

**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 26th  
January 2024, 5 Marble Arch, London.**

**Attendees**

**In person**

Alastair Dickinson (AD)	President, REA
Matt Bazeley (MB)	Chair, REA and REA Benevolence
Rowan Adams (RA)	Trustee and Chair Fundraising Committee
Colin Basnett (CB)	Trustee
Nick Gunnell (NG)	Operations Director, REA
Richard Hawkins (RH)	Corps Colonel, Trustee
Martin Heffer (MH)	Trustee, REA Finance Committee
Claire James (CJ)	Trustee and Chair, REA Recruitment
Jeffrey Jupp (JJ)	Trustee
Ken Kirk (KK)	CEO, REA & Chair REA Management
Mark Lancaster (ML)	Trustee
Mark Ruddy (MR)	Honorary Treasurer

**Online**

Ian Sidebottom, Corps Treasurer

**Apologies**

Spencer Eardley, Corps SM, Trustee

## ITEM NUMBER 1 - WELCOME AND APOLOGIES

1. The President welcomed everyone to the committee and thanked **RA** for hosting the meeting.

## ITEM NUMBER 2 – GOVERNANCE

2. **Conflict of Interest.** **JJ** declared that he is currently working with the Royal British Legion and would therefore not take part in any discussions or votes related to the organisation.
3. **REA Terms of Reference.** Terms of Reference to be updated to allow Board members to remain in post beyond what is currently stated. **KK**
4. **Risk Register.** All attendees confirmed they were aware of the risk register and its contents.

## ITEM NUMBER 3 – Review of the Minutes of the Previous Meeting

5. The minutes of the previous meeting of the Board of Trustees on 22nd Sep 2023 were ratified by:

**Proposer: RH**  
**Secunder: MH**

## ITEM NUMBER 4 - MATTERS ARISING FROM PREVIOUS MEETING

6. **Matters Arising from previous meeting.**
  - a. **Item 4 Memorials.** A 5-year plan has been drafted. **KK** is empowered to align the REA plan with the RECCT plan and create a budget for the anticipated works.
  - b. **Item 5 Corps Memorial Weekend review.** A review has been carried out, the result of which was to have the REA AGM and annual dinner to take place on the same weekend and in the same location as the CMW 2024.
  - c. **Item 7.** The dashboard that is presented to the board now includes Sappercom and data from other areas captured on a monthly basis.
  - d. **Item 8.** HQ REA has produced a funding booklet and are briefing units through outreach events.
  - e. **Item 9.** A review of investment is taking place and further diversification of our portfolio is to be proposed at this meeting. Fund raising is now in the risk register.
  - f. **Misc. Merge of Management Committee and Recruitment Committee.** There have been discussions about the combining the Management and Recruitment committee. Improvements to the Management committee have taken place that may reduce the necessity of a merger. **Info - CJ**

## **ITEM NUMBER 5 - REA HQ UPDATE AND DASHBOARD**

7. The Board reviewed the dashboard and requesting that future iterations are to contain the benevolence information and not refer the reader to another document. **Action - NG**
8. The following operational targets, presented by **KK** for 2024 were agreed by the board:
  - a. REA HQ to obtain the Employer Recognition Scheme Gold Award in 2024.
  - b. Aim to have 600 new members in 2024 and 4 new branches by 31 Dec 2024.
  - c. Increase the reach of grants across all areas of the Sapper Family ensuring accessibility by improving awareness and ease of application.
  - d. Increase the number of outreach activities, local events and the number of National events by 31 Dec 2024.
  - e. Increasing the opportunity for participation/volunteering/fundraising by 31 Dec 2024.
  - f. Improve the number of Sappercom.com users to 1400 by 31 Dec 2024.
  - g. Improve all analytics across social media and website by 31 Dec 2024.

## **ITEM 6 - BENEVOLENCE UPDATE**

9. **MB** provided the committee with a benevolence update, which covered the previous 12 months.
10. **KK** proposed that the Kitchener Fund be renamed to the Sapper Charity Childrens Fund. The Board unanimously agreed.

## **ITEM 7 – RECRUITMENT COMMITTEE UPDATE**

11. **CJ** provided the committee with a recruitment committee update including details of the newly introduced membership eligibility. The new rules allow All Arms, Friends and Family, Widows and Widowers of veterans to join REA branches.

## **ITEM 8 – FINANCE COMMITTEE UPDATE**

12. **IS & MR** provided the committee with an update on:
  - a. The REA Balance Sheet
  - b. The Financial Order of Operations
  - c. REA Investment Valuations
  - d. Operational Cost Analysis (Conducted Dec 2023)
13. **Diversification of funds – The purchase of an additional property.** The board unanimously

agreed that a further property in the Ebbsfleet development should be purchased with an investment in the region of £600,000 and an expected ROI of 5%.

14. **Major Grant Requests.** The following grants were discussed and put to vote:

a. **RBLI.** £103,000 for works to complete the RBLI Centenary Village. The Board stated that if the grant was made there would be caveats from the RBLI which would be a condition of the grant.<sup>1</sup> **Proposer: MB**

In favour: 10

Not in favour: 1

b. **SSAFA.** The Board unanimously agreed to grant SSAFA £33,000. This is an increase of 10% from 2023 and is in recognition of the work that SSAFA carries out on behalf of the REA.

c. **ABF.** The Board unanimously agreed to grant the ABF £66,000.

#### **ITEM 9 - MCCABE FUND (COMMUNITY, UNIT AND BRANCH SUPPORT GRANTS).**

15. The Unit and Branch Support Grant has now been replaced with the McCabe Fund (CUBS Grants).

16. KK proposed the following grants, all were unanimously agreed by the Board:

a. **Ballard Grant.** Pacific Rowing Race - £25,000.

b. **Corps Awards.** £5,000

c. **Corps Boxing.** £4,000

d. **Corps Rugby.** £10,000

e. **Sapper Games.** £20,000

f. **TASS** (Talented Athlete Scholarship Scheme). £40,000

g. **36 Engr Regt.** £22,000 emergency fund replenishment following the theft from Regimental Funds.

#### **ITEM 10 - FUNDRAISING**

17. **RA** provided an update to the board and proposed the following:

a. **Proposal: RA** proposed major fundraising event to showcase the Sapper Charity and raise a six figure sum. The Board was asked to agree to the allocation of up to £100,000 for the event. The Board agreed unanimously.

#### **Any Other Business**

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<sup>1</sup> JJ did not contribute to the discussion or vote.

18. No other business was raised.

**Date of Next Meeting**

19. Friday 17<sup>th</sup> May 2024, Location tbc.

Signed

Maj Gen (Retd) Alastair Dickinson CBE  
President REA

17<sup>th</sup> May 2024