



ROYAL BRITISH LEGION

Patron H.M the Queen

Registered Charity Number 219279

Amesbury Branch (BR2562)

MINUTES OF AMESBURY ROYAL BRITISH LEGION

ANNUAL GENERAL MEETING

Wednesday 21st October 2015

Present

Chairman	Lt Col. N de Foubert
Membership Secretary	Lt Col. G Southwell
Welfare Officer	Mr. J Swindlehurst
Secretary \ Standard Bearer	Mr. P Smith
Area Poppy Organizer	Mr. G Jones
Branch Member	Mrs. J Swindlehurst
Branch Member	Mrs. P Bishop
Branch Member	Mr. M Browning
Branch Member	Maj. N Estlick
Branch Member	Lt Col R Everard
Branch Member	Mrs. P Gamble
Branch Member	Mr. B Hughes
Branch Member	Mrs. M Hughes
Branch Member	Mrs. P Jones
Branch Member	Mr. M Pattenden
Branch Member	Mr. T Pryor-Jones
Branch Member	Mrs. P Pryor-Jones
Branch Member	Col. P Tustin

Apologies

President	Brig AJM Durcan
Treasurer	Mr. I Hurrell
Branch Member	Maj Gen R Dickson
Branch Member	Mr. C Briggs
Branch Member	Mr. R Bell
Branch Member	Mr. C Burden
Branch Member	Mr. N Darg-Forsyth
Branch Member	Mrs. J Darg-Forsyth
Branch Member	Sgt. H Griffiths
Branch Member	Mr. A Mambery
Branch Member	Mrs. P Tubb

1. Exhortation

The Exhortation was said by the Chairman and a respectful silence was observed.

2. Chairman's Welcoming Comments

The Chairman welcomed all present & thanked all for attending.

3. Minutes of Previous AGM

The Secretary briefly covered the Minutes of the last Branch AGM held on Wednesday 17th September 2014, from which there were no outstanding Matters Arising.

Vote "For" was unanimous.

Decision –**Carried**

The Minutes as recorded were accepted

4. President's Address / Chairman's Report

Welcome to all those Members in attendance to our Branch AGM in the George Hotel Amesbury. I could call you our 'hardy annuals' as it is upon you that our Branch remains entirely dependent.

I'm relieved that in spite of our considerably reduced annual meetings that we remain a cohesive and proactive organisation; witnessed by our excellent turnout, in spite of very short notice, to be in attendance at the unveiling of the memorial bench in the Celtic Cross car park.

Your Executive Committee have worked as hard as in previous years and produced overall excellent administration by our Secretary, financial control and awareness by our Treasurer, our valuable oversight by our Welfare sub-committee, our Storage Facility Project Officer, and our newly appointed Poppy Appeal Officer; this latter post now fully operational. And although not on the Executive Committee, our Parade and Service 'controller' who has done and continues to do an excellent job.

Rather than provide a detailed account of just where our BFI account currently stands, and I will verbally explain the background, suffice to tell you here that this has now been amalgamated into a central account held by HQ RBL. The UK total being some £54 million! This will now be open to all but our element predominantly for welfare support, in all its guises, to Amesbury and Wiltshire.

To you all and our active Members in the margins well done and thank you for your perseverance, enthusiasm and professionalism all of which maintains a high profile for the Branch both within and without the environs of Amesbury.

5. Secretary's Report

- The Branch held 1 general meeting during 2015 plus the AGM.
- There was no summer BBQ this year, but was a WW1 Memorial event and also the Curry Lunch post Remembrance Service.
- The Branch web-site will shortly be updated to reflect the overall Branch administration and coordination.
- The next Branch meeting is on Wednesday 20th January 2016 in the George Hotel, Amesbury, at 1900 for 1930.

6. Area Poppy Organizer's Report

Glynn Jones provided the following report.

The Legion financial year runs from the first day of October until the last day of September, so this report covers the period of "1st October 2014 – 30th September 2015"

£9,525.76	Paid to County
<u>£318.40</u>	Recently received
<u>£9,844.16</u>	Total

Thanks to Pam Gamble as all records on handover were complete & accurate.

For this year "1st October 2015 – 30th September 2016" Glynn provided the following information:

- Ordering complete
- There will be a two phase campaign:
 - 2 weeks from this Saturday to 24th October - Distribute Poppy's & collection box's.
 - 3 days to Remembrance Sunday – Manned collection points around Amesbury.
- Mon 9th & Tue 10th Nov – Cash will be counted & banked.

