**Royal British Legion**

Falkland Islands Branch

Committee Meeting Minutes

7th January 2019

| Agenda Item | Actions |
|---|---|
| **Present:**<br><br>Chris Locke, Keith Biles, Nancy Locke, Tamsin Harris, Abby Poynter, John Maskell-Bott, Dave Lewis, Mark Brook.<br><br>**Apologies:**<br><br>Sarah Maskell-Bott, Richard Hyslop, Bob French | |
| **Minutes of the last meeting:**<br><br>Matters Arising: With regard to Richard Hyslop's membership report, Keith Biles noted a remittance has to be accompanied by a schedule. Keith agreed to produce this. | Keith Biles. |
| **Treasurer's report:**<br><br>It was noted that the encroachment order requires that we have local insurance. This insurance is currently out of date. A renewal should have been sent through and Nancy Locke agreed to query this with FIC. | Nancy Locke. |
| **Chairman's Report:**<br><br>Chris Locke welcomed new members, Abby Poynter and Tamsin Harris. He then thanked Lisa and Lee Martin for their hard work and support, and Nancy Locke who remains a member of the committee.<br><br>Chris acknowledged there hadn't been a meeting for two months, but said a huge thank you was due to the committee for all the work put in to the Poppy Appeal as it should never be underestimated how much has to be done.<br><br>The encroachment order has been drafted but not yet signed. Chris will sign it on every page, and then send it off. | Chris Locke. |
| **Vice Chairman's report:**<br><br>Mark Brook asked if the Poppy Appeal money had been sent off as it should have gone by December. Late submission means the total may be carried over in to a new financial year. Abby Poynter said she wasn't aware of the deadline, but | Abby Poynter. |

| | |
|---|---|
| may be able to speak with the RBL to confirm the final amount.<br><br>Mark also confirmed the need to settle all wreath payments and Abby confirmed she was on to this. Mark agreed to chase the relevant wreath paperwork. | Mark Brook. |
| **Secretary's report:**<br><br>Nancy Locke said thank you letters should be sent for certain monetary donations given at the Poppy Ball – all corporate donations and personal ones over £50. She agreed to check whether Lee Martin had done this already. The letters to be drafted by Nancy, signed by Chris and copied to Abby.<br><br>Mark Brook confirmed he had already sent a thank you letter to the infant school. | Nancy Locke.<br>Chris Locke. |
| **Membership Secretary report:**<br><br>The Membership Secretary is away at present and no report was presented. | |
| **Treasurer's report:**<br><br>Abby Poynter confirmed the bank balances and said she was still awaiting some outstanding amounts from the Poppy Ball.<br><br>Abby said she had received a letter from the RBL asking more about a legacy that was used to send a Standard Bearer and Wreath Layer to an event in France. Chris confirmed the legacy had come via HQ. Chris said he would share the confirmation letter with Abby so she can reply to the RBL. | Chris Locke. |
| **Welfare report:**<br><br>Nothing to report. | |
| **Any other business:**<br><br>Mark reminded the committee that the contact details for the RBL needed to be changed for Penguin News.<br><br>It was confirmed that all necessary bank forms were sorted with some being signed at the end of the meeting.<br><br>Nancy confirmed she spent £50 on cups and saucers that will be used for the next Poppy Ball. The receipt will be given to | Nancy Locke/Tamsin Harris. |

| | |
|---|---|
| Abby.<br><br>After discussion it was agreed not to accept a proposal from Neil Russell at the AGM that the Governor be asked to take the role of Vice-President. Chris will invite the new Commander British Forces to take the President's role.<br><br>Following the retrieval of the television from the backroom by its owner, it was agreed that keys will only be provided for those who need to gain access and the pin code device will be removed. The De-coder will be returned to BFPS. There was also discussion about whether the RBL need to purchase a TV and Chris was asked to consider what should be said to someone asking if they could bring their own TV in.<br><br>There will be a **2019 Poppy Ball on Friday 8th November** 2019, the day after the referendum. This means everything will have to be prepared so the hall can be set up on the day of the event. Nancy will make all preliminary bookings, such as the Hall.<br><br>Everyone is keen to see the Remembrance Parade commence from the church. Chris will discuss this with Justin McPhee, the new FIDF Officer Commanding.<br><br>Following discussion at the AGM it was confirmed that it would require a change to the Royal Charter to allow members of the FIDF to claim from the welfare fund (unless they are co-opted in to the British Army for any reason). Chris will send a letter to the FIDF Officer Commanding to confirm the situation.<br><br>Chris said he had recently experienced the Barbecue Hut and thought it would ideal for a committee meeting, team building exercise and social gathering with partners. The idea was approved. | Nancy Locke.<br><br>Chris Locke.<br><br>Chris Locke.<br><br>Nancy Locke.<br><br>Chris Locke.<br><br>Chris Locke. |
| **Date of the next meeting:**<br><br>Friday 1st February at 6.30pm at Chris Locke's house. | |
| The meeting closed at 19.36. | |