# blue_logo.pngMid Southern Battalion

# The Boys’ Brigade

# Minutes of Council Meeting

## Thursday 7th December 2017 at 7.30pm : 1st Woodley HQ

**Welcome:**

The President welcomed leaders representing six Companies and opened the meeting with thoughts inspired by Psalm 139. He then led the meeting in prayer.

**Present:** David Allan (2A), Glenda Bentley (2A), Celia Brook (2F), Robert Brook (2F), Pete Burgess (2A), Lewin Cox (2B), Peter Curran (1G), James Foster (1G), Bob Hansford (1W), Jeff Lewis (2R), Craig Lunnon (1W), Liz Manning (2F), Bob Pidgeon (Secy), Bernard Startup (2F), Helen Wallace (2A); Christine Allan (minutes).

**Apologies for Absence:**

All staff (3R), Rolfe Bridson (2A), Chris Britton (1G), Mike Croall (2R), Christian Janes (2A), Pat Kitchen (RO), Phil Ray (4W), Kimberley Winder (2A)

**Minutes of the meeting of 4th September 2017:**

The minutes had been circulated soon after the meeting, and were agreed to be a true record.

**Matters arising:**

* The Chaplains’ and Captains’ Breakfast had been held at 2nd Alton HQ, and it was agreed that this should be repeated in the future. The President suggested that this should be in 2019-20, as there was likely to be a Training and Sharing Day in the 2018-19 session.

**Battalion Diary:**

Version 5 of the Diary had recently been circulated, and was further updated at the meeting. The following dates were noted:

* Queen’s Badge Completion Course : 26 – 28 January 2018
* Skills for Queen’s Badge : 27 – 28 January 2018
* BB Music Festival : 24 March 2018 at Chandler’s Ford
* The Expedition and Outdoor Leadership Assessment has now been confirmed by BB in Hampshire : 8 – 10 June 2018

The updated Diary (Version 6) is appended to these minutes.

**Brief Reports:**

* Secretary and Adjutant
	+ Bob Pidgeon reported that the Battalion OBM is now fully operational. There are currently 259 Boys registered as members, this being slightly down on the 272 estimate made last July.
	+ He advised Council of five leaders whose registration was pending, and 13 leaders who were no longer listed as registered. Peter Tate and Nigel Woodcraft are in the process of re-registering, and Doug Stone has requested that he remains on the Battalion Reserve.
	+ The Battalion Statistical Return has been submitted. Payment has been made for all Officers on the Reserve, who are reminded that they may wish to reimburse the Battalion for the cost of their registration (£27, or £21 if in receipt of State pension).
	+ He had received correspondence from Brigade President and Chairman of Brigade Executive following the September Brigade Council meeting. This related principally to issues around the use of block proxy votes at Council, and the Battalion President provided further background information. No action is required.
	+ He had visited the three former Reading and District Companies, receiving a warm welcome and having the privilege of presenting two Queen’s Badges to Boys in 1st Woodley. He hoped to visit the remaining five Companies in the New Year.
	+ It is hoped that the Battalion Church Parade (13th May, afternoon) might be held at Woodley. **Action: Bob Hansford** to enquire. If so, the open space near the Town Council offices might possibly be of use.
* Treasurer
	+ Lewin Cox advised that the two sets of finances had not yet been merged, but that all was going smoothly, with a target date early in the New Year.
	+ He had no information on the former R&D Battalion accounts, and therefore reported on the former MSE Battalion finances, which showed a current balance of £608. However, it had been realised that the June 2017 Sports Day entry fees of £109 per Company had not been collected, and he requested that these be settled as soon as possible. This would bring the balance in hand to over £1000.
	+ He then led a brief discussion on the funding of Competitions, in particular the equity of the same charge being levied for a Company with just one entrant and another with multiple teams. It was agreed that this matter should be reviewed before the start of the 2018-19 session.
	+ In response to a question, he confirmed that, although it had not been formally minuted, the last meeting had agreed to his proposal that any Battalion Subscription should be set at zero for the current 2017-18 session. Subsequent subscriptions would be set at Annual General Meetings.
	+ The meeting recorded its thanks to Lewin and to Nigel Woodcraft.
* Training
	+ Celia Brook reported that five Boys had attended the “Building your Skills” course in November.
	+ She advised leaders of a Safeguarding training day being held in Guildford on 3rd February, and a two-evening training course being held in Woking in the New Year – contact her for details.
	+ Youth Leader Training details had recently been circulated (6th January and 24th March at 2nd Fleet HQ).
* Extension and Development
	+ Peter Curran reported that there was now a team of BB/GB mentors in place to help with the establishment of new Companies or to support existing ones.
	+ BB and GB HQ were starting to produce some common material – details awaited.
* Queen’s Badge Advisor
	+ In the absence of Peter Tate, Lewin Cox undertook to liaise with Companies as requested. In particular, he noted that 2nd Alton had two Boys waiting to start on Queen’s Badge.
* DofE Ambassador
* David Allan explained the role of the Ambassador, stressing the value of DofE to the Seniors’ programme. He offered to help Companies already offering DofE and any who might wish to start.

