*THE ROYAL BRITISH LEGION LINCOLNSHIRE*

**RECORD OF THE MEETING OF THE COUNTY COMMITTEE**

**HELD ON SATURDAY 7th JULY 2018 AT THE FRIENDS OF ALFORD HOSPITAL MEMORIAL HALL, ALFORD**

PRESENT

Mr A R P Goodwin (Chairman), Mr J Johnson (Vice-Chairman), Mr J Scally (County Treasurer), Mr R Beresford, Mr T Butler, Mr S Ezekiel, Mr T Gundry, Mrs M Jones, Mr G Reid, Mr D Tyler, Mrs B A Wilcox

IN ATTENDANCE

Mrs I Francis (County Chair, Women’s Section), Mr N Fairfax (Community Fundraiser – Lincolnshire), Mr B R Mahoney (Membership Support Officer – East Midlands)

 **Action**

1. **Welcome and the Act of Homage:** The County Chairman (CC) welcomed everyone to the meeting, he thanked them for attending; the Act of Homage was then said by the CC and observed by all.

2. **Apologies for Absence:** There were 7 apologies for absence received, Mr W S Erskine Crum (President), Mr F Byrne, Mr F Charlton, Mr R Green,

Mr A Canham (County Parade Marshal), Mr A Downey (Riders Branch) and Mrs H Payne (Vice-Chairman Mablethorpe Branch). The CC explained that the County President was away on family business and Mr Charlton was recovering at home after having triple heart bypass surgery.

3. **Urgent Matters to be added to the Agenda:** The County Treasurer wished to add an item to the Agenda;

 a. Annual County Accounts.

4. **The County President:** The County President (CP) had spoken to the CC to enter his apologies but also to say how much he had enjoyed the Rededication Service, he thought that it was an excellent event and wished to pass his thanks to all involved.

The CP has spoken to the Lord Lieutenant of Lincolnshire and he had agreed to be the Legion’s County Patron. This appointment was ratified by the County Committee.

**Proposed: Mr Johnson Seconded: Mr Beresford Agreed: All**

An official letter should be sent to the Lincolnshire County Council Civic Office informing them of this appointment. The CC said he would speak to the CP about writing a letter to them.

5. **The County Chairman:** The County Chairman (CC) thanked everyone for attending the meeting and gave a short resume of events that he had attended on behalf of the County Committee, in what had been a busy period:

Wainfleet – Rededication Preparation

Lincoln Office – Conference Committee Meeting

Pinchbeck Branch – Poppy Awards

Brigg – WW2 Memorial dedication to an Australian Airman

Funeral Grimsby Crematorium – Ex County Standard Bearer – Ron Sharman

Dedication of Imperial War Grave at South Luffenham – Ex Lincolnshire Regiment

Funeral Alford Crematorium – Korean War Veteran

Mablethorpe - Meeting with Branch Chairman

Brigg Branch – Meeting

Nottinghamshire County Rededication – Southwell Minister

Lincoln Office – County Management Board Meeting

Horncastle - Standard Bearers School

Meeting with Lincolnshire Police at Nettleham Police HQ

Melton Mowbray - Area Chairman Meeting

Mablethorpe - RAFA Concert

Wainfleet - Lincolnshire County Rededication Service

Lincolnshire Show – 3 Days

Armed Forces Community Covenant Conference – IBCC

Lincoln Office meeting with CFR

Visit to Halsey House x 2

County Committee Meeting

Spilsby Show

In total the CC covered approximately 1474 miles on County business.

6. **Draft Record of the County Meeting held on 14th April 2018:** The record of this meeting was ACCEPTED as a true record and signed by the County Chairman.

**Proposed: Mr Johnson Seconded: Mr Butler Agreed: All**

7. **Matters Arising:** There was one matter arising:

Item 17 – Future County Events – County Rededication Service – Mr Johnson echoed the thanks to all mentioned by the CP, he too thought that it was an excellent event. Wainfleet School used a mini-standard and he wanted to know if this had been brought to the attention of National. The CC informed him that the County Parade Marshal had been in touch with the National Ceremonial Committee about the use of the mini-standard.

8. **Draft Record of County Management Board Meeting – 4th June 2018:** The record of this meeting was ACCEPTED as a true record and signed by the County Chairman.

**Proposed: Mrs Wilcox Seconded: Mr Johnson Agreed: All**

9. **Matters Arising:** There were no matters arising.

10. **Reports – Submitted Questions:** There were no submitted questions received. An update on the reports submitted and a brief report on the Cleethorpes Armed Forces Day were given:

The Cleethorpes Armed Forces Day was again an excellent event and the local Council put in a lot of effort to make it successful, the Legion raised £1417.10. Thanks to Mrs Jones and her team for their efforts in supporting this event.

RAF Waddington Families Day raised £70.04 and was supported by members of the newly reformed Waddington Branch.

There is a RAF100 Event at Goxhill on Saturday 22 September 2018, the CC will speak to Chairman of East Halton Branch to see if he is aware of it.

