**MINUTES OF COMMITTEE MEETING (30)**

**YEOVIL AND DISTICT BRANCH RBL (BR2555)**

**HELD AT THE YESS CLUB 20.10hrs ON 29th OCTOBER 24**

1. ACT OF REMEMBRANCE BY THE CHAIR

2. CHAIRMANS OPENING REMARKS

The Chair welcomed all those present to attend the meeting post the AGM 2024. He also thanked the Outgoing Secretary (JE) whilst welcoming - Incoming Secretary Roger Law (RL) and Newly Co-opted Committee Member- Steve Savage (SS)

3. MEMBERS PRESENT

Simon Woodrow (Chair), Andy Kendal (Treasurer), Roger Law (Webmaster/Incoming Secretary) and John Emery (Out Going Secretary), Steve Savage ((SS) Co-Opted Member Branch Member AGM 2024).

4. APOLOGIES FOR ABSENCE

President, Vice Chair(s) TT & AS.

5. MINUTES OF MEETING 29

Copies of this meeting had been distributed and copies were made available to all present. It was agreed by those present and that they were a true and accurate record of that meeting. The minutes were then signed off by the Chair and the Secretary.

6. MATTERS ARISING

There were no matters arising from the previous meeting.

7. CHAIRMANS REPORT

1. A reminder for members that any requests for wreaths for Remembrance Sunday needed to be to him ASAP.
2. The Branch Asset Register has been updated and was to be submitted at the next Committee Meeting.
3. The Chair held both Hard & E-copies of the New RBL Liability Insurance Certificate.
4. MS1 and MS1B for 2024 Post AGM were to be completed for return to County,

***Note****: MS1 completed, MS1B for Standard Bears to be completed*

8. VICE-CHAIRMENS REPORT

Nil - Reports

9. PRESIDENTS ADDRESS

Due to Travel arrangements the President was unable to attend the AGM or following Committee Meeting.

1. Outstanding payment expenses incurred by the Chair and himself for the remembrance service in Tenby had been passed to County for action.

10. TREASURERS REPORT

AK stated that the year-end accounts had been submitted to the County for approval.

11. SECRETARY’S REPORT

The incoming Secretary thanked JE for his services as outgoing Secretary and that the handover would be conducted in due course.

**Note**: *JE will produce Minutes of the 2024 Branch AGM for submission to the Committee in due course.*

Communications from National and County:

1. The New **Branch Community Support Coordinator** (BCS) October 2024 -Roles and MAP Portal Access have been published *– (Sec to update* *Committee).*
2. **New Membership Handbook** September 2024 & Change Sheet has been published. (Sec *to update* *Committee).*
3. Email from Membership Communications Team (MCT) that the **Revised Ceremonial Handbook** was now available on MAP (Sec *to update* *Committee).*
4. RBL Chair Briefing from Trustees Meeting September 2024 Published. (Sec *to update* *Committee).*
5. **RBL Annual Membership Awards** Harrogate 2025 Nominations Form has been published – Closing date for Branch submissions **5pm Friday 14th February (**Sec *to update* *Committee).*

12. WEBMASTER UPDATE

RL stated that the Website was updated weekly and DTG is reflected on the Home Page.

1. E-Copies of the Membership Handbook/Change Sheet and Revised Ceremonial Handbooks will be available on Branch Website in due course for those members unable to access MAP.
2. Website **2025 Diary of Events** to be Created, any/all 80th Anniversaries and AFD etc information including local event required.
3. Any Pictures and notes from the Remembrance & Armistice Day Service(s) would be most welcome for the website.

*Please let him know of any other information that you may feel would be useful to members.*

13. WELFARE

Steve Savage (SS) informed the meeting that he was the Armed Forces Covenant focus at Yeovil District Hospital. He asked if members could be made aware of his role. The Chairman asked if Steve could give regular updates now that he was a committee member.

**Note:** *SS was elected to become a Co-opted Committee Member at the Branch 29th October 2024 AGM.*

14. PROPOSED CHANGE TO THE RBL CONSTITUTION

At the 2023 RBL Annual National Conference the motion to change the balance of the Board of Trustees away from membership had not been approved. This motion was currently being re-addressed and would now be submitted to the 2025 Annual Conference. The President stated that any proposed future changes to the RBL Constitution would be looked at in more detail by the Somerset RBL.

**Note:** *This subject will remain on the agenda for future committee meetings, as a watching brief.*

15. VISIT TO THE NATIONAL MEMORIAL ARBORETUM

JE stated that Planning for this possible future event was ongoing.

16. ITEMS FOR THE NEXT AGENDA

The following items are to be included on the agenda for the next meeting.

1. **MS1** & **MS1B** submission
2. Consideration and Actions by Committee for The New **Branch Community Support Coordinator** (BCS) October 2024 -Roles and MAP Portal Access*.*
3. Items for the 2025 Diary and Events information
4. Nomination/Consideration by Committee for **RBL Annual Membership Awards** Harrogate 2025– Closing date for Branch submissions **5pm Friday 14th February.**
5. Review Minutes of 2024 Branch AGM.

17. DATE OF NEXT MEETING

The next Branch Committee Meeting (31) is Provisionally scheduled for Tuesday 5th or 12th December 2024 subject to availability of Committee Members.

There being no other business to discuss. The meeting was closed at 2030hrs.

18. KOHIMA CLOSING PRAYER

RCL

Roger Law S Woodrow

Branch Secretary Branch Chair