

CHAPTER 3

BRANCH EVENTS/MATTERS

BRANCH BAND CONCERTS

1. Under current policy the Regimental Band will undertake, where possible, four concerts for Branches each year, the purpose of which is to provide additional funding for the Association and Branches and to enhance the Regimental ethos within their area. Branches may be required to pay all costs which will include the transportation costs of the Band and to provide refreshments or a meal(s) depending upon the distance and time the Band is away from their London barracks. Other costs will include those for contracts and insurance and may also include overnight accommodation if this is required. Branches will of course be required to meet all other local expenses, such as the hire of the venue and programmes etc. The Branch will retain 75% of the net proceeds of the concert after all expenses have been met, with the remaining 25% going to Association Central Funds for welfare purposes. A copy of the income and expenditure account is to be forwarded to Association HQ at the time payment is made to Central Funds.

2. It must be clearly understood that the venue chosen for the concert must be of a size commensurate with the standing of the Regimental Band. If there is any doubt over this, then Branch Secretaries must contact either the General Secretary or the Director of Music. Similarly the Band Administrator (Tel: 020 7414 3267) can be contacted with regard to the size of stage and other facilities required. In order to reduce costs, Branches may also book and pay the Band transportation invoice direct from the firm concerned, thereby eliminating the need to be charged VAT.

3. All Branches may bid to hold a concert (at least six months' notice is required), but priority is given to those Branches who have not held a concert before. In the event that two or more Branches 'tie' for consideration, a decision will be taken by the General Secretary. Once a Branch has been allocated a vacancy, they must forward a selection of dates to the General Secretary, who will liaise with the Regimental Band and confirm an acceptable date. Bids for the months of April, May, June, Oct and Nov should not be made in order to avoid the Band's busiest periods. **It must be clearly understood that all such concerts take place at the exigency of the service.** Should the Regimental Band be required for military duties, these will take priority and no recompense can be made. Every effort will of course be made to ensure that this does not happen.

CORPS OF DRUMS ENGAGEMENTS

4. Similarly the Battalion Corps of Drums is available for up to four 'expenses only' (as above for the Regimental Band) engagements each year to Branches, subject once again to their military commitments. The purpose of these however is somewhat different to that of Band Concerts, and are normally not for 'profit making' events.

5. Ideally the Corps of Drums can be provided for a Branch garden party, following a lunch or any other similar suitable occasion. Bids can be made, with six

months' notice at any time during the year to the General Secretary with a selection of suggested dates. On no account are Branches to make direct bids to the Battalion.

BRANCH DINNERS/LUNCHESES

6. Whenever possible an officer will be tasked through Regimental Headquarters to provide an update on what the Regiment and Association have been doing over the previous year and to give details of what is happening regimentally in the forthcoming year. This will normally be either the President of the Association, the Regimental Adjutant or a serving officer from the Regiment.

7. Dinners and Lunches are normally held in the Spring or Autumn and Branches are to inform the Association NCO of the dates of Spring events by 31 January and by 30 June for Autumn events. However, the more notice the better as it gives bids a greater chance of success. The Notification Form is at Annex A. **Speakers will not be provided** by RHQ for events held outside the Spring/Autumn window dates shown on the Form.

8. Association Central Funds will pay all travelling and accommodation expenses for those who are representing the Regiment direct to the officer concerned. Branches may also, if they wish, claim the cost of the dinner or lunch for the representative and his wife/partner direct from Central Funds. This arrangement does not however include guests of honour invited by the Branch, whether or not they are speaking at the lunch or dinner. These expenses are to be met from Branch funds as necessary.

