

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN  
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 27<sup>th</sup>  
APRIL 2023 AT 18:30.**

Present:

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

Chairman's Remarks:

The Chairman, Simon Middlemas, welcomed those present and opened the meeting. He stated that our Bar Manager, Donald, has tendered his resignation effective from 14<sup>th</sup> May 2023 having secured a position in Glasgow. Simon wished to put on record the Committee's thanks to Donald for his enormous contribution towards the regeneration of the Clubs fortunes especially with more modern entertainments and setting up of our popular meal offerings, and wished Donald all the best for the future echoed by all. Donald in turn thanked the Committee for their support during his tenure.

Apologies:

None.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 30<sup>th</sup> March 2023 were reviewed and accepted on a motion by Robert Gray 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 01<sup>st</sup> April – 22<sup>nd</sup> April 2023. The report indicates that over the period we had a surplus of £3,376.62 which is a more realistic picture of our trading position compared with the last report which had been adversely affected by various one-off and irregular payments. Joe also stated that the Club insurance has now been renewed. A general discussion took place on the subject of Function Hall charging and once any decisions have been made a meeting of the Finance Sub-Committee will be

called probably in June to ratify. This meeting will also finally approve the new wage rate structure.

### 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 separate pages for the Hall refurbishment activities detailing the proposed way ahead. In addition, with regards to the Hall refurbishment, Simon issues a weekly update e-mail detailing the work completed during that week and the planned work for the following week. Simon stated that excellent progress has been made on the major items of the Hall refurbishment and that it will be ready to host the wedding planned for the 20<sup>th</sup> May. He has also put a message on our facebook page asking any members wishing to assist with the final painting programme to get in touch, with painting taking place in the evenings if thought necessary. Simon also requested that his thanks to all the volunteers and contractors involved be noted. 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's resignation will necessitate some changes. It is proposed that his duties be split with Shelley assuming the Bar and staff management elements and a suitable person recruited to take up a new role of Events Co-ordinator/Duty Bar Manager whose primary duties will include the promotion of the premises and the handling of all entertainment and event bookings for the Lounge and Function Hall. The role has been advertised on Caithness.org and interviews are now taking place. Mac commented that the roles should be open to job growth prospects to incentivise the post holders. Donald is also the current Personal Licence Holder and Manager named on our Function Hall licence so will require to be replaced in these roles by Shelley. The local Licensing Standards Officer will be contacted in the first instance for advice on the process and training required.

### Club Managers Report and Issues:

Donald stated that he is looking at quotes for re-covering the snooker tables at around £700/table. He is close to finalizing the provider and will pass the details on to Shelley.

Donald again thanked the Committee for their support during his tenure and stated that he is contactable at any time should advice be needed by the new staff and this was welcomed.

### 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 secretary stated that renewal reminder letters have now been sent to members for the 2022/23 subscriptions. Most were sent by e-mail to members for whom we have valid e-mail addresses with hard copies by post to the remainder.

Any Other Business:

None.

S R MIDDLEMAS

R GALLOWAY

Club Chairman

Club Secretary

**Actions arising from this meeting.**

Action 03/2023: Treasurer to set-up Finance Sub Committee meeting in June.

**Actions arising from previous meetings.**

Action 01/2023: Assess Hall hire charge with & without Bar staff. **Ongoing.**

**Actions Completed.**

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