

# The Royal Engineers Association

(Registered under the Charities Act 1992 and a charity registered in Scotland)

**Patron: HER MAJESTY THE QUEEN**



All correspondence to:

Chief Executive Officer  
RE Association  
Brompton Bks  
CHATHAM  
Kent  
ME4 4UG

Telephone: 01634 847005  
Website: [www.reahq.org.uk](http://www.reahq.org.uk)  
Email: [chiefexec@reahg.onmicrosoft.com](mailto:chiefexec@reahg.onmicrosoft.com)

All Board Members  
All Management Committee Members  
All Group Secretaries  
All Branch Secretaries  
Controller REA  
Corps Treasurer

23 Sep 2022

## Minutes of the Royal Engineers Association Board of Trustees held online and at the RE Museum on Friday 23 Sep 2022

### PRESENT

Maj Gen Alistair S Dickinson CBE	President REA	AD
Brig (Retd) Andy S Craig OBE	Chairman REA	AC
Col (Retd) Mark Ruddy	REA Treasurer	MR
Mr Eric Hargreaves	Local Branches	EH
Lt Col Claire James RE	Group Director	CJ
Mr Jeffrey Jupp	External Trustee Governance	JJ
Mr Colin Basnett	External Trustee Service Charity	CB
WO1 Marc Elliott	Corps SM	ME
Lt Col (Retd) Larry Inge	National Branches	LI
Lt Col Martin Heffer RE TD	Reserve Army Officer	MH

### IN ATTENDANCE

Mr Kenneth M Kirk	CEO RE and Secretary	KK
Maj (Retd) Ian Sidebottom	Corps Treasurer	IS

### APOLOGIES

Mrs Jane Thomson	External Trustee Wider Community	JT
Col Matt Quare MBE ADC	Corps Colonel	MQ

#### 1. Welcome

##### a. Moments Reflection

The board stood for a moments reflection following the death of our Colonel in Chief and Patron HM the Queen

b. Correspondence

Letter from ABF outlining response to cost of living and also emphasising their preference that grants to other charities are delivered through their offices.

The board noted that the ABF and REA position on the processing of benevolence applications in relation to the current cost of living crisis where aligned

2. Conflicts of Interest

There were no conflicts of interest identified by the board trustees, they were invited to raise any that they may arise from any points discussed during the meeting

3. Confirm minutes of Previous meeting of the Board of Trustees on 06 May 2022

Confirm the accuracy of the minutes of the meeting.(a full transcript is available)

The board confirmed the minutes of the previous meeting as an accurate record.

Proposer M. Ruddy Seconder L.  
Inge

4. Matters Arising from previous meeting

The President invited board members to raise any matters from the previous meeting

a. Risk Register

The Risk register group is still to meet to confirm any amendments.

The CEO advised that the Risk register group had been unable to meet over the summer but that this would be prepared for the next board.

b. Item 8 Grant to the REA Museum

The REA finance committee has received the answers to the boards additional questions regarding the RE Museum grant and recommends that the grant of £50,000 for 2023 be made

This will be dealt with in the finance presentation later in the meeting.Board member Selection

This will be covered under item 10

5. Take Note of the minutes of the 137th Management Committee of 19th July 2022

Meeting held during the Sapper Games at 32 Engr Regt, Marne Barracks The

CEO explained that the meeting had been successful, without any particular elements that needed to be brought to the boards attention. The one concern expressed was the lack of communication of the activity of the committees to members of the Association and how we are not successfully communicating

the work of the Association to all of our members. A number of actions were proposed in addition to the use of the website and the App. CJ suggested that we should look at the onboarding process for new members and branch officials. AD suggested that we should look at the key messages we need to deliver and develop "strap line" for those messages.

Action KK and REAHQ 30 November 2022

6. Take note of the minutes of the REA Benevolence committee of 20 September 2022

Minutes attached - brief update on current benevolence position

AC presented the board with the last quarters benevolence activity. JJ stated that it was good to have actual cases presented in this manner as it linked the board directly to the primary object of the Association.

7. Take note of the meeting of the REA Finance Committee on 15 September 2022

The Honorary Treasurer introduced the FOO and Budget for discussion with the board

a. FOO

The board was satisfied with the current position of the FOO.

b. Investment Valuation

The Corps Treasurer explained the current investment valuation, The board was satisfied with the current performance and in particular the performance of the recent property acquisition.

c. Budget

MR introduced the budget and explained each of the main aspects of the budget.

There were a number of questions relating to specific areas of the budget. AD asked that the board should approve each significant item in the budget before giving overall agreement on the budget.

The museum grant was discussed at length, LI remained opposed to the grant and suggested the money would be better allocated to benevolence and stated that the REM proposal was not auditable. Subsequent discussion by other Board members reinforced the point JJ, MH, AC and CJ expressed reservations over how we could hold the museum accountable for and ensure that the grant was used in ways that meet the requirements of the objects of the Association. KK stressed that there was no "value for money" measurement that could be imposed on the museum that we should look at the outputs in a general sense and seek to have the museum demonstrate how it connects to the Association and Corps and delivers in this area rather than on specific projects. In the end it was agreed that a grant of £50,000 could be provided on an annual basis. The money would be held by the REA and the museum would request funds as and when needed from the CEO of the REA and then give a brief presentation at the end of the year on what had been achieved and what they hoped to achieve in the following year if another grant was to be given.

Action CEO to liaise with Museum Director. 30 November 2022.

Grants to Charities the increase of the grant to ABF from £60K to £66K was discussed. CB asked if there was a formula for this grant calculation and AD

asked how we compared to other charities. AD explained there was no formula and that we give slightly less than REME but overall we are one of the larger contributors.

