



Officers' Association
HMS COLLINGWOOD
Newgate Lane
Fareham
Hants
PO14 1AS

3 July 2019

**MINUTES OF THE COMMITTEE MEETING OF HMS COLLINGWOOD
OFFICERS' ASSOCIATION HELD AT HMS COLLINGWOOD 12 JUNE 2019**

Present:

Capt J.N. McGrath	Chairman
Lt Cdr D.L. Howe	Vice Chairman
Lt Cdr D.J. Rook	Treasurer
Cdr D. Coombs	OA Secretary
Lt Cdr M.P. Carr	Membership and Social Secretary
Lt Cdr T.C. James	WRMC Representative
Capt Palmer	Webmaster
Lt Cdr C.F. Brooks	Committee Member
Lt Cdr J.R.D. Rouse	A/Sec

1. CHAIRMAN'S OPENING REMARKS

Capt McGrath reported that a brief biography of him was in the Newsletter. He said he was very honoured to be the Chairman of the OA, He stated that his appointment was as a 'stop gap'. Capt McGrath said he thought the OA was running well and believed "if not broke, don't fix it".

2. APOLOGIES

Apologies were received from Cdr N.J. Quine.

3. MATTERS ARISING – (Not already covered by Pre AGM Meeting)

Capt McGrath reported that Cdre Whyntie was proposing to register the Bust of Admiral Lord Collingwood with the Trophy store at HMS Nelson. It would be the preferable option to it being a Mess Trophy.

Post Meeting Note: *The Bust has now been registered with the Trophy Store.*

Actions from the meeting on 3 Mar 19

a. The Nelson Quintet to be booked for the Trafalgar Ladies' Night Dinner.

Lt Cdr Carr stated that the quintet had been booked as had the Gosport Sea Cadets for the parading of the Beef and for the Side Party. **Action Complete**

b. To investigate the procedure for the OA to send a contingent to march at the Cenotaph on Remembrance Sunday and/or, to lay a wreath at the Fareham Remembrance Ceremony.

There was a discussion on the 2 options. It was reported that Cdre Whyntie, at a previous meeting, had stated that when Fareham had been approached a few years ago about the OA attending the Fareham ceremony, the proposal had not been welcomed by Fareham. Lt Cdr Brooks stated that Royal British Legion limited the numbers at the Cenotaph to 10,000 overall and that the request for associations to attend had to be received by RBL in early June. The RBL allocated the numbers to go and would then inform the associations by mid-August. Passes for the event would then be sent out.

Capt McGrath said that if a group of members wanted to take part in the Cenotaph ceremony, he would encourage them to go.

Lt Cdr Carr said he would send out an email to see if any members would be interested. Lt Cdr Brooks said he would write a short brief of requirements for the Social Sec to send out.

Action Lt Cdrs Brooks and Carr

The Chairman asked if there was still a link with Blandford Forum. He stated that an area called 'Collingwood Corner' contained an obelisk commemorating the Collingwood battalion of the RN Division who were first engaged in Antwerp in WW1 and then shipped out to Gallipoli. Lt Cdr Howe said that he remembered taking a Guard and unarmed platoon to Blandford Forum many years ago. He said he would enquire whether Collingwood still attended the ceremony at Blandford Forum.

Action Lt Cdr Howe

c. A Committee meeting to be arranged asap after the AGM.

Lt Cdr Rouse stated the meeting had been arranged for Wed 12 Jun 19.

Action Complete

d. Following being approached about additional events for the OA e.g. a golf day, Lt Carr, Social Sec to make enquiries.

There was a general discussion on the subject of organising additional events. The idea had been raised before and had been supported, but it had been agreed that it wasn't the Committee's responsibility to organise any such events. Capt McGrath suggested that a Round Robin could be sent out to see if anyone was interested in organising such an event. Lt Cdr Rook, Treasurer, stated that funds were available to offer such activities for those who may not want to get involved in the main OA events. Lt Cdr Carr said he would come up with a proposal for an 'out of Committee' email.

Action Ongoing

4. SOCIAL COMMITTEE REPORT

Lt Cdr Carr, Social and Membership Sec, stated that he needed 130-150 to make the Summer Ball viable. The cut-off date was 4 Jul when the WR Mess needs the numbers for catering. In the event of the Ball being cancelled there would be a cancellation charge for the band. Lt Cdr Rouse informed the Committee that for all those attending their Summer Ball, HMS Nelson had asked for details of nationality, place and DOB. Lt Cdr James stated that HMS Collingwood only needed the names for the gate and whether they were staying overnight.

Post Meeting Note:

The Summer Ball was cancelled because of insufficient numbers. The question of next year's social programme is to be an agenda item for the next Committee meeting.

Lt Cdr Carr informed the Committee that the number of OA members had decreased by 8 people.

Capt McGrath suggested that the December committee meeting could be followed by a Christmas lunch (self-funded) as it was last year. The venue for the December meeting would be the Chairman's House. Cdre and Mrs Whyntie would be invited as guests. They would also be invited as guests to the Trafalgar Ladies' Night Dinner. It was agreed that Cdre Whyntie would be offered Honorary Membership of the Association.