**Section Matters:**

* Anchor Boys
	+ Celia Brook briefed members on the Fun Day being held on 24th February at 4th Woking HQ. Activities will start from 2pm, but Boys should arrive from 1pm bringing their packed lunch. The theme is “Creation”, and she asked to be advised on likely numbers attending, to help with the planning of activities. **Action: All AB Staff.**
* Junior Section
* Pat Kitchen had sent her apologies and a brief report.
* The information about Team Games and 5-a-side Football (27th January at Court Moor School, Fleet) has been sent out to all Companies, although concern was expressed that it may not have been sent to Reading Companies. **Action: President to check.** *(Post-meeting Note: It was sent to all three Reading Companies, but with only Mark and Cathy Burges and Phil and Ali Carter at 2nd Reading being included. It has now also been forwarded to Mike Croall and Jeff Lewis.)*
* The Figure Marching details for Competitions Day (10th March at 3rd Reading HQ) have been circulated. The Play has been chosen, and copies will be available on 27th January; anyone needing it before that date should contact Pat (01276 509504).
* Company Section and Seniors
* Bob Pidgeon had earlier advised that a First Aider was required for the Chess Competition (20th January), and 2nd Alton offered to provide one. **Action: 2nd Alton.**
* He had also reported on the Day of Action (28th April), and confirmed that details of Drill and Scripture Quiz had already been circulated. Following a discussion about the 6-a-side football, 1st Woodley offered to provide an additional set of goals. **Action: 1st Woodley.** The details of the First Aid competition would be finalised once an indication of entries had been received, and it was suggested that the “scenario” and the multiple choice questions might be run in parallel to save time. It was also noted that the MasterTeam Final was to be held on the same date; 2nd Bracknell and 1st Guildford are still in this knock-out competition.
* James Foster asked for feedback from Companies on the competitions that had been held, and for continuing feedback on future events, to inform the discussion on the programme for the 2018-19 session.
* It was noted that the Seniors’ Weekend had been put in abeyance due to pressures on the programme, and should be actively considered for next session.
* David Allan confirmed that the Orienteering event (3rd February) would be held at Lightwater Country Park, near M3 Junction 3, and details would shortly be circulated.

**National and BB in Hampshire:**

* There had been a BB in Hampshire meeting on 15th November, and minutes were awaited. John Myers, BB Development Worker for the South-East, had attended, and offered support to any Company or Battalion. The next meeting will be held in Southampton on 16th June 2018.
* David Allan reported on a special service of Peace and Reconciliation for young people, marking a century since the ending of hostilities in World War I. This is being held in Winchester Cathedral at 7.30pm on Friday 15th June 2018 under the patronage of the Lord-Lieutenant, and a good BB representation from Hampshire and beyond is requested. Boys will be required to serve as stewards, readers, prayer leaders, or members of the Colour Party, and the 1st Chandler’s Ford BB Brass Band will be playing before the event. Details to follow.

**Draft Constitution:**

* David Allan circulated a copy of a first draft of a Constitution for the Battalion. (See attachment to these minutes.) He drew attention to some specific points in the document, and sought comments on these or other matters.
* Item 3 – Districts and Boroughs covered by Battalion – appropriate?
* Item 4 – Those eligible to vote – should this be Commissioned Officers or all registered leaders?
* Item 5 – Quorum – is this reasonable?
* Item 18 – Signatories for bank account – appropriate?
* It is hoped to circulate a final draft in the spring, for adoption at the AGM on 18th April 2018.

