Royal British Legion

Falkland Islands Branch

Committee Meeting Minutes.

28th September 2016.

Present: Chris Locke (Chairman)
Mark Brook (Vice-Chairman & Poppy Co-ordinator)
Keith Biles (Secretary)
Annie Bailey (Treasurer)
Bob French
Pam Budd

Apologies received from: John & Sarah Maskell-Bott.

1. The minutes of the meeting on 6th September were reviewed and confirmed as being correct

2. **Matters arising**:

   - Re NAAFI access: A formal response to the Chairman's letter has now been received from CBF. See Chairman's Report below.

   - There is still one wreath invoice outstanding. **Payment to be chased by the Vice-Chairman.**

   - New gauntlets and belt and a stand for the Standard – the order is pending and with Richard James. **Bob French to follow up.**

   - The issue of the access charge had been originally raised by CWO who will be advised of decision of "no further action" taken by the Committee. **Action: Chairman.**

   - The 10 Tee-shirts have been passed to CWO. Detail of the run at which they will be used **will be obtained by the Chairman.**

   - Membership letters have started to be received in the Islands, although those seen have been related to renewal by Direct Debit or direct payment to a UK bank account. There is no mention of payment to the local Branch. An e-mail to be sent to members to advise that this is still a possibility. **Action: Secretary.**

   - Sponsorship/donations: This will be followed up with Liam Shelbourne on his return to the islands. **Action: Treasurer.**

   - The possibility of obtaining a grant from Defence Estates for lamp shade renewal is still pending. **Action: Bob French.**

   - The leak in the Committee room has been temporarily resolved, but still needs to be reported to Defence Estates for permanent rectification. **Action: Chairman to report.**

- Poppy Ball matters arising:

    - The arrangements for the reception at the Museum to be finalised. Scouts will be approached to provide waiters: **Action: Chairman.**
    - Sponsors still required for the reception drinks and nibbles. **Action: Chairman.**
    - The offer from Sodexo to be followed up. **Action: Chairman.**
    - A new quote is to be obtained from the Malvina House Hotel for food and supply of plates etc. It is anticipated that costs will be in the region of £30 - £35 with tickets priced at £45.
    - John Birmingham has applied for and obtained a drinks licence for the bar.
    - Raffle prizes are still required although there have been some already offered, including "an afternoon with the BACTEC mine clearers".
    - Programmes and tickets: design to be finalised, although it is likely that the same design as last year will be used. **Action: Chairman/ Dave Lewis.**
    - Ticket sales: Dave Lewis has agreed to manage the sale of tickets, and will liaise with the Chairman.

3. **Chairman's report:**

- A letter has been received from CBF in response to the Chairman's letter. After discussion, the committee decided that no further action would be taken by the RBL other than to forward a copy of the letter to the Chairmen of the RNA and RMA, and also to Jock Elliott for further circulation to those Veterans who have held access passes to the NAAFI. Branch members will be given a verbal update at the meeting on the 10th October. **Secretary to advise** Roger Edwards MLA of the response.

4. **Secretary's report:**
   No new item to report.

5. **Treasurer's report:**

- The annual Statement of Account to Head Office was reviewed, signed and will be submitted by the deadline at the end of September.

- Comments on the Accounts:

    - A surplus of £4,241 is mostly accounted for by timing issues in the payment of invoices for the supply of wreaths.
    - No donations have been received from the Club this year.
    - Expenses for the Branch include £500 for Public liability insurance.
    - Poppy Inn meeting expenses will not be repeated in future.

- Thanks to Alison Baker for her independent review of the accounts, and the thanks of the Committee to the Treasurer for all her work during the year were recorded..

6. **Poppy Ball** – Friday 11th November 2016. Theme: "The Poppy".

- Timings: Museum Reception: 6.45 – 7.30; Parade Standard: 7.45;
  Sit-down: 8.00

- Number of tables and layout: refer to Dave Lewis for his experience in the past. **Action: Chairman.**

- Hire of bar and tables: **Chairman to check with Nigel Bishop.**

- Band: The Skuas may be available, and there is the possibility of a band from the MPA music club. **Chairman to investigate.**

- The Poppy drop: The technical design details have been resolved. **Chairman to progress.**

- The Standard Bearer: Bob French if possible, if not then Mark Brook. **Secretary to provide recording of the RBL march.**

- Set-up: Wednesday/Thursday volunteers required. **Secretary to check if Court sitting. Post meeting note: The Court is not currently sitting on those days, but we have been requested to avoid moving tables or generating noise before 4pm on those days. This is also to include band practice.**

- Clean-up: Volunteers required.

7. **Any Other Business:**

- Poppy Appeal: Mark Brook to coordinate with assistance from Dave Lewis. School packs have been received and will be distributed as appropriate to IJS.

- FIC to be requested to have the Poppy Appeal as one of the charities for the Green Token Scheme during November. **Action: Secretary to contact Eva Jaffray to request.**

- **AGM for the Branch: 21st November at Poppy Inn.**

The next informal meeting of the Branch is scheduled for 7.30 pm on Monday 10th October (the first Monday is a public holiday). The next Committee meeting is to be held on 19th October at 7.30 at the Chairman's house.

Keith Biles.
Secretary.