

Approved Minutes - Executive Meeting 26th January 2021 at 18.30

The following actions were unanimously agreed:

1. DL to review staff numbers versus perceived future need and recommend appropriate changes.
 2. DL chase ELC Licensing to arrange for Sharon Kaszuba to get a Personal License.
 3. IM send Sharon Kaszuba her Contract-of-Employment and arrange follow up telephone call.
 4. IM complete LA1 Form for RG to sign off as Branch Chairman at the time and send to Area as requested.
 5. IM print out Branch Accounts for RG to sign off as Chairman at the time and send to RBLs and OSCAR.
 6. DL to proof read draft AGM Minutes then circulate to Exec for review. Publish the final draft prior to the EGM for adoption at the EGM.
 7. RG to advise the Exec his plans for training Standard Bearers and Escorts to the Colours.
 8. Exec to visit Legion 10.30 Saturday 30th January for facilities inspection. DL to invite Laura Logan to attend and re-organise keys.
 9. DL to arrange Branch Committee meeting by Zoom. Liaise with IM for agenda and materials and send to all Committee beforehand.
 10. DL arrange with Exec to review new format Branch website content, discuss matters arising and agree such policy and procedures as required, prior to publishing.
 11. DL invite representative group of members who regularly use the lounge bar to discuss plans for increasing Social Club income by re-launching as a Sports Bar.
 12. DL to arrange inaugural meeting of the Building Work Project Group to review the Building Survey Report and scope out a Project Plan.
 13. IM liaise with Chris Empson to develop a proposal for developing a branded sub-group and gym facility.
 14. IM liaise with KT to develop a Branch income model.
 15. DL confirmed Risk Assessments have been prepared to allow 'cafe' activities once Tier 4 restrictions are lifted.
 16. KT to arrange PayPal account associated with Social Club bank account to simplify online purchasing.
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