

Committee Meeting Minutes.

17th November 2014.

Present: Liam Shelbourne (Chairman)
Mark Brook (Vice Chairman)
Keith Biles (Secretary)
Annie Bailey (Treasurer)
Dave Lewis (Poppy Co-Ordinator)
Pam Lewis (Welfare)
Bob French (Media)
Pam Budd

1. The Minutes of the meeting of 27th October 2014 were reviewed and certified as being correct after amendments regarding attendees were made.

2. Matters arising from the last meeting minutes:

- The Overseas Wreath Layer (Marvin Clark) has been requested to advise the Committee by e-mail whenever he receives a request to lay a wreath, and when he gets a top-up to the stock of wreaths he holds.
- Both Remembrance Day parade, and the Poppy Ball went according to plan, and the Committee expressed their thanks to Mark Brook for acting as Standard Bearer on both occasions.

3. Chairman's report:

- The first bench has now been installed at the Cross of Sacrifice and thanks are recorded to Morrison (Falklands) Ltd for their assistance. The second bench is on order.
- The guest list for the Reception at Government House on the 25th November has been submitted.
- Thanks were extended to the Dave and Pam Lewis for the distribution the Poppies and collection tins, the recovery of the filled tins and the counting of the resultant cash. The Chairman also wished to thank all members of the committee for their support during the Remembrance Week activities.
- A letter has been received from H.E. the Governor thanking the Branch for their support during Remembrance Week.
- A vote of thanks was offered by the committee (proposed by Dave Lewis and seconded by Keith Biles, carried *nem con*) to recognise the work carried out by the Chairman in the successful organization of the Poppy Ball.

4. Vice-Chairman's report:

- A wreath was laid at the Sapper Hill memorial to the Royal Engineers on behalf of the RBL, on the eve of Remembrance Day.
- The Vice-Chairman attended the commemorations of the Royal Marines Association on behalf of the Chairman and the Branch, and reported that he had a thoroughly enjoyable evening.

5. Treasurer's report:

- The collection in the Cathedral on Remembrance Sunday amounted to £650.10 which has been added to the Poppy Appeal account.
- The Raffle at the Poppy Ball has raised £872, which has been credited to the Poppy Appeal account

6. Secretary's Report:

- Following the cancellation of the overall RBL insurance coverage against Public Liability risks, concern was expressed over the terms of our Encroachment from the MoD, which requires a minimum £5 million cover. Cover to the extent of £1 million is readily available locally, and as an interim measure the Secretary was requested to arrange this, whilst investigating the availability and cost of £5 million cover.

Post meeting Note: £5 million in cover is not available, and as an immediate partial solution to the problem cover was increased to £2 million whilst a permanent arrangement is made.

- The committee agreed to include John Maskell-Bott as a member of the Branch Welfare Committee.
- The Bank Mandate requires updating. The Secretary is to obtain new forms and these will be completed at a subsequent meeting of the Committee. A resolution (proposed by the Chairman and seconded by the Secretary) was passed *nem con.* that signatories to the Bank accounts should be any two of:

Liam Shelbourne (Chairman)
Annie Bailey (Treasurer)
Keith Biles (Secretary)
Mark Brook (Vice-Chairman)

7. Any Other Business:

- Providing the Public Liability Insurance matter is resolved, the next Social Evening for the Branch will be held on 1st December, with the Club being opened on 8th December (Battle Day) from 2 pm until 5 pm. there will be no Family night in December.

- The next Social meeting of the Branch in the New Year was provisionally arranged for 7.30 pm on Monday 5th January. A Committee meeting would be scheduled prior to the Branch meeting.

Keith Biles.
Secretary.