

THE ROYAL ENGINEERS ASSOCIATION

PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

President: Lt General Sir Mark Mans KCB CBE DL
Chief Royal Engineer

Chairman: Major General A S Dickinson CBE

Acting Controller: Lieutenant Colonel N A Jordan

☎ 01634 822407

Deputy Controller: Lieutenant Colonel N A Jordan

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See Distribution

29 November 2016

HQ CIRCULAR NO 155

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ITEM 1 - RESULT OF THE 2016 NATIONAL STANDARD BEARER'S COMPETITION



1. As is often the case for this event, in terms of agreeable weather, some of the competitors had it easy, other had it hard. Many of the spectators also found the going hard as they took advantage of the blankets on offer to keep themselves warm. There were just four Branch Standard Bearers in this year's event, and HQ REA would like to thank those that took part for their support and for helping to ensure the continued viability of the event.

2. The first two competitors certainly had the best of the weather, the remainder had to put up with strong gusts that played havoc with the Standards and, in some cases, swept the Standard Bearers away. It was a difficult competition to judge as all competitors were of an extremely high standard, but as they say, there can only be one winner. The order of merit was:

Winner – Mr Rick Tootle – Glasgow Branch - Scotland & NI Group
Runner-up – Mr Dave Hadfield – Bridlington Branch – North East Group
2nd Runner-up - Mr Paul Stockwell – Weymouth Branch – South West Group

3. Congratulations to all that took part, but particular congratulations go to Rick Tootle who becomes the REA National Standard Bearer for the next twelve months. Groups Secretaries are urged to promote inter-branch Standard Bearer competitions in order to select a Bearer to represent their Group at the annual National Standard Bearers competition.

4. After the Standard Bearers competition a small ceremony took place where the Captain of Standards, Brian Simm handed over of responsibility for the post to John Ettles, Highlands & Islands Branch.

ITEM 2 - GROUP AND BRANCH ANNUAL FINANCIAL SUMMARY

5. Group HQs and Branches are reminded to submit to HQ REA by 31st January annually, a signed copy of their scrutinised Annual Financial Summary declaring: Income, expenditure, assets and liabilities as at 31st December. All Branch Treasurers have been sent the necessary documentation to complete.

6. Branch Chairmen have also been sent a letter from the Controller urging their support to ensure that the Summaries are submitted in an accurate and timely fashion. Although the Summaries are required by 31st January, Branch Treasurers are requested to make every effort to submit them to HQ REA by mid-January. This will allow time for each Summary to be checked and, if incorrect, to be discussed with the Branch Treasurer.

7. Branch Secretaries are requested to confirm with their Treasurers that they have received the Branch Annual Financial Summary. **In order to maintain consistency and ensure legibility, Groups and Branches are required to use the Summary sheet distributed by HQ REA and not to create their own form. Please, please, do not use a self made form, if you do, it will be returned to you as invalid.**

ITEM 3 - PUBLIC LIABILITY INSURANCE

8. The Corps Treasurer has authorised the renewal of the Corps Insurance Policy through Wilson's, our previous insurer. The new policy became effective on 23rd October 2016. *A copy of the policy schedule is enclosed with this Circular.* Your attention is drawn to the caveats in Section 9 - Public and Products Liability. Branches and Groups, or the nominated event organiser, should check with the insurer that the current public liability cover extends to events that they may decide to organise.

ITEM 4 – BRANCH ANNUAL REPORTS 2016

9. In accordance with Rule 17.22, Branch Annual Reports for the year 2016, as at 31st December, are to be completed and returned to HQ REA by end February 2017. Three copies of REA FORM 1 are enclosed with this Circular for Branch Secretaries. These are to be completed and distributed as follows:

- a. One Copy to: HQ REA
- b. One Copy to: Group Secretary (***Do not send this copy to HQ REA***)
- c. One Copy: Branch records

ITEM 5 - ANNUAL MEMBERS SUBSCRIPTIONS 2016

10. Branch Treasurers are reminded that subscriptions received from **REA Annual Members** of the Branch during 2016 are to be forwarded to HQ REA by 1st February 2017. Two copies of REA FORM 2 are enclosed with this Circular. Completed copies are to be distributed as follows:

- a. One copy, accompanied by the subscriptions due, to be sent to HQ REA
- b. One copy to be retained in Branch records.