**Contact List / Battalion Directory:**

* Following a brief discussion on the most appropriate way of providing contact information for our Companies, the Secretary undertook to compile a list from OBM. **Action: Bob Pidgeon.** Although not a Captain or an Officer-in-Charge of a Section, Jeff Lewis asked that he be copied in on any communication to 2nd Reading.
* It was suggested that the Battalion should consider setting up a FaceBook page or a website. Liz Manning offered to make preliminary investigations and to report back to the next Council. **Action: Liz Manning.**

**Any Other Business:**

* It was reported that Natalie Whipday, BB Director (England and Wales) would be visiting 2nd Reading in January.
* Celia Brook reported on conversations with the BB Archivist, Colin Swinton, who had collected various items from the former 1st Fleet Company. He is seeking further archive material, for digitising and/or holding, especially from Companies that have been closed or Battalions that have amalgamated(!). Anyone with material should contact Colin at archive@boys-brigade.org.uk
* It was reported that 2nd Fleet Junior Section had completed the 100 Challenges for the JS Centenary.
* 2nd Bracknell were congratulated on winning the National 10-pin Bowling Championship at Dunstable, and 2nd Alton admitted to having taken home the “Wooden Skittle” for coming last!
* Following an enquiry, James Foster undertook to circulate the results of the Battalion CS Table Tennis Competition.

**Dates of Next Meetings:**

Given the success of amalgamating the two Battalions, those present agreed that there was no need for a Council meeting in February. The next meeting will therefore be the AGM, on Wednesday 18th April at 2nd Reading HQ.

1st Woodley was thanked for their hospitality, and the meeting was closed by sharing “The Grace” at 9pm.

*Appended: First Draft Constitution*

*Programme for Session 2017-18 (Version 6)*

**CONSTITUTION**

*First Draft December 2017*

1. The Battalion shall be called the "Mid Southern Battalion", hereinafter referred to as “the Battalion”.

2. The object of the Battalion shall be to develop and administer the work of the Boys' Brigade (hereinafter referred to as “BB”) within its area.

3. The Battalion shall consist of all Companies within the following Districts and Boroughs. In Berkshire: Reading, Wokingham and Bracknell Forest. In Surrey: Surrey Heath, Woking, Guildford and Waverley. In Hampshire: Hart, Rushmoor and East Hampshire.

4. The Battalion Council, hereinafter referred to as “the Council”, shall consist of all registered Leaders in the Battalion. All Commissioned BBOfficers shall be entitled to vote. Warrant Officers, Staff Sergeants and other Leaders in Companies in the Battalion, together with interested Officers from Companies outside the Battalion, are encouraged to attend Council but shall not be entitled to vote.

5. The quorum of the Council shall be the number of Commissioned Officers equal to the number of Companies in the Battalion, representing not less than one-half of the Companies.

6. When a vote is taken in the Council, each attending Commissioned Officer shall have 1 vote. A simple majority shall be decisive except as provided in Article 26 hereof. In the event of votes being equal, the Chairman shall have a casting vote in addition to his own vote.

7. Council meetings shall be held at leasttwice a year, with one of these in April, May or June being the Annual General Meeting.

8. At the Annual General Meeting, the Council must elect a Battalion Secretary, Treasurer and Training Co-ordinator. A Chaplain; Co-ordinators for the Anchor Boys, the Junior Section and Company/Senior Section activities; a Seniors’ Organiser; and a Queens' Badge Co-ordinator may also be elected. Additionally, the posts of President, Vice-President, Extension and Development Officer and Auditor, and others as may be felt appropriate, may be offered for election/appointment. All these office-bearers shall be ex-officio members of Council and have a vote on the Council whether or not they are Commissioned BB Officers.

9. a) Those elected or appointedtake up their functions from July 1st following the Annual General Meeting. Nominations for these elections must either beforwarded to the Battalion Secretary not later than 14 days before the date of the meeting or else be presented at the Annual General Meeting itself. In the event of nominations exceeding the number of vacancies, a secret ballot shall be held. The Council members present shall appoint 2 scrutineers, not being nominees or proposers.

 b) In the event of any of the offices listed falling vacant, the Battalion Executive shall have power to appoint a substitute office-bearer for the remaining period to 30th June following, subject to approval by the next meeting of the Council.

 c) The Council may appoint Honorary Vice-Presidents as it determines, who shall be ex-officio members of Council.

