



**THE ROYAL BRITISH LEGION (SCOTLAND)  
DUNBAR & DISTRICT BRANCH**

**MINUTES OF THE SOCIAL CLUB A.G.M.  
HELD ON SUNDAY THE 13TH DECEMBER 2020 AT 1100 HRS.**

SECRETARIAL NOTE: In compliance with social distancing guidelines, those present were each provided with written copies of all remarks, reports and previous minutes. No reports were read aloud.

**THE ROYAL BRITISH LEGION (SCOTLAND).  
DUNBAR & DISTRICT BRANCH.**

**MINUTES OF THE SOCIAL CLUB A.G.M.  
HELD ON SUNDAY THE 13TH DECEMBER 2020 AT 1100 HRS.**

SECRETARIAL NOTE: In compliance with social distancing guidelines, those present were each provided with written copies of all remarks, reports and previous minutes. No reports were read aloud.

Opening Remarks. The Vice-Chairman, Mr. Laing opened the meeting and welcomed the 16 members present.

The Vice-Chairman then asked for the previous minutes to be read. This was duly done and the minutes were accepted for adoption on the proposal of Mr. M Kaszuba, and seconded by Mr. Steven Smith.

The Vice-Chairman then asked for the treasurer's report.

The Treasure's Report was as follows:

Derrick Jeffery reported last year that it had been another challenging year for the Social Club and highlighted some improvements as well as areas for concern. Turnover and profitability had increased over the previous year but net profitability was still below industry norms. To improve the club, new fundraising was required and costs controlled. He also recommended proactive maintenance of the building and a roof survey that a new boiler was required and that LED lights are fitted.

To echo Derrick Jeffery, this year has also been a challenging year. Initially, revenue was trending upwards when the Covid crisis hit us in March and we were required to Lockdown.

With our office closed we moved online by setting up new email accounts and registering for online banking. Suppliers were contacted for repayment holidays. To prevent business failure, I secured a £25,000 Business Support Grant and Assistant Treasurer Kim Tolputt (RAF veteran) enrolled in the Coronavirus Job Retention Scheme so furloughed staff could continue to get paid.

To be allowed to re-open the bar mid-July, we had to produce a comprehensive Risk Assessment for approval by East Lothian Council, and invest heavily in social distancing measures, an enhanced cleaning regime and staff training. However, we were not allowed to host entertainment or events in the hall or allow customers to play pool, snooker, darts, dominoes, the jukebox or even have sound on the TV. Not surprisingly, our weekly income shrunk to only 25% of normal and we were making a loss. Consequently, we had no option but to cut opening hours and staff costs. Early October we were required to close again and the forecast is that we are unlikely to return to unrestricted trading until Spring 2021.

Additional to coping with the Covid crisis, we have followed up on the recommendations accepted at the previous AGM:

1. We commissioned a professional building survey to properly understand our problems and allow us make informed decisions how we may resolve them. I have recommended that a Committee Work Group will now be needed to consider the report, develop a costed project plan and manage the implementation work.
2. A new boiler was fitted which provides hot water when needed and at cheaper cost.
3. We are looking for a suitably qualified Energy Consultant who can conduct an energy survey and make recommendations how, additional to fitting LED lights, we may reduce our energy costs and environmental impact. Planned maintenance is always cheaper than having to do repair work. A well maintained building that is correctly valued, will also help reduce our insurance costs.
4. To understand our business and finances better, I created Monthly Management Accounts. Consequently, we have been able to make informed decisions resulting in better control of our costs. Post-Covid, our attention can focus on revenue generation and profitability.

Given that we are unlikely to return to operating without restrictions until at least Spring 2021, we urgently need to develop a new business and operating model to ensure the Club's business survival as well as enable the Branch to fulfil our charitable purpose over the Winter months. The challenge after Covid, will be business recovery.

Recommendations:

1. A Committee Work Group should be set up to develop a 3-year Business Development Plan to help us survive the winter and then recover from the Covid crisis focusing on profitable business growth.
2. To be ready for proposing the new Club Model Rules to the membership:
3. The Branch will need to provide the Social Club with an Operating Lease.
4. The Branch should set up a Work Group to consider the Building Survey and manage the implementation of project work.
5. To draw a clear distinction between Branch and Social Club affairs, I recommend we change the club financial year end to end-March.

Due to financial restraints and despite the high level of commitment by Committee Executives, I recommend that no Honorarium payments are awarded at this time. Ian J Brown have prepared our Social Club Annual Accounts and can be viewed on our website.

There were no questions asked of Treasurer.

The Vice-Chairman asked for a proposer and seconder for the accounts. Kimberley Tolputt proposed and Mr. D Laing seconded.

The chairman thanked the Treasurer for all his hard work.

AOB – No AOB was raised.

There being no further business the Vice-Chairman closed the meeting and handed over to the Branch.

Chairman ..... Secretary.....