11. *The form is to be returned to HQ REA, suitably annotated, even if the Branch has no Annual Members.*

12. Branch Treasurers are requested to ensure that the Annual Members details, Army Number, Rank, Name and Initials are accurate.

13. Branch Officials will be aware of the amount of work involved in maintaining the records for *Annual Members*. The effort required at HQ REA to process all Branch Annual Members is particularly resource intensive and Branches are requested to urge their Annual Members to consider transferring to Life Membership. In most cases there will be a small sum to pay for conversion and staff at HQ REA can advise individual cases of the cost involved.

14. Branch Secretaries and Treasurers are requested to note that Annual Membership is the same as Full Membership. Unless a Branch member is a Life Member or an Associate Member, then an annual membership fee is payable to HQ REA. If a Branch is in any doubt as to the status of its members, the Secretary should request an up-to-date Branch membership spreadsheet from HQ REA.

ITEM 6 – FORECAST OF EVENTS 2017

15. The following events of interest for 2017 have been notified to HQ REA:

03 June	Trooping the Colour - Major General's Review
08 June	Royal Hospital Chelsea Founder's Day Parade
10 June	Trooping the Colour – Colonel's Review
14 & 15 June	Beating Retreat, London
17 June	Queen's Birthday Parade
23 – 25 June	Chilwell Weekend*
28 – 30 July	Minley Weekend*
15 - 17 September	Corps Memorial Weekend*
14 October	REA AGM and Annual Dinner *
15 October	Sapper Sunday at Royal Hospital Chelsea
09 November	Field of Remembrance, Westminster Abbey
12 November	Remembrance Sunday

*National Events

ITEM 7 – TROOPING THE COLOUR – 1ST BATTALION IRISH GUARDS

16. The Major General's Review will take place on 03 June 2017 and there is no charge for entry tickets. Applications for tickets to attend the Major General's Review must reach HQ REA by close of play 16th February 2017.

17. The Colonel's Review will take place on 10th June 2017. The cost of a ticket is £10. Applications and payment for tickets to attend the Colonel's Review must reach HQ REA by close of play 16th February 2017. Cheques to be made payable to "RE Association".

18. The Queen's Birthday Parade will take place on 17th June 2017. The cost of a ticket is £35 and allocation is by ballot. Applications to enter the ballot for tickets must be received at HQ Household Division by 28th February 2017 and must include a SAE envelope. For further information please call 020 7414 2479. **Do not send applications for the Queen's Birthday Parade to HQ REA.** Applications for tickets to attend the Queen's Birthday Parade must be made to:

Superintending Clerk
Headquarters Household Division
Horseguards
Whitehall
London
SW1 2AX

ITEM 8 – ROYAL HOSPITAL CHELSEA, FOUNDER'S DAY PARADE



19. Founder's Day 2017 will be held on Thursday 8th June 2017, attendance is by invitation only. Individuals wishing to attend the event should apply for tickets in writing to HQ REA. Because of the strict security arrangement that must be in place for such a high profile event, bids are to include the full name, address and telephone number of each person wishing to attend. Bids must reach this HQ by 15th March 2017. In the event of the number of tickets available being fewer than that requested, HQ REA will distribute the tickets as fairly as possible. The Governor's Review, which is open to the public, will be held on Tuesday 6th June 2017. Tickets are not required to attend the Governor's Review.

N A JORDAN
Lt Col (Retd)
Acting Controller

Enclosures:

1. Current Insurance Policy
2. REA Form 1 Annual Report (3x copies to Branches only)
3. REA Form 2 Annual Subscriptions (2 x copies to Branches only)

Distribution:

REA Council Members
Management Committee Members
Group Directors
Group Secretaries
Deputy Group Directors
Branch Secretaries



Service Select

Policy Schedule

Insurer

Ecclesiastical Insurance Office plc

Ecclesiastical Insurance Office plc (EIO) Reg. No. 24869. Registered in England at Beaufort House, Brunswick Road, Gloucester GL1 1JZ, UK. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority.

