



ROYAL BRITISH LEGION

Patron H.M the Queen

Registered Charity Number 219279

Amesbury Branch (BR2562)

MINUTES OF AMESBURY ROYAL BRITISH LEGION BRANCH MEETING

Wednesday 23rd February 2011

1. PRESENT

President	Brig AJM Durcan	(AD)
Chairman	Mr. N de Foubert	(NdF)
Secretary	Mr. RG Gamble	(BG)
Treasurer	Mr. G Southwell	(GS)
Standard Bearer	Mr. PR Smith	(PS)
Branch Fundraising Coordinator	Mr. T Pryor-Jones	(TPJ)
Area Poppy treasurer	Mrs. M Hughes	(MH)
Assistant Membership Secretary	Mr. R Hughes	(RH)
Welfare Officer	Mr. J Swindlehurst	(JOS)
Assistant Welfare Officer	Mr. C Burden	(CB)
Branch Member	Mr. N Estlick	(NE)
Branch Member	Mr. I Hurrell	(IH)

2. Apologies

Area Poppy Organizer	Ms. P Gamble	(PG)
Deputy Area Poppy Organizer	Mrs. J Swindlehurst	(JaS)
Branch Member	Ms L Gamble	(LG)
Branch Member	Mr. J Neet	(JN)

4. Exhortation

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

5. Chairman's Report

ITEM	SUBJECT	ACTION / REMARKS
1	Meeting Opened The Chairman opened the meeting at 19.45hrs by welcoming all present.	
2	Remember Mike Harding & Peter Scott who recently passed away.	
3	New Member's Ian Hurrell was welcomed to the Branch. All Members should actively seek to recruit new members.	Members
4	County Meeting Volunteers wanted to represent the Branch at the next County meeting, volunteer names to Secretary.	Members

6. Minutes of Previous Meeting

ITEM	SUBJECT	ACTION / REMARKS
5	Matters Arising from Octobers Meeting Nil	
6	Matters Arising from the AGM Nigel de Foubert was elected as Chairman, Chris Burden as Assistant Welfare Officer, Jan Swindlehurst as Deputy Area Poppy Organiser, Tony Pryor-Jones as Branch Fund Raising Coordinator, all other posts remained unchanged.	
7	Minutes Approved The Minutes of the branch meeting held on Wednesday 27 th October were proposed to be correct by Andrew Durcan & seconded by Chris Burden, a vote was taken & the Branch Members unanimously approved.	

8. Secretary's Report

ITEM	SUBJECT	ACTION / REMARKS
8	Secretary now on e-mail Bob advised he now has broadband & is contactable via e-mail robertgamble@virginmedia.com	All Members on e-mail
9	Membership Fees All membership fees paid & unused cards sent back.	

9. Treasurer's Report

ITEM	SUBJECT	ACTION / REMARKS
10	Accounts Audited & Approved The Treasurer advised that the Branch accounts were sent to County, they have been audited / approved and forwarded to London.	
11	Account Balances / Transactions Transactions: £198.00 to be debited in March by RBL for Memberships. Current Account: £2,333.25 Deposit Account: £94,691.76 (London)	
12	Storage Paid until end of February	
13	Deposit Account Interest Up from 0.5% to 3.25%	
14	Bank Statements Now available at practical intervals	
15	Cheque's Registered charity number to be included on Branch Cheque's After action: Treasurer has informed bank and corrective action taken.	Treasurer

10. Membership Secretary's Report

ITEM	SUBJECT	ACTION / REMARKS
16	<p>Membership Secretary Bob Hughes advised he was not willing to take on the role of Membership Secretary, but confirmed he was able to continue to provide a supporting role as Assistant Membership Secretary.</p> <p>Gerry Southwell agreed to take on role of Membership Secretary. Handover of roles of responsibility to be actioned by next meeting.</p> <p>Secretary to amend Branch Bylaws accordingly [job descriptions].</p>	<p>Secretary and Treasurer</p> <p>Secretary</p>