The CYO(N) advised the meeting that he had received an invitation to attend a Youth Safeguarding Workshop in Haigh House, the CC was unhappy because he had not been previously advised of this Workshop. Mr Gundry had been invited by the Membership Department; a query would be raised on this.

The CC raised a question on the CYO(N) Report regarding a planned visit to Wainfleet School which had recently been affiliated to Wainfleet Branch, the CC thought that this was now a Branch matter and didn’t se the need for the CYO(N) involvement. He would discuss this matter further with the CYO(N) outside the meeting.

Festival of Remembrance – The second Standard Bearer attending the Festival of Remembrance would be Mr Brian Harvey from the Sleaford Branch, he was a reserve last year.

County Management Course – The County Management Course would be held at Alford during the weekend of 21/22 Jul 18. The CC reminded all those present about attending and completing the pre-course work.

The MSO updated the meeting on some of the matters raised at the recent MSO get together:

Thank You Campaign – linked to WW1 Commemorative Events. The MSO would be requesting details of these events that Branches are holding. There is a Thank You website which can be used to glean and share ideas. The MSO will be getting a link to the Thank You Film which can be used to promote this Campaign and WW1 Commemoration Events.

Festival of Remembrance – Standard Bearers selected by Counties to be their representatives at the Festival of Remembrance will be able to get an additional ticket for the evening performance for their wife/partner etc.

Branch Accounts – A new Branch Accounts Form, combining the old Branch Accounts Form and the Income and Expenditure Form will be issued next week. There will also be an electronic version which will automatically add up the totals

of the cells. There has also be a change regarding retention of the original of the form, this is now to be retained by the Branch and a copy passed to the MSO for

checking and scanning. The BFI Statements for all Branches have been sent out and Finance are now working on sending out the Legacy Trust Statements. There will a number of MSO lead Branch Treasurer Workshops again this year, 12 Branches have indicated that would be interested.

Office 365 – With the increase in the use of Office 365 by Branches it was decided to delegate password resets to MSOs. This should make it quicker for Branches to get a new password. In the East Midlands area we have decided that password resets should be sent to the MSO Inbox because we all have the ability to reset the whole of the East Midlands area Office 365 passwords.

Membership Renewal – A number of complaints were received by the Membership Department regarding the late arrival of new Membership Cards for DD payers. This was because the Membership Department had to wait for the DD to clear before the new Membership Card was issued. To get around this problem and to give enough time for the DD to clear and for new Membership Cards to be issued by the 1st October, DDs will be taken slightly earlier this year, on the 12th September 2018.

Royal Charter – There will be a survey in the Legion Magazine and online. They are looking to update it and make it more relevant, this includes the eligibility criteria to be a beneficiary.

The County Parade Marshal (CPM) had submitted a report, which the CC discussed with the meeting. The CPM had emailed the Chairman of the Ceremonial Working Group regarding the mini standard used by Wainfleet School. The CPM was also content that the authority for Standard Bearers to parade at GP90 had been removed from Counties and was now under the remit of the National Parade Marshal and would be decided on the morning of the parade. The MSO wished to have it recorded his thanks to the CPM for all his help in the arrangements for GP90; this was echoed by the County Committee.

Standard Bearers School – The Standard Bearer’s School is currently loosely aligned to the County in that the County Committee supports the School financially. It is proposed that the Standard Bearer’s School is formally made a sub-committee of the County Committee and comes under the auspices of the CPM. The intention of this is not for the County Committee to take over the running of the School but to ensure that it is fully covered under the Legion Insurance Policies and that the funding support continues and can be justified. The School will continue to run with a degree of autonomy. The Standard Bearers School would be expected to provide a copy of their Annual General Meeting Report to the County Committee. It is understood that the CPM, who is also Chairman of the Standard Bearers School is not against this proposal. There is also reference in the Ceremonial Handbook of Counties providing training for Standard Bearers though Standard Bearer Schools. (Section A para 6.4)

**Proposed: Mrs Wilcox Seconded: Mr Beresford Agreed: All**

11. **General Data Protection Regulations (GDPR)/Safeguarding:** This will be a standing item on the County Committee Agenda, to remind all present of their responsibilities under GDPR and Safeguarding.

GDPR – The matter of historic Minute Books was raised at the MSO meeting, Branches can keep them as long as they contain no personal data, if they contain personal data it should be redacted. The MSO had received guidance from the Membership Department regarding the issue of County Handbooks to unattached PAOs. The advice was that County Handbooks are directories of local Legion contacts which are used to make any Legion’s stakeholders work easier, be it a staff member, a member, a beneficiary or a volunteer. We are all part of one Legion family, so denying some one access to the County Handbook, whilst at the same time including their details is not in the spirit of our values and behaviors.

Safeguarding – The Legion is looking at the subject of Safeguarding not just as how the Legion consider vulnerable adults and children but also how the Legion consider staff, volunteers and members. There is a study being undertaken at present on which individuals need to be DBS checked, it could well include County Youth Officers and Branch Community Support Representatives who undertake Hospital and Housebound Visits. This is being discussed by the Membership Council and guidance will be issued to Counties.

