

# ROYAL ENGINEERS ASSOCIATION



## THE SAPPER CHARITY

All communications to be addressed  
to:

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### Minutes of the meeting of the Royal Engineers Association Board of Trustees on Friday 22 September 2023, 7 Bedford Row, London.

#### Attendees

##### In person

Alastair Dickinson	President, REA
Matt Bazeley	Chair, REA and REA Benevolence
Claire James	Trustee and Chair, REA Recruitment
Jeffrey Jupp	Trustee
Rowan Adams	Trustee and Chair, Fundraising
Ken Kirk	CEO, REA & Chair REA Management
Ian Sidebottom	Corps Treasurer
Nick Gunnell	Operations Director, REA
Richard Hawkins	Corps Colonel, Trustee

##### Online

Spencer Eardley	Corps SM, Trustee
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#### Apologies

Mark Lancaster, Trustee  
Mark Ruddy, Honorary Treasurer  
Martin Heffer, Trustee, REA Finance Committee  
Colin Basnett Trustee

#### ITEM NUMBER 1 - WELCOME AND APOLOGIES

1. The President welcomed everyone to the committee and thanked Jane Thomson who has removed herself from the Board due to circumstances preventing her from adding value and contributing to the REA.

## ITEM NUMBER 2 - CONFLICT OF INTEREST

2. No conflicts of interest were declared.

## ITEM NUMBER 3 - CONFLICT OF INTEREST

3. Confirm minutes of previous meeting of the Board of Trustees on 5 May 2023.

**Proposer:** I Sidebottom

**Secunder:** N Gunnell

## ITEM NUMBER 4 - MATTERS ARISING FROM PREVIOUS MEETING

### 4. **Matters Arising from previous meeting.**

- a. All matters arising from the previous minutes will be discussed.
- b. Corps Memorials update was provided by the CEO:
  - (1) Progress is being made with the restoration of memorials
  - (2) In the future a large outlay will be required for the Corps Memorials (Obelisk, Crimea Arch, South African Arch). **Action: Five-year plan to be put to the Central Charitable Trust following a conversation to understand the role of the Holdfast contract, before a budget is allocated – CEO.**
  - (3) Corps Colonel will raise issues with memorials (i.e. preservation and conservation costs. **Action: Corps Colonel.**

## ITEM NUMBER 5 – TAKE NOTE FROM THE MANAGEMENT COMMITTEE MEETING 5 JULY 2023

### 5. **Management Committee Update.**

- a. Following feedback from the Corps Memorial weekend, an extraordinary committee meeting will be held to update and progress decisions.
- b. The potential to combine the Management and Recruitment committees will be reviewed.

## ITEM NUMBER 6 – TAKE NOTE FROM THE PREVIOUS BENEVOLENCE COMMITTEE MEETING 5 JULY 2023

### 6. **Benevolence Committee Update.**

- a. The REA is increasingly spending money on flying Foreign and Commonwealth soldiers home. **Action: Ops Director to draft a letter including facts and figures of the number and cost of flights.**

## ITEM NUMBER 7 – REA HQ DASHBOARD.

7. The CEO presented the dashboard to the trustees. To note:

- a. Membership is net positive.
- b. REA looking to collaborate with the Armed Forces Veterans Breakfast Clubs
- c. Governance – how do we make branches more accessible, in order to sustain the existing branch structure?

**Action: CEO to present the dashboard using monthly figures to trace trends and Include fundraising figures, fundraising participants and SapperCom membership to be placed on the dashboard.**

#### **ITEM NUMBER 8 – TAKE NOTE FROM THE PREVIOUS FINANCE COMMITTEE**

8. The Corps Treasurer provided an overview of the previous meeting. To note:
  - a. UBSG to be changed to Community and Unit and Branch Scheme (CUBS).
  - b. With effect from next year, requests of over £10,000 will not come from the CUBS fund.
  - c. **Proposal:** Establish a restricted fund of £2 million using the McCabe legacy and additional funds (from unrestricted funds) from which CUBS will be granted from.
    - (1) Proposer – President
    - (2) Seconder – S Eardley
  - d. The RE RHQ to produce a booklet detailing the funding and support available from the Central Charitable Trust. **Action – RE RHQ to produce booklet that details funding options for the serving Corps.**
  - e. The REA is produce a single document detailing the funding available from the REA to inform serving officers and soldiers. **Action – CEO.**
  - f. A review of costs to be and expenditure to be conducted. **Action - CEO**
  - g. The Treasurer is forecasting how the reduction in Corps contribution in Days Pay Scheme will impact the REA.

#### **ITEM NUMBER 9 - RISK REGISTER POINTS 6, 14,15 & 16**

9. The following risk register points were discussed:
  - a. **Point 6 – Robustness of membership numbers, reducing membership numbers, reducing size of branches, reducing number of branches.**
  - b. **Point 14 - Reducing Annual Income** – discussed in previous item. The next meeting will review what mitigating circumstances are required. **Action: Corps Colonel to provide assumptions.**
  - c. **Point 15 - Over reliance on single source of Income.** What is the level of risk in the REAs portfolio - to be discussed? **Action - Corps Treasurer - Asset allocation to be attached to these minutes.**

- d. **Point 16 – Fundraising Risk** added to the register and mitigating circumstances will be put in place to ensure fundraising fratricide is not committed. **Action – CEO & Ops Dir.**

#### **ITEM NUMBER 10 - FUND RAISING**

10. The Fundraising Chair outlined the communication strategy for fundraising. Approx. £6,000-£10,000 of fundraising scheduled for this year.
11. Money raised fundraising needs to be tracked to demonstrate that money raised is being spent on benevolence and not admin. **Action - Ops Dir**
12. Change format of one pager to “Collaborate with the ABF & SSAFA”. **Action - Ops Dir.**
13. Corps Colonel requested to speak to Comd 8X to remind the Corps of the work the REA does and the fundraising opportunity. **Action - Corps Colonel.**

#### **ITEM NUMBER 11 – EVENTS**

14. The CEO listed the events scheduled for Spring and Summer 2024.
15. All members requested to consider events that appeal to younger generation.

#### **Any Other Business**

16. No other business was raised.

#### **Date of Next Meeting**

17. Friday 26<sup>th</sup> January 2023, Location tbc.

Signed

Maj Gen (Retd) Alastair Dickinson CBE  
President REA

26<sup>th</sup> January 2023