**Present:**

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| Anne Midwinter | County President | N |
| Peter Eldridge | County Chairman | Y |
| Fiona Lovesey | County Vice Chairman | Y |
| Tjark Andrews | County Committee Member | Y |
| Andrew Bowes | County Treasurer/Committee Member | Y |
| Derek Bradshaw | County Committee Member | Y |
| Mark Garwood | County Parade Marshall | \*Y |
| Peter Clarke | County Committee Member | Y |
| Rob Lovesey | County Minuting Secretary | Y |

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| **Serial** | **Discussion/Decision** | **Action** |
|  | 1. **Meeting Opened**   The Chair opened the meeting at 2007hrs. The Exhortation was spoken by the Chair. The Chair wished to thank the Ceremonial Team, the County Treasurer and Minuting Secretary for all the hard work that has gone into preparation for these forthcoming events and for this meeting. |  |
|  | **Standard Bearer Training and Events**  To ensure compliance with the Ceremonial Handbook and to validate the Public Liability Insurance for each training session and event where County Standard Bearer or the County Ceremonial Team is involved, we need to have a documented minute in the County Minutes. The following dates are proposed by the County Parade Marshal:   * Sunday 17th September Standard Bearer Training timing 09.00-12.30 * Sunday 15th October Standard Bearer Training timing 09.00-12.30 * Saturday 13th January 2024. Standard Bearer Training timing 09.00-12.30 * Sunday 4th Feb 2024 County Conference timings TBC * Saturday 16th March 2024 Standard Bearer Training timing 09.00-12.30 * Saturday 27th May 2024 Standard Bearer Training timing 09.00-12.30 * Saturday 13th July 2024 Standard Bearer Training timing 09.00-12.30 * Saturday 14th September 2024 Standard Bearer Training timing 09.00-12.30 * Saturday 12th October 2024 Standard Bearer Training timing 09.00-12.30.   Proposed: Mark Garwood  Seconded: Derek Bradshaw  The vote was carried unanimously. |  |
|  | **Committee Approval for Training Requirements**   * **Detailed plan of training** – the Ceremonial Team confirmed that they were still working on the production of the detailed training programme and will have it ready for the next Committee meeting. * **Generic Risk Assessment -** the Ceremonial Team confirmed that they were still working on the production of the Risk Assessment and will have it ready for the next Committee meeting. | Ceremonial Team  Ceremonial Team |
|  | **Dedication Service**  Due to the timescales and the need to have the County Standard ready for the Poppy Appeal Launch and County Conference it has been decided that the Dedication Service be separate to the Laying Up Ceremony. The latter being a complex event and the need to ensure that Oxfordshire dignities have the ability to attend.  **Invitees:**   * + National Vice Chair   + Deputy Lord Lieutenant   + County Committee.   + Branch Representative.   + Branch Standard Bearers.   + County Chaplain.   + Others – the Ceremonial Team requested that the Chair contact the Chairs of Northamptonshire/Wiltshire/Gloucestershire/Berkshire/Buckinghamshire and Hampshire inviting their Standard Bearers to attend. The Chair was also requested to contact the MEO wo ensure a notification is sent out to all Oxfordshire Branches inviting them to the event.   **Costs:**  It was confirmed that there will be a number of costs associated with the Service, these being the £45 Organist and the £90 Verger. A total of £135 was proposed for the event.  Proposed: Pete Clarke  Seconded: Tjark Andrews  The vote was carried unanimously.  The Ceremonial Team were minded that as a Charity we are not permitted to make donations from County Funds.  **Programme of Events and Risk Assessment:**  Once finalised the Programme of Events and Risk Assessment will be circulated to the Committee.  **Catering:**  It was proposed that a release of funds be made available to cover the costs of teas and coffees for the attendees of the event. It was agreed that £100 would be available.  Proposed: Mark Garwood  Seconded: Fiona Lovesey  The vote was carried unanimously. | Chair  Treasurer  Ceremonial Team  Treasurer |
|  | **Laying Up Service**  The Chair informed the meeting that as the Laying Up Service is a significant ceremonial event then it should be separated from the Dedication Service – it was proposed that the event should be held in May 2024. The Ceremonial Team were also minded of the need to include the County Chaplain in any arrangements. The Ceremonial Team mentioned that Dorchester Abbey have the capacity to take the two Standards, the former County Standard and the Women’s Section Standard, and have already a willingness to accept the Standards into the Abbey. | Ceremonial Team |
|  | **Public Liability Insurance Report by County Minuting Secretary/Treasurer**  The Treasurer and the Minuting Secretary gave a presentation to the Committee regarding the issues raised over the Public Liability Insurance. The Treasurer indicated that the underwriters are very clear that only RBL Members on approved RBL business by the Public Liability Insurance. The question of training cadet Standard Bearer and their attendance at ceremonial events is a complex one which needs to be clarified. The Chair was very clear that all training and inclusion of cadets in ceremonial events would be suspended until clarified. It was requested that the Minuting Secretary produce a set of questions to be addressed by the Chair to the forthcoming County Chairs Conference. | Minuting Secretary |
|  | **Any Other Business**   * **Thame – Naming Dedication – 09 Sep 23 -** the Vice Chair mentioned that there is a War Memorial Naming Dedication taking place on the 09 Sep 23. She asked if the County had been approached is attend. The Chair was asked to approach the President (Ann Mid-Winter) who is a member of the Thame Branch is ascertain if the County Standard is required. It was decided that a vote to approve attendance in advance be taken.   Proposed: Fiona Lovesey  Seconded: Mark Garwood  The vote was carried unanimously. |  |
|  | **Dates of Future Meetings:**   * Sat 16th Sep 2023 Face to Face Eynsham Village Hall – it was discussed that 3 members of the Committee would not be able to attend the next meeting due to other unchangeable commitments. The Chair is to review the date and notify members. * Wed 13th Dec 2023 Teams Meeting * Wed 13th Mar 2024 Teams Meeting | Chair |
|  | **Kohima Epitaph** |  |

**P ELDRIDGE R Lovesey**

**County Chair County Minuting Secretary**

**Date: Date:**