

CHAPTER 3

BRANCH EVENTS/MATTERS

BRANCH BAND CONCERTS

1. Under current policy the Regimental Band will undertake, where possible, concerts for Branches, the purpose of which is to provide additional funding for the Association, Branches, Colonel's Fund 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 50% of the net proceeds of the concert after all expenses have been met, with 50% going to the Colonel's Fund. 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 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 potentially available (as above for the Regimental Band) engagements 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. Messages for both His Majesty the King and Her Majesty the Queen should be sent, with a covering letter (this may be from the Branch Secretary) to The General Secretary for onward passage. These Loyal messages can be sent via email to: regltreasurer@grengds.com Sample messages with covering letters are attached at Annexes B to E, in order to give Branches some idea. It should be noted that these messages should reach the palace at least four weeks before the event.

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 25 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 2022, 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 or via email to the Regimental Communications Officer: commsofr@grengds.com . 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 Communications Officer/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 Communications Officer/Association NCO until further notice.

17. Branch secretaries are to conduct regular checks of their membership details on the website and inform the Communications Officer/Association NCO of any anomalies. Each member of the Association may only belong to one Branch. The Communications Officer/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 His Majesty the King.
- C. Loyal Message – His Majesty the King.
- D. Covering Letter – Loyal Message to Her Majesty the Colonel.
- E. Loyal Message – Her Majesty the Colonel.
- F. Branch Area Groupings
- G. Membership Application Form.
- H. Transfer of Membership Form.
- I. Notification of Death.
- J. Branch Banners.

CHAPTER 4

WELFARE

SUPPLEMENTARY ALLOWANCES

1. The Association has for many years had a supplementary allowance scheme.
2. These are intended to assist those of state retirement age who exist solely on the State Retirement Pension (a small occupational pension is normally disregarded), who for some other reason (usually poor health) find it difficult to manage. Applications on the Common Application Form at Annex A are to be made through Branch Secretaries to the General Secretary and are considered by the Finance Committee at their meetings in March and October, although the Director of Welfare may consider a grant on a pro-rata basis between these dates, should this be necessary.
3. Allowances are payable quarterly at a rate of £107.50 in January, April, July and October each year. Payments for successful applicants will be forwarded by the General Secretary to Branch Secretaries each quarter in sufficient time for these monies to be passed on by the first day of the new quarter.

WELFARE ASSISTANCE

4. Applications for other and more substantial forms of welfare assistance are to be referred to the Soldiers, Sailors, Airmen and Families Association (SSAFA) or The Royal British Legion (TRBL). Full details of those in the Branch area and the procedure involved may be obtained from the General Secretary.

CHRISTMAS GIFTS

5. Applications are invited by 1st November each year for those Grenadier Branch members or their widows of State Retirement age to receive a Christmas Gift (currently £35). Branches may add to this sum as they choose. It is not a 'means tested' gift, nor is it an automatic one on reaching State Retirement age, but intended for those the Branch consider would benefit from a little extra at that time of the year. It is also not to be used in the context of 'services rendered'.
6. Branches should give very careful consideration to those selected and are advised to form a small committee to do so. Branches should also consider including a Regimental Christmas card (at the expense of the Branch) with the gift, which will invariably be handed to the recipient by the Branch Secretary or Welfare Officer.

WREATHS

7. Regimental or Association poppy wreaths for the funerals of members are provided through Association HQ with the cost borne by the Central Fund. Branch Secretaries may order two wreaths at a time and retain them for their eventual need. Wreaths will also be provided direct from Association HQ for those who do not

belong to a Branch, although invariably the nearest Branch will be given the funeral details in order to provide a wreath and to send a representative as appropriate.

8. Branch Secretaries should note that poppy wreaths are supplied for Grenadier members only, and not for wives, widows or for local memorial services. In these instances Branches must bear the cost themselves.

9. **Musical Support at Funerals.** Requests for a Musician to sound Last Post and Reveille at the funeral of Grenadiers will only be entertained if that Grenadier has completed 22 years' service or has been awarded a Campaign Medal.

10. The provision of such support will be dependent on the availability of a suitable Musician and provided dependent on the exigencies of the Service. Bids are to be made by the fastest possible means to the Assn NCO.

Annex:

A. Welfare Common Application Form

CHAPTER 5

MISCELLANEOUS ITEMS

THE GRENADIER GAZETTE

1. Branch reports for the Grenadier Gazette are to be forwarded to the General Secretary by 15th November each year. They are to be submitted together with suitable and relevant captioned photographs. By the same time Branch Secretaries are to have confirmed the accuracy of the 'Branch Header' which appears at the head of each report to the Association NCO.
2. The Association is allocated a number of pages entitled 'Association Focus' and articles of interest for inclusion, including photographs are welcomed from all Branches and members.
3. **Orders.** Branches who would like to collect their Gazettes at the AGM are to inform the Association NCO of the number of copies they require by 1st February. The price is subject to change and will be notified to Branches by the General Secretary as soon as it is possible to do so. The Order Form is at Annex A.

THE GUARDS MAGAZINE

4. These are issued three times a year and the current annual subscription rate is £16. Further details can be obtained from The Treasurer Household Division Funds, Horse Guards, Whitehall, London SW1A 2AX (Tel: 020 7414 2271).

THE ASSOCIATION SHOP

5. A list of the items for sale can be found at www.grengds.com Orders can be placed and paid for online or by post with payment included. The Association NCO can provide further information if required on 0207 414 3285. The Association Shop stall is also usually set up and open at Regimental Remembrance Day and Grenadier Day.

REGIMENTAL CHRISTMAS CARD

6. Order forms for the Regimental Christmas card will be sent to Branch Secretaries and General Members as and when they are available. This will normally be in the Spring with a cut-off date for orders being 31st July. The early attention to these orders prevents over-ordering, waste and financial loss.

BRANCH CERTIFICATES

7. There are three certificates available to Branches, these are:
 - a. **President's Certificate.** This is a certificate available to Branches to award to members that deserve recognition for long and dedicated service. Association Headquarters will arrange for these to be inscribed and signed. The Branch Secretary will arrange for it to be suitably mounted, framed and presented at some suitable Branch occasion.
 - b. **Branch Secretaries President's Certificate.** These are issued to Branch Secretaries on retirement that have completed more than three and up to ten years' service in that appointment. In the event of their death in the appointment, these may be issued to the next of kin. Association Headquarters will arrange for these to be inscribed and signed. The Branch Secretary will arrange for it to be suitably mounted, framed and presented at some suitable Branch occasion. **Association Central Funds will meet the costs of mounting and framing.**
 - c. **The Colonel's Certificate.** These are issued to Branch Secretaries who have retired from the appointment having completed ten or more years' service in that appointment, or in the event of their death in appointment, their widow or other suitable relative. Association Headquarters will arrange for these to be inscribed and signed by The Colonel and forwarded to the new Branch Secretary. The Branch Secretary will arrange for it to be mounted, framed and presented at some suitable Branch occasion. **Association Central Funds will meet the costs of mounting and framing.**

Annex:

- A. Branch Gazette Order Form