



DUNBAR BRANCH & SOCIAL CLUB

Branch Committee Meeting Minutes

A meeting of the Dunbar Branch & Social Club Committee was held on Sunday 9th May 2021 at 10.00.

Present: David Bolton (President); Duncan Laing (Chair); Robert Gilbertson (Vice-Chair); Kim Tolputt (Treasurer); Iain Maddox (Secretary); Ryan Barson (Pool); Chris Empson (Powerlifting); Alex McCredie (Pipe Band); Alastair McCredie (Pipe Band); Anne Herkes & Fiona Smith. In attendance: Karen Maddox (Minute Secretary). Apologies were received from Michael Kaszuba, Linda Gilhooly and Steven Smith.

The Chair (DL) welcomed everyone and opened the meeting with a one-minute silence for The Fallen. On behalf of the Committee, he then offered Linda Gilhooly and Steven Smith a speedy recovery.

The following items were discussed with Actions & Owners noted and listed separately.

AGENDA: Matters pertaining to the Branch as a charity.

1. **Governance** - DL advised that the Branch meeting will be held first followed by the social club as separate meetings.
2. **Previous Minutes** – Previous meeting minutes had been provided in advance. There being no errors or omissions reported, it was agreed to adopt said minutes. Proposed by DB and seconded by RG. Action: Alex McCredie to advise Secretary with his correct email address.
3. **Actions & Owners** – The Secretary advised that DL & himself had met to review their actions and progress so far.
 - a. IM reported that we are awaiting authorisation to use the Cadet Hall. Therefore, RG is to check if it was feasible to conduct standard bearer drill in our own hall using the bottom half of the standards only. RG advised 3-4 drill sessions would be required

- before we could parade and IM suggested we hold the drill after the NAAFI Club meetings; agreed.
- b. KT reported she is seeking quotes for Public Liability Insurance for parades and is liaising with RBLs Events Manager (Brian Ward) for guidance.
 - c. KT reported a £20 donation was made to RVS for their help caring for an ill member in hospital.
 - d. DL reported that the Bingo Risk Assessment has been delayed due to Linda Gilhooly's illness.
 - e. Pipe Band Risk Assessment was submitted to DL 9th May 2021. Action: DL to review with AMc.
 - f. Powerlifter Risk Assessment pending. Action: DL & CE to review space requirements to ensure physical separation between gym users and staff.
 - g. Pool Risk Assessment provided and agreed. Action: RB to send IM copy of Pool League Schedule for the Bar Manager to rota staff.
 - h. Standard Bearer Risk Assessment pending. RB action outstanding.
4. **Treasurer** - KT provided a Treasurers Report:
- a. KT reported the cash position of the Branch current account and savings.
 - ~~b.~~ Four capitations have been paid in.
 - c. The tills have been set up to enable Member and Non-member pricing.
 - d. KT is liaising with RBLs regards insurance for events.
 - e. Branded banners, pop-ups and kitchen equipment have been ordered for the NAAFI Club.
 - f. A £20 donation was made to RVS for their support looking after a Member who is in hospital.
5. **Welfare** - DL advised that he was currently covering the position of Welfare Officer, assisted by KT, IM and AH. He reported:
- a. A £10 ASDA vouchers had been sent to an ill member.
 - b. On looking for the oldest veteran, we learned of the deaths of five members during lockdown. RBLs have been advised.
 - c. IM invited everyone to join the War Memorial Team at 10am on Monday 10th May to clean up the memorial for the Best Kept War Memorial.
6. **Sports**
DL advised that as well as a Welfare Officer we are still seeking a Sports Officer.
7. **Facilities Management** - DL initially led a discussion whether this topic should be covered as a Branch or Social Club matter. It was decided it remained a Branch matter but will be reviewed once the Branch grants the Social Club a Lease. He reported:
- a. DL recorded that a Fire Risk Assessment had been carried out on 6th May 2021 by a professional contractor. He gave a summary of the findings and it was agreed to immediately proceed with remedial action prior to re-opening the lounge bar.

