**Present:**

|  |  |  |
| --- | --- | --- |
| Anne Midwinter | County President | Y |
| Peter Eldridge | County Chairman | Y |
| Fiona Lovesey | County Vice Chairman | Y |
| Tjark Andrews | County Committee Member/County Standard Bearer | Y |
| Andrew Bowes | County Treasurer/Committee Member | Y |
| Derek Bradshaw | County Training Officer | N |
| Peter Clarke | County Dep Parade Marshal | Y |
| Brian Leach | County Committee Member |  Y |
| Rob Lovesey | County Secretary | Y |
| Hugh Ashton Moore | Membership Council Representative | Y |
| Chris Jones  | Membership Engagement Manager (Central) | N |
| Lebo Nyoni | Membership Engagement Officer  | N |
| Yanto Evans | Community Fundraiser  | N |
| Nicole Mayall  | Community Fundraising Manager, SE&SW Midlands | N |
| Pat Chadwick | Casework Services Manager- SE Midlands  | N |

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion/Decision** | **Action** |
|  | 1. **Meeting Opened**

The Chair opened the meeting at 1125hrs. The Exhortation was spoken by the Chair. |  |
|  | **Apologies**a. Derek Bradshawb. Nicole Mayallc. Pat Chadwickd. Chris Jonese. Lebo Nyoni |  |
|  | **Minutes of Previous Meeting** – circulated prior to meeting.The minutes of the previous meeting held on 17 Apr 24 were reviewed by the members of the Committee; passed as a true copy and signed by the Chair and Minuting Secretary.Proposed: Fiona LoveseySeconded: Tjark AndrewsThe vote was carried unanimously |  |
|  | **Matters Arising*** Release of job specifications and Terms of Reference new position incumbents. **The Chair informed the meeting that this was still on-going.**
* County Newsletter – The Chair and the Secretary are still reviewing the needs for a newsletter. **The Chair and Secretary announced that the aim is to issue a quarterly newsletter once the issues with Branch Contact has been resolved.**
* Transfer of membership from closed Branches – see Treasurer Report
* Corporate email addresses for County Members – the MEO at the recent Benson Branch Meeting stated that only 3 email addresses are permitted for each Branch (Chair, Treasurer and Secretary). The Membership Council Rep state that he would discuss this with the MEO
* MS5 Update for CSBs Branches – see the Treasurer Report for updates.
* Transfer of Marsden to Headington and renaming of Branch – see the Treasurers Report for updates.
* Concerns were expressed that not all Branches are receiving a copy of the Central News, especially those without RBL email addresses. The Chair and MEO are to review a more reliable method in disseminating the newsletters to Branches and CSBs. The Chair is to discuss with the MEO to send out a round robin email to all Branches containing the Newsletter once a month. **Update – Secretary will now send these out to Branches and CSBs**
* Asset Register –the Treasurer asked the CPM and Ceremonial Team to review all the Standards and accoutrements held and ensure that they are included. The 5 Branches listed in the Treasurers Report will need to be retrieved and stored or laid up. **Completed.**
 | ChairChair/SecretaryChair/TreasurerChair/MEO/Membership Council RepChair/TreasurerChair/TreasurerChair/MEO/SecretaryCPM |
|  | **Communications*** RBL Central News dated May 24 – distributed via email.
* RBL Central News dated Jun 24 – distributed via email.
* RBL Central News dated Jul 24 – distributed via email.
 |  |
|  | **County Chairman’s Report –** Circulated prior to meeting.Further to the Chair’s Report circulated prior to the meeting, the Chair * **Complaint 47-2023-24 –** Following an investigation by the LCC and the Membership Council Representative has found that the County Chair at this matter is within the Counties gift that they are within their right to appoint the most qualified candidate to the various positions on the County Committee. The LCC also confirmed that it is also within their gift to stand down anyone who they feel, subject to a discussion and vote, by the County Committee, who no longer is a fit person for the role concerned. The LCC recognised that candid response from the County Chair and that the Chair’s submission as to the method that it was utilised should have been carried out in a different manner, the County Chairman has conceded this and has corrected his first submission to the LCC. Subject the conclusions of the investigation the Chair proposed a formal vote on the Standing Down of the Compliant from the County Committee and County Parade Marshal role.