FCA register number: 113848. Permitted business is general insurance.

You can check this on the FCA's register by visiting the FCA's website www.fca.org.uk/register or by contacting the FCA on 0800 111 6768.

For Policy changes and enquiries telephone 01242 533749 or email
wilsons.commercial@towergate.co.uk

For Claims please notify Towergate Wilsons as soon as possible on 01242 533748
or email wilsons.claims@towergate.co.uk

Towergate Insurance

Ellenborough House, Wellington Street, Cheltenham, GL50 1XZ

Tel: 01242 533749 Email: wilsons.commercial@towergate.co.uk

Towergate Insurance is a trading name of Towergate Underwriting Group Ltd.
Registered address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent, ME14 3EN
Registered in England No. 4043759. Authorised and regulated by the Financial Conduct Authority

Service Select

This Policy Schedule to be read in conjunction with the Policy Book

Please quote the Policy Reference in all correspondence

Policy Reference: CORP04/MI09

Schedule for: **RE Association**

Main Policyholder: The Trustees for the time being of Royal Engineers Corps Funds

Definition of Business: Regimental Headquarters

Next Renewal Date: 23 October 2017

Period of Insurance: 23 October 2016 to 22 October 2017

Date of issue: 19 October 2016

Risk location/postcode: Brompton Barracks, Chatham, Kent, ME4 4UG

(Please advise correct location/postcode if different)

Buildings construction – Standard (Brick, stone or concrete and roofed with slates, tiles, concrete, metal or asbestos)

(Please advise full details if incorrect)

The following provides details of the cover provided under your policy. Please also refer to the Endorsement Section for any additional terms that may apply.

Section 1 – Property Damage	Sums Insured	Policy Excess
Cover is provided under Section 1A - All Risks unless stated otherwise by Endorsement. Where appropriate, each item details property specifically insured.		
1. General items, Fixtures, Fittings, Furniture, stock and all other property not otherwise insured	Nil	n/a
2. Bar Stock	Nil	n/a
3. Additional Bar Stock and/or Raffle Prizes	Nil	n/a
4. Sports Equipment	Nil	n/a
5. Glassware and China	Nil	n/a
6. Silver, Plate, Medals, Plaques, Trophies, Presentation Items and other Chattels not otherwise specified	£1,100	Nil
7. Pictures, Paintings, Prints, Photos and like items 104 Standards and associated accoutrements	£72,000	Nil
	£72,000	
8. Band Instruments, Equipment and Uniforms	Nil	n/a
9. Band Instruments the personal property of Band Members	Nil	n/a
10. Specified General Items Lawn Mower	£ 425	Nil
	£ 425	
11. Specified cash holding machines	Nil	n/a
12. Cash contents of machines	Nil	n/a
13. Tentage *In respect of loss due to wind, rain, hail, sleet, snow flood or dust the following Excesses apply. Losses occurring between 1 st April and 30 th September - £250 Losses occurring between 1 st October and 31 st March – the greater of 10% of the value of the tentage or £250 whichever is the greater. x2 Recruiting Dome Tents	£5,000	£150*
	£5,000	
14. Caravans or Trailers	Nil	n/a
15. Food Spoilage – see Cover Extension 3)	Nil	n/a
16. Cloakroom Cover – see Clause 16.	Nil	n/a
17. Buildings	Nil	n/a
Cover Extension 1) Glass	See Policy Book	£75
Clause 7) Underground Services	See Policy Book	£75
Section 2 – Encroachments		
18. Direct risk	Nil	n/a
19. Spread of Fire risk	Nil	n/a