- b. IM proposed DL be given a mandate to do everything necessary without further reference to the committee. This was agreed unanimously.
 - c. DL proposed we put out to tender a Minor Maintenance Contract to enable the Bar Manager's to quickly action repairs. This was agreed unanimously. Action: DL to get three quotes.
 - d. IM proposed Planned Maintenance to be added to the tender but it was agreed to address this separately.
8. **Secretary's Report** – IM reported:
- a. Annual Conference Motions were available for review by the committee. DL proposed the Exec would review initially and raise any suggested counter-proposals with the committee or if no issue then the Area Council will be advised accordingly. Action on IM.
 - b. Correspondence received from War Memorial Work Group seeking our help with a rededication service on 3rd July 2021. IM to follow up and action.
9. **AOCB** – It was reported:
- a. RBLs has offered two tickets for the Remembrance Parade at the Cenotaph in London. KT cautioned about the expenses cost. It was agreed to re-visit the matter next year. IM to inform RBLs.
 - b. RBLs advised we do not hold an Armed Forces Day parade. It was proposed and agreed to hold a NAAFI Club event themed for AFD instead. IM to advise the Lord Lieutenant of the change of plan.
 - c. IM advised that East Lothian Council now required we will need SAG (Safety Advisory Group) approval for our Remembrance Day parade. A Public Military Events (PME) application will also be required. It was proposed a Working Party is assembled in August to plan the event and application. A Risk Assessment, plus Public Liability Insurance and Safety Stewards required.
 - d. Standard Bearer drill parades will be planned for after the NAAFI Club meetings. RG will check equipment and liaise with MK for booking the cadet Hall.
 - e. The next NAAFI Club meeting will be held on 15th May and themed for the RBLs & Poppy Scotland Centenary. A presentation had been arranged to honour the former Poppy Appeal organiser Janet Cessford and candidates for the oldest veteran had been invited to attend.
 - f. A £150 donation has been offered by the Dunbar Co-op to support the NAAFI Club. Store Manager Sarah Purvis will be invited to attend the 26th June NAAFI Club to present the cheque.
 - g. MK has organised Food Hygiene Certificate training for Wednesday 19th May at 18.30 for ten people.
10. **Chairman's Summary** – DL advised that he had a large amount of work to do to get the building ready for re-opening the lounge bar. He

reiterated the committee should all help with the message that the £20 membership fee is to support the charitable purpose of RBLs and not a membership fee for the social club. The NAAFI Club events are getting a lot of positive feedback.

The Committee then proceeded to address matters pertaining to the Dunbar Branch Social Club.

1. **Actions & Owners** – The Secretary advised that the social club business had been in 'Survival Mode' during Covid Lockdown and on re-opening would go in to an initial 'Business Recovery' stage.
 - a. As agreed at the AGM, to support business recovery a Business Development Plan has been drafted and will be reviewed by the Exec prior to being put forward to the Committee for approval.
 - b. The Business Development Plan will detail how the business will be run profitably to fulfil the proposed Lease conditions and support the needs of the Branch in fulfilling its charitable purpose.
 - c. To control costs, the lounge bar will initially reopen at weekends and by arrangement for events such as Pool Team fixtures.
 - d. The Treasurer confirmed that the Social Club Annual Accounts were being prepared and it was agreed to hold a meeting on 13th June 2021 at which the Business Development Plan will be presented to our membership.
 - e. All bar and cleaner staff have a Contract-of-Employment in line with current legislation, except one person who remains undecided.
 - f. A meeting was held with the Bar Managers which produced a 22-point action plan for reopening the bar. This includes producing a new Price List, encompassing Member and Non-member pricing. Following discussion on how to police this, it was agreed that a member showing their membership card may buy drinks for non-members at the discounted price. It was further agreed that for beer, lager and whisky our members' price should be positioned as the cheapest in Dunbar.
 - g. A monthly Management Meeting will be held to review Management Accounts and Key Performance Indicators.
 - h. A hot drinks machine had been purchased to provide customers with non-alcoholic beverages as an option.
2. **Treasurer's Report** – KT reported the following:
 - a. The cash position of the Social Club current account.
 - b. A re-opening grant was received from East Lothian Council.
 - c. A VAT refund was received from HMRC.
 - d. Year-end figures had been provided to the Accountants so they may produce Annual Accounts.
 - e. Expenses included annual building insurance, staff uniform. Coffee vending machine and lamp shades for the pool table.

- f. Furlough is ongoing for all staff and Flexi-furlough will continue after re-opening the bar.
3. **Secretary's Report** – IM reported as follows:
- a. On agreement of the Business Development Plan a Lease agreement will be granted to the Social Club.
 - b. A draft Lease had been prepared. It was still to be decided the financial arrangement between Branch and Social Club.
 - c. RBLs prepared our Annual Branch Accounts for submission to OSCR and in future will have more interest in the financial oversight of Branch Social Clubs following the introduction of the New Club Model. Subsequently, we will require a Financial Oversight sub-group.
4. **AOCB** - It was reported by DL:
- a. The cost of Fire Safety work will be met by the Branch and the bar enhancement work will be met by the Social Club.
 - b. DL will investigate getting new TV's and a possible Sky Sports subscription.
 - c. A Working Party will be required for redecoration work in the bar once the contractors have finished their jobs.
 - d. The following work is in hand: The trophy cabinet will have new lights fitted; the vent by the dart board will be covered; the heating controller will be changed to allow bar staff to control heating; a partition will be installed in the gym; a new dart board will be purchased and installed where the TV is currently.

Date of Next Meeting - Sunday 13th June 2021 after the EGM.

There being no further business, the meeting was closed at 12.07.
end