

## ROYAL BRITISH LEGION - SPAIN NORTH DISTRICT

### JAVEA BRANCH (BR – 3457) PLAN 2022-2024

#### 1. INTRODUCTION AND BACKGROUND

The Javea Branch of the Royal British Legion Spain North (RBL) was founded in 1990 by Bill Simmons who was a world war 2 Veteran, Bill recognised the needs and requirements of ageing military expats abroad and made it his duty to help them in his Area of Responsibility (AOR) as a member of the RBL Bill Laid the roots of the branch in Javea and ever since the branch has maintained that bond and strength, the branch started locally but has increase its footprint over the years including in 2022 taking on Calpe branch after its dissolvement. The branch membership is growing constantly. This is down to the dedication of the committee and members of the Javea branch and its local support. The Javea branch covers an area from Oliva in the North to Calpe in the South with its east border the Mediterranean Sea and its west border circling from The South Side of Oliva, taking in Pego, Orba, Benigemble, Parcent, Xalo, Benissa, Teulada, Moraira and Calpe and all the areas, towns and villages east of these.

**Membership:** Our membership comprises of a diverse selection of the local community from both military and non-military backgrounds, who enjoy the social life of the branch and its outreach programs and community support. We have many members who holiday here in the year and are active members of the branch. We encourage membership from old to young, serving to retired and we work with local groups to encourage understanding of the pillars of the RBL Spain North. However, we pride ourselves on saying that over 80% of our members live in Spain full time.

**Awards:** The Javea Branch has once again been very successful at National and District level with regards to Awards; In 2021 and 2022 Javea branch were awarded the Fallen Hero Award at the District North Spain, Annual Conference for its collection in the poppy appeal. A truly amazing achievement and all down to the dedication of the branch and its members and the constant support of local businesses etc. The branch was selected and put forward for two further awards at the National conference in 2022.

**District Support:** We continue to support the District Committee with Branch Members holding the following appointments at District level: District Vice Chairman and District Parade Marshal.

**Branch Community Support Worker.** Javea branch was fortunate to get a new BCS Support Worker in 2021. Our new BCS Support Worker comes from a Military Nursing and Army Welfare Service background added with the training of the support worker, she hit the ground running and has continued this through 2022 at testament to her professionalism and dedication and she has helped many through very difficult times including dignity to members who sadly lost their fight through 2022.

**Recruiting and Community Support.** As a branch we continue to offer support and advice to active members and those who come to our attention through the BCS or other avenues/members, part of this is a scheme that our chairman runs where he utilises his skills to help pensioners and fixes everything from damaged electrics to plumbing problems. Building to mechanical for only the cost of the parts to vulnerable members and pensioners of the branch. This year he has attended over 30 call outs including fitting rails in a stroke victims house and replacing damaged sockets to rewiring a pensioner's bungalow. We are not complacent and strive at every junction to help the vulnerable and needy. Members further have shown great solidarity during 2022 in hospital and home visits, and we actively use our telephone buddies to listen to members and others when needed. Our dedicate membership secretary has also been very hard at working on a recruitment strategy which will be periodically updated and adjusted.

**Finance:** No business or organisation can work without a good Treasurer at the helm. We are lucky to have a fully qualified and RBL Compliant Treasurer, and also one other member who is course qualified.

**Training:** Our Committee is fully qualified having received Branch Officer training in early 2023, we strive at all levels to maintain currency where applicable.

In Summary the branch has grown in strength, diversity, and opportunity and this along with our forecasted projections in our three-year plan will see us move in to 2023 and beyond in a good order, utilising our joint talents from the committee and members alike to uphold the values of the RBL for many more years to come.