11. Welfare Officer's Report

ITEM	SUBJECT	ACTION / REMARKS
17	<p>Membership Secretary A visit took place at Camelot House on 4th February 2011.</p> <p>The Welfare Officers attending were Mr. John Swindlehurst and Mr. Chris Burden from the Royal British Legion, Amesbury Branch.</p> <p>They attended:</p> <ul style="list-style-type: none"> • Mr David Parker • Mr Ronald Hillier • Col George Woolnough 'MC' • Mr Robert Hatcher <p>For the record our discussions were as follows:-</p> <ul style="list-style-type: none"> • Mr David Parker - Ex Army, Wiltshire Regt, would like a Legion/Soldier Magazine for the next visit. Chris Burden agreed to action • Mr Ronald Hillier (Ron) – Ex RAF Regt, is quite a sports fan and likes Rugby & Cricket likes to watch sport on TV. • Col George Woolnough MC - Ex Army, Wiltshire Regt. In view of his hearing difficulties any communication was difficult, however, we did notice a well stocked bookcase and this may be an area we can enhance. Welfare Officers to take forward • Mr Robert Hatcher (Bob) – Army, Wiltshire/Hampshire Regt. (Wife also at Camelot) has been a resident for 9 years, worked for British Railways in Salisbury for many years His Father was a Bomb Disposal 'NCO' in WW2 and he had a picture of him on his wall which he took great delight in showing us. He expressed a wish for an assisted trip around Amesbury, once the weather warms up. He mentioned he has a buggy with the controls to the rear, but he is unable to operate this himself. Following a stroke to the left-side of his body he can no longer operate this safely. Maybe a modification could be arranged if health & safety issues allow? <p>Welfare Officers to:</p> <ol style="list-style-type: none"> (1) Seek to arrange 'mobile' visit around Amesbury. (2) H & S issues to be researched and acted upon. (3) Arrange monthly visits to Camelot House <p>The residents visited seemed well cared for and content.</p>	<p>Welfare Committee</p> <p>Welfare Committee</p> <p>Welfare Committee</p>

ITEM	SUBJECT	ACTION / REMARKS
18	<p>Bob Jackson Bob is now living in Salisbury, although this is not in the Branch's focus area, it was agreed that in this instance only visits would continue (the last visit was in Q4 of 2010 by Lucy Gamble). Welfare Officers to make further arrangements to visit.</p>	Welfare Committee
19	<p>Buckland Court / Lanfra The Welfare committee committed to see if there were any "Ex Services" residents who would benefit from a welfare visit. Welfare Officers to investigate.</p> <p>The Chairman thanked John & Chris & advised he found the report to be "Uplifting & proactive".</p>	Welfare Committee

12. New Business

ITEM	SUBJECT	ACTION / REMARKS
20	<p>Branch Structure The Chairman confirmed that SOP's (Standard Operating Procedure's) would be put in place over the coming months that would require four sub committees:</p> <ul style="list-style-type: none"> • Welfare – John Swindlehurst • Poppy Appeal • Remembrance Sunday Parade • Remembrance Sunday Church service <p>The Chairman advised that volunteers were required to head up each sub committee</p>	Members
22	<p>Amesbury Branch Bylaws Initial review has been undertaken, the Executive Committee are to draft their own "job "descriptions & forward to the Chairman.</p>	Executive Committee
22	<p>Governance Branch meetings will continue at Bi-monthly intervals. The Executive Committee will meet at monthly intervals. Secretary to produce a calander for 2011 meetings and activities and propose dates for 2012 meetings</p> <p>The Chairman requested that if a member wanted a subject to be included on the Agenda of a branch meeting, that the request was provided (with a brief outline) to the Secretary at least two weeks before the next branch meeting, the Chairman then explained that this would enable the subject to be researched before the Branch Meeting.</p>	Secretary Members
23	<p>County News There is a new County Chairman - Mr M Swabey.</p> <p>The minutes of the County Annual Conference are with the Chairman & also available online</p>	
24	<p>County Award The Chairman confirmed that after reading the minutes of the County Annual Conference, he could see there were quite a number of awards, he then advised he would investigate what the criteria was for entering.</p>	Chairman

ITEM	SUBJECT	ACTION / REMARKS
25	<p>County Certificate Three county certificates were awarded, one of these was to our last Chairman Tony Kingaby OBE, the County Chairman has agreed to attend our Branch Meeting & present it to Tony at our next meeting on 27th April in The George Hotel. He will also give a short presentation, and take questions on 'County Matters'.</p> <p><u>After note:</u> All Members are encouraged to attend</p>	All Members
26	<p>Amesbury 2012 Tony Pryor-Jones advised he attended the Amesbury town Council meeting & a booklet / news letter was being prepared for "outsiders"</p>	
27	<p>90th Anniversary of RBL Fund raising leaflet available from Chairman, details also online</p> <p>The President advised that he understood this was a national appeal, he also advised (with a Amesbury town Council Hat on) that the town council would be happy to take on an "Enabling" role & could approve / facilitate as long as there was no associated cost to the town council.</p>	
28	<p>Permanent Location The Chairman confirmed the branch needed a permanent home, but understood this may take a while, various locations were discussed including the following, each having their own merit:</p> <ul style="list-style-type: none"> • BDRC • The George Hotel • Wyndham Hall • It was agreed that the Branch would meet in The George Hotel until November & then look to permanently re-locate to the Wyndham Hall. <p>Secretary to advertise the dates of Branch activities locally.</p>	Secretary
29	<p>Annual Report The Chairman advised he wanted to increase the profile of the Branch at County level by producing & issuing an /Annual Report, he then advised that what would be required was a Paragraph by each member of the Executive Committee & each of the 4 sub committees. The Secretary was charged with ensuring this was made available for the AGM.</p>	Secretary
30	<p>Recruiting Strategy The Chairman advised that we need to increase the number of members of the branch, all members were urged to recruit a new member for the branch.</p> <p>Tony Pryor-Jones agreed to create a A3 poster for the Town Shop</p>	Fund Raising Coordinator

