



DUNBAR BRANCH & SOCIAL CLUB

Committee Meeting Minutes

A meeting of RBL Dunbar Committee was held at the Legion on Sunday 11th April 2021 at 10.30.

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

The Chair (DL) welcomed everyone and opened the meeting with a one-minute silence for The Fallen and to mark the death of the Duke of Edinburgh.

The following items were discussed with actions and owners noted and listed as Appendix A.

AGENDA: Matters pertaining to the Branch and Social Club.

1. **Previous Minutes** – Previous Minutes had been provided to all in advance to reduce reading time during this meeting. DL asked if there were any matters arising from all previous unadopted minutes. As no matters were raised, it was agreed to adopt said minutes; proposed by RG and seconded by KT.
2. **Governance** - DL reminded attendees that the Branch is a charity and the Social Club is a business and should be run separate from each other. He advised this would be the last meeting where both Branch and Social Club matters were discussed together.
3. **Treasurer** - KT provided a Treasurers Report:
 - a. Branch a/c £5,430.24,
 - b. Branch Savings £30,246.41,
 - c. Social Club a/c £22,715.05,
 - d. No trading since the last committee meeting,

- e. Furlough is ongoing. Throughout the current phase of furlough, we have continued to contribute to wages, NI and pensions. Our commitment to these burdens is circa £250 per month,
 - f. A re-opening grant of will be paid automatically by ELC,
 - g. Our insurance company has turned down our Business Interruption claim,
 - h. A Business Rates exemption was applied for and received.
 - i. Accounts are being prepared for the Social Club's new financial year end (31st March).
 - j. A £1,420 rebate has been received from SSE for an overpayment.
- DL asked if there were any matters arising from this report. As no matters were raised, it was agreed to adopt said report; proposed by IM and seconded by MK.
4. **Welfare** - DL advised that he was currently covering the position of Welfare Officer as David Bolton has resigned. He reported:
- a. Three £10 ASDA vouchers had been sent to ill members and IM had arranged with the Royal Voluntary Service to take a gift in to a member in hospital. It was agreed to make a £20 donation to the RVS for their kind assistance; proposed by DL and seconded by LG. Action: IM to liaise with KT to make donation to RVS.
 - b. DL stressed the importance of pro-active welfare and called for volunteers to form a welfare team; AH and LG volunteered. Action: IM to provide DL with a Job Description for a Welfare Officer.
5. **Building** - DL advised that there are a number of pre-requisites before the building can be re-opened:
- a. The Building Surveyors Report recorded a number of issues, two of which will need to be addressed before opening to the public:
 - i. An all-building Fire Risk Assessment has been arranged with ASCO and work arising will be completed as soon as feasible.
 - ii. Lothian Gas have been booked to repair one of the immersion heaters and install liquid catchment trays in the roof space above the lounge bar area.
 - b. A cleaner will need to be recruited and a deep clean carried out throughout public areas.
6. **Branch Sub-Groups Re-opening** - DL advised as Covid restrictions are lifted, we can open up from Monday 26th April for non-alcohol events. Accordingly, sub-groups can re-open before the Social Club subject to satisfactory Risk Assessments and subject to Clause 5 requirements. He stated that sub-group Risk Assessments must be updated before they can recommence:
- a. **Bingo** - LG proposed Wednesday 28th April for re-starting the bingo. Action: LG to provide DL with an updated Covid Risk Assessment.
 - b. **Veterans Club** - IM proposed launching a veteran's breakfast club (to be known as Dunbar Legion NAAFI Club), on Saturday 1st May. Action: IM to liaise with KT, RG, MK, AH & DL to plan the event. Action: IM to provide DL with a Covid Risk Assessment.
 - c. **Pipe Band** - AMc advised that the Pipe Band will be allowed to practice outdoors only from 18th May and no date has been set for indoors. Following discussions, it was agreed to investigate cost of erecting an awning in the rear courtyard. Action: IM & DL to get quotes for an awning and liaise with AMc.