9. **Loyal Messages.** Loyal Messages should be signed by the President of the Branch, or in his absence by the Chairman. Those for Her Majesty the Queen should be sent with a covering letter (this may be from the Branch Secretary) to The Assistant Private Secretary to Her Majesty the Queen, Buckingham Palace, London SW1A 1AA. Those for His Royal Highness, The Colonel should be sent with a covering letter to the Assistant Equerry, RHQ Grenadier Guards, Wellington Barracks, Birdcage Walk, London SW1E 6HQ. Sample messages (for the AGM) with covering letters are attached at Annexes B to E, in order to give Branches some idea, although the wording can take into account special anniversaries of the recipient (i.e. Her Majesty's 60th Anniversary as a Grenadier or the Duke of Edinburgh's 40th Anniversary as Colonel) or the Regiment.

10. **Regimental Band Brass Quintet.** The provision of a Brass Quintet to play during dinners is possible. Bids may be made through the General Secretary on the same basis explained above.

AREA REPRESENTATIVES

11. There are seven Area Representatives, representing the 37 Branches of the Association in England. The current grouping of Branches within the seven catchment areas, together with the present incumbent, is at Annex F to this Chapter. Their duties are not onerous, but those nominated will become members of the

Executive Committee. They should be available to attend the Executive Committee Meetings in March and October.

12. They will be required to keep in touch with the Branches in their area and assist in any way they can, and also put forward the relevant views and concerns of Branches at Executive Committee meetings. They must therefore be sufficiently experienced in the affairs of the Association, and ideally to have held office within a Branch. The tour of duty is for three years. Nominations will be called for from those Branches affected prior to the AGM and be selected by the President of the Association for formal ratification at the Annual General Meeting.

REGISTRATION UNDER THE CHARITIES ACT

13. The Association is a registered charity (Number 287265) under the Charities Act 1960. The registration includes Branches of the Association in England. Under the Act all charities are required to quote their charity number on their official headed paper and on their cheques. Whilst this has been complied with by Association HQ, it is also required for Branches of the Association; therefore, all Branches should aim to do so as soon as possible. For headed paper, it is only necessary to show within the title, or as a footnote 'Registered under the Charities Act 1960, No 287265' and on cheques 'Registered Charity'. Branches may need to show their Bank a copy of the Rules of The Association and By-Laws for Branches for them to comply.

MEMBERSHIP APPLICATIONS AND TRANSFER OF MEMBERSHIP

14. A membership application form is at Annex G. Transfer of membership between Branches must be notified to Association HQ on the form at Annex H. The Association NCO will ensure all changes updated on current records.

NOTIFICATION OF DEATHS

15. Notification of the death of a (Grenadier) Branch member is to be sent to Association HQ on the form at Annex I. A list of members who have died over the past year is also to be sent in with the Branch Report for the Grenadier Gazette. The Association NCO is responsible for updating the Association Nominal Roll and for ensuring that all deaths are recorded in the Gazette. Short obituaries may also be rendered with the notification for inclusion on the website.

NOMINAL ROLL

16. The website Nominal Roll by Branch and the 'Lost Souls' section will be maintained by the Association NCO until further notice.

17. Branch secretaries are to conduct regular checks of their membership details on the website and inform the Association NCO of any anomalies. Each member of the Association may only belong to one Branch. The Association NCO maintains the roll of General Members.

BRANCH BANNERS

18. A copy of the current policy on Branch Banners is at Annex J.

BRANCH PRESIDENTS

19. Branch Secretaries are to be aware that under the By-Laws for Branches the responsibility for the selection of a Branch President rests with the President of the Association and the Regimental Lieutenant Colonel; Branch Committees may however be invited to offer a recommendation.

ANNEXES:

- A. Branch Annual Lunch/Dinner Notification Form.
- B. Covering Letter – Loyal Message to Her Majesty the Queen.
- C. Loyal Message – Her Majesty the Queen.
- D. Covering Letter – Loyal Message to His Royal Highness the Colonel.
- E. Loyal Message – His Royal Highness the Colonel.
- F. Branch Area Groupings
- G. Membership Application Form.
- H. Transfer of Membership Form.
- I. Notification of Death.
- J. Branch Banners.