20. MOD contents	Nil	n/a
Section 3 – Business Interruption/Loss of Earnings/Book Debts/Loss of Licence		
21. Income	Nil	n/a
22. Increased Cost of Working	Nil	n/a
23. Loss of Licence	Nil	n/a
24. Book Debts	Nil	n/a
Section 4 – Employee Dishonesty		
25. OIC Account	£20,000	Nil
26. Un-named Employees	£5,000	Nil
Section 5 – Direct Debit Indemnity		
27. Legal Liability	Nil	n/a
Section 6 – Money and Assault		
28. Item 1. Money other than described in Item 3 in transit or in a bank night safe until removed by a bank official, or at any location while You or any Employee is working there, or on The Premises during Business Hours, or on The Premises whilst contained in a locked Safe outside Business hours	£1,000	Nil
Item 2. Money other than described by Item 3 on The Premises and not contained in a locked Safe:		
i) during Business Hours when the room or premises are left unattended	£600	Nil
ii) outside Business Hours	£600	Nil
Item 3. Stamped National Insurance Cards, crossed cheques and other items as Defined in Specification Item 3 in the Policy book	As Policy Book	Nil
Section 7 – Personal Accident		
29. Total number of persons insured = Nil		
Section 8 – Employers Liability		
30. Limit of Indemnity Estimated annual Wages/Salaries £115,000	£10,000,000	Nil
Section 9 – Public and Products Liability		
31. Limit of Indemnity	£5,000,000	***

Events of a one off nature must be notified to Towergate Wilsons and may require additional premium.

Excluding liability in connection with hazardous pursuits such as bouncy castles, bucking broncos and other fairground type activities unless specified below. See Policy wording for full details.

Excluding liability in connection with equestrian activities.

If you have any doubt as to what may need to be disclosed please contact Towergate Wilsons.

*** An Excess may apply in certain circumstances. Refer to the Policy Book for details.

ENDORSEMENTS

SCHSE058 Additional Activities

Including liability in respect of:

Clauses

1) Additional Activities

The following is added:

f) business meetings social meetings parading the Standard and recruiting activities at 104 branches as per Appendix 1

Terrorism - Non Operative

Please note that in addition to its other terms, conditions, exceptions or exclusions, the policy wording incorporates provisions which exclude or limit loss, damage or liability caused by acts of Terrorism. Additional Terrorism cover is available for the UK mainland. If you would like more information or a quote please contact us.

End of Policy Schedule

ROYAL ENGINEERS ASSOCIATION

BRANCH REPORT 2016

Report of the Branch for the year ending 31 December 2016

1. Membership of Branch. (Numbers only to be entered).

a. Life Members

b. Annual Members

c. Associate Members

2. Branch Meetings.

a. How many meetings have been held in the period
1 January to 31 December 2016?
.....

b. What was the average number of members
attending each meeting?
.....

3. Social Events.

a. List briefly the social functions which the Branch has organised, or
participated in, during the year excluding National Events.

4. Ceremonial.

List briefly the parades and other ceremonial occasions at which the Branch has been represented during the year.

5. Association Events.

Please comment below if any of your members have strong views or suggestions on any of the Association Events held during the year.

Signature

Name in capitals

Appointment

Distribution:

HQ REA 1 Copy
Gp HQ 1 Copy
Branch file 1 Copy

ROYAL ENGINEERS ASSOCIATION

ANNUAL MEMBERS SUBSCRIPTIONS RECEIVED IN 2016

1. Annual Members of the Association should pay the subscription for the year and any subscriptions in arrears or in advance to the Branch Treasurer.
2. The Branch Treasurer is required to forward these subscriptions to HQ REA by 1st February of the following year.
3. This form is used for the following purposes.
 - a. By the Branch Treasurer to list annual subscriptions received by him during the year, and for him to forward cash received to HQ REA.
 - b. By HQ REA to record on the member's HQ Record, subscriptions paid by the member in 2016.
4. **It is important that this form is returned to HQ REA even if no annual subscriptions have been collected.**

Branch

Number of Annual Members in Branch

Total annual subscriptions received in 2016 which are now due to HQ and for which a cheque is enclosed*

(This total should be the same as that on page 2).

Signed Honorary Treasurer

Verified Branch Chairman (or other branch official)

Date

* See overleaf