- Action: AMc to provide DL with an updated Covid Risk Assessment.
- d. **Powerlifting** - CE advised gyms will be allowed to open from 26th April but will liaise with DL to arrange a restart date after the fire safety work had been completed in the gym. Action: CE to provide DL with an updated Covid Risk Assessment.
 - e. **Pool Team** - RB advised that the Dunbar Pool League will restart 24th May. He proposed to start practice sessions 26th April, subject to safety work being completed by then. Action: RB to provide DL with an updated Covid Risk Assessment.
7. **Social Club Re-opening Plan** - DL advised that he and KT have had discussions with the Bar Manager (Laura Logan) about arrangements for re-opening for alcohol sales. He reported that LL is preparing an Opening Plan to accommodate the new Covid regulations. The target opening date for the bar is Friday 21st May and weekends thereafter. Action: DL to consult with Exec Team prior to advising full committee.
8. **Social Club Staff Matters** - DL reported that the Executive Committee had discussed and agreed staff matters pertaining to reopening:
- a. Prior to reopening a staff training session will be held and all committee members will be invited so everyone is aware of Covid regulations and operational requirements.
 - b. Staff hourly rate had been increased with the new minimum wage effective 1st April 2021.
 - c. The Bar Manager's hourly rate had been increased to reflect the increase in bar staff wages.
 - d. The Deputy Manager (Sharon Kaszuba) will be paid the same hourly rate as the Bar Manager when performing that duty. The Social Club will pay for her Personal Licence Holder training.
 - e. Covid restrictions prevented staff taking holidays in 2020. Staff have been offered pay in lieu for a portion of their holiday entitlement to avoid carrying over an unmanageable amount of absences.
 - f. As noted earlier, a cleaner is required. Action: DL to post an advert on our Facebook page.
9. **Events** – The meeting discussed arrangements for Armed Forces Day and Founders Day:
- a. **Standard Bearers** - DL advised that more volunteers were being sought for Standard Bearer training which will be conducted by RG. MK, IM, DL, KT & AH volunteered. It was agreed to seek more volunteers from the NAAFI Club. Action: RG to check the Standards and equipment and report any deficiencies to DL. Action: RG to provide RL with a Covid Risk Assessment and agree a start date. Action: IM to ask Army Cadets for permission to use their hall.
 - b. **Armed Forces Day** - IM confirmed the Lord Lieutenant has been booked for AFD parade to take the salute and a Risk Assessment meeting had been arranged with East Lothian Council for permission to close Dunbar High Street for the parade. A matter arising is the need to recruit two Safety Stewards. Action: IM to provide RB and CE with Steward's job description with a view to volunteering for the duty. AMc confirmed a piper will be made available for the AFD parade.

- c. **Founders Day** - RG & IM volunteered to represent Dunbar at the Founders Day event at Dryburgh on Sunday 27th June 2021. Action: IM to confirm to Area Secretary.
- 10. **Poppy Scotland** – DL advised that 2021 is the 100th anniversary of Poppy Scotland and Branches have been asked to make an extra effort to fundraise this year. Action: DL to review with Poppy Day organiser Sharon Kaszuba.
- 11. **RBL** – DL advised that it was the 100th anniversary of the Royal British Legion on 15th May 2021 and proposed we hold a NAAFI Club event to celebrate the event and make presentations; all committee members will be invited. This was agreed unanimously. Action: IM to organise the event.
- 12. **Correspondence** – IM reported that the Area Secretary role had been advertised and we had a hall booking request but the new Booking Form is yet to be finished and agreed.
- 13. **AOCB** – The following was discussed:
 - a. Following up a resolution made at the AGM, DL reported that a newsletter had gone out in January. No feedback had been received. DL confirmed for LG that members who were not on email were receiving newsletters by post. Action: DL to circulate the draft Q2 newsletter for comments by Wednesday 14th April.
 - b. DL advised that following earlier discussions, the bar area will be re-organised to facilitate more seating.
 - c. DL advised that the Bar Manager had organised for till training to be provided and tills to be set up to provide a member’s discount. DL proposed a more detailed discussion about benefits of membership, to be conducted at the next committee meeting.
 - d. IM reported he’d collected a poppy can from Jack’s barbers and gave it to the Treasurer for paying in.
 - e. IM reported progress of the Energy Survey and will be discussing the Report with the Consultant before making a detailed report to the next Executive Meeting; a proposal can then be made to the full committee.
- 14. **Date of Next Meeting:** Sunday 9th May 2021 at 10.00.

There being no further competent business, the meeting was closed at 11.55.
End

Chairman.....

Secretary.....