10. The Battalion Executive, hereinafter referred to as “the Executive”, shall consist of the Battalion President (if elected), Secretary, Treasurer and Training Co-ordinator. Any or all of the Vice-President, Co-ordinators of the Sections, Seniors’ Organiser, Extension/Development Officer and Chaplain, if elected, may be invited by the Council to participate as full members of the Executive. Such invitation may be issued by the existing Executive and is subject to ratification by the Council at its next Meeting.

11. The Executive shall meet as required, three members, including at least thePresident or the Secretary or the Treasurer, forming a quorum**.**

12. Each member of the Executive shall have 1 vote. A simple majority vote shall be decisive; in the event of votes being equal the Chairman shall have a casting vote in addition to his own vote.

13. At all Council and Executive meetings the Battalion President will take the Chair. In the absence of a President, a Chairman will be agreed by those present.

14. The overall management of the Battalion and the supervision of its affairs shall be entrusted by the Council to the Executive. The decisions of the Executive shall be subject to review by the Council. The Executive has the power to co-opt individuals to manage or organise specific matters, functions or activities as required.

15. For reporting purposes, the financial and administrative year of the Battalion will run from 1st April to 31st March. The Annual Accounts for the preceding financial year shall be presented for adoption at the Annual General Meeting. For the purposes of Battalion events and competitions, the session will run from 1st July to 30th June.

16. Every Company shall pay a subscription annually to the funds of the Battalion, such subscription being decided at the Annual General Meeting of the Council.

17. Subscriptions are payable by the 21st January in each session. Failure of any Company to pay the subscription shall make that Company ineligible to enter or continue in any Battalion competition in that session. The Executive shall have power to waive this regulation in special circumstances.

18. Cheques drawn on the Battalion bank account(s) shall be payable on the signature of any two of the following: Secretary, Treasurer, President or Vice-President (if elected). In the event that no President or Vice-President is in post, Council shall appoint a third member as an additional signatory.

19. Sectional meetings (Anchor Boy, Junior Section and Company Section/Seniors) shall be organised as required by the Co-ordinators elected by Council. Notification is to be sent to all Company Captains, the Secretary, the Training Co-ordinator, the President (if elected) and, for the Company/Senior section meeting, the Queen’s Badge and Seniors’ Co-ordinators. All staff serving in the particular Section are entitled to attend, and Co-ordinators shall endeavour to send them notification. If so organised, these Committees are to be effective from the Annual General Meeting and shall meet at least once each session.

20. a) Each Section Committee shall appoint one or more Organiser(s) for the proper running of appropriate Battalion events and competitions. Such Organisers shall be responsible to the Executive for the satisfactory despatch of their duties.

 b) EventOrganisers shall endeavour to run events with the minimum of expense to the Battalion. Where possible any such expense is to have the prior approval of the Treasurer; the Battalion shall not be liable for any expenditure that has not been so sanctioned. Any queries or disputes are to be referred to the Executive whose decision will be final.

 c) Any Organiser shall be empowered to assemble a group to assist them in their work. All the Companies in the Battalion concerned in that activity must be offered the opportunity to be represented on such a group. Organisers may instead co-opt individual helpers as required for their activity.

21. The Battalion President (if elected) and Secretary shall be ex-officio members of all Section Committees.

22. At least 7 days’ notice shall be given of all Council and Executivemeetings; such notice shall state the business to be transacted at the meeting in the form of an Agenda. For Council, this notice shall be sent by e-mail to all Office Bearers and to all Company Captains, for onward transmission as appropriate; however every effort will be made to include all Council members in this e-mail circulation. In the case of Executive meetings, notice shall be sent direct to all Executive members and optional invitees.

23. An Extraordinary Meeting of Council may be called by the Executive or by Officers of at least 2 Companies giving notice in writing, including the issuestobe discussed, to the Battalion Secretary. Such a meeting shall be held not less than 14 days and not more than 28 days after receipt of such notice.

24. Notice of motions to be put before Council must be received by the Battalion Secretary not less than 14 days before the proposed date of the Council Meeting.

