



DUNBAR BRANCH

Committee Meeting Minutes

A meeting of the Dunbar Branch Officers was held on Sunday 31st October 2021 at 11.00.

Present: David Bolton (President); Duncan Laing (Chairman); Robert Gilbertson (Vice-Chair & Standard Bearer); Iain Maddox (Treasurer /Secretary); Simon McGlinchey (Sports Officer); Anne Herkes (War Memorials).

Karen Maddox (Minute Secretary).

Apologies: Michael Kaszuba (Welfare Officer).

The President read Binyon's Lines and led a Silent Tribute for The Fallen.

The Chairman (DL) noted the meeting was quorate and welcomed attendees.

1. Declarations of Interest:
IM, DL & KM re Complaint
2. Previous Minutes:
There being no errors or omissions reported, the minutes were proposed by RG and seconded by SMc.
3. Matters arising from previous minutes (Actions & Owners):
The Secretary read through the list provided and reported progress.
 - a. DL advised the building had yet to be inspected for 'red valerian' using Ryan Barson's drone but will be followed up soon.
 - b. Following a complaint from the Treasurer and another matter brought to the attention of the committee DL, IM & KM left the

meeting at 11.30 and returned at 11.50. The Vice-Chairman noted for the minutes:

- i. That he will be forming an Investigation Team to review the Treasurer's complaint.
- ii. On another matter, he would be writing to two members to request any evidence they may have regards wrongdoing they have alleged.

4. Model Club Meeting Report:

AH read a report of the Model Club Meeting she had attended as Dunbar Legion representative (see Appendix A). Following discussion, the following was unanimously agreed:

- a. To adopt the FCA & NBT approved Model Club Rules as a quick fix to us not having any. **IM to action.**
- b. To review Model Byelaws and consider any additions we may wish to include. **IM to action.**
- c. To not incorporate with Companies House but wait until the outcome of the SGM.
- d. That our financial difficulties are being addressed by implementing the Branch Development Plan and the Social Club Business Development Plan.
- e. That our falling membership trend is being reversed by our Benefits of Membership campaign and we are on course to double our membership since last Capitulations.
- f. To help with Committee recruitment and retention we will:
 - i. Co-opt three Vice-Presidents and make them responsible for Good Governance ensuring no financial or reputational risk to volunteers. RG was proposed by DL and seconded by DB. AH was proposed by DL and seconded by SMc. A third candidate was identified and may be approached by the Chairman.
 - ii. Extend to volunteers, the Zero Tolerance of Abuse legal obligation we have for staff; this to be underpinned by a Feedback & Complaints Procedure. **IM to action.**
 - iii. To avoid overloading willing volunteers leading to 'volunteer fatigue', we will review the NBT approved Job Descriptions. **IM to action.**

5. Treasurer's Report:

- a. The SCIO application has been submitted to OSCR.
- b. It is Branch Financial Year End today. Having provided our financial records, RBLs has produced our Annual Accounts and submitted them to OSCR.
- c. Branch Development Plan -
 - i. The Setting Sons donated £900 from their ticket sales to fund our children's Christmas party scheduled for 20th December.

- ii. It was agreed unanimously we can now afford to pay expenses to volunteers who represent Dunbar Legion at ELB Area or National meetings provided they provide a comprehensive Report. **IM to pay AH expenses.**
 - iii. A Branch Budget is to be produced for consideration at our next meeting. **IM to action.**
- d. Social Club Development Plan -
The business is recovering with revenue up; GP is on target; staff costs up with increased demand; running costs are still far too high; damages bill now an issue; Incidents risk reputational harm; the remaining grant money is being spent on fire & electrical safety. It was therefore agreed:
- 1. The Social Club will start to pay for their Lease of the premises.
 - 2. The limitations of our hospitality industry experience have become apparent and we will consider options to acquire the industry expertise needed. **IM to action.**
 - 3. Bar Managers have recommended we hire a door steward for busy nights. **IM to action.**
 - 4. Following discussion about recent events in the hall, it was agreed to review our Risk Assessment and create an Event Management SOP. **IM to action.**

6. Secretary's Report:

- a. The Poppy Appeal campaign was launched at the Veterans Breakfast Club where Kirsten Gough donated a framed copy of her poem entitled 'I've been the Poppy'. It was agreed to have a celebration event for the Poppy Appeal Team once the campaign has closed.
- b. It was agreed to defer discussion on our War Memorials project until the next meeting.
- c. Following agreement with East Lothian Council to investigate the ownership of Legion Close, ELC have invited us to attend a site inspection; date to be confirmed.
- d. An update was provided on Remembrance Day arrangements:
 - i. Our Risk Assessment and Parade Plan were approved by the ELC Safety Management Group.
 - ii. The Parade Plan was circulated to the other participating organisations and they were advised the Poppy Factory requested wreath orders were paid on order.
 - iii. Our Stewarding Plan needs to be finalised. Ryan Barson has agreed to recruit four stewards. **IM to action.**
 - iv. We will need Public Liability insurance if our SCIO application is not approved before the parade date.
 - v. Karen Maddox has agreed to cater the lunch.
 - vi. A request is to be made to MK for use of the Sea Cadets

minibus. **IM to action.**

7. Welfare Officer's Report:

DL reported he and IM had paraded our Standard at Tommy Yorkston's funeral. Condolences will be sent to MK & SK. **DL to action.**

8. Sports Officer's Report:

SM reported that he had attended the Area Sports Planning Meeting. Dunbar has been awarded the Singles (12th Feb) & Pairs Pool (19th Feb) competitions. We will be helping Eyemouth Legion with the Sea Angling, meeting TBA. He is in the process of setting up teams for men's darts team, dominoes, sea angling, fly fishing and snooker. Additional post will be made on our Facebook page to recruitment participants; **DL to action.** It was agreed team polo shirts will be Royal Blue and team organisers will be asked if they want them and are willing to pay a cost contribution; **SMc to action.** It was noted that a condition of our Branch Licence to use the RBLs brand was that all team members must first be current Legion Scotland Members.

9. Facilities Management:

DL advised that having such a large building required ongoing maintenance. Two additional faults had been discovered and had now been completed. We are now compliant with both Electrical and Fire Safety requirements. Emergency lighting has yet to be completed. DL provided a comprehensive list of additional work and estimated costs. Quotes have also been received to complete the Garden Room project and CCTV project.

10. AOCB:

DL advised that 2021/22 membership renewal stickers had now been received and following discussion a Capitations Schedule was agreed. **DL to publish ASAP.**

11. DNM:

Sunday 21st November 2021 at 11.00

There being no further business, the meeting was closed at 13.57.
end