

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

**MINUTES OF THE CLUB MANAGEMENT COMMITTEE MEETING HELD IN  
THE CLUBROOMS, RIVERSIDE ROAD, THURSO ON THURSDAY 30<sup>th</sup>  
MARCH 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.

Apologies:

None.

Minutes of last meeting:

The minutes from the Club Management Committee meeting held on 23<sup>rd</sup> February 2023 were reviewed and accepted on a motion by Robert Gray seconded by Joe MacNeil.

Matters arising therefrom:

None.

Treasurers Report:

The Treasurer gave an explanation of the latest accounts sheet supplied to attendees which covers the period 25<sup>th</sup> February – 25<sup>th</sup> March 2023. Although the report indicates we had a large deficit of £33,469.35, when we take into consideration that the expenditure over the reporting period includes a number of one-off or irregular payments such as the £15,302 HMRC bill, £3,197.43 for refurbishment costs, £1,680 accountancy fee's and £838 for a new freezer the underlying trading position remains broadly positive. The Treasurer reiterated that he had withdrawn the letter of intent with Consultiv Utilities regarding utility pricing and will consider our options going forward although early indications are that our tariffs will at least double. He also contacted Highland Council about our 2023/2024 business rates bill which has not yet been received. Highland Council stated they had not yet sent out their bills for this year and we will receive it in due course. He also stated his understanding that following our recent rates valuation it should be in our favour, although we can still apply for small business rates relief. We

also have our premises building and contents insurance to pay shortly after review.

Donald and Joe have begun discussing the upcoming wage round for our core contract staff and our casual staff which as always is a balance between affordability and staff retention. When final figures have been determined they will be put before the CMC for final approval.

The Treasurer also confirmed we have received the NDA grant funding of £27,000 towards the Function Hall refurbishment costs. Further grant funding for the Function Hall refurbishment has also been sought from the National Lottery who may fund part of the Hall floor replacement and from Highland Council.

#### 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 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 reported that Shelley Cowie has now assumed the vacant role of Assistant Bar Manageress and has received the required uplift in hourly rate to take account. He also stated we have advertised to recruit an Assistant Chef for the kitchen who will be capable of deputizing fully for Carol during any unplanned or planned absence. He has received one applicant to date who appears to meet the criteria required and will be interviewed in due course. Mac MacGill commented that we must invest in our food offering for the longer term and this was agreed. We have also advertised to recruit casual waiting staff and received 20 applicants to date who are being assessed.

#### Club Managers Report and Issues:

Donald recommended acquiring Branch themed polo shirts and this will be looked at in due course.

Donald is also reviewing the pricing structure of our drinks and meals offering. With all the recent price rises across the board we will regrettably have to increase our prices while still remaining competitive.

#### 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.**

None

**Actions arising from previous meetings.**

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

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