

**MINUTES OF RAFA NEWARK & DISTRICT BRANCH COMMITTEE/TRUSTEES'  
MEETING HELD ON 6<sup>th</sup> FEBRUARY 2023**

<p><b>Present:</b></p> <p>Allan Hildage (AH)</p> <p>Jerry Flint (JF)</p> <p>Elspeth White (EW)</p> <p>Robin Docksey (RD)</p> <p>Gary Creswell (GC)</p> <p>Paul Watson (PW)</p> <p>Susan Parker (SP)</p> <p><b>In Attendance:</b></p> <p>Dennis Atkins (DA)</p>	<p><b>Appointment:</b></p> <p>Trustee Chairman</p> <p>Trustee - Vice Chairman</p> <p>Trustee - Events</p> <p>Trustee - Branch Secretary</p> <p>Editor</p> <p>Trustee - Standard Bearer &amp; Wings Appeal</p> <p>Trustee – Club Treasurer</p> <p>Trustee - Branch Hon Life Vice-President</p>
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ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
1.	<b>Welcome and Dedication</b>	<b>DA</b>
2	<b>Apologies for Absence</b>  No apologies received.	<b>RD</b>
3	<b>Declaration of Interests / Conflicts</b>  AH declared he was trustee of the Newark Patriotic Fund.	<b>All</b>

ITEM	RECORD OF DISCUSSION AND DECISIONS	ACTION
4	<p><b>Minutes of Previous Meeting</b></p> <p>JF proposed and EW Seconded that the minutes of the last meeting were a true and accurate record.</p>	<b>All</b>
5	<p><b>Matters Arising</b></p> <p>SP stated that a Smart Meter was required for the Branch.</p>	<b>SP</b>
6	<p><b>Financial Report</b></p> <p>Club account: £12491.66  Branch Account: £10,365.03  Wings Appeal Account: £699.12  Welfare Account: £1987.11</p>	<b>SP</b>
7.	<p><b>Welfare, Membership, Ceremonial, Media/Publicity</b></p> <p>AH informed the committee that currently there was no Branch Honorary Welfare officer albeit, Jim Robinson of the Balderton Branch was covering currently.</p> <p>RD informed the committee that the Branch had 272 active members, 13 had lapsed and no new members had joined this month.</p> <p>PW informed the committee that there was to be a ceremonial event at RAF Cranwell and a Standard Bearer had been requested. Additionally, There was a service at St Clement Danes church in London also requiring a Standard Bearer. PW added that he would be standing down from the committee but was still happy to carry out Standard Bearer duties.</p> <p>GC Informed the committee that the Newsletter was being prepared currently. It was agreed that 5 copies of the current Newsletter should be printed for sale in the Branch Room. Another FB live 'broadcast' would be either this week or next.</p>	<p><b>AH</b></p> <p><b>RD</b></p> <p><b>PW</b></p> <p><b>GC</b></p>
8	<p><b>Recent / Forthcoming Events</b></p> <p>- AFD Progress Report</p>	<b>DA</b>

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	<p>DA informed the committee that there was a requirement for a uniformed person to raise the Standard during this event with a RAF Cadet alongside. This was to prevent an issue that occurred last year. A band was also required although Cranwell had stated that they did not have the staff due to other commitments.</p>	
9	<p><b>AGM 2023</b></p> <ul style="list-style-type: none"> <li>- Nominee forms</li> </ul> <p>Completed Nominees forms had been receive from:</p> <ul style="list-style-type: none"> <li>• GC as Trustee / Chairman</li> <li>• JF as Trustee / Treasurer</li> <li>• RD as Trustee / Secretary,</li> <li>• EW as Trustee /Wings Appeal</li> </ul> <p>AH informed the committee that Michael Reilly has volunteered to be on the committee and will be submitting a nominee form.</p> <ul style="list-style-type: none"> <li>- Agenda</li> </ul> <p>The agenda will consist of:</p> <ul style="list-style-type: none"> <li>• Chairman’s Welcome - AH</li> <li>• Dedication – DA</li> <li>• Chairman’s Report - AH</li> <li>• Treasurers Report - RD</li> <li>• Election of Officers – DA</li> <li>• Appointment of Branch President – GC</li> <li>• AOB</li> </ul>	AH
10	<p><b>Coffee Morning Price Review</b></p> <p>AH informed the committee that the new organisation had asked if RAFA would continue the coffee mornings with 25p of each cup going to the new organisation. Questions arose over who would be purchasing the milk, coffee etc. This point will have to be decided. SP informed the committee that over the past year the Branch had £1157 in costs for coffee etc and £4694 profit.</p> <p>AH proposed and JF seconded that the the price of a beverage goes up to £2.00 a cup with effect from 15<sup>th</sup> February. Carried. GC to advertise new prices in advance.</p>	<p>AH</p> <p>GC</p>

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11	<p><b>Parking Permits</b></p> <p>AH stated he had produced parking permits to be used by staff and committee members when parking in designated parking areas including the two bottom RAFA parking slots.</p>	<b>AH</b>
12	<p><b>Building update</b></p> <p>SP informed the committee that the stage is in a dangerous condition and will be broken down and removed. Two skips will be hired and placed in the bottom 2 slots and the stage will be deposited in them.</p> <p>SP &amp; Lisa Wells will be inviting Trustees from the other blue light organisations in order to provide information on the new charity requirements.</p>	<b>SP</b>
13	<p><b>AOB</b></p> <p>PW asked whether the Standards would be kept in the building after the handover. It was confirmed that it would be.</p>	<b>PW</b>
14	<p><b>Next Meeting</b></p> <p>The next Committee meeting is to be held on 6<sup>th</sup> March 2023</p>	<b>All</b>