

2284 (DUNBLANE) SQUADRON

AIR TRAINING CORPS

CIVILIAN COMMITTEE MEETING

Held on 19th of June 2013 @ 19.30 hrs

Hosted at 1019 Stirling Squadron

Standing Agenda:

1. Present
2. Welcome
3. Apologies
4. Approval of Previous Minutes
5. Review of Actions from Previous Minutes
6. Health, Safety & Welfare
7. O.C. Report
8. Activities of Previous Months
9. Future Events
10. Treasurers Report
11. Fundraising
12. Correspondence
13. A.O.C.B.

Minutes

| Ref: | Minute: | Action: |
|------|---|---------|
| 1.0 | <u>Present:</u> Brian MacDonald (Chairman), Karen Gibson, Jo Mace & Peter Mulkerinns (O.C.) | |
| 2.0 | <u>Chairman's Welcome:</u> Chairman welcomed those present. | |
| 3.0 | <u>Apologies:</u> | |

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| 4.0 | <p><u>Approval of Previous Minutes:</u></p> <p>Approved by meeting, confirmation of appointment of new Office Bearers as of <u>1st of June, 2013:-</u></p> <p>Karen Gibson – (Secretary) Jo Mace – (Treasurer)</p> | |
| 5.0 | <p><u>Review of Actions from Previous Minutes:</u></p> <p>OSCR - Form 60 completed. Website updated re Minutes. Civilian Committee recruitment drive. Letters issued to all stores re can collection and bag packs. Follow up contact with Braes of Doune Wind Farm re funding.</p> | <p>OC</p> <p>PN PN</p> |
| 6.0 | <p><u>Health, Safety and Welfare:</u></p> <p>51 Brigade contracted Babcock International re Stirling maintenance, <i>(require key re access):-</i></p> <ul style="list-style-type: none"> • Monthly tests • Building inspections re asbestos • Risk Assessments completed – key sourced for electric meter & cupboard • RIFCA Inspection scheduled 19th of June, wasps nest issue resolved the next day • Work request to fit new radiator awaiting Babcock sign off <p>A.F.I. at squadron re building & I.T. PAT tests all in date, as are Fire Extinguishers</p> | |
| 7.0 | <p><u>O.C. Report:</u></p> <p>Squadron Nos.</p> <ul style="list-style-type: none"> • 36 enrolled cadets • 2 probationer cadets • 2 waiting to join <p>Staffing</p> <ul style="list-style-type: none"> • 3 Uniformed members of Staff • 3 Civilian Instructors • 3 New Civilian Instructors – (3 months probation) <p>Squadron Chaplain</p> <ul style="list-style-type: none"> • Duncan Strathdee | |
| 8.0 | <p><u>Activities in Previous Months:</u></p> <p>Radio Model Flying Kayaking @ Linlithgow & Edinburgh Rock Climbing @ Peak Sports @ Q.V. School</p> | |

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| | Swimming Long Range Shooting @ Barry Buddon Camp Shooting Team Training for RAF Bisley First Aid Course | |
| 9.0 | <u>Future Events:</u> Stirling Military Show – 22 nd of June Open Evening scheduled - 24 th of June Braco Show – 27 th of July BBQ Social Event RAF Museum / HMS Belfast Visit – 1 st of August Duke of Edinburgh Expedition – 17 th & 18 of August, 23 rd to 25 th of August Leuchars Airshow 7 th of September 2 Gliding slots 2 Flying slots by end of 2013 - 6 new aircraft delivered in July Battle of Britain Memorial Service - Blue Eagle Camp – 25 th to 27 th of October | |
| 10.0 | <u>Treasurer's Report:</u> 2012 Accounts require auditing Balance at the end of March - £1,723.78 Bi-Annual Wing Subscriptions - £700 due payable Majority of cadets pay monthly subscriptions via D/D BT account settled by D/D Uniform Deposits of £235 - Boots for sale Purchased RAF Benson Spitfire Book Payment due to Perth Squadron re Fleeces – (only £6 each, £20 from Cadet Direct) Purchase Squadron t/Shirts after summer Bespoke 2284 badges to be sourced from local co. Logo Express – (send .pdf) All cadets to sit Auto Learn online exams - (review BT Broadband tariff re business line v low usage), possible donation of 3 refurbished computers. 3 cadets presented for Leading Cadet programme | |
| 11.0 | <u>Fundraising:</u> Waitrose vouchers to the value of £56, to be used for raffle prizes Costco bear purchased re raffle prize Possible Race Night @ Victoria Hall contact Duncan Strathdee Organise pre-xmas event with cadets designing tickets Bag Packing promised @ Tesco Dunblane, contact Sainsbury/Waitrose joint venture Can Collection opportunities – M&S Dunblane <ul style="list-style-type: none"> • 6wks prior to event Risk Assessment required | |
| 12.0 | <u>Correspondence:</u> <ul style="list-style-type: none"> • BoS account signatures – I.D.& V. forms • PVG application forms re Disclosure Scotland | JM All |
| 13.0 | <u>Any Other Business:</u> | |

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| | <p>Date of next meeting to be confirmed after the summer shut-down.</p> <p>The Civilian Committee is an essential part of the ATC and our squadron cannot operate without a fully functioning Committee, after 5 dedicated years as Chairman Brian MacDonald is looking to retire from his post and we would welcome interest from any parents or friends of the squadron. If you are in the position to help the Committee please contact either the OC or Secretary. For further information re getting involved please see the link below to the ATC website:</p> <p>http://www.raf.mod.uk/aircadets/wanttojoin/gettinginvolvedyourself.cfm</p> | |
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