



RAFA CADUCEUS BRANCH

MEETING MINUTES 2 September 2025 | 1900 | via Teams

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Present:

S Kilbey (SK President)
P Newton (PN Chair)
W Morris (WM Treasurer)
V Newton (VN Secretary)
J Radnedge (JR Welfare Officer)
R Bunnage (RB Communications Officer)
M Denton (MD Membership Secretary)
R Cormie (RC Cadets Liaison Officer)

Apologies:

R O'Hare (RO Fundraising Officer)

Item	Action
<p>1. Welcome and opening</p> <p>PN opened the meeting with the official dedication of the Royal Air Forces Association.</p> <p>PN apologised for the delayed start to the meeting due to technical issues. Future committee meetings will all be via the same Teams meeting below which can also be accessed via the hyperlink above in blue.</p> <p>Meeting ID: 365 570 629 619 7</p> <p>Passcode: BD2Kw6bH</p> <p>2. Apologies</p> <p>As above</p> <p>3. Acceptance of the previous minutes</p> <p>PN verbally recounted the minutes of the last main meeting 8 July 2025 and it was agreed by those present these were both a true record.</p> <p>4. Officer Reports</p> <p>4.1. Chair (PN)</p> <ul style="list-style-type: none">Serving Representative(s) <p>PN has yet to catch up with the volunteer Sqn Ldr R Raw, but he will attempt to do so before the next meeting.</p>	<p>PN</p>



○ **Standard Blessing 23.11.25 St Clement Danes Church, London.**

PN confirmed that the attendee list was now at over 50 people, with a good mix of VIPs and Branch Members.

PN is in the process of arranging a Teams meeting with Rev (Wg Cdr) Ashley Mitchell, the Resident Chaplain of St Clement Danes to discuss the service. **PN**

WO Emma Kerslake is our Parade Marshall and our Standard Bearer will be escorted by :

- Flight Sergeant Emma Wilkins - PMRAFNS
- Flight Sergeant Rachel Reed -Environmental Health
- Corporal James McNulty-Ackroyd 4626 Squadron
- Aviator Specialist from Lichfield – Trainees

VN will confirm number of attendees with the caterers at the end of September. **VN**

○ **Branch Ties**

PN will advertise branch ties in the Medical Services Dinner Facebook Group and RC will advertise in various groups he is a member of. **PN/RC**

○ **Funerals**

PN is to draft a letter outlining Branch support to relatives and circulate for comment – outstanding from last minutes. **PN**

PN attended the funeral of Jock MacFarlane (Snr). Jock MacFarlane (Jnr) has promised to join the branch and PN will liaise with him on this **PN**

4.2. Secretary & Branch Conference Representative (VN)

○ **National Conference**

Due to a prior personal engagement, VN will not be attending National Conference this year.

○ **Emails**

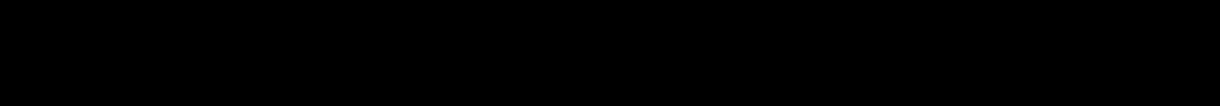
Out of Hours response is now set up on branch email address and appears to be working.

4.3. Treasurer (WM)

Bank Balances

4,791.55

2,322.23



◉ **Branch income/expenses**

WM advised we have received £99.02 from EasyFundraising and £100 donation from [REDACTED]. We received £943.60 membership rebate from RAFA HQ. We have purchased a Field Cross for the Garden of Remembrance at Westminster Abbey for £15.

PN advised that there had been a discussion with RAFA HQ regarding the numbers used for our membership rebate and that we need to start taking screenshots of our membership figures to go with our minutes as RAFA do not retain this data. VN will action this when preparing future agendas.

VN

PN also stated that he has still not received a response to his email to RAFA regarding financial support to Standard Bearers attending RAFA/RAF official events and he will chase this up.

PN

4.4. Welfare (JR)

- ◉ One welfare case awaiting a decision from the RAF Benevolent Fund.
- ◉ Roy Bidgood, the RAF veteran who flew as a tail gunner on the Halifax aircraft during WW2 reached 100 today. His birthday party is being hosted tomorrow, 30th August, and an online request for birthday cards was made a while back. JR delivered a birthday card featuring the Halifax to the organisers wishing him a happy 100th birthday on behalf of the RAFA Caduceus Branch Committee and all its members.
- ◉ No other welfare issues this period.