**M Huggins  
Chairman  
Javea Branch**

## **2. OBJECTIVES**

- 2.1 Welfare**
- 2.2 Fundraising**
- 2.3 Remembrance and Ceremonial**
- 2.4 Membership Recruiting and Retention**
- 2.5 Training**
- 2.6 Administration and Finance**
- 2.7 Social Activities**

2.1 - WELFARE						
Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Comments <b>LATEST UPDATES IN RED</b>
2.1.1 – To recruit Community Support (BCS) Assistant	Ongoing	Chairman BCS Member and Committee	To be fully compliant with direction from District, each Branch should have two BCS qualified personnel who are registered.	District budget	<b>Amber: Ongoing</b>	As a branch, we currently have 1 BCS.
2.1.2 – To have a qualified Caseworker within the Branch	Ongoing	Chairman DCSC CTO	This provides an enhanced service to our Members and the District.	District budget	<b>GREEN: Fully Compliant</b>	Course Certificates held by the BCS Member.
2.1.3 – To register Branch Members for Hospital/Home Visitors and Telephone Buddies	Continual	BCS Member	This would provide an enhanced service to our Members and Beneficiaries, volunteers to be registered with DCSC	Nil	<b>Amber: Ongoing</b>	As a Branch we can never have too many HHV & TB HHV = 9 TB = 9 <b>Further training to be arranged.</b>
2.1.4 – Host a welfare and community support presentation at a Branch Meeting.	Annually	Chairman BCS Member and Committee	Increase awareness of BCS within the Branch which may assist 2.1.1 and 2.1.4	Nil	<b>Amber: Ongoing</b>	<b>Branch BCS to book a Presentation for 2023.</b>

## 2.2 - FUNDRAISING

Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.2.1 – Promote collections & fundraising during the year in order to raise the amount collected year on year.	In December each year - see KPI	Chairman PAO Committee & All Members	Year on year increase on previous year's Poppy Collection.	Nil	<b>GREEN: Compliant</b>	Fallen Hero award awarded to Branch in 2021 & 2022
2.2.2 – Develop Poppy Appeal Collection locations within the Branch footprint	Continual effort	Chairman PAO Publicity Officer	This will be reflected in the increase in donations collected – see Objective 2.2.1	Nil	<b>Amber: Ongoing</b>	
2.2.3 - Conduct close coordination between the Branch, Javea and Denia Town Halls relating to fund raising for the Poppy Appeal	Continual effort	Chairman PAO and sub team Publicity Officer			<b>Amber: Ongoing</b>	
2.2.4 – Appoint a new PAO assistant to assist the PAO in all aspects of fund raising.	New initiative for 2023	Chairman Vice Chairman Committee Members		Nil	<b>Amber: Ongoing</b>	To be discussed at next committee meeting May 2023

### 2.3 - REMEMBRANCE AND CEREMONIAL

Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.3.1 – Training of the Branch Standard Bearer and Deputy Standard Bearers for Ceremonial Duties	Repeated annually	Chairman Standard Bearer	Branch Standard Bearer and Deputy Standard Bearers to be able to parade and drill in accordance with the Ceremonial Handbook	Travel & Subsistence for SB, District budget	<b>RED: On Hold Awaiting District</b>	Waiting for the District Standard Bearers Course, the branch requires 2 Deputy Standard Bearers to be trained.
2.3.2 – Raise profile of Poppy Appeal Launch	Repeated annually	Chairman PAO Publicity Member Committee & All Members	Branch Standard Bearer in attendance to represent the Branch	Nil	<b>GREEN: Compliant</b>	The branch Standard was present at the PAL 2022.
2.3.3 – Display of Standards at District Conference	Repeated annually	Chairman Standard Bearer	Branch Standard in attendance	Travel & Subsistence for Delegates who will take the Branch Standard	<b>GREEN: Compliant</b>	Standard was displayed at the District conference 2023.
2.3.4 – Standard Bearer and Deputy Standard Bearers to take part in the District Standard Bearers Competition	Repeated annually	Standard Bearer and Deputy Standard Bearers	Encourage a high standard of turnout and drill by the Branch Standard Bearer	District budget, Travel & Subsistence for SB to central locations	<b>RED: On Hold Awaiting District</b>	RFI for District.
2.3.5 – Plan and execute a full Remembrance service in Javea and Moriara.	Repeated annually at both locations	Chairman Vice Chairman PAO		To follow	<b>Amber: Ongoing</b>	Standing detail.

