**Present:**

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| 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 Committee Member | Y |
| Mark Garwood | County Parade Marshall | Y |
| Peter Clarke | County Dep Parade Marshall/Committee Member | Y |
| Brian Leach | County Committee Member | N |
| Rob Lovesey | County Minute Taker/Committee Member | Y |
| Hugh Ashton Moore | Membership Council Representative | N |
| Chris Jones  | Membership Engagement Manager (Central) | N |
| Tom Coen | 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 |

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

The Chair opened the meeting at hrs. The Exhortation was spoken by the Chair. |  |
|  | **Apologies**a. |  |
|  | **Minutes of Previous Meeting** – circulated prior to meeting.The minutes of the previous meeting held on 09 Jul 23 were reviewed by the members of the Committee; passed as a true copy and signed by the Chair and Minuting Secretary.Proposed: Seconded:The vote was carried unanimously |  |
|  | **Matters Arising*** Release of job specifications and Terms of Reference new position incumbents.
* Confirmation of date for County Conference and hall booking.
* Creation of MS Form to ask delegates where 2025 County Conference to be held.
* Request acknowledgement from MEO which Branches have received their Service Pack.
* County Newsletter
* Transgression of Corporate and Financial governance and regulations
* Transfer of membership from closed Branches
* Standard Dedication – write to Bishop of Dorchester
* Update MEO for Liability Insurance newly trained Standard Bearers
* SRFCA support for the 2024 Poppy Appeal launch
* Corporate email addresses for County Members
 | ChairParade Marshal/ChairSecretarySecretarySecretary/ChairChair/MEOTreasurer/ChairSecretaryParade MarshalTreasurer/Chair/SecretarySecretary |
|  | **Communications*** RBL Central News dated Aug 23 – distributed via email.
* RBL Central News dated Sep 23 – distributed via email.
* RBL Central News dated Oct 23 – distributed via email.
* RBL Central News dated Nov 23 – distributed via email.
* Summary of the Membership Council Meeting 23 Aug 23 - distributed via email.
* BCS Training Update dated 2 Nov 23 – distributed via email.
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|  | **County Chairman’s Report –** Circulated prior to meeting.The Chair  |  |
|  | **Oxfordshire County and Branch Compliance Issues**  |  |
|  | **Oxfordshire County Plan** |  |
|  | **Treasurers Report –** circulated prior to meeting.The Treasurer summarised his written report The County Accounts were reviewed by the members of the committee; passed as a true copy.Proposed: Seconded: The vote was carried unanimously. |  |
|  | **Presentation and Awards*** **Review of the award of a RBL Gold Badge –** the Committee reviewed and approved the presentation of a RBL Gold Badge to Trevor Hodkinson of the Chipping Norton Branch.

Proposed:Seconded:The vote was carried unanimously |  |
|  | **Oxfordshire Parade Marshal Report –** circulated prior to meeting.* **Review and update methods of communication between the Ceremonial Team and active Standard Bearers including CSB Branches** – to ensure that all SBs are aware and notified of engagements.
* **Review of the Standard Bearer Risk Assessments for Standard Bearer Training and Ceremonial Events** –

Proposed: Mark GarwoodSeconded:The vote was carried unanimously |  |
| 12. | **Membership Engagement Officer Report** – circulated prior to meeting. |  |
| 13. | **Area Welfare Report** – circulated prior to meeting. |  |
| 14. | **Poppy Appeal Update** – circulated prior to meeting. |  |
| 15. | **Membership Council Update** –  |  |
| 16. | **Update 2024 Oxfordshire County Poppy Appeal Launches**1. **2024 County Poppy Appeal Launch** – work is progressing well on the organisation of the launch. The latest updates are:
	1. **Royal Air Force Benson** – have confirmed that they are keen in supporting the event. The Chief of Staff has conformed that 606 Sqn RAuxAF will look to supply a demonstration at the event. It is hoped that this will include their field kitchen.
	2. **16 Air Assault Brigade -** the Office of the Brigadier 16 Air Assault Brigade has acknowledged receipt of a letter sent to them and they are hopeful that the Brigadier will assign a Project Officer.
	3. **RAF Falcons Parachute Team –** additionally links have been made with the Secretary of the RAF Falcons Parachute Team and potentially the Team may be available for the parachute element of the ceremony.
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| 17. | **Question to the Chair** |  |
| 18. | **Non-Agenda Matters*** **Oxford United Remembrance Football Match and Charity Auction –** the Vice Chair, County Standard and Pete Clarke of the Ceremonial Team attended the Oxford United Remembrance Match against Leyton Orient. The Club are auctioning the players shirts with the money going to the Poppy Appeal via the Littlemore Branch. The eventual presentation is to be support by the Committee, the PAM and Littlemore Branch.
* **Ewelme Remembrance of War Horse Nancy –** the Vice Chair and Minuting Secretary represented the County at the Ewelme Remembrance Parade which also commemorated the return a War Horse Nancy back from the First World War. It is requested of the Ceremonial Team to pencil this event into the diary for support next year with Standard Bearers.
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| 19. | **Presidents Address** |  |
| 20. | **Dates of Future Meetings:** * Wed 13th Mar 2024 Teams Meeting
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| 21. | **Kohima Epitaph** |  |

**P ELDRIDGE R Lovesey**

**County Chair County Minuting Secretary**

**Date: Date:**