



RAFA CADUCEUS BRANCH

MEETING MINUTES 10 June 2025 | 1900 | via Teams

Present:

P Newton (PN Chair)
 W Morris (WM Treasurer)
 V Newton (VN Secretary)
 M Denton (MD Membership Secretary)
 R Cormie (RC Cadets Liaison Officer)

Apologies:

S Kilbey (SK President)
 R O'Hare (ROH Fundraising Officer)
 R Bunnage (RB Communications Officer)
 J Radnedge (JR Welfare Officer)

Item	Action
<p>1. Welcome and opening</p> <p>PN opened the meeting and thanked everyone for coming to an additional meeting of the RAFA Caduceus Branch Committee.</p>	
<p>2. Apologies</p> <p>As above</p>	
<p>3. Attendance at Area and National Standard Bearer Competition</p> <p>KK/PN have expressed an interested in attending the A&NSB Competition to be held at Atlas House in July 2025. The committee agreed to them representing the branch at this event, on the understanding that they meet their own expenses. VN will communicate this decision to KK.</p>	VN
<p>4. Financial commitments for Funerals SoP & communication with relatives</p> <p>It was agreed that a standard procedure was required for funerals and that maximum expenses would be £50 on any single funeral. PN agreed to draft an outline email/letter to relatives outlining what to expect from the branch and what our commitment to families will be.</p>	PN
<p>5. Communications - responses to emails</p> <p>VN would like to introduce an automatic reply to emails to manage expectations, and it was agreed that she would draft something along the lines of we will respond within 5 days and signposting anyone with urgent need to support.</p>	VN
<p>6. Commitment to future RAFA Standard Bearer requests</p> <p>At the recent Dedication of the National Standard, the Standard Bearers present were not offered refreshments, did not feature significantly in the photos on RAFA social</p>	



media and the Branches they represented were not named in the programme or elsewhere. This is despite attending at significant cost to the branch. The general feeling was that if RAFA want Standard Bearers to attend an event then they should bear some of the cost or offer recognition in return. For future requests for Standard Bearers, we will ask RAFA to support some of the cost.

7. Cadets' Trophies

The branch was recently approached by one of our Cadet Squadrons with a view to sponsoring a Trophy to be awarded to the Cadet deemed to contribute most significantly to the Wings Appeal collection of the Squadron each year. It was suggested this could be the form of an engraved plaque covering numerous years to be retained by the Squadron and a small individual trophy under the title 'The RAFA Caduceus Branch President's Shield'. We have had two anonymous donors come forward willing to cover the cost of the two Squadrons already adopted and the two Squadrons we are looking to adopt. VN will source trophy's and RC will liaise with cadets.

VN/RC

8. Plan for Membership

PN has been covering chasing up Lapsed Members and sending Welcome emails via the membership email address for several months. FC has recently taken over sending Welcome emails and PN would like to hand this over to FC/MD as well as agree a schedule of outreach phone calls to over 65s. MC/PN provisionally scheduled a meeting for 27/06/25.

PN/MD

9. Any Other Business

WM advised that the branch was now registered for Gift Aid and we are able to ask permission to claim back for up to 4 years.

Meeting closed at 20.00