7. Treasurer's Report & Presentation of Branch Accounts

The RBL Financial Year ends on 30th September each year. To allow time for the Legion's annual accounts to be completed, all branches are required to report on their accounts 3 months before that. The reporting period this year was 1 July 2014 to 30 June 2015. The reports are independently examined and passed to County for onward transmission to RBL HQ, in advance of the branch AGMs which have to be held after the end of the Financial Year. This is why the AGMs take place in October. One of the tasks of the AGM is to approve the accounts.

The Amesbury branch has two bank accounts with Lloyds Bank (Amesbury):

- The main account (called Treasurer's account, Amesbury RBL) is used to fund official activities such as the use of The George for meetings, and incidental expenses. The account was also used to deposit cash subscriptions from members; the RBL then collected this money from the account by Direct Debit. This arrangement has now ceased. The WW 1 event in October last year was funded from this account, because all proceeds were to be donated to the RBL Poppy Appeal. The sum of £313.34 was raised.
- The social account (called Amesbury British Legion Social) is used for social activities and fund raising for the Branch. The main fund raising activity for the branch is the curry lunch on Remembrance Sunday. Last year the event raised £362.30 for branch funds.

The opening balance of the main account on 1st July 2014 was £677.48 and the closing balance on 30th June 2015 was £2,140.87.

The opening balance of the social account on 1st July 2014 was £2,324.52 and the closing balance on 30th June 2015 was £2,556.96.

These figures, together with the associated receipts and expenditure, were independently checked by the County nominated examiner on 14th August 2015 and posted to County HQ.

Members will be aware that RBL HQ agreed to provide funds from the BFI account for the purchase of the storage shed. The sum of £2,854.00 was paid into the main account in May, the shed was ordered and a deposit paid. The transaction took place at the end of June but the cheque for the balance was not presented until 1st July 2015, the day after the reporting period ended. The main account closing balance on 30th June looks very healthy, however when the shed cheque was cleared, this payment together with some other small transactions reduced the main account balance on 29th September to £175.80.

The funds for the shed from the RBL covered the shed purchase but not the fit out. £250 was paid in June towards this cost. Since then a further £100 has been spent. These payments were made from the social fund. The social fund balance on 29th September was £2,456.96

Notes:

1. Members should be aware that all proceeds from the annual RBL Poppy Appeal collections are paid into an account managed by County. Poppy Appeal money may not be paid into branch accounts.
2. The main account has no income because there are no branch fees for members to pay on top of their annual subscriptions. A transfer of funds from the social account will be necessary in due course.
3. The BFI account is an account controlled by RBL HQ. It contains the proceeds of the sale of the original Amesbury RBL building plus accumulated interest. The opening balance on 1st July 2014 was £103,469.74 and the closing balance on 30th June 2015 was £102,675.66.

	<h2 style="margin: 0;">Receipts and Payments Form</h2> <p style="margin: 0;">For the year ended 30 June 2015</p>	
	Branch	Amesbury
	County/District	Wiltshire
Branch Contact Address	34, Kitchener Road, Amesbury SP4 7AA	Branch Code BR 2562
<h3>Branch Certificate</h3> <p>The summaries of Receipts & Payments and of Branch Assets and Liabilities which include all funds held by the Branch or held on their behalf were approved by the Branch Committee on and we confirm that there are no other accounts or assets relating to the Branch which are not included here.</p> <p>We confirm that during the period from 1 July 2014 to 30 June 2015, the Trustees have carried out their duties in accordance with the Royal Charter and the Membership Handbook, including the duty to maintain proper accounting records and to safeguard the property and funds of the Branch. We confirm that members of the Committee have been informed of this duty.</p> <p>Signed <u>[Signature]</u> Chairman Signed <u>[Signature]</u> Vice-Chairman</p> <p>Signed <u>[Signature]</u> Treasurer Signed _____ Secretary</p>		
<h3>Report of the Independent Examiner</h3> <p>(Note: Where the accounts are subject to audit, the Auditor must submit an Audit Report in the format prescribed by their professional standards and attach it to the Accounts)</p> <p>In accordance with the Terms of Reference issued by the Board of Trustees of The Royal British Legion, I/we have examined the summary of Receipts and Payments in the General Account, Welfare Account, Property Transactions and Other Funds for the period ended 30 June 2015 and of the Branch Assets and Liabilities as at that date, together with the books and vouchers relating to those summaries.</p> <p>In my/our opinion, the said summaries fairly state the transactions of the Branch for the period ended 30 June 2015, and its Assets and Liabilities at that date.</p> <p>Except where stated below (<i>if none then state none</i>), no matter has come to my/our attention which gives reasonable cause to believe that:</p> <ul style="list-style-type: none"> - proper accounting records have not been kept; or - the Branch Accounts are not prepared in accordance with the books and supporting vouchers; or - the Branch does not have proper title to the assets and stated bank balances; or - the Branch has not complied with Legion policies and accounting requirements. <p>Matters to report: <u>None</u></p> <p><input checked="" type="checkbox"/> I have checked bank statements, bank reconciliations and attached copies of bank statements as well as Authority to Disclose Information forms for each account.</p> <p><input checked="" type="checkbox"/> I have checked investment reports and attach copies of Investment reports/balance confirmations (if applicable).</p> <p>Signed <u>[Signature]</u> Qualification <u>127-09-204</u> Date <u>14 08 15</u></p> <p>Print Name <u>R C STANTON</u></p> <p>Address <u>52 BARNEY RD</u> Contact Number <u>01225 225279</u> <u>SP4 6DT</u></p>		
<h3>Annual General Meeting</h3> <p>These Accounts were adopted by the Annual General Meeting of the Branch on/...../2015</p> <p>Signed _____ Secretary</p>		
<p><small>This form must be completed, audited (or examined by an Independent Examiner) and the original sent to your Membership Support Officer before 30 September 2015 together with copies of all relevant bank accounts statements showing the balance at 30 June 2015. One photocopy (or scanned copy) to be retained by the Auditor/Examiner (as required) and one photocopy to be retained by the Branch. Please note that this form must be submitted to the County/District office prior to approval at the AGM and 30 September deadline.</small></p>		

