

**MINUTES OF RAFA NEWARK & DISTRICT BRANCH COMMITTEE/TRUSTEES'
MEETING HELD ON 9th JANUARY 2023**

Present:		Appointment:
Jerry Flint	(JF)	Trustee - Vice Chairman
Des Saint	(DS)	Trustee - Publicity & Social Media, Branch Hon Welfare Officer
Elsbeth White	(EW)	Trustee / Events
Robin Docksey	(RD)	Trustee - Branch Secretary
Gary Creswell	(GC)	Trustee - Editor
Apologies:		
Paul Watson	(PW)	Trustee -Standard Bearer & Wings Appeal
Allan Hildage	(AH)	Chairman
In Attendance:		
Dennis Atkins	(DA)	Trustee - Branch Hon Life Vice- President
Susan Parker	(SP)	Trustee – Club Treasurer
Margaret Metcalfe	(MM)	

ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
1.	Welcome and Dedication	DA

ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
2	<p>Apologies for Absence</p> <p>Apologies were received from PW</p>	RD
3	<p>Declaration of Interests / Conflicts</p> <p>No declarations</p>	All
4	<p>Minutes of Previous Meeting</p> <p>EW proposed and JF Seconded that the minutes of the last meeting were a true and accurate record</p>	All
5	<p>Matters Arising</p> <p>JF asked MM as to whether she would consider being Treasurer. MM stated she would decide by the AGM.</p>	MM
6	<p>Financial Report</p> <p>The balance for the Branch is £7772.72 Wings £593.52 Welfare £1987</p> <p>The branch had lost £10k due to the rise in energy costs. Corporation Tax had not been assessed. However SP was actioning.</p> <p>SP stated that the mailbox must be emptied at each coffee morning as mail was being left unopened and the treasurer was missing bills that should be paid. Additionally the Branch should have 2 Authorisers for Bank accounts. JF stated he would chase.</p>	<p>SP</p> <p>JF</p>
7.	<p>Welfare, Membership, Ceremonial, Media/Publicity Wings & Club Reports</p> <p>Welfare: DS stated that there are 2 cases he is supporting.</p> <p>Membership: RD stated that there were currently:</p> <p>11 lapsed members 273 active members 5 leavers 2 new joiners</p> <p>Media /Publicity: The first live session on the Branch FB page was a success Further live sessions with news for</p>	All

ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
	<p>members will continue. A newsletter will be produced in March</p> <p>Wings: JF stated that the Wings tins need to go out to the collection areas. He would print out a spreadsheet so that members can populate with locations.</p>	<p>DS</p> <p>JF</p>
8	<p>Recent / Forthcoming Events</p> <p>Next Veterans breakfast was on 28th Jan. SP attended the Plough Sunday service</p>	<p>All</p>
9	<p>Evening Club Events</p> <p>On the last Thursday of each month the club was open during the evening. Attendance however was poor. GC volunteered to hold a well being night for Branch members and guests. Proposed by RD and seconded by SP. Carried</p>	<p>GC</p>
10	<p>Building Update</p> <p>The Chair informed the committee that a meeting between the various interested parties was to be held on 17th Jan. AH would hold an additional Branch meeting on 19th Jan to discuss progress etc. SP is examining the process to create a charity to run the building once the building has been taken over.</p>	<p>JF</p>
11	<p>Correspondence</p> <p>None</p>	
12	<p>Any Other Business</p> <p>JF suggested that the Branch has its own laptop for the purpose of storing all relevant Branch information. DA had approached Curry's to see whether they would provide one free of charge. JF proposed and SP seconded that a sum of £500 be allocated to a laptop with Windows 11 and a copy of Windows 365. Access would be limited to Chair, Vice Chair, Secretary and Treasurer. Carried</p> <p>SP stated that she needed more time to produce the accountants Certificates for the Annual returns and suggested a date of 27th February. That will mean an email will have to go out by 6th Feb to members and a hard copy</p>	<p>All</p>

ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
	posted on the notice board. Proposed by EW and seconded by JF. Carried	
13	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held on 19th January 2023</p>	All