*THE ROYAL BRITISH LEGION LINCOLNSHIRE*

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

**HELD ON SATURDAY 1st SEPTEMBER 2018 AT THE FRIENDS OF ALFORD HOSPITAL MEMORIAL HALL, ALFORD**

PRESENT

Mr W S Erskine Crum (President), Mr A R P Goodwin (Chairman), Mr J Johnson (Vice-Chairman), Mr R Beresford, Mr T Butler, Mr S Ezekiel, Mr R Green, Mr T Gundry, Mrs M Jones, Mr D Tyler,

IN ATTENDANCE

Mrs I Francis (County Chair, Women’s Section), Mr A Canham (County Parade Marshal), Mr A Downey (Riders Branch), Ms. R Bridgwood (Riders branch), Mrs H Payne (Vice-Chairman Mablethorpe Branch), 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 5 apologies for absence received, Mr J Scally (County Treasurer), Mr F Byrne, Mr F Charlton, Mr G Reid and Mrs B A Wilcox.

3. **Urgent Matters to be added to the Agenda:** There were no urgent matters to add to the Agenda.

4. **The County President:** The County President (CP) who was absent at the last County Committee Meeting informed those present that he thought that the County Rededication Service was an excellent event. He also thought that the County displays and set up at the Lincolnshire and Heckington shows were excellent. The event at the Lincolnshire Life Museum was a lovely thank you to the WW1 generation left at home. GP90 from what he has seen and heard was absolutely superb. The CP said well done to the County for everything that they have done. The County has served the Legion well and you should all be proud of yourselves.

5. **The County Chairman:** The County Chairman (CC) thanked the CP for his kind words. He then gave a short resume of events that he had attended on behalf of the County Committee, in what had again had been a busy time:

 Spilsby Show

 Lincoln Office

 County Management Course – 2 Days

 Lincoln Museum – meeting

 Standard Bearers School

 East Halton Show

 County Management Board - meeting

 Lincoln Museum – Event

 Boston Council and Boston Branch

 Brigg Branch

 County Committee Meeting

The CC thought that the County Management Course had been well worth the 2 days and hopefully everyone had benefitted from attending.

The County were well looked after by the Museum of Lincolnshire Life at the WW1 Commemoration Event. County Linx Radio were in attendance and had offered to come to the County Poppy Appeal Launch at East Kirkby.

The CC had been invited by Boston Borough Council to unveil a Refuse Truck which had artwork on that commemorated the end of WW1.

They had raised £56 at the East Halton Show for the Branch Poppy Appeal.

6. **Draft Record of the County Meeting held on 7th July 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 were no matters arising.

8. **Draft Record of County Management Board Meeting – 13th August 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**

9. **Matters Arising:** There were 5 matters arising:

 a. **Item 4 – Opening Remarks** – The CVC advised that the list of County Events had not been sent to the County Patron as yet, because he needed a little more clarity on some of the future events but it was in hand.

 b. **Item 7 – County Accounts** – Mr Butler advised the meeting that the comment on the mileage rate individuals could claim was just a personal opinion.

 c. **Item 11 – County Rededication Service 2019** – The CC requested ideas for a location for the 2019 County Rededication Service from the County Committee. The location should preferably have a local Legion Branch.

 d. **Item 14a – Communications** – The CVC raised the matter of the lack of response from Branch Secretaries to correspondence sent out and in some instances this also applied to County Committee Members. It would be nice to get a response even if this was a holding reply saying when it would be dealt with.

 e. **Item 14b – Trophies** – The CVC raised the matter of the 2 Trophies that used to be awarded for increase in Membership by Branches at the County Conference. It has been suggested that these Trophies now become individual awards by the County Chairman and County Vice-Chairman. Mr Canham thought that this was a good idea. The County Committee agreed to this change of use.

10. **Reports – Submitted Questions:** There were no submitted questions received on the Reports issued with the Agenda. Mr Butler, the County Recruiting Officer apologised for not submitting a report; he gave an update to the meeting. All the shows and events had now been completed; the Hibalstow event is being covered by Tom Gundry and family. In total £1888.00 was raised for the Poppy Appeal.

The Lincolnshire Riders Branch produces a newsletter; if anyone would like to receive a copy please contact Mr Downey.

