

THE ROYAL ENGINEERS ASSOCIATION

PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

President: Major General (Retd) Alastair Dickinson CBE

Vice President: Brigadier (Retd) Matt Bazeley OBE

CEO: Mr Kenneth Kirk

Operations Manager: Maj (Retd) Iain George

See Distribution

01 November 2022

HQ CIRCULAR NO 173

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ITEM 1 - RESULT OF THE 2022 NATIONAL STANDARD BEARER'S COMPETITION



1. The National Standard Bearer's Competition did not take place this year due to the cancellation of the Corps Memorial Weekend.

2. Brian Simm, REA National Standard Bearer, will continue in post for another year.

ITEM 2 - GROUP AND BRANCH ANNUAL FINANCIAL SUMMARY

3. Branches are reminded to submit to HQ REA by 31st January 2023 annually, a signed copy of their scrutinised Annual Financial Summary (AFS) declaring: income, expenditure, assets and liabilities as at 31st December 2022. 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 CEO urging their support to ensure that the Summaries are submitted in an accurate and timely fashion. Although the Summaries are required by 31st January 2023, 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. There will be an opportunity to talk through the procedure for completing the AFS on a Teams call on 17 November 2022. The meeting will be recorded for those unable to attend online.

5. Branch Secretaries are requested to confirm with their Treasurers that they have received the opening balance for the Branch Annual Financial Summary. Some Branches will be asked to submit their full account records including bank statements in addition to their AFS. If this is the case, please ensure they are sent to REA HQ promptly and postage will be refunded. **In order to maintain consistency and ensure legibility, Branches are required to use the Summary sheet available in the Members Area of the REA website www.reahq.org.uk** 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 Insignia. The policy became effective on 27th October 2022. *A copy of the policy will be on the REA website or a copy can be emailed out to you.*

ITEM 4 – BRANCH REPORTS 2022

7. In accordance with Rule 17.22, Branch Reports for the year 2022, as at 31st December 2022, are to be completed and returned to HQ REA. The previous REA Form 1 is now available from the Members area of the REA website www.reahq.org.uk and is submitted online. Please ensure that you keep a copy for

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

ITEM 5 - ANNUAL MEMBERS SUBSCRIPTIONS 2022

8. Branch Treasurers are reminded that subscriptions received from **REA Annual Members** of the Branch during 2022 are to be completed online by 1st February 2023. The previous REA Form 2 can be found and submitted within the Members area of the REA website www.reahq.org.uk

- a. Please submit the subscriptions due to HQ REA as usual.
- b. Please retain a copy of your submission for Branch records.

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

10. Branch Treasurers are requested to ensure that the Annual Member's 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 2023

13. The following events of interest for 2023 have been notified to HQ REA:

15 April	Army v RAF Rugby Kingsholm Gloucester
TBC	Army v Navy Rugby Twickenham
08 June	Royal Hospital Chelsea Founder's Day
TBC	Chilwell Weekend*
TBC	Minley Weekend*
15-17 September	Corps Memorial Weekend*
07 October	REA AGM and Annual Dinner *
08 October	Sapper Sunday at Royal Hospital Chelsea
11 November	Field of Remembrance, Westminster Abbey
12 November	Remembrance Sunday

*National Events

ITEM 7 – ROYAL HOSPITAL CHELSEA, FOUNDER’S DAY PARADE



14. Founder’s Day 2023 will be held on Thursday 8th June 2023, 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 13th March 2023. 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 2023. Tickets are not required to attend the Governor’s Review.

ITEM 8 – BADGE OF MERIT

15. **Nomination Forms, fully completed at Branch and Group level, are to reach HQ REA by 1st December 2022. Forms arriving after this date will not be processed.**

ITEM 9 - REA Form 8 – Notification of Death

16. Please ensure that the previous **REA Form 8 - Notification of Death** for REA Branch members are submitted online from the Bereavement section of the REA website <https://members.reahq.org.uk/Notification-of-Death> You do not have to log in as a member to complete this notification.

Postal or email copies of the previous Form 8 are no longer accepted by REA HQ unless there are extenuating circumstances. Please contact Julia Ferguson membershiptypistrea@rhgre.co.uk if this is the case.

Iain George
Operations Manager
Royal Engineers Association

Enclosures:

1. REA Form 1 Branch Report (see above)
2. REA Form 2 Annual Subscriptions (see above)

Distribution:

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

ROYAL ENGINEERS ASSOCIATION

BRANCH REPORT 2022

Report of the Branch for the year ending 31 December 2022

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 2022?

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 send to the Membership Secretary membershipREA@rhgre.co.uk
Gp HQ 1 Copy
Branch file 1 Copy

REA FORM 2

ROYAL ENGINEERS ASSOCIATION

ANNUAL MEMBERS SUBSCRIPTIONS RECEIVED IN 2022

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 2022.
- 4. It is important that this form is returned to HQ REA online even if no annual subscriptions have been collected.**

Branch

Number of Annual Members in Branch

Total annual subscriptions received in 2022 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

* See overleaf

List below all Annual Members subscriptions received from members during 2022 which have not been forwarded to HQ REA already.