Proposed: Pete ElderidgeSeconded: Brian Leach The vote was carried with two abstentions from the County Secretary and Deputy Parade Marshal (Pete Clarke).* **Appointment of the County Parade Marshal** – the Chair announced to the Committee that with the Standing Down of Mark Garwood as County Parade Marshal is pleased to announce the appointment of Peter Clarke from Deputy Parade Marshal to County Parade Marshal with immediate effect.

Proposed: Pete ElderidgeSeconded: Fiona LoveseyThe vote was carried unanimously* **Liaison with Gale Water Head of Service Engagement Team for the RAF** – the Chair announced that he has been in liaison with the above with a view to:
	+ Gain access to Resettlement Brief for Service Personnel leaving the Armed Forces to promote the work of the RBL and moreover, advocate the value of networking with Branch Members for life outside the RAF.
	+ Working with Station Authorities at RAF Benson and Brize Norton gain the support of service personnel in working with RBL Branches that will enhance their promotion options by secondary duties.
 |  |
|  | **Oxfordshire County and Branch Compliance Issues*** Kidmore End – the Chair has been in contact with 4 compliant members of the Kidmore End Branch through Mr Andy Parry to establish if there are 2 members willing to be Branch Contacts to enable the Branch to move to CSB status. There are several issues to be resolved first as the membership are demanding to see Confidential Reports raised on the incident, which HQRBL are refusing to release. The Chair is to follow up his discussions with the membership to ascertain if anyone is willing to support the CSB initiative and has given 17 May 24 deadline. A failure to reach a consensus and that those wishing to stand as contacts are RBL members. Failing any agreement the Branch will be moved for Closure. The CPM is to make arrangements to recover the Branch Standard and accoutrements if the Branch closes. Chair confirmed that the MEO is now managing the incident and is contacting the 4 Branch Members to close the Branch. The CPM was directed to retrieve the Branch Standard via the MEO
* **Heyford and District Branch –** the Chair has received a written request from Lieutenant General R C Menzies CB OBE – President of the Branch – for the Branch to be taken into County Supported status. The Branch meets all the criteria due to parlous state of membership and no longer able to maintain a committee. The Secretary was tasked by the Chair to ensure the County CSB Register be annotated, and the Treasurer commence recovery of Branch funds.

Proposed: Pete ElderidgeSeconded: Pete ClarkeThe vote was carried unanimously | MEO/CPMSecretary/Treasurer |
|  | **Oxfordshire County Plan**The Chair presented to the Committee the updated County Plan and commended to the membership that this be accepted. The Secretary was tasked with ensuring that all Branches and CSBs receive a copy and that it is published on the County webpage.Proposed: Pete ElderidgeSeconded: Tjark AndrewsThe vote was carried unanimously | Chair/Secretary |
|  | **Treasurers Report** – circulated prior to meeting.The Treasurer summarised his written report and stated that the accounts circulated are now frozen as part of the annual submission financial process and have been forwarded to the IE for scrutiny.* **Ceremonial Team Budget** – Refreshments costs for Standard Bearer training was being met by the Ceremonial Team, however a request was to set an annual budget for refreshments at £40 as a call off account. The CPM is to manage the expenditure annually and submit receipts to the County Treasurer up to that value per annum.

