



## DUNBAR BRANCH & SOCIAL CLUB

### Committee Meeting Minutes

A meeting of the Dunbar Branch Committee was held on Sunday 13<sup>th</sup> June 2021 at 10.20.

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

The Chairman (DL) welcomed everyone and thanked them for their support at the earlier EGM and advised that the social club report will henceforth be provided as part of Branch meeting agendas. The Chairman reminded members they'd been provided with reports beforehand and to save time he will assume everyone had read them.

1. Previous Minutes

There being no errors or omissions reported, the minutes were proposed by Robert Gilbertson and seconded by Michael Kaszuba.

2. Actions & Owners

There were no questions arising. DL provided some updates to the information which were recorded by the Secretary.

3. Treasurer's Report

The Treasurer provided a verbal report detailing the current cash position in the banks accounts plus listed recent expenditure, including two Centenary Wreaths which will be laid at the war memorial on Friday 18<sup>th</sup> June 11am. She reported that a generous donation of £6,000 had been received from the estate of the late James Edward

Garden. A further 30 new members had been recruited since the bar has reopened. There were no questions arising.

4. Secretary's Report

The Secretary had provided a written report. It was agreed to further investigate the report of 'red valerian' growing in our walls and continue to push East Lothian Council to establish ownership of Legion Close so it's upkeep can be addressed.

*Action: DL&IM to inspect the building for red valerian.*

*Action: IM&DL to invite the Provost of East Lothian to inspect Legion Close.*

5. Welfare Officer's Report

DL advised that Lammermuir House wanted us to help support a veteran who is a resident and will follow up to discuss further. DL appealed again for a volunteer to take on the role of Welfare Officer and Michael Kaszuba expressed an interest.

*Action: DL&IM to arrange a follow up meeting with MK.*

6. Sports Officer's Report

DL advised as there is no Sports Officer there will be no report. DL appealed again for a volunteer to take on the role of Sports Officer and Ryan Barson expressed an interest.

*Action: DL&IM to arrange a follow up meeting with RB.*

7. Branch Business Development Plan

IM reported that this is work-in-progress but expects to be able to circulate a draft copy for comments before the next meeting. To date, NAAFI Club breakfasts had been well attended, the War Memorials Team had cleaned up the war memorial and entered the Best Kept War Memorial competition and Standard Bearer and Escorts training had started. Volunteers were invited to join these groups. The next NAAFI Club is 26<sup>th</sup> June themed for Armed Forces Day with the Lord Lieutenant in attendance. On 3<sup>rd</sup> July there will be a rededication event at the war memorial followed by a lunch with the Canadian Consul for Scotland in attendance.

8. Social Club Business Development Plan

This had been circulated prior to the meeting, there were no questions arising and it was agreed to proceed with business recovery as planned.

9. Lease Agreement

This had been circulated prior to the meeting. Following discussion, it was agreed to take reference to the Band Room, Office & Gym out of the Social Club Business Development Plan and refer to these facilities in the Branch Business Development Plan only. It was agreed to proceed with signing the Lease Agreement.

*Action: IM to arrange Lease to be signed by DB and DL.*

10. AOCB

a. DL asked LG if she had prepared a Risk Assessment for the Bingo yet. She confirmed it was ready and would be submitted forthwith.

b. DL advised that Fiona Knox runs Highland Dancers and not the name previously advised.

*Action: IM arrange Hall Hire Agreement for Highland Dancers for Monday evenings.*

c. IM reported the Sea Cadets wanted the hall on Thursday evenings and it was agreed to support this request. It was agreed that anyone running a business from a hall hire will be required to pay the standard hall hire rates recently agreed and implemented.

*Action: IM & MK establish a SOP for opening and closing whist the social club is not open on Thursdays currently.*

11. DNM

Sunday 8<sup>th</sup> August at 09.30

There being no further business, the meeting was closed at 11.20.  
end