead. 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.

Human Resources Report

Donald supplied an update prior to going on holiday and reported no current issues with HR and stated we currently have a good team of staff who he would wish to retain if possible. He also reported Shelley Cowie is progressing well towards assuming the Assistant Bar Manager post in the near future.

Club Managers Report and Issues:

No report as absent on holiday.

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:

The Treasurer reported that we will shortly start evaluating the staff wage increases for this year.

The Lounge carpet cleaning has been completed by Karl Drummond to an acceptable standard.

S R MIDDLEMAS

Club Chairman

R GALLOWAY

Club Secretary

Actions arising from meeting.

Action 01/2023: Donald/Joe to assess Hall charges with and without Bar staff.

Action 02/2023: Mac to contact Pentland firm representatives.