Proposed: Pete ClarkeSeconded: Tjark AndrewsThe vote was carried unanimously |  |
|  | **Oxfordshire Parade Marshal Report –** circulated prior to meeting.The Chair thanked the County Parade Marshal Pete Clarke in stepping as interim CPM and managing several events over the D-Day period and arranging training session. The improvements have already seen marked improvement.* **Standard Bearer Events – non training**
	+ **Funeral –** the County Chair granted short-notice approval for the County Standard to attend several funerals in the County including:
		- 27 Jun 24 – funeral of Mr William Henry Childs former Army Catering Corps to take place at Botley Cemetery. The CSB was supported at this event by the Carterton Branch SB. This being Clive Cantwell’s first funeral representing the RBL; he did an excellent task and being a new Standard Bearer earned the praise of the CPM and that thanks for the County Committee.
	+ **Events -** the County Chair granted short-notice approval for the County Standard to attend the following events in the County.
		- **Chipping Norton** – 21 May 24 the CPM and County Standard Bearer attend a commemoration for the late National President Vice Admiral Sir Clive Johnson KBE CB at the Banbury memorial.
		- **Deddington –** 06 Jun 24 the County Chair, CPM and County Standard Bearer attended a commemoration at Deddington for the 80th Anniversary of D-Day and Major General Sir Percy Cleghorn Stanley Hobart KBE CB DSO MC who was Officer Commanding 79th (Experimental) Armoured Division Royal Engineers designated “Hobarts Funnies” who previously lived in the village.
		- **Chipping Norton** – 06 Jun 24 - the County Chair, CPM and County Standard Bearer attended a commemoration at Chipping Norton Town Flag Raising for the 80th Anniversary of D-Day
		- **Harwell –** 08 Jun 24 – the CPM and County Parade Marshal were invited to attend the D-Day 80th Anniversary. The event was organised by the Harwell RBL Branch with the commemoration taking place with members from the PRA and Parachute Regiment Mascot at the memorial stone located at the end of the old Harwell airfield.
		- **Hampshire –** CPM and County Parade Marshal were invited to attend a D-Day 80th Anniversary commemoration at Lepe County Park Exbury Southampton, which included a beacon lighting. Lepe Country Park hosted the event in recognition of the role that several Hampshire locations played in the connection to D-Day.
		- **Bampton Laying Up Ceremony –** the CPM announced that Bampton Branch were holding a laying ceremony for their old Standard to be held on 27 Jul 24 at St Marys Church Bampton and had a request for the County Standard to attend. The Chair approved.

Proposed: Pete ClarkeSeconded: Fiona LoveseyThe vote was carried unanimously* + **Request for Stanton Harcourt Branch Standard to Attend Events in Europe -** the County Chair granted approval on 19 Jun 24 for the Stanton Harcourt Standard Bearer Jacqui Graves to take the Branch Standard to Europe to partake in the Mein Gate Ypres ceremony on 08 Jul 24, and the 80th Anniversary of Market Garden Arnhem on the 20 Sep 24 and at the Oosterbeek War Cemetery on 22 Sep 24.
* **Request for County or Branch Standard to Attend RBLs Pedal Normandy Beaches –** Tjark Andrews has requested to either take the Chipping Norton or County Standard with him when he partakes in the RBLs Pedal Normandy Beaches 28 Jun – 02 Jul 24. The Committee were minded that if a Branch wishes to take its Standard abroad it must apply to the County for permission and the decision of the County Committee must be minute for the Branch Standard to travel abroad. Chairman can give Branches permission to take the Branch Standard abroad. Should a County District wish to take their Standard, special, permission is required from Head Office - Membership Governance Coordinator. It was discussed and voted on that it would be more appropriate that the County Standard should attend instead of a Branch and the consensus that this would carry more gravitas especially as the Oxfordshire Regiments and Oxfordshire based Royal Air Force Squadron took part in D-Day.

Proposed: Tjark AndrewsSeconded: Pete ClarkeThe vote was carried by a majority with one abstention.**Note: The Membership Council Representative informed the Secretary/Chair that the County Standard was not permitted to go abroad without a second Committee Member; we advised the County Standard Bearer, and we subsequently received a request from the Chair of Chipping Norton to permit the Branch Standard to attend. This was approved at short notice by the County Chair.** Proposed: Tjark AndrewsSeconded: Brian LeachThe vote was carried unanimously.**Subsequent information from the CPM/NPM was that the County Standard does not require a second Committee Member and could have been approved to attend.*** **Standard Bearer Training – t**he CPM will be producing a comprehensive Standard Bearer Plan for the coming FY for approval by the Committee.

Proposed: Pete ClarkeSeconded: Tjark AndrewsThe vote was carried unanimously.* **Standard Bearer Training Venue** – following a review of the costs and alternative venues by the Chair/Secretary and Treasurer and following discussion by the Committee it was decided that the current status quo will be maintained, and training will remain at Eynsham but will be kept under review if anything changes.