Mr Gundry (County Youth Officer (North)) briefed the meeting on the recent Youth Safeguarding meeting that he had attended at Haigh House. They are looking to refine the current offer given to Youth Members so if anyone has had ideas on how it could be improved please let them know. Youth Officers will need to be CRB checked in the future. There was currently no Budget for Youth work within the County and it was not part of the County Budget Submission. The Youth Officers also had no idea of how many Youth Members there was in Lincolnshire, it would be useful to know. (MSO Comment: There are currently 10 Youth Members in Lincolnshire)

Mrs Wilcox, the County Community Support Representative had sent in a brief report in her absence which the CC read to the meeting. The main point being that she intended to contact those BCS registered Branches to ensure that they could actually undertake all the items that they had signed up for. The MSO advised the meeting that this had now be overtaken as he has been tasked with doing this by the 30th Sep by the Area Office. This was part of the Social Isolation Project to try and identify gaps in the provision of visitor volunteers. The MSO also advised the meeting that there is a strong possibility that Hospital and House Bound Visitors would have to be CRB checked in the future.

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. The MSO had provided a copy of the page from the Branch GDPR Guide that deals with Branch Administration – Data Principles and the Document Retention Schedule. The MSO asked all County Committee Members to remind Branches of their responsibilities when visiting them. If they come across any documents that need

destroying please pass them to the MSO for destruction through the Legion’s network rather than try to destroy them locally.

The CVC raised the issue of Branch Officials contact details being in the County Handbook, unfortunately if an individual had not indicated that these details could be published the MSO could not include them. The MSO did have details of all Branch Contacts should members of the County Committee require them. There is a possibility that the County Handbook will be produced electronically next year as well as in Hard Copy. The CC raised the matter of Unattached PAOs details being included in the County Handbook and them being issued with a copy, the CC now understood that Unattached PAOs have to sign a commitment that included GDPR, the CFR confirmed this.

12. **County Budget:** A copy of the County Budget letter received from the Membership Council was issued with the Agenda. In the absence of the County Treasurer the CC advised the meeting that it was bad news, the Administration Grant had been cut by 50%. This would mean that there would need to be a reduction on travelling and in visiting Branches. This would have a large impact on the Youth Officers because there is no Budget for their activities. If the expense occurred within your own Budget, Events or Training, then there is no problem but for all other expenses a prior discussion should take place. One way to reduce travelling costs is to hold sub-committee meetings on the same day at the same venue. Committee Members should also consider sharing transport and venues need to be considered that have free parking because parking at the Lincoln Office is expensive. The County will have to consider having events in aid of County Funds not just the Poppy Appeal. The CC is also aware the Membership Council Members have had their budgets cut. The County can go back to the Budget Working Group if we run out of funds.

The CC will write to all County Committee members outlining these restrictions.

The MSO informed the meeting that none of the Counties in the East Midlands Area submitted a Budget application. He also advised the meeting that the County could contact those Branches with unrestricted Legacy Trusts and ask them to donate funds to the County.

The County Treasurer’s Financial Report was accepted.

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

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

**Heckington** – The Branch has held a Special Meeting to decide on the future of the Branch, they currently have 17 members but only 5 members turned up for the meeting and they are all elderly. At the meeting it was agreed that Heckington Branch should close and that the members should be transferred to the Sleaford & District Branch. This was reluctantly agreed by the County Committee.

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

The MSO would contact the Branch Secretary and look to raise the Branch Closure paperwork.

**Brigg** – The CC had held a meeting of the Brigg Branch Members last Thursday, he was accompanied by Mr Tyler (County Committee). It was a pleasant meeting and 10 members had attended and they were keen to keep the Branch going and as a consequence the CC intended to hold another meeting at the end of October 2018 with the view to forming a new committee. The 2016/17 Branch Accounts paperwork was with the MSO but needed some work before they could be audited, he would contact the Branch about the 2017/18 accounts once this work has been completed.

Apparently the Brigg Branch PAO is planning to hold a number of events to raise funds for the Poppy Appeal but no discussion has been held with the County about them and there is a possibility that it could involve Branch expenditure, the Branch has no confidence in the PAO. The CC advised the Brigg Branch Members that as these events had not been agreed with the Branch (County) they should not support them. This information has been passed to the CFR and CPAC.

**Caistor** – The Caistor Branch is still struggling along, it only has 8 members who are all quite elderly and it has not submitted any paperwork for last year, Branch Accounts and MS1. Laceby Branch has offered to support or take over but the CC thinks that the Laceby Branch is too big already. The Branch still manage to raise funds for the Poppy Appeal.

**Deeping St Nicholas** – Members of the Deeping St Nicholas Branch have held a publicity event in the village and have managed to recruit 2 new members. Branch Accounts have not been submitted for 2016/17 but the CVC has provided the MSO with some additional accounts paperwork that should enable him to work with the Branch Members and produce a set of accounts.