25. Written notice of a motion to alter the Battalion Constitution must be received by the Battalion Secretary not less than 21 days before the date of the Council Meeting at which the motion is to be proposed. All Companies shall be circulated with such notice of motion within 7 days of its receipt. Any amendment to such a motion must be received by the Battalion Secretary, in writing, not less than 7days before the Council Meeting at which the original motion is to be proposed.

26. Motions to alter the Battalion Constitution can only be carried by a two-thirds majority of the votes cast at the Battalion Council Meeting called to consider the proposal.

27. The Council may keep a Reserve of Officers, who shall be men or women of previous BB experience who are not in active Company work but who are willing to be called on for duties within the Battalion. They shall be members of Council and may be required to pay an annual subscription to the Battalion. The Reserve List shall be reviewed at each Annual General Meeting of the Council.

28. A Boy who is, or has been, a member of a Company within the Battalion shall not be enrolled as a member of another Company within the Battalion unless both Company Captains give their consent. If in the opinion of the Battalion Executive, consent is unreasonably withheld, the Executive shall be empowered to sanction the transfer.

29. The age limits for service of Boys shall be as specified in the Brigade Constitution. Staff Sergeants shall not compete in Boys’ competitions.

30. In the event of the Battalion ceasing to exist, the affairs of the Battalion shall be wound up by the Executive and, unless otherwise agreed by BB Headquarters, all residual assets of the Battalion shall be transferred to The Boys' Brigade, Incorporated.

31. Where the wording “Relevant Officer” is used in Brigade Regulations (2016 – Section 6: Uniform Regulations – Paragraph 6.1), the relevant officer for Battalion purposes shall be the Battalion President or Secretary, or the Parade Adjutant, or, failing them, another nominee decided by the Battalion Executive.

*To be approved by the Battalion Council in 2018*

| **Day** | **Date** | **Time** |  | **Event** | **Organiser / Venue** |
| --- | --- | --- | --- | --- | --- |
| **January** |
| Sat | 6 |  |  | Youth Leader Training (Pt 1) | P Ray / 2nd Fleet HQ |
| Sat | 20 | tbc | CS | Chess Tournament | R Pidgeon / St Peter’s Church, Yateley |
|  | *26-28* |  | *CS* | *Queen’s Badge Completion* | *BB in Hampshire* |
|  | *27-18* |  | *CS* | *Skills for Queen’s Badge* | *BB in Hampshire* |
| Sat | 27 | 14:00 | JS | Team Games and5-a-side Football | S Hawes / Court Moor School, Fleet |
| **February** |
| Sat | 3 | 10:00 | CS | Orienteering Championship | D Allan / Lightwater Country Park |
| *Sat* | *3* |  |  | *Safeguarding Course* | *Westborough, Guildford* |
| ~~Tue~~ | ~~6~~ | ~~19:45~~ | ~~All~~ | ~~Battalion Council~~ | **CANCELLED** |
| *Sat* | *10* |  |  | *DofE Leaders’ Day* | *BB / Felden Lodge* |
| Sat | 24 | 13:00 | AB | Fun Day | 4th Woking |
| **March** |
|  | *2 - 4* |  |  | *Queen’s Badge Completion* | *BB London District / Felden Lodge* |
| Sat | 10 | 14:00 | JS | Competitions Day | P Kitchen / 3rd Reading HQ |
| *Sat* | *10* |  |  | *Holiday Leadership* | *BB / Felden Lodge* |
| Sat | 24 |  |  | Youth Leader Training (Pt 2) | P Ray / 2nd Fleet HQ |
| *Sat* | *24* |  | *All* | *Music Festival* | *BB / Chandler’s Ford* |
| **April** |
| Wed | 18 | 19:45 | All | Battalion Council AGM | 2nd Reading HQ |
|  | *20-22* |  |  | *Queen’s Badge Completion* | *West Midlands District / Felden Lodge* |
| *Sat* | *21* |  |  | *Campcraft* | *BB / Felden Lodge* |
| Sat | 28 | 09:00 | CS | Day of Action | R Pidgeon / Yateley School |
| **May** |
| Sun | 13 | tbc |  | All Sections Church Parade | tbc |
| **June** |
|  | *8-10* |  |  | *Expedition & Outdoor Leadership Assessment* | *BB in Hampshire / New Forest* |
| Sat | 23/30 | 10:00 |  | Battalion Sports Day (tbc) | 1st Guildford & 2nd Alton /Spectrum Centre, Guildford |
| **July** |
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