

NICS Social Club Management Committee 2019/2020

Minutes of the fifth meeting on Monday 14 October 2019 at 7:30pm in Reception office.

Present:

David Reilly (Chairperson), Billy Gamble, Sandy Webb, Shaun McMorran, Nic Leitch, Jim Savage, Gillian Lynas and Kieran Devlin (Acting Secretary and, Operations & Facilities Director).

1. Apologies:

David Jackson.

2. Correspondence:

HMRC letter received regarding the ongoing appeal in respect of gaming machine. Kieran Devlin informed the Committee that if the appeal is successful then a refund would be due back to the Social Club, however it is an ongoing case and will have to await the outcome.

Tennent's NI letter received regarding Brexit outlining the actions they have taken to deal with Brexit.

3. Minutes of the last meeting (Monday 16 September 2019):

The Chairman asked the Committee to review the minutes of the last meeting on Monday 16 September 2019. The minutes were agreed unanimously by Committee members.

4. Matters arising from the minutes of Monday 16 September 2019 meeting:

Item 10 (3) - Trustees – David Reilly informed the Committee that a letter had been drafted to be circulated to potential trustees. David informed the Committee that the letter was very detailed and it explained the role and the legal responsibilities to ensure that everyone was aware of the role and expectations of trustees.

Item 8 (1) – Access Controls – Kieran Devlin informed the Committee that the timescale for the implementation would be delayed due to card design, however work was still ongoing with preparing the packs and letters for members so that once we have a confirmed date then we will be ready to issue the invite to members to collect their cards.

Item 10 (1) – Disciplinary Breach – Kieran Devlin informed the Committee that the letter had been issued, however the it was highlighted that the individual involved continues to be on site despite numerous correspondence. It was agreed to pass the issue to NICSSA to deal with as the breach is on sports facilities site.

Action Points: Pass issue to the Association to take forward. (Kieran Devlin)

5. Reporting on Club matters:

Strategy – Next update due December 2019.

Legislation – Kieran Devlin informed the Committee that the document had gone out for public consultation again in preparation for the restoration of the Assembly.

Finance – Kieran Devlin presented the Committee with the financial report for the period-ended 30 September 2019, which shows a surplus of £17k. However, compared to the same period last year, this represents a £56k turnaround and is very encouraging.

Operations – Kieran Devlin presented the monthly report which detailed the catering figures for breakfast, lunch and evening meals with a comparison to the previous year. Room bookings figures show a significant increase this year compared to last year.

Kieran Devlin confirmed to the Committee that the cleaning service would transfer on the 1 November to Momentum cleaning services.

A brief discussion took place on Bar/Restaurant staff recruitment following the latest recruitment process. It was agreed that the recruitment of staff needs to be revisited to ensure that the process and the offerings are appropriate.

Action Points: Review recruitment process and offering to staff. (Kieran Devlin)

6. Issues Log:

Issue 1 – Buzzer Access Control System – Kieran Devlin advised that the new membership system is now operational. Phase two, implementing the door access controls, is ongoing and the draft design of the card has held up the timeline.

Action Points: Send a draft design of the card to Committee members. (Kieran Devlin)

Issue 2 – Whistles Refurbishment – Kieran Devlin informed the Committee that the installation of the bench along the back wall of the bar and restaurant will take place during October.

Issue 3 – Staff Call System – Kieran Devlin to look into providing option.

Issue 4 – Mo Mowlam Park – Completed.

Issue 5 – Mobile Coffee Unit – On hold

7. Approval of New Members:

Kieran Devlin presented a list of prospective members with their associated application forms, which were approved by Committee members.

8. AOB:

Overgrown Branches – A discussion took place regarding the overgrown branches at the Newtownards Road entrance to the Pavilion building. It was agreed to speak to the Stormont Estate Management Unit (SEMU) to arrange for the branches to be trimmed back.

Action Point: Speak to SEMU to get the branches cut back. (Kieran Devlin)

Members Tab – A brief discussion took place on members having a tab, however it was agreed that if an issue should arise then a further discussion would take place on the matter. Kieran Devlin informed the Committee that procedures are in place.

The meeting closed at 8:45 pm.

Date of Next Meeting: Monday 11 November 2019 at 7:30pm.

Kieran Devlin (Acting Secretary / Operations and Facilities Director)

15 October 2019