Branch Name Amesbury	RECEIPTS AND PAYMENTS SUMMARY FOR YEAR ENDED 30 JUNE 2015	Branch Code BR 2562
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Membership Statistics: Current Year

DD Payer No.	Branch Fee	Life No. 1	Member No.	Excused No.	Youth No.	Total Members
(A)	(B)	C	(D)	(E)	(F)	(G)
67	£0.00		79			80
				Opening 1 Jul 2014	Closing 30 Jun 2015	
1 Bank and Cash Balances at						
Cash in Hand				0.00		0.00
Accounts Held (give details of Account Number and Sort Code)						
01995652 30-90-21 Branch Treasurer's				677.48		2140.87
51499768 30-90-21 Social				2324.52		2556.96
BFI				103469.74		102675.66
2 Total Cash Held				106471.74		107373.49
3 Total increase/(decrease) in cash						901.75
4 Other Assets						
Trust Funds held by Head Office*						
Stock				187.33		0.00
Assets						

*Please leave blank to be completed at Head Office

Please enter income in the 'Receipts' column and expenditure in the 'Payments' column	Receipts	Payments
	£	£
5 Gross Subscriptions Collected	195.00	
Less: Membership fees paid out		195.00
6 Poppy Appeal Events		
Events Receipts / Expenses	688.34	375.00
7 Fundraising Events Receipts / Expenses	1033.02	625.58
8a Monetary Gifts & Donations		
8b Legacies Received		
9 Interest Received/Paid (incl BFI)	2059.92	
Income from Investments (Dividends)		
10 Welfare Income / Expenditure		
11 Branch Ceremonial Events		
12a Management & Administration Costs		252.00
12b Audit Costs		32.40
13 Purchases		
Badges & Wreaths		
Furniture and Equipment		329.87
14 Other Income		
Specify BFI payment to Branch/deduction from BFI for storage shed purchase	2854.00	2854.00
		951.34
		deposit see also Page 3
15 Other Payments		
To RBL County Welfare		
To RBL Care Homes		
To Poppy Appeal		313.34
Other		
*Please refer to page 3		
16 Total Receipts / Payments	6830.28	5928.53
17 Net Increase / decrease in Funds for the Year		901.75

Receipts and Payments Continuation Sheet

FOR THE YEAR ENDED 30 JUNE 2015

Branch Name		Branch Code	
Amesbury		BR 2562	
Other Payments			
		£	Payment Reference
Specify...	01/07/15	1902.67	balance of shed purchase
Total Other payments			
Additional Information			
Give details of any significant transactions or events after 30 June 2015 (refer to Branch Guide) (if none state none)			

8. Electing the “Officers” of the Branch

Election of Chairman

Nominees	Proposed by	Seconded by	Votes received	Decision
Nigel de Foubert	Tony Pryor-Jones	Pauline Jones	17	Elected

Election of Vice – Chairman

Nominees	Proposed by	Seconded by	Votes received	Decision
Gerry Southwell	John Swindlehurst	Tony Pryor-Jones	17	Elected

Election of Secretary

Nominees	Proposed by	Seconded by	Votes received	Decision
Paul Smith	Nigel de Foubert	Gerry Southwell	17	Elected