Post Meeting Note:

Cdre and Mrs Whyntie have accepted the invitation to be guests at the Trafalgar Ladies' Night Dinner. They have also accepted the lunch invitation in December. Cdre Whyntie has accepted Honorary Membership.

5. FINANCIAL REPORT

Lt Cdr Rook, Treasurer, stated that the report was the same as given at the AGM. The fund stood at £7412 and was considered over healthy and needed to be reduced to about £5000. There was a discussion on the best ways to reduce the fund and all preferred the option of buying a sword as there was no major expenditure planned for refurbishment of swords that year. It was agreed to wait until after expenses were determined in the event of the Summer Ball being cancelled. Also, there would be a subsidy needed of about £400 for the Trafalgar Dinner.

6. OA SEC'S CORNER

Cdr Coombs stated that he had processed 28 new/renewals Amenities Forms since 6 Mar 19 (over 53 working days). The average time for AF receipt to advising members of completion was 7 working days. He reported that there had been problems over the Easter leave period with "lost" applications but timescales had now been normalised. Cdr Coombs said that he was currently working with Lt Cdr Carr to formulate a process whereby they provide partially completed AFs to members whose passes expire within the subsequent 3 months. Cdr Coombs also said that using his home address had been used sparingly in direct liaison with the member to ensure it did not fall foul of a period of his absence. If the above measure was effective, the method would only need to be used occasionally.

7. REPORT FROM WARDROOM MESS COMMITTEE

a. Lt Cdr James, WRMC Representative, reported that there had been a number of changes to the Committee: Cdr Bryony Carpenter was President whilst the XO assumed temporary Command. The Mess Secretary was now Lt Cdr Nicola Little; the Social Secretary, David Haw, was due to leave shortly to be replaced by Lt Pete Taylor.

b. Mess Rules amendments were forwarded to the Secretary by mid-May in readiness for presenting at the June Committee meeting.

c. The Finances had been audited recently and had been accepted by the auditor.

8. WEBSITE AND WEBSITE ADDRESSES

Capt Palmer, Webmaster, stated that the Committee web addresses satisfied GDPR requirement and were necessary, particularly for the OA Sec and the Membership and Social Sec as they were dealing with the members all the time. The web addresses were not so important if emails were between

Committee members only. Capt Palmer reported that he had changed the website so that the booking system could cope with more than one event at a time. Capt Palmer clarified when consent was required to use members' details. He stated that consent was only required once, by law.

In response to a question from Capt McGrath, it was stated that the WR Mess Rules were not publically available. He said it would be useful to have information such as Dress Regulations and meal times available. Cdr Coombs suggested they could be put on the Website. Capt Palmer said he would follow up the suggestion with the WR Mess.

Action Capt Palmer

9. THE 75TH ANNIVERSARY OF THE WE BRANCH

Capt McGrath, Chairman, asked the members of the Committee for their thoughts about celebrating the 75th Anniversary of the WE Branch in 2021. As the Association was largely WE based, it was considered appropriate that some sort of celebration should be planned by the OA. Lt Cdr James said he would find out if HMS Collingwood was planning anything.

Action Lt Cdr James

Capt McGrath asked Committee members to think about ideas and that it should be an agenda item at the meeting in September. He said that even if the WE Branch as a whole did not plan anything, it needn't stop the OA organising an event.

Action A/Sec

10. AOB

a. In response to a question from Lt Cdr Brooks, it was confirmed that a wreath would be laid at the HMS Collingwood Falklands Memorial.

b. Cdr Coombs, regarding the WR Mess Rules, said that he would check whether all the points forwarded by the OA had been taken forward.

c. Cdr Coombs said he was progressing with the Newsletter but there was more input required. Capt Palmer said using 'Mail Chimp' for distribution was not advisable.

Post Meeting Note:

The Newsletter has now been published. Unfortunately in the section about the sword donated by Capt CMC Crawford for the 2019 OA prize, it was omitted to say that, as well as his earlier appointment as Director of Training, Captain Crawford was Captain of HMS Collingwood from 13/1/94 to 11/3/96. The omission was unintentional and very much regretted.

d. In response to a question by Capt McGrath, it was confirmed that the OA did not have headed paper.

Capt Palmer said he would produce some templates and email them to the Committee.

Action Capt Palmer

Post Meeting Note: Capt Palmer has produced and sent out the templates.

e. Capt McGrath asked if there was a system within the WR Mess where information, such as the dates of the 'book opening' for events, was promulgated to mess members. He described the weekly newsletter that HMS Nelson's assistant Mess Manager sends out by email to mess members. Lt Cdr James said that HMS Collingwood didn't have the equivalent system.

f. Captain McGrath said that there was money left in the fund used for procuring the Bust and asked if some of it could be used to pay for lunch and expenses of the sculptor of the Bust at the forthcoming event. The Committee agreed the expenditure. It was decided that the money remaining in the fund should be kept separate from the main OA fund.

11. DONM

The dates of the next meetings were confirmed as:-

Tue 17 Sep 19 at 1230

Wed 4 Dec 19 (time tbc)

Wed 11 Mar 20 at 1230

Wed 14 Jun 20 at 1030 followed by the AGM at 1130

J R D ROUSE

Lt Cdr

A/Sec

Distribution:

Committee Members

Wardroom Mess Treasurer

WRNB