Proposed: Pete ClarkeSeconded: Tjark AndrewsThe vote was carried unanimously.* **County Funeral Policy –** the CPM proposed clear guidance to the Committee for the provision of support to funeral requests.

Proposed: Pete ClarkeSeconded: Peter ElderidgeThe vote was carried unanimously.**Note:** The Secretary confirmed that this Policy will be published on the revamped County webpage.* **County Supported Branches – Standard Requests Policy –** Following consultation, the CPM proposed to the Committee that for the purpose of ensuring the County Supported Branches are compliant for PLI when attending events that the County Chair would approve attendance at events and that the County Secretary would minute this approval. The MHB nor CHB has any indication on the procedure whereas Branches would normally obtain approval from their respective Branch Chair and have the fact recorded in their minutes. The Secretary is task with promulgating this County Policy on the County Web Page.

Proposed: Pete ClarkeSeconded:The vote was carried unanimously.* **Stanton Harcourt Request** - the CPM request approval for the Stanton Harcourt CBS Standard Bearer to attend the Bampton Branch were holding a laying ceremony to be held on 27 Jul 24 at St Marys Church Bampton and had a request for the County Standard to attend. The Chair approved.

Proposed: Pete ClarkeSeconded: Tjark AndrewsThe vote was carried unanimously* **Review of Held Standards –** the CPM showed the Committee the recovered Standards with accoutrements and discussed future plans for each:
	+ The Old County Standard was agreed to be Laid-Up.
	+ The Old Oxford City Standard to be retained and used for training purposes.
	+ There are two Headington Branch Standards:
		- One is to be laid up by the Branch – CPM to liaise with Headington CSB Point of Contact – Larry Richens.
		- The other to be retained for training purposes
	+ The Oxfordshire Women’s Section – to be laid up.
	+ Wolvercote Standard to be retained for training.
	+ Woodstock Standard to be laid up.
* **Purchase of Standard Accoutrements** – following the review of the Standards the Committee discussed the proposal to purchase 2 non-competition sling buckets and 1 medium sling. It was agreed to use Newton & Newton as the RBLs Preferred Supplier. A provision of up to £300 was voted on to purchase the items by the CPM.

Proposed: Pete EldridgeSeconded: Pete ClarkeThe vote was carried unanimously* **100th Oxfordshire County Conference 01 Feb 25** – under the auspices of the Membership and Ceremonial Handbooks and advice from the Membership Council Rep the Vice Chair proposed that she would Chair the subcommittee for the County Conference with the following members:
	+ **Chair –** Fiona Lovesey
	+ **County Parade Marsal –** Pete Clarke
	+ **Standard Bearer/Committee Member –** Tjark Andrews
	+ **Branch Representative (Carterton) –** Brian Barrett
	+ **Branch Representative (Carterton) –** Yona Barrett

