



**MINUTES OF THE SUTTON BRANCH
OF THE ROYAL BRITISH LEGION
HELD ON 10th August 2017 20:00hrs**

Presiding: Chris Gregory, Chairman

INTRODUCTION OF MEETING

Exhortation:

The exhortation was delivered by the Vice Chairman, no prayers were received in the absence of a Padre.

Present:

Name	Position
Cawthorn, Jonathan	Poppy Appeal
Gregory, Chris	Chairman
Gregory, Sally	Committee Member
Hough, Marion	Committee Member
Keenan, Phillip	Committee Member
Mansfield, R E	President
Wright, Robert (Bob)	Secretary

Apologies:

Name	Position
Stead, Lee	Vice Chairman
Wells, John	Committee Member

Absent:

Name	Position
Stead, Nichola	Treasurer Elect
Kemp, Colin	Standard Bearer

Minutes:

The minutes of the previous meeting were discussed, viewed and agreed as read the next meeting will be determined by the Chairman in due course.

Matters Arising:

1. It was reinforced the minutes of previous meetings are available on the web page at www.suttonrbclub.co.uk under the Branch tab, for those who cannot access this please contact the Branch Secretary who will furnish you with a hard copy. These will be read and proposed as accepted at the next meeting. The Secretary read out the minutes of the previous meeting which was accepted as read by all present.
2. The Chairman extended his gratitude to Lee Stead and John Cawthorn for their efforts with the Armed Forces Day (AFD) 2017 event.

3. The Chairman and John Cawthorn attended the funeral of Ron Peacock a former Member.
4. Ron Slough has been identified as the RBL Branch President and as such the current status quo is under enquiry.
5. The chairman is going to write to lapsed Branch Members and commence policing of the personnel using the RBL Club facility who must have RBL Branch Membership to satisfy the Club Membership criteria. This will commence from the 1st September 2017, the RBL Club will be consulted on this matter prior.
 - a. There are currently 226 on establishment, 63 of these have lapsed (28% not renewed), the Chairman has a report on this matter.
 - b. It was agreed that Branch rules as set by the Royal Charter need to be visited and dialogue entered in to with the RBL Club.
 - c. The Branch were going to investigate youth membership and ascertain what would attract and encourage 12 – 17 year olds. This would then be used as a building block for future RBL Branch memberships.
 - i. The Secretary reiterated the above points and asked for actions to be placed against them, an action log is being produced.
6. The Chairman informed the Committee that Membership is currently being handled by Nova Croft, this has seen a slight delay in the issue of membership cards. A list of current paid up members less any information covered by the Data Protection Act 1998 (<https://www.gov.uk/data-protection/the-data-protection-act>) will be displayed prominently within the Club premises, this will act as a prompt for those who have not renewed to date. This will also give staff and both Branch and Club Committee members the information required to challenge people if necessary, on their membership status.
7. The Vice Chairman had agreed previously to contact Phil Bambrook (RBL Club and Branch Membership Officer), to discuss the Membership challenges being faced currently. Marion Hough has agreed to follow this up and discuss the challenges with Phil Bambrook prior to the next meeting so we can address the issues.
8. The RBL Club is having a Committee meeting on the 21st August 2017, the RBL Branch Chairman is requesting an audience with the Committee to discuss collaborative working and membership issues.
9. The Secretary discussed the need to begin planning the AFD 2018, and begin the process of requesting support from other village clubs, business's and groups. This will be addressed at the next Branch Committee meeting in September, where tasks will be allocated to volunteers. Phillip Keenan advised that if we were to go ahead with a suggested plan of completing a small biography of those who served locally, for public consumption, that we should make all attempts to contact descendants and gain the permissions from those family members.
10. The Parish Council have requested a meeting with the RBL Branch and Club Committees, the RBL Branch has accepted the 5th September (time TBC). The 2017 AFD will be fed back to the Parish Council at this meeting as a side note.
11. The Secretary reiterated that all reports are to be available for the next meeting. Any assistance required with report presentation will be supported by the Secretary, corresponding members of local Branch committees offered assistance also. This was a reiteration from the last meeting. In particular the financial returns and audit need to be complete by end of August 2017.

Chairman's Address:

The chairman raised the planning and facilitating of the Armed Forces Day event to be held in the Village of Sutton.

REPORTS

Secretary:	Attached
Treasurer:	No report
Welfare:	No report – post vacant currently
Chaplain:	No report – post vacant currently
Standard Bearer:	No report
Women's Section:	No report – post vacant currently
Poppy Organiser:	No report
Membership:	No report
Entertainment:	No report – post vacant currently
Youth:	No report
County Brief:	No report
AOB:	No report

CLOSE OF MEETING

Date of Next Meeting: TBC (Proposed 14th September 2017)

Previous Meeting Closed: 20:58hrs

Distribution of minutes: Chairman, Vice Chairman, President, Secretary, Poppy Appeal, Treasurer, Standard Bearer, Committee, www.suttonrbclub.co.uk.

Signed By: Robert Wright



Chris Gregory
Branch Chairman

Robert Wright
Branch Secretary

Secretary Report:

1. An Action Log has been produced for AFD 2018 and tasks will be allocated by volunteers as appropriate.
2. An action log to support the general jobs to be completed has been made available to the committee members and volunteers as necessary.
3. The reports outstanding are required at the next meeting so the Secretary can forward and action as required. This has not been actioned from prior meetings and the was discussed during the meeting.
4. There is nothing further to report.