

THE ROYAL ENGINEERS ASSOCIATION

PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

President: Major General (Retd) Alastair Dickinson CBE

Chairman: Brigadier (Retd) Andy Craig OBE

Controller: Mr Kenneth Kirk

Assistant Controller: Maj (Retd) Iain George

See Distribution

01 November 2020

HQ CIRCULAR NO 167

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ITEM 1 - RESULT OF THE 2020 NATIONAL STANDARD BEARER'S COMPETITION



1. Due to COVID 19 the National Standard Bearer's Competition did not take place in 2020. The National Standard Bearer Mr Dave Hadfield will continue in the role for 2021.

2. The Captain of Standards Rick Tootle will also continue in 2021.

ITEM 2 - GROUP AND BRANCH ANNUAL FINANCIAL SUMMARY

3. Group HQs and Branches are reminded to submit to HQ REA by 31st January 2021 annually, a signed copy of their scrutinised Annual Financial Summary declaring: Income, expenditure, assets and liabilities as at 31st December 2020. All Branch Treasurers will shortly receive the necessary documentation needed to complete the Summary.

4. Branch Chairmen will also be 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 2021, 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.

5. 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

6. The Corps Treasurer has authorised the renewal of the Corps Insurance Policy with The Military Mutual (TMM). The policy became effective on 23rd October 2020. *A copy of the policy will be on the REA website or a copy can be emailed out to you once this has been received by HQ REA.*

ITEM 4 – BRANCH REPORTS 2020

7. In accordance with Rule 17.22, Branch Reports for the year 2020, as at 31st December 2020, are to be completed and returned to HQ REA by end February 2021. A Copy of REA FORM 1 is 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 2020

8. Branch Treasurers are reminded that subscriptions received from **REA Annual Members** of the Branch during 2020 are to be forwarded to HQ REA by 1st February 2021. A copy of REA FORM 2 is 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.

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

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

11. 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.

12. 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 a Branch membership spreadsheet from HQ REA.

ITEM 6 – FORECAST OF EVENTS 2021

13. The following events of interest for 2021 have been notified to HQ REA however due to COVID 19 these could change:

| | | |
|---------|-------|--|
| TBC | April | Army v RAF Rugby Kingsholm Gloucester |
| TBC | May | Army v Navy Rugby Twickenham |
| 14 – 16 | May | Gibraltar Weekend |
| TBC | | Trooping the Colour - Major General's Review |
| 03 June | | Royal Hospital Chelsea Founder's Day Parade |
| TBC | | Trooping the Colour – Colonel's Review |
| TBC | | Beating Retreat, London |
| TBC | | Queen's Birthday Parade |
| TBC | | Chilwell Weekend* |

| | |
|-------------|---|
| TBC | Minley Weekend* |
| TBC | Corps Memorial Weekend* |
| 09 October | REA AGM and Annual Dinner * |
| 10 October | Sapper Sunday at Royal Hospital Chelsea |
| 11 November | Field of Remembrance, Westminster Abbey |
| 14 November | Remembrance Sunday |

*National Events

ITEM 7 – TROOPING THE COLOUR – F COMPANY SCOTS GUARDS



14. The dates for the Major General's Review, Colonel's Review and the Queen's Birthday Parade have not been confirmed for 2021.

15. Information on these events can be found by visiting the Household Division website <http://www.householddivision.org.uk/trooping-the-colour> **do not ask HQ REA for this information as we do not have it.**

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



16. Founder's Day 2021 will be held on Thursday 3rd June 2021, 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 12th March 2021. 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 1st June 2021. Tickets are not required to attend the Governor's Review.

ITEM 9 – BADGE OF MERIT

17. **Nomination Forms, fully completed at Branch and Group level, are to reach HQ REA by 1st December 2020. Forms arriving after this date will not be processed.**

ITEM 10 - REA Form 8 – Notification of Death

18. Please ensure that all completed **REA Form 8 - Notification of Death** for REA Branch members are sent **directly** to Julia Ferguson at membershiptypist@rhgre.co.uk Wherever possible, please avoid sending postal copies of completed Form 8 to HQ RE Association as staff are working from home until further notice.

Iain George
Assistant Controller
Royal Engineers Association

Enclosures:

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

Distribution:

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

ROYAL ENGINEERS ASSOCIATION

BRANCH REPORT 2020

Report of the Branch for the year ending 31 December 2020

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 2020?
 - 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

REA FORM 2

ROYAL ENGINEERS ASSOCIATION

ANNUAL MEMBERS SUBSCRIPTIONS RECEIVED IN 2020

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. Cheques to be payable to the 'Royal Engineers Association'
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 2020.
- 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 2020 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

VerifiedBranch Chairman (or other branch official)

Date