ITEM	SUBJECT	ACTION / REMARKS
31	<p>Retention Strategy The Chairman advised that we need to “enthuse”, a Summer BBQ & Remembrance Sunday Lunch were suggested.</p> <p>It was agreed that the Branch Summer BBQ would not take place until 2012 & for Remembrance Sunday a “Curry” lunch would be held this year in the Wyndham Hall.</p> <p>The President confirmed that his wife Jane would be willing to do the catering “at cost” & suggested a small uplift in cost should be considered to enable donations to the Branch & Wyndham Hall.</p> <p>President to bring outline costings for curry lunch to next meeting</p>	President
32	<p>Clarify “Aim of Branch” The Chairman confirmed that the primary objective of the Branch was to “promote & support the welfare of both serving & ex serving members of the Armed Forces.”</p> <p>The President added that the aim of the branch should also be to “Promote an environment that would attract new members”</p>	All Members All Members
33	<p>Draft SOP's for Poppy Day & Parade Initial drafts will be reviewed by the Executive Committee prior to the committee’s being formed.</p>	Executive Committee
34	<p>2011 Remembrance Service Gerry & Nigel meeting the Vicar to see if Service can be moved so 2 min’s silence can be observed by the parade at 1100hrs.</p>	Chairman and Treasurer
35	<p>Calendar of RBL Amesbury events The Secretary was tasked with creating a Calendar of events for the branch covering 2011 & up to the AGM in 2012 (Inc Executive Committee Meetings) and to propose dates for formal meetings in 2012.</p> <p>Tony agreed to place Adverts’ in the Valley News & Stonehenge Trader with meeting dates.</p>	Secretary Fund Raising Coordinator
36	<p>RBL Annual Conference Delegates for 2012 The Chairman asked for volunteer to represent the Branch at the next RBL annual conference in the Autumn, names to Secretary.</p>	All Members
37	<p>Wootton Bassett Charity Concert The Wootton Bassett Charity Concert takes place on Saturday 26th March from 14:30pm to 18.00pm Entrance via Ticket only (£15) The chairman has a leaflet, information is also available online</p>	
38	<p>Dispersal of club property / memorabilia The Secretary confirmed he had a property “list”, The Chairman advised he would like to hold a Board of Officers and decide: (1) What is “rubbish” & dispose of it. (2) What is useful/valuable & should be retained (4) What items that are considered historically valuable to RBL but not our Branch & where we can deposit them.</p> <p><u>After action:</u> County [Tidworth] can hold limited items, Trowbridge more but how much? Action needed now to commence removal, even if at the outset to assess quantity.</p>	President

11. Other Business

ITEM	SUBJECT	ACTION / REMARKS
39	<p>Accounting Year The Treasurer advised the RBL accounting year is 1st October to 30th September, to assist with preparation of accounts for the AGM, John Swindlehurst agreed to carryout check's on the accounts throughout the year</p>	Welfare Officer
40	<p>Poppy Day collection 2011 Tony Pryor-Jones advised he had received very limited feedback to his request for contacts early in January. Tony confirmed we must start looking for volunteers amongst our own personal contacts from the Rotary Club, Lifeboats, churches and similar organizations, and get them on board as soon as possible. Tony confirmed he was more than happy to co-ordinate their 'employment', but I need their contact details as soon as possible if we are to attempt to raise our target of £8000 this year,</p>	All Members
41	<p>Attendance at Branch Meetings The Chairman stated his intension to write to all Branch Members (distribution via county) inviting them to attend Branch Meeting's He also requested that when we see other Branch Members we invite them to attend</p>	Chairman All Members
42	<p>Poppy Stores The Landlady of The George Hotel has asked that the "Poppy Stuff" is removed from the hall, Bob Hughes agreed to arrange this.</p>	Assistant Membership Secretary
43	<p>Legion Magazine It was noted that not all members of the Branch were receiving bi-monthly copies of the RBL Magazine, names of members who are not receiving the Magazine should be forwarded to the Secretary. For members who have internet access the RBL Magazine is available online</p>	All Members

12. Date of Next Meeting

The next meeting will take place on Wednesday 27th April at 1930hrs in The George Hotel

There being no other business the Chairman closed the meeting at **2115hrs.**

CHAIRMAN:- "Is it your wish that these Minutes are recorded as being correct?" Approved / Not Approved

Signature:-.....

Name:-.....

Date:-