



DUNBAR BRANCH

Minutes

A meeting of the Dunbar Branch Officers was held on Sunday 21st November 2021 at 11.00. The President read Binyon's Lines and led a Silent Tribute for The Fallen.

1. Chairman's Welcome:
The Vice-Chairman RG welcomed attendees and advised he will chair the meeting in DL's absence.
2. Attendees & Apologies:
Present: David Bolton (President); Robert Gilbertson (Vice-President & Vice-Chair); Anne Herkes (Vice-President & War Memorials) & Iain Maddox (Treasurer /Secretary). Apologies: Duncan Laing (Chairman); Michael Kaszuba (Welfare Officer), Simon McGlinchey (Sports Officer). RG noted the meeting was quorate.
3. Declarations of Interest:
None.
4. Adoptions of Previous Minutes:
There being no errors or omissions reported, the minutes were proposed by SMc and seconded by DB.
5. Matters arising from previous minutes (Actions & Owners):
 - a. IM reported that he now had an electronic copy of the FCA/RBLS approved Club Rules which can now be Dunbar Legion branded as agreed. **ACTION:** IM to circulate Club Rules.
 - b. IM reported that he now had an electronic copy of the RBL model Byelaws and a copy of another Branch's recently approved by the Area Exec, which can now be merged and

circulated to the committee for comments. **ACTION:** IM to circulate Byelaws.

- c. IM advised the proposed third candidate we had considered for Co-opting as a Vice-President had been challenged. Following discussion, it was agreed not to proceed.
- d. The proposed Feedback Procedure was discussed and then agreed unanimously. **ACTION:** IM request DL post on our website
- e. The proposed Complaints Procedure was discussed and then agreed unanimously. **ACTION:** IM request DL post on our website.
- f. IM reported that the Zero Tolerance of Abuse wording was work-in-progress. **ACTION:** IM to complete for the next meeting.
- g. IM read out the proposed new Branch Officer model and advised he will add the NBT approved Job Descriptions. **ACTION:** IM to complete for the next meeting.
- h. It was agreed to defer discussion on our war memorial project until AK had fully recovered from illness.
- i. IM reported East Lothian Council had inspected Legion Close and a budget for repairs was being prepared and Building Control will be issuing instruction to some of our neighbours.

6. Treasurer's Report:

- a. IM reported the cash positions of the Branch Savings Account, the Branch Current Account and the Social Club Current Account.
- b. In accordance with the Lease terms, the Social Club will start paying their rent from 1st December 2021 which is one month in arrears.
- c. He noted that Capitations money inflated the Branch Current Account sum and that £15 of every £20 membership fee will be sent to HQ.
- d. A Branch Budget for the new financial year is work-in-progress. **ACTION:** IM to complete for the next meeting
- e. Social Club bar takings were recently down and costs up, which will need careful monitoring as we seek to re-establish our business post-Covid lockdown.

7. Secretary's Report:

- a. The Bar Managers have been alerted there was a test buyer being sent around and they must be diligent with Challenge 25.
- b. He reported that advice had been received from RBL's Consultant and the East Lothian Council's Licence Standards Officer which he will circulate for further consideration.
- c. As agreed, a door steward has been retained and following a risk assessment, an Operations Plan provided.
- d. Advice from HQ is that Branches should retain professional advisers for HR matters and Compliance as well as bookkeeping and accountancy. Whilst the Chairman will provide a report from

the Area Council meeting he attended, IM advised that the Area Council had agreed to host workshops to focus on the business development of social clubs.

- e. IM reported that being part of the RBLs SCIO had provided us with £10million worth of Public Liability insurance for our Remembrance Day Parade. He requested anyone with feedback to email or text so this may be captured and considered in preparation of next year's event.
- f. Formal thanks is recorded to the Sea Cadets and Michael Kaszuba for use of their minibus on Remembrance Day.

8. Welfare Officer's Report:

RG advised that with MK not being present, there will be no Welfare Report on this occasion.

9. Sports Officer's Report:

RG advised that with SMC not being present, there will be no Sports Report on this occasion.

10. Facilities Management:

RG read a report provided by the Chairman (copy attached).

11. AOCB:

- a. The Vice-Chairman will chair a Disciplinary Hearing on Sunday 28th November at 12.00 to consider a formal Complaint from IM.
- b. Following what appeared to be an accusation, the Vice-Chairman has written to two members requesting any evidence they may have of financial wrong doing by a former committee member. One person has responded denying an accusation was made and stated they knew of no wrong doing. The other person returned the letter without answer. **ACTION:** RG to record our final position.
- c. It was agreed to call the Branch AGM for Sunday 16th January 2022 at 11.00.

12. Date Next Meeting:

Sunday 19th December 2021 at 11.00

There being no further business, the meeting was closed at 12.15.

Karen Maddox (Minute Secretary).
end