



DUNBAR BRANCH

Committee Meeting Minutes

A meeting of the Dunbar Branch Committee was held on Sunday 8th August 2021 at 09.30.

Present: David Bolton (President); Duncan Laing (Chair); Kim Tolputt (Treasurer); Iain Maddox (Secretary); Anne Herkes; Michael Kaszuba; Ryan Barson (Pool); Alex McCredie (Pipe Band); Linda Gilhooly (Bingo), Fiona Smith & Simon McGlinchey.

Karen Maddox (Minute Secretary).

Apologies: Robert Gilbertson (Vice-Chair & Standard Bearer); Chris Empson (Powerlifting) and Alastair McCredie (Pipe Band).

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. He reminded members they'd been provided with reports beforehand and to save time he will assume everyone had read them.

1. New Officers

The Chairman advised that Michael Kaszuba had volunteered for the vacant Welfare Officer position and proposed he be accepted; agreed unanimously. The Chairman advised that Simon McGlinchey had volunteered for the vacant Sports Officer position and proposed he be co-opted on to the committee; agreed unanimously.

2. Previous Minutes

There being no errors or omissions reported, the minutes were proposed by Kim Tolputt and seconded by Fiona Smith.

3. Matters arising from previous minutes (Actions & Owners)
 - a. DL advised the building had been inspected for 'red valerian' but the rear wall had been inaccessible. RB volunteered the use of his drone. *Action: DL&RB arrange to inspect the building for red valerian using a drone.*
 - b. DL advised that the Provost of East Lothian had inspected Legion Close and raised the ownership matter with East Lothian Council. DL asked if anyone would take responsibility to follow up but as no one volunteered the matter will be held in abeyance. *Action: DL to re-visit this issue at the next meeting.*
 - c. DL reported that the Lease Agreement has now been put in place.
 - d. DL advised the Sea Cadets will be using the hall on Thursday evenings. *Action: The bar not currently being open on a Thursday evening, MK & IM to develop a SOP for them to access the building.*

4. Treasurer's Report

The Treasurer (KT) provided a verbal report detailing the current cash position in the banks accounts plus listed recent expenditure (which included funding a veterans' lunch after the War Memorial Re-dedication Service) plus Capitations and donations received.

5. SCIO Proposal

DL proposed Dunbar Branch joined the Legion Scotland SCIO to provide the protection of Limited Liability and protect us and our assets. Following discussion on the details of the scheme, it was agreed unanimously to proceed as proposed.

Action: IM to make an application for Dunbar Branch to join the Legion Scotland SCIO.

6. Secretary's Report

The Secretary (IM) had provided a written report and read out two letters of thanks which had been received from the Lord Lieutenant and Vennetta Evans.

IM further reported that an Area Council meeting will be held in Dunbar Legion on 11th September and an Area Sports Planning meeting will be held here on 2nd October.

IM advised that Motions are being sought for annual Conference and that DL had a proposal for a better system for Capitations.

Action: DL to draft and circulate motion for comments prior to presenting to the Area Council meeting.

IM advised that a meeting had been held with the War Memorial Trust and feedback sent to Legion Scotland for the BKWM competition. It was recorded that Anne Herkes had volunteered to be IC War Memorials to co-ordinate their repair and maintenance.

IM advised that the Community Council had invited us to help plan the Queen's Platinum Jubilee event scheduled for June 2022 and that subject to what RBLs require from us, we would participate.

IM advised that the President & Chairman had laid wreaths at the War Memorial re-dedication service and we hosted the Canadian Consul, Lord Lieutenant, Provost and veterans to lunch. He thanked Ryan Barson for the photographs he'd taken which had been published in a variety of media.

7. Welfare Officer's Report

MK reported that we will be hosting a two-day mental health training course on 13th & 14th October and that a request from a veteran for Pensions Advocacy support, had been referred to Legion Scotland.

8. Sports Officer's Report

SM reported that first task will be to organise Branch Sports by identifying dates and inviting members to participate. He will be attending the Area Sports Planning meeting on 2nd October.

9. Sub-Groups

- a. AM reported that the Pipe Band was currently practicing outside but will be returning to Dunbar Legion on Sunday evenings henceforth and also Wednesday evenings from 18th August.
- b. RB reported they are practicing on Monday & Wednesday evenings and the League is starting in September. He has booked the hall for two presentation events.
- c. LG reported Bingo would re-start on 18th August but needed to recruit additional organisers. KT confirmed the float and books were available for their use. *Actions: LG to recruit assistants & DL to advertise Bingo on our Facebook page.*

10. Facilities Management

MK confirmed he'd paint the pool table light cover and cupboard. DL advised the colour required was Oxford Blue.

DL reported that the Fire Safety work was nearing completion.

DL reported that following a 2-day electrical safety inspection, it had been recommended that an estimated £5,500 of remedial work was required which would be followed by some upgrades. Following discussion, it was agreed to invite R3 to advise if it would be more cost efficient if these jobs can be combined and IM proposed DL be mandated to act upon the advice without needing to revert to the committee; agreed unanimously.

11. Social Club Report

KT provided a verbal report detailing the current cash position in the banks account plus listed recent expenditure. She reported that there

were no staff on Furlough now. VAT & Corporation Tax returns had been completed.

DL reported that following quotes, R3 have been appointed to provide out-of-hours repair cover.

IM reported that we were cautiously moving forward with the business recovery plan. The bar is now opening some evenings during the week and we are starting to get hall bookings. We will be advertising for more cleaning and bar staff. There was discussion about the type of TV sports package we should acquire and it was agreed to have the Bar Manager collate suggestions and information. *Action: IM to discuss with the Bar Manager and consult with SM & RB prior to making a recommendation.*

DL reported that a former member of staff had made a complaint that her P60 was incorrect. Following investigation, it was confirmed there was no underpayment of PAYE and the matter was a paperwork discrepancy arising from changing the day wages are paid. A new P60 was issued and the complaint is resolved.

IM reported that investigating the P60 complaint indicated historically, there may have been some anomalies in staff PAYE & NI contributions. The Exec met on 22nd June 2021 and agreed to resurrect our 12-Pay Licence to be able to re-issue P60's and also agreed to seek professional advice from our Accountants. Our Accountants advised that it would be exceptionally difficult, and potentially expensive, to attempt to prove this may be the case and we therefore intend to take no further action on this matter at this time; agreed unanimously.

DL reported there was a vandalism incident captured on CCTV and is now being dealt with by the Police.

12. AOCB

- a. DL asked for additional representatives (Ordinary Members) for the Area Council meeting scheduled for 11th September. Anne Herkes and Michael Kaszuba volunteered. *Action: DL to confirm if RG is available or not, then confirm attendees to the Area Secretary.*
- b. KT advised that she will be stepping down from the Treasurer role with immediate effect. DL asked if anyone would volunteer. There being none forthcoming, IM agreed to combine the roles of Secretary & Treasurer, (which is allowed for by the Constitution); agreed unanimously. IM advised he would need to shed some of his other responsibilities, organising the veterans NAAFI Club in particular. DL formally acknowledged KT's resignation and thanked her for her service, hard work and commitment.

13. DNM

Sunday 12th September 2021 at 09.30

There being no further business, the meeting was closed at 11.15.
end