**Gunby** – The CC has been unable to get in touch with them, it is possible that they could merge with Wainfleet Branch. It was agreed that the MSO would write to all Branch Members to ascertain their wishes.

**Waddington** – The Branch now had a full committee and it was just the problem with the Branch Bank Account that needed to be sorted out.

**Welton** – The CC was attending a Branch meeting next Thursday as they were struggling to appoint Branch Officials but with 60 members they should be able appoint a Chairman.

**Branch Properties** – There has been some issues with the Crowland, Louth and Spalding Branch properties and not keeping the required

certificates up to date. The Regional Health and Safety representative is assisting these Branches and ensuring their paperwork is current.

**County Supported Branches and Sub-Branches** – A number of Branches have expressed interested in becoming a County Supported Branch but no applications have been received. Rather than go down this route the County would rather work with the Branch to assist them in continuing as a full Branch. It is no longer possible for Branches to apply to become Sub-Branches and current Sub-Branches are expected to either regain full status or close after the 3-year point.

The CC requested that if any County Committee members hear of any Branches in their areas required assistance to let him know. The CVC advised the meeting that Skegness Branch is struggling at the moment with the Branch Chairman in hospital and that it was a Branch that we couldn’t afford to lose. It has 60 members.

The CC has heard that the Chairman of the City of Lincoln Branch has stood down for health reasons. The Branch is currently being overseen by the Branch President, Alex Carson and a Branch Committee Member, Jeremy Field. They are hopeful that they will be able to appoint a new Chairman at their AGM.

14. **Great Pilgrimage (GP) 90:** The County Parade Marshal (CPM)gave a brief to meeting on GP90; a copy is attached to these minutes. Mr Beresford requested that a vote of thanks to the CPM and his wife for representing the County at GP90 is recorded; it was duly noted and agreed by all.

The CPM also advised the meeting that a separate meeting had been arranged to discuss the Stand Bearers School becoming a sub-committee of the County Committee, this was being held on the 30th September. This meeting would also look at how to improve things for next year. The CPM was also considering holding a Parade Marshal Refresher training day next year.

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

**County Standard Bearers Competition:** The County Standard Bearers Competition will be held on Sunday 9th September 2018 at Stanhope Hall, Horncastle. The CPM advised that it is all in hand.

**Branch Chairman and Secretaries Seminar:** The Branch Chairman and Secretaries Seminar will be held at Louth Legion Hall on Saturday 22nd September 2018 starting at 12.30pm. Currently 8 Branches have indicated that they are attending with a total of 25 individuals attending; this does not include County Committee members or Guest Speakers.

**County Poppy Appeal Launch – East Kirkby:** The County Poppy Appeal Launch will be held at East Kirkby on Saturday 27th October 2018. The CFR is working with the CC and CVC on this event. A preliminary meeting was held yesterday with Lincolnshire Aviation Heritage Centre and they have confirmed that there should be enough

chairs, over 600. There will also be more space in the hangar as the Dakota is not hangered at present which means that the Lancaster can be pushed further back. The CC advised the meeting that the plan was to ensure that the Standard Bearers are more on show this year. There would only be invites to 1 cadet unit from each service. There would be no buffet for the VIPs this year as the cost of this had slowly grown as had the number of individuals who availed themselves of it, instead tea/coffee and biscuits would be provided. The only slight problem was the band as the normal band used was no longer in existence, the Swineshead Band was available but they cost £200, with the reduction in the County Budget it was not possible to cover this cost. The CFR was asked if he could cover this cost, he agreed in principle but would have to consult his manager. The Panton family had kindly donated one ticket for a taxi ride in ‘Just Jane’ which would be raffled on the day, the monies raised would be used to cover the cost of the event, any surplus would be passed to the Poppy Appeal along with the proceeds of the bucket collection. The CP was in discussion with someone to launch the Poppy Appeal.

**Lincolnshire Women’s Section Events:** Mrs Francis reminded the meeting that the Women’s Section County Conference & Harvest Festival was being held on Saturday 29th September 2018 at Coningsby with a 1.30pm start.

16. Date of next meeting: The next County Committee Meeting is planned for Saturday 1st December 2018 at Alford, 1000 for 1030 start. The meeting will be followed by a Christmas Lunch in which Committee Members will be allowed to bring a guest.

Signed as a true copy.

A R P Goodwin BEM

County Chairman