Royal British Legion
Falkland Islands Branch

Committee Meeting Minutes
6th August 2018

Present: Chris Locke (Chairman)
Mark Brook (Vice Chairman and Poppy Co-ordinator)
Lee Martin (Treasurer)
Lisa Martin
Keith Biles
Nancy Locke (Secretary)

Apologies for Absence: John and Sarah Maskell-Bott, Bob French, Dave Lewis, Richard Hyslop.

1. The draft Minutes of the last committee meeting held on 19th July 2018 were approved.

2. Matters arising:
    - The access code for the Poppy Inn key pad has been changed.

3. Chairman's report:
    - Office 365 has replaced the old web mail and as with the former emails can be forwarded to individual email accounts. KB noted that previously bandwidth excluded this possibility but Lee Martin said that it is now more viable as a result of provider bandwidth upgrades. Chair thanked LM for all his efforts in setting this up as this also connects our Branch with the rest of the RBL family as the majority of other branches are using Office 365. It also gives direct access to membership lists.
    - BF is proposing to spend most of his time in the UK in the immediate future and wants to stand down as Standard Bearer. It was agreed that LM and MB will act as Standard Bearers in the meantime. ACTION: Chair to ask at AGM if any member has desire to undertake the position.
    - LM mentioned that the RBL Handbook is on O365, KB noted that Branch constitution may differ from the Handbook. It was noted that Branch constitution should be reviewed regularly as a live document.
    - Website, no response from BF. It was agreed that while he was away administration of the website needs to be held within committee. NL offered to upload minutes. ACTION: Chair will e-mail BF and talk to RBL HQ to get administration rights and instructions.
    - Encroachment order, Chair liaising with the contact at DIO through OC Base Support. In hand and moving forward.

4. Vice Chairman's Report
    - Nothing to report except still trying to establish the amount to send back for wreaths.
    - May have 'medal' for this year's Poppy Ball, awaiting information from RBL HQ.

5. Secretary's report:
    - Signing in sheets to be reviewed, proposal to trial them over the next few months. The sheets will include email address for visitors.
    - Defibrillator – It was agreed that if the Branch was going to purchase a defibrillator than it should be the same as those that are currently in Stanley and used by the hospital. Atlink have recently made enquiries into cost for this equipment and are understood to be IRO £1700. It would be helpful to know if ordering 'in bulk' would be cheaper. ACTION: Chair will investigate if there is any discount for increased number of purchases.

6. Membership Secretary
    - Apologies for absence but requested assistance with identifying locals on the membership list. Brief review indicated that branch members on the list don't tally with the expected list.

7. Treasurer's report:
    - Accounts healthy.
    - The Treasurer passed round the new forms and current draft accounts to be approved before sending to Alison Baker for auditing. Once approved they will be sent to RBL HQ. This is now all done on line and is therefore a much easier process.
    - Requested that all future sales are invoiced through the Treasurer including wreath payments.
    - Query on when membership fees being sent to RBL HQ – KB confirmed it should be December 2018 and the Branch should only see the membership fees by cash or cheque within Branch but noted that some members pay by direct debit.
    - Discussed review of admin fee on membership, confirmed that the committee would not increase this year. ACTION: raise at AGM for the next financial year as the notification comes in the middle of the year.

8. Social Secretary's Report:
    - Need to speak to Bar Committee about quiz sometime in September, NL suggest it could be a fundraiser for member Gary Hewitt's grandson, Harry Hewitt-Phillips, who has been medivaced to Chile. GH is a non-Armed Forces member so is not entitled to branch welfare assistance.
    - Painting Poppy Inn, Friday 17th prep, painting afternoon of 19th August. TBC.

9. Welfare report.
    - Nothing to report.

10. AOB
    - MB says that Membership date is being moved forward.

- MB said he had a quote of £180 from Phil Barker to repair the pool table which had stood in the Poppy Inn for a number of years unused. The Committee agreed the repairs should be undertaken.
- LM was congratulated for inserting a notice in Penguin News asking ex-service members to pass on their contact details to the RBL to enable the updating / generation of a new list. Unfortunately to date there had been no response but he will renew advert every few months and inform Government House of any additions for Armed Forces Day.
- Committee passed thanks to LM on the Polo-shirts from Warrah with a Poppy emblem for future potential sale within the membership and wider community. Several of the committee were modeling the shirts! Warrah have reduced the cost of production as it is a charity. It was agreed a retail cost of £15 would be made with all profit going to the Branch.
- Dragstraviganza Event – 11th August; Part of the profits from the door sales will be donated to the Branch. However it was agreed that leftover/part bottles after the Dragstraviganza should not be bought by the Branch. (Should be bar committee if they are interested). The Branch will provide ice from the ice maker for the event bar. ACTION: MB.
- LM passed round the OS365 Overseas Newsletter which he will put on the Poppy Inn notice.
- LM pointed out that the on-line membership list indicated that 57 members have paid but some are not on Island.
- LM noted the Official Veterans ID card information had gone quiet, nothing on-line now. He will email RBL HQ to ask if anything known about it.
- GP 90: Liam Shelbourne will carry the Branch Standard with Wendy Shelbourne laying a wreath representing the Branch in Ypres on 8th August. PN press release was in last week's edition. The Chairman has asked Liam and Wendy for pictures/article after event.
- The Chairman explained that Government House have agreed to offer a dinner for 14 as a raffle prize for the Poppy Ball. In addition, they will also host a reception after the Poppy Appeal.

11. **The next meeting of the Committee: Friday 31th August 2018 starting at 1930 to be held at Chair's home, 6 Brisbane Road. MB apologies noted in advance.**
12. **Proposal that October's meeting could be held at the Narrows.**
13. **Note that at the October Committee meeting nominations for the Committee are required/publish for the AGM in advance etc.**

Chris Locke
Chairman