Election of Treasurer

Nominees	Proposed by	Seconded by	Votes received	Decision
Margaret Hughes	Malcolm Browning	Glynn Jones	17	Elected

9. Electing the Branch Committee for the ensuing year

Election of Welfare Officer

Nominees	Proposed by	Seconded by	Votes received	Decision
John Swindlehurst	Tony Pryor-Jones	Nigel Estlick	17	Elected

Election of Membership Secretary

Nominees	Proposed by	Seconded by	Votes received	Decision
Gerry Southwell	Glynn Jones	Malcolm Browning	17	Elected

Election of Parade Coordinator

Nominees	Proposed by	Seconded by	Votes received	Decision
Glynn Jones	Nigel Estlick	John Swindlehurst	17	Elected

Area Poppy Organizer

Name	Proposed by	Seconded by	Votes received	Decision
Glynn Jones	No Vote, County Appointment			

Area Poppy Coordinator

Name	Proposed by	Seconded by	Votes received	Decision
	No Vote, County Appointment			

Election of Area Poppy Treasurer

Name	Proposed by	Seconded by	Votes received	Decision
	No Vote, County Appointment			

Property Member

Nominees	Proposed by	Seconded by	Votes received	Decision
Tony Pryor-Jones	John Swindlehurst	Margaret Hughes	17	Elected

10. Appointment of the Branch Standard Bearer.

Nominees	Proposed by	Seconded by	Votes received	Decision
Paul Smith	Nigel de Foubert	Mike Pattenden	17	Elected

11. Appointment of the Assistant Standard Bearer.

Nominees	Proposed by	Seconded by	Votes received	Decision
Tony Pryor-Jones	Glynn Jones	Pauline Jones	17	Elected

12. AOB

- **Remembrance Parade**

Nigel Estlick confirmed all was in hand, with 32 providing a detachment, Glynn Jones shadowing & supporting, details of the parade are as follows:

- Rehearsal - Sat 7th Nov at 10:00hrs, meet at St Mary & St Melor Church.
- Parade – Sun 9th Nov meet at 10:15hrs for a 10:30 March off, meet at the central car park.

- **Post Remembrance Parade Curry Lunch**

The Chairman confirmed he would be coordinating the Curry lunch & would be looking for support to setup at 14:00hrs on Sat 8th Nov & clear up afterwards.

Tickets are still available at £10 per head from:

- Gerry Southwell
- Nigel de Foubert
- Community Shop

Seats can be reserved for the curry lunch at 14:00hrs on Sat 8th (whilst the hall is being setup)

It was confirmed that £100 would be put behind the bar at the Dunkirk club, predominantly for the detachment from 32.

- **Curry Lunch Raffle Prizes**

Pam will be running the raffle for us again this year, members attending are asked to bring something for the Raffle, a bottle of wine, box chocolates or whatever, prizes donated will be supplemented by £50 from Fighting Fund; to be purchased by Treasurer.

- **Poppy Organiser**

Pam Gamble was presented with an award by the Chairman in appreciation for the years of service provided as “Poppy Organiser”, she was also thanked & given a round of applause.

- **Membership**

The Membership Secretary gave the following report:

- We have maintained membership at 79 members.
 - RBL have advised it is no longer possible to pay membership in cash, however this year Bob Hughes will continue to collect cash & pay in to bank (paypoint) with Vice Chairman/Membership Secretary.
 - It is understood that **from 2016 there will be no option to pay for membership in Cash**
 - Membership fees will be £16
- Tony asked that as we now have a branch storage facility, all members who have been holding branch property pass it back to him so it can be secured in the storage facility.

- **Dates for Diary**

Paul confirmed the following:

2016

- 20th Jan – Branch Meeting
- 20th April – Branch Meeting
- 21st September – Branch Meeting
- 19th October - AGM
- 13th November - Remembrance Sunday parade & Curry Lunch

- **Meeting Minutes**

Meeting Minutes will be made available on the Branch Website, distributed by e-mail and will also be available at Branch meetings, but to keep admin costs to a minimum will not be sent out via post.

13. Chairman's objective's & closing remark's

The Chairman advised that going forward the branch would focus on:

- Welfare, although with the drop in Centre in Tidworth, calls for support from the branch are expected to be minimal.
- Fundraising
 - The Poppy Appeal
 - Amesbury Carnival
- Remembrance Sunday
 - Parade
 - Curry Lunch

There being no other business the Chairman closed the meeting at **...21:10...hrs**

Proposed:- Secoded:-

Voting:-

- For
- Against
- Abstentions

Approved:- Date:-