## 2.4 - MEMBERSHIP RECRUITING & RETENTION

Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.4.1 – Maintain a level of 2 trained RAs within the Branch	Annual Review	Chairman Recruiting Members	Have two trained and qualified Recruiting Assistance (RA) who are registered with District RA Cse requested for the Chairman and the Recruitment Member	District Budget	<b>Red: On Hold</b>	Training Cse currently under review.
2.4.2 – Support recruiting and membership by carrying out “Meet the Legion” events	Throughout	Chairman Recruiting Members Publicity Member & Committee	Increase in Membership numbers	Funds available from District to support such an event	<b>Green: Compliant</b>	Investigate areas other than Javea to conduct MTL events Moraira completed 28 March 2023.
2.4.3 – Encourage all Branch Members to Recruit at least two New Members each annually	Throughout	Chairman Recruiting Members & Committee	Increase in Membership numbers	Nil	<b>Amber: Ongoing</b>	
2.4.4 – Recruiting and Retention Certificate awarded annually	Annual	Chairman Membership Secretary	Increase in Membership numbers, reward positive recruiting and retention	Pennant (€10) Frame (€6 approx.)	<b>Amber: Ongoing</b>	New branch initiative. Passed at Committee Meeting.
2.4.5 – Branch Recruiting and Retention Information	Four times per year	Publicity Member Recruiting Members	Increase in Membership numbers	No cost, e-Magazine	<b>GREEN: Compliant</b>	The Branch Facebook site is updated regularly with our membership initiatives.
2.4.6 – Identify areas within the Branch footprint that could generate new members	When appropriate	Chairman Recruiting Members Publicity Member & Committee	Increase in overall District Membership	Nil	<b>Amber: Ongoing</b>	
2.4.7 - Maintain retention of current branch members	Throughout	Chairman Membership Secretary Committee	Ensure the branch conducts effective and appropriate events and activities to encourage branch members to maintain their membership.  Membership Secretary engage with Members direct if Membership payments cease.	Nil	<b>Amber: Ongoing</b>	Action Point for Mem Secretary Produce list of all new members from Jan 21 IOT award RBL Badges over coming meetings.

**2.5 - TRAINING**

<b>Objective</b>	<b>Target Date / Review</b>	<b>Responsibility</b>	<b>Key Performance Indicator(s)</b>	<b>Budget Estimate</b>	<b>RAG</b>	<b>Remarks / Evidence</b>
2.5.1 – Ensure all Branch Officers are trained to reach minimum standard to allow them to carry out their duties and responsibilities	Q1 & Q3 annually	Chairman	All Branch Officers able to carry out their duties and responsibilities in accordance with TRBL Membership Management Handbook (MMH)	District Budget	<b>Green: Compliant</b>	All committee members trained in Branch management and O365 on 20+21 March 2023, with the exception of Branch Secretary, Publicity Rep & web master.
2.5.2 – Ensure that Branch Treasurer and Chairman complete LOMAS Cse.	Annual requirement	Chairman CTO		District Budget	<b>Green: Compliant</b>	Cse completed for Treasurer and Vice Chairman on 17+18 April 2023.

