

## **NICS Social Club Management Committee 2019/2020**

### **Minutes of the fourth meeting on Monday 16 September 2019 at 7:30pm in Reception office.**

Present:

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

#### **1. Apologies:**

Nic Leitch and Gillian Lynas

#### **2. Correspondence:**

Belfast City Council letter received regarding renewal of the Club's Entertainment license. Kieran Devlin informed the Committee that the only item remaining on the application is the advert in the local newspaper.

Education Authority letter received informing the Club that the contract to host EA conferences has been extended to August 2020.

Belfast City Council letter received following its recent inspection informing the Club that it has maintained its 5 Star food rating for the Pavilion and that it also gained 5 Star rating for the Coffee Pod in the Play Park.

#### **3. Minutes of the last meeting (Monday 17 June 2019):**

The Chairman asked the Committee to review the minutes of the last meeting on Monday 17 June 2019. The minutes were agreed unanimously by Committee members.

#### **4. Matters arising from the minutes of Monday 17 June 2019 meeting:**

Items 4 (1) Strategy – This to be discussed under item 5 of the agenda.

Item 4 (5) – Memorandum of Understanding (MOU) – David Reilly provided the Committee with an update on the MOU, advising that it had been signed off, with the only significant change being a reduction to the recharged administration costs.

Item 10 (2) - Trustees – David Reilly provided the Committee with an update on the trustees situation. It was agreed that a further two trustees need to be appointed, possibly at the next AGM. David informed the Committee that the process for updating the trustees would be commenced immediately, with the Committee's approval, to ensure that new trustees would be in place as soon as possible and also allow existing trustees to formally resign as they have requested. A new trustee document needs to be prepared and recorded by the Registry of Deeds.

**Action Point: Take forward the appointment of new trustees and preparation of new trustee document. (David Reilly)**

Item 5 (1) – Staffing - This to be discussed under item 6 of the agenda.

Item 5 (1) – Priorities List – It was agreed that the list would be updated to reflect current priorities. The new list would read as follows:

Priorities List – Capital spend:

Priority 1	Restaurant Bench Seating	October
Priority 2	Balcony Furniture	Ongoing
Priority 3	Small Mac Balcony	Ongoing
Priority 4	Pavilion Signage	Ongoing

**5. Reporting on Club matters:**

Strategy – As above (Item 4).

Legislation – No discussion.

Finance – Kieran Devlin presented the Committee with the financial report for the period-ended 31 August 2019, which shows a surplus of £14k. However, compared to the same period last year, this represents a £46k 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. Five new part-time staff have been recruited and all are undergoing training. The Mo Mowlam Play Park Coffee Shop (Coffee Pod) income was represented for the first time since its opening on the 25 June 2019.

A brief discussion took place on the roofing and windows repairs to be carried out by the landlord (DoF). The plan for the installation is scheduled for January 2020 meaning that the bar and restaurant will have to be re-located to the MacSuite for a two-week period until all works have been completed.

**6. Bar/Restaurant Staff Recruitment:**

Kieran Devlin informed the Committee that Jean Ellison would be leaving the organisation at the end of September 2019. The Committee were also informed that the third Chef had left at the end of July. Kieran Devlin informed the Committee that an advert would be going into the Belfast Telegraph for both a Food and Beverage Manager and a third Chef (for 30hrs only). A brief discussion took place on the pay

scale and appointment process. Kieran advised that all bench-marking had taken place and that advice had been received from the industry regarding the job descriptions and pay scales. It was also agreed that if required for interview panel, members of the Committee would be available.

## **7. Cleaning Proposal:**

Kieran Devlin outlined to the Committee that the cleaning duties, currently provided by NICSSA staff, would be transferring to an external provider. A brief discussion took place about responsibility for the contract. It was agreed that facilities were responsible for the contract and that contract payments would be made initially by the Social Club and NICSSA would refund their appropriate share.

## **8. 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 planned to go live on 1 November.

**Action Points: Kieran Devlin to draft a letter which will be issued to all members informing them of the access controls along with rules of the club. (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

## **9. Approval of New Members:**

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

## **10. AOB:**

Disciplinary Breach – A discussion took place regarding a disciplinary breach and what action, if any, is needed to follow-up. After discussion it was agreed that the member should be issued with a letter outlining the breach and to make a note, for the record, that should this happen again further action would be taken.

**Action Point: Issue letter to member. (David Reilly and Kieran Devlin)**

Casual Staffing – A brief discussion took place on casual staff. Kieran Devlin informed the Committee that there is now some casual staff who will help clear tables, wash glasses and stock shelves, allowing the main bar staff to serve members and customers.

The meeting closed at 9:05 pm.

**Date of Next Meeting:** Monday 14 October 2019 **at 7:30pm.**

**Kieran Devlin** (Acting Secretary / Operations and Facilities Director)

26 September 2019