JR

4.5. Membership Secretary (MD)

July 25	Active Members 252	Lapsed 16
Sept 25	Active Members 248	Lapsed 12
	(-4)	(-3)

◉ **Membership Numbers**

MD expressed concern that the figures from RAFA are unhelpful in that we have lost 4 members since the last meeting but this is not reflected by the leavers numbers.

◉ **Facebook Group**



191 members, of whom 4 were added earlier this week after confirming their answers to the questions, or presence on the membership roll. 4 recent (ish) applications to join remain outstanding – a message was sent to the Admin/Moderators group asking if anyone recognised, or knew these individuals as a prelude to contacting them to ask they answer the questions (NB – as previously discussed, messages sent from a personal profile, not the page itself, cannot be guaranteed to not be sent immediately to spam). We need to be vigilant that FB Group members are also Branch members which can be difficult if they use a different social media name.

PN/MD

- MD will be contacting Fiona Cooper later this week to discuss the lapsed members, provide training/demonstration/refresher on use of RAFA Portal etc

MD/FC

- Battle of Britain Week Outreach Calls to over 65s. This is to advise members reaching or of retirement age of the services available from RAFA, such as pensions advice, support for dementia carers, breaks in RAFA accomodation and the usual welfare support. MD confirmed there should be no issue with the membership team carrying this out.

MD/FC

- Direct Debit Drive**

MD would like to encourage members to swap to Direct Debit *C/F to next meeting.*

MD

- Membership Email**

This needs to be taken over by FC/MD for sending Welcome Email. PN has drafted a Membership Secretary 'role' and is hoping to catch up with MD/FC in the near future.

PN/FC/MD

4.6. Fundraising (ROH/FC)

- Customised Bears –**

VN to explore further. *C/F to next meeting.*

VN

- Gazebo**

RO has an enquiry from Shipley and Baildon Cadets regarding a gazebo. PN to contact Emma Wilkins to find out if she accepted the one she was offered from Brize Norton.

PN

- London Marathon**

PN to speak to Paul Bishop regarding alternative to London Marathon 2026.

PN



◉ **Wings Appeal**

Both 209 and 2458 Squadrons are carrying out Wings Appeal collections supported by RC and RO. Unfortunately, 209 lost their supermarket collection slot, but are hopeful of arranging another location.

RC/RO

4.7. Cadets

Branch Adopted Cadet Squadrons - 2458 (Shipleigh & Baildon) and 209 (West Bridgford)

◉ **Caduceus Plaques**

VN purchased a perpetual annual award plaque with a smaller award that can be kept by the winner for 2458 Squadron and will purchase a second pair for 209 Squadron. We have funds from donations to purchase 2 more as and when further Cadet Squadron are adopted. It was agreed that this should be awarded for an outstanding contribution to the Wings Appeal or to Welfare.

VN

PN will email pictures of the Awards to RB for the website.

PN

4.8. Communications

◉ **Website**

RB reported that in the last 30 days there was 11 visits to the website. This is a very poor uptake and we need to investigate this. It was agreed that the website would be mentioned in the next newsletter and everyone to continue promotion.

RB

PN needs to send RB the Vice Presidents pen portraits for the website.

PN

◉ **Newsletter**

The September newsletter is ready to send out.

Pictures of Branch Officers and a bio for newsletter and website.

ALL

We now have 3 'official' email addresses:

rafacduceusbranch@gmail.com

caduceusmembership@gmail.com

caduceuscadetliaison@gmail.com

Note: We need as many photos and articles as possible to populate the newsletter and website.

ALL

5. Notified Items - None

6. Any Other Business

◉ **Branch Chaplain**



PN hasn't followed this up. RC suggested the Wing Chaplain for Stoke ATC and it was agreed he would make contact.

RC

🕒 **Local Members Groups**

C/F to next meeting

Put it in the next Newsletter to see how many people would be interested and plotting members on a map and listing how many members we have in each county.

🕒 **Attendance at St Clement Danes and Westminster Abbey**

MD queried whether allocation of tickets for branch members to RAF events held at SCD and WA were linked to the attendance of our Standard Bearer. PN clarified that the Standard Bearer is usually offered one guest ticket and up until this year we have secured additional tickets either via RAFA or RAF Ceremonial. It seems that this year the RAF have stopped issuing veteran tickets. PN will follow this up to enquire whether there is another way for veterans to get tickets.

PN

ATC Dining In Nights

PN suggested that the Branch cover the cost of RC attending Dining In nights. RC thanked the Branch but declined the offer.

Meeting closed at 20.01

Next meeting – 4th November 2025