It was agreed that the finance committee should review the grants each year.

Following the discussion on the Museum Grant, Grants to charities and Salaries the REA Board of Trustees approved the 2023 Budget presented by the MR, following discussions related to the Museum, grants and Salaries.

Action IS to publish confirmed budget to board members.

d. Legacies

Major Legacies 2022/2023

McCabe - £1,100,000

Moore - £397,000

Barham Hill £97,000

KK explained that we have been advised of a considerable legacy income in the pipeline. The board agreed that the funds should be added to our investments in the short term while we explore the most effective ways to employ these particular legacies to meet the objects of the Association

e. REA HQ Staff and salaries.

KK explained in detail the current salary position within the association, and drew the boards attention to the charity commission presentation of the charity showing how 99.9% of our funds are employed on delivering our objects. This is particularly due to all the HQ staff being employed to deliver our objects directly with no ancillary activities such as fund raising. KK further explained that with the digitisation process underway many of the routine administration work that once was the core work of some team members had now been removed, this change would release them to be retrained in more direct service delivery to our members and clients. This is expanding the skill base of the the team and will help to deliver our services in the future. With the operations manager retiring in March 2023 it is planned that the post is replaced with a full time operations Director on a salary of £45K this was agreed previously by the board. It was proposed and agreed that the post of Digital manager be made permanent on a salary of £27,000. It was further proposed that all those earning below £30,000 should receive an increase of £1200 payable in October 2022 and a 5% pay rise in January 2023.

This covers both a cost of living increase and a salary increase after a period of almost 15 years where salary levels have remained virtually unchanged. It reflects both the upskilling of staff and the need to address the cost of living pressures currently faced by the team. This was agreed by the board CB recommended that the President should write to all staff to advise them of this generous pay award as this was an opportunity to strengthen and encourage the team. It was also agreed that a remuneration committee should meet annually to discuss salaries for all REA staff, this team would consist of the existing finance committee lead by the honorary treasurer with the addition of another trustee, JJ agreed to undertake this A separate remuneration committee consisting of AD JJ and CB will consider the salary of the CEO.

Action KK and IS to produce details of the changes and relevant contracts. 30 Sep 2022

## 8. Corps Update skipped

### a. REA Current Operations Brief

The CEO delivered a brief operations update to the board detailing the main areas of activity over the past 6 months.

#### i. Website and tApp

Website up and running, with continuing development. The app is currently behind schedule but work continues. It is expected by the end of this year .

Action REA HQ team by 30 November 2022

#### ii. Outreach Visits

Visits to units are underway and working with the Corps SM will continue next year. Action KK REA HQ to set dates for 2023 visit programme. 10 Dec 2022

#### iii. Unit and Branch Grants

With grants for 2022 at £54,000 it was agreed to continue with the UBSG in 2023 at the same level. KK advised there would be a bit of a re-launch with fixed dates each quarter for submissions, and grants to be paid within two weeks of the quarterly submission date. Action KK REAHQ to circulate 2023 UBSG advice and dates 30 Nov 2022.

#### iv. TASS and sports Grants

The contribution of Association to elite sports was explained. IS suggested that this may be an area where the Association could ring fence funding from the legacies to secure this support for the future.

#### v. Kitchener, Gabriel and Ballard Grants

These were covered in the Benevolence presentation

#### vi. Governance, Group funds, Group Structure, Branch network, membership

The CEO advised that changes would need to be made to the rules relating to the appointment of board members. The President asked that this should be considered outside the meeting as some members of the board had to leave and the subject needed further discussion.

Action KK to circulate paper to the board for consideration. 05 Oct 2022

## 9. AGM Agneda

Note - Could all board members who are attending AGM and Dinner please confirm this

Agenda agreed, noted that due to the expected National Rail strike attendees may have to revise their travel plans a decision on whether or not to proceed with the dinner will be taken next week. The AGM will also take place online so will go ahead.

Action KK to advise the board next week of the arrangements for both the dinner and AGM. 28 Sep 2022

10. Board Members

AD advised the board of the retirement of three board members and thanked them for their contribution over many years to the Association. The board thanked all those retiring with a round of applause. It is planned to say a formal thank you to the board members at the Annual dinner.

a. Retiring

Eric Hargreaves Larry

Inge

Andy Craig

b. Joining

AD proposed the appointment of Mark Lancaster and Matt Bazeley to the board. The board approved these appointments. JJ pointed out that four trustees had reached the end of their 3 year term and needed to be formally reappointed by the board. CJ CB and JJ agreed to continue to serve on the board for a further three years.

Action AD to discuss continued Board membership with JT Action KK to update boardmember status. 07 Oct 2022

i. Mark Lancaster

ii. Matt Bazeley

Chief Executive of the Civil Service Sports Council

11. AOB

There was no further business to discuss AD thanked the board members for their contribution to the meeting.

12. Dates for next meetings

Action KK to circulate revised dates to board 08 Oct 2022

a. 27 January 2023 online and in Chatham 10:30 to 12:30  
Revised date 20 January 2023

b. 05 May 2023 online and in Chatham 10:30 to 12:30  
Revised date 28 April 2023

c. 22 September 2023 online and in Chatham 10:30 to 12:30

d. REA AGM 07 October 2023 1600 VSC

e. 26 January 2024 10:30 to 12:30

**Signed**

*Kenneth Kirk*

**PP**

**Maj Gen (Retd) Alastair Dickinson CBE**

**President REA**

**Dated** \_\_\_\_\_ **January 2023**