12. **Lincolnshire Branches:** Anupdated Risk Register was provided to the meeting and discussed. The CC provided the following information about these Branches:

Brigg – The CC intended to hold another meeting of the Brigg Branch Members later in the year. The have some excellent members and he is hopeful that the Branch can be restored to a fully functioning Branch.

Caistor – The CC is hoping to arrange a meeting with the Caistor Branch Chairman in the next few days. Caistor Branch currently has 8 members and hasn’t had a meeting for awhile. That said they still manage to raise a good amount in the Poppy Appeal.

Deeping St Nicholas – Members of the Deeping St Nicholas Branch are attending the Surfleet Branch at present, they have 5 members.

Gunby Branch – The CC has been unable to get in touch with them, it is possible that they could merge with Wainfleet Branch.

Donington & Quadring – Following the closure of the Club the Branch are considering their position.

Cleethorpes – Mrs Jones advised the meeting that she is looking into forming a Legion Branch in Cleethorpes.

The MSO informed the meeting that he had 12 Branches booked in for his Branch Treasurer’s Workshops. Once these were completed he intended to start to run his Office 365 Workshops again.

13. **County Supported Branches:** County Supported Branches (CSB) went live on the 1st July 2018; this was circulated to all Lincolnshire Branches. He had already received 2 requests for the Branch CSB pack from Branches; they were Gedney Drove End and Dawsmere Branch and Welton Branch. The WS Chairman requested a copy of this paperwork.

The CC commented that it was important to remember that before any Branch went down the CSB it had to be agreed by the County Committee. He felt that some Branches will see this as an easy way to solving their problems of forming a Branch Committee.

14. **Great Pilgrimage (GP) 90:** The Lincolnshire Standard Bearers have been well prepared and hopefully the event will go well on the day and be the spectacle that everyone hopes for.

15. **Future County Events:** The CVC and County Events organiser gave an update to the meeting:

**County Chairman’s Lunch:** This was an excellent event held at the Admiral Rodney Hotel in Horncastle and it would be repeated.

**Museum of Lincolnshire Life Event:** The event at the Museum of Lincolnshire Life to commemorate the end of WW1 would be held on Saturday 18th August 2018, commencing at 11am. A brief running order of the event follows:

10.00am Branch Standard Bearers to report and be briefed by CPM

10.15am Arrival of VIPs

10.30am Standards Bearers muster at Parade assembly point

10.45am Parade moves off

10.55am Parade arrives and takes position

11.00am Event commences

 (Including short Act of Remembrance)

End Standards March off (Form Guard of Honor for VIPs)

**County Standard Bearers Competition:** The County Standard Bearers Competition will be held on Sunday 9th September 2018 at Stanhope Hall, Horncastle. The CPM is arranging for the judges, the timings for the event will be discussed between the CPM and the County Events Organiser.

**County Poppy Appeal Launch – East Kirkby:** The County Poppy Appeal Launch will be held at East Kirkby on Saturday 27th October 2018. The Legion’s Director of Fundraising has been invited to this event and has accepted. The CFR has designated this to be the official Lincolnshire Poppy Appeal Launch this year. The main theme of the Launch will be RAF100. Apparently there weren’t enough chairs

available last year; this had meant that a number of Cadets had to stand. The event organizer would check with East Kirkby to see if there were more chairs available, If not the CFR offered to use some of his budget to hire in additional seating.

**Merchant Navy Day – Mablethorpe:** Mr Tyler informed the meeting that Mablethorpe Council is looking to hold a Merchant Navy Day in September. There will be a meeting in the next couple of weeks to plan the event.

**Branch Chairman and Secretaries Seminar:** There might be a change of location for this event, possibly from Louth to Horncastle but this will be confirmed.

**Lincolnshire Women’s Section Events:** Mrs Francis gave an update to the meeting:

The Purse raised over £6,200 which was very good seeing that there are only 5 Branches. A special thank you to the Bracebridge Heath & North Hykeham Branch who raised over £2,500 but unfortunately they are closing.

Mrs Sue Gordon is the new County President of the Women’s Section, she served in the RAF.

20 Aug 18 1030 Women’s Section Meeting at Coningsby

14 Sep 18 County Officers meeting in London

29 Sep 18 1330 County Conference & Harvest Festival

16. **Lincolnshire County Annual Accounts:** The County Treasurer (CT) presented the annual County Accounts to the meeting; if they were approved they would then be passed to the Auditor.

The County Accounts were approved by the meeting.

**Proposed: Mrs Wilcox Seconded: Mr Butler Agreed: All**

The CC thanked the CT for all the work that he does on behalf of the County Committee.

17. Date of next meeting: The next County Committee Meeting is planned for Saturday 1st September 2018 at Alford, 1000 for 1030 start.

The County Treasurer, Mr John Scally offered his apologies as he is away on holiday on the date of the next meeting.

Signed as a true copy,

A R P Goodwin BEM

County Chairman