## 2.6 - ADMINISTRATION AND FINANCE

Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.6.1 – All minutes, reports etc. sent via email to Committee members and Branch members as appropriate and stored securely on O365	Continuous	Secretary	Reports distributed to all Committee Members and Branch Members attached the Branch Committee Meeting Minutes and also Branch General Meeting Minutes.	Nil	<b>GREEN: Compliant</b>	Sent via email, Branch General Meeting Minutes also available via the Branch Web Page.  All minutes stored on O365
2.6.2 – Attendance at the Chairmen’s Seminars	To be held twice a year.	District Committee	Benefit of networking amongst District Chairmen to discuss any problems and also to share “Best Practices”	District Budget	<b>Green: Compliant</b>	attended by Chairman and Vice Chairman.
2.6.3 – Branch Financial accounts to be held on LOMAS	Fully Compliant	Chairman Secretary Treasurer	Prompt end of year accounts and standardisation of procedures	Nil	<b>GREEN: Compliant</b>	LOMAS held and use as directed
2.6.4 – Linked to 2.5.1 & 2 above LOMAS training for Branch Chairman and Treasurer	When appropriate / required	Chairman Treasurer	Prompt end of year accounts and standardisation of procedures	District Budget	<b>Green: Compliant</b>	LOMAS Accounts submitted on time as directed, however the Branch Treasurer requires Treasurer / LOMAS Cse requested via CTO <a href="#">See 2.5.2</a>
2.6.5 - Create and submit Branch Bye Laws to District by December each year for review and approval	December Annually	Chairman	Produce in line with RBL direction a set of Branch Bye Laws covering the coming year, to be submitted to District by December 2022 in order to be approved.  Copy to MSO by Jan 2023	Nil	<b>GREEN: Completed</b>	Review in March 2023.
2.6.6 – Ensure Branch Accounts are Submitted for Audit to District and the MSO on the dates requested.	Jul – Aug Annually	Chairman Treasurer	Receive IE Report post audit with no Major Observations.	Nil	<b>GREEN: Compliant</b>	F/Y 2022 Submitted on time, no Observations Raised.



## 2.7 – SOCIAL ACTIVITIES

Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.7.1 – Organise at least one Social Activity every six months with a view to increasing to every three months	Continuous	Social function representative.	This would provide an enhanced social activity to our members, and also act as a recruiting tool to encourage potential and new members to the Branch.	Social Budget and Self-Funding	<b>GREEN: Compliant</b>	Upcoming events confirmed: MTL Moraira MTL Calpe Branch dinner Sophia's Kings Coronation Padel Tournament Paris 24 Christmas dinner
2.7.2 – Organise Social Coffee mornings on the 4 <sup>th</sup> Tuesday of the Month.	Continuous, monthly	Social Member	Monthly social activity for Members, feedback from Members required post event via email.	Self-Funding	<b>GREEN: Compliant</b>	New venue's locations to be sought.

2.8 – Publicity						
Objective	Target Date / Review	Responsibility	Key Performance Indicator(s)	Budget Estimate	RAG	Remarks / Evidence
2.8.1 – Increase the promotion of activities through social media, radio, and local press.	Continuous	P&P Member Committee	Join/Utilise a further 4 FB Groups Utilise District outlets Utilise local Radio	Nil	Amber: Ongoing	20 FB Groups currently utilised. Publicity Member to update and include Instagram Gps.
2.8.2 -Promote BCS activities	Continuous	BCS P&P Member Committee	Agreement with clients for case studies	Nil	Amber: Ongoing	
2.8.3 -Liaise with other charities and external bodies to promote and publicise TRBL and Javea Branch	Continuous	P&P Member Committee and Branch Members	Deliver awareness presentations Support other charities	Nil	Green: Compliant	U3A Denia TRBL awareness brief completed in October 2022. P&P Member to identify summer fairs of other charities and external bodies. Padel Tournament huge success.
2.8.4 – Research the possibility of establishing discount with RBL Cards in retail/hospitality outlets	Continuous	Committee	Outlets to be sourced	Nil	Amber: Ongoing	Lancashire Bruja willing to partake and offering a small percentage reduction for RBL members. Awaiting other outlet names from Publicity Rep.

**M Huggins**  
Chairman  
Alicante Branch

**D Brettle**  
Vice Chairman  
Alicante Branch

**J Allen**  
Secretary  
Alicante Branch