The Secretary was tasked with canvasing for further volunteers from Branches.The Chair proposed that the 100th Oxfordshire County Conference be held at Carterton Community Hall on 01 Feb 25.Proposed: Pete EldridgeSeconded: Tjark AndrewsThe vote was carried unanimouslyThe Carterton Branch as agreed to arrange the catering and set up of the Hall under the auspices of the subcommittee. The Membership Council Rep reminded the Committee that the planning, management and execution of the County Conference should follow the same procedure as the Annual Conference Standing Orders. A budget was proposed of £350 for the hire of the hall and refreshments.Proposed: Fiona LoveseySeconded: Brian LeachThe vote was carried unanimously* **2026 Oxfordshire Standard Bearer Competition** – the Committee were minded that as per the Ceremonial Handbook of the requirement to hold Regional Standard Bearer Competition. 2026 is Oxfordshire’s turn and the CPM agreed to arrange for the County and working with County Standard Bearers to attain the required Standard to take part. It was also agreed that this heading would need to be added as a standing item on future County Agendas.
* **Standard Bearer Training Cadets –** the CPM announced that he was working on progressing this across the County.
 | CPM/Headington POCCPM/TreasurerVice ChairSecretaryVice Chair/SecretaryCPMSecretaryCPM |
| 11. | **Membership Engagement Officer Report** – circulated prior to the meetingThe MEO was not present however the report was circulated prior to the meeting |  |
| 12. | **Area Welfare Report** As the Welfare Representative was not present no report was available report. |  |
| 13. | **Poppy Appeal Update** – circulated prior to meeting.The PAM was not present however the report was circulated prior to the meeting |  |
| 14. | **Oxfordshire County Branches MS1 and Accounts Submission**The Chair proposed this new item for the agenda to provide focus for the Committee in achieving 95% submission for all active and CSB Branches in the County. The Membership Council Rep stated that the County was very close to the 95% for accounts however we fell short for the MS1 submissions. The Secretary was tasked with reminding Branches and CSBs of the milestone dates for submission. | Secretary |
| 15. | **Membership Council Update** The Membership Council Representative announced that the current risk register for the County was actually looking good however work is on-going by the Committee to move Branches from RED to GREEN with the work being taken on the MS1s and Financial Reporting.The present number of CSBs in County is 12. A number of Branches and CSBs failed to submit MS1 which is a legal document under the auspices of the Charity Act.The County has 4 Clubs, and it is understood that the majority may not have submitted their AR30 Form for considerable time. This document is also a legal requirement and once raised are supposed to be shared with the County Chair/Membership Council Rep and MEO. The lead in this area is Pauline Swann; the Secretary was asked to liaise with Pauline and the MEO to ensure that the four Clubs are compliant, and copies of the Reports are shared with the Chair. | Secretary/MEO/Membership Council Rep |
| 16. | **Update 2024 Oxfordshire County Poppy Appeal*** + **Oxfordshire County Poppy Appeal 2024** – the Chair and Secretary held a meeting with RAF Benson to run through the proposal for the Oxfordshire County Poppy Appeal 2024. It was agreed that the event was to take place on 25 Oct 24 (as this is a day after the National Launch was agreed with the Poppy Appeal Manager that this would not be called the Launch but **Oxfordshire County Poppy Appeal 2024.** Unfortunately, the Senior Executive at RAF Benson rejected the initial proposal for the format of the event. The Secretary is working with Sqn Ldr Burgess OC 606 RAuxAF Sqn develop a revised format for approval. The Secretary confirmed that a hold date has been advanced to the Lord Lieutenant for the event with details to follow. A meeting has been set up for 18 Jul 24 to decide on taking this event forward.
 |  |
| 17. | **Question to the Chair**There were no Questions to the Chair. |  |
| 18. | **Non-Agenda Matters*** **Oxfordshire County Web-Page –** the Secretary confirmed that the RBL Oxfordshire webpage has been revamped and is now a useful repository for all material for the County and should assist Branches and Committee Members on their Branch visits.
* **Bicester Affiliation with Bicester Air Cadets –** Brian Leach requested that it be recorded in the minutes that he is to approach the MEO to obtain official Branch Affiliation with No 2507 (Bicester) Air Cadet Squadron.

Proposed: Brian LeachSeconded: Pete ElderidgeThe vote was carried unanimously | Brian Leach/MEO |
| 19. | **Presidents Address**The President thanked all for attending what was a very productive meeting and went on to commend the work being undertaken by the Committee Members in promoting and upholding the ethos of the RBL throughout the County. Ann was particularly complimentary of the work by the Chair in visiting Branches and ensuring that compliance is maintained by those Branches. Ann went on the congratulate Pete Clarke on accepting the role as County Parade Marshal and stepping in to guide the County through all the D-Day commemorations. |  |
| 20. | **Dates of Future Meetings:** * Sun 13 Oct 24 Standard Bearer Training Eynsham Hall
* Wed 23 Oct 24 County Committee Meeting Teams
* Wed 15 Jan 25 County Committee Meeting Teams
* Sun 01 Feb 25 Oxfordshire County 100th Conference
 |  |
| 21. | **Kohima Epitaph**The Kohima was delivered by the County President and the meeting closed at 1300hrs |  |

**P ELDRIDGE R Lovesey**

**County Chair County Secretary**

**Date: Date:**