



ARMY

Reference: HQ R SIGNALS 4-5-2

See Distribution:

Date: November 2018

RSA ANNUAL GENERAL MEETING 16 MARCH 2019

1. The 74th RSA AGM will be held in the El Alamein & Trafalgar Suite of the Victory Services Club, 63/79 Seymour Street, London W2 2HF on Sat 16 Mar 19. The event reference, for room bookings if not a member of the VSC, is 11230.
2. The agenda for the meeting is attached at Annex A. Any matters to be raised in respect of agenda items, including “Any Other Business” (AOB), must be submitted, to the undersigned by 15 Feb 19. All items must be accompanied by a full description of the subject to be discussed or resolved. Matters raised from the floor during the meeting without the above prior notification may not be addressed.
3. Timings are as follows:
 - a. 0930 hrs - 1030 hrs - Assemble/Coffee
 - b. 1030 hrs - 1300 hrs - AGM
 - c. 1300 hrs - Buffet lunch and bar open
 - d. 1400 hrs - Room to be cleared
4. There are no restrictions on the number of members who may attend; expenses will only be allowed in respect of 1 member per branch. This official representative should be notified on the attendance form attached as Annex B and returned by post or email to arrive by 15 Feb 19. The following expenses will be refunded for this member only:
 - a. Return rail, or coach, or air fare at cheap day/economy rate. Savings may be made by booking in advance and those travelling by rail should take maximum advantage of such offers. Under no circumstances will the cost of a standard open return, two single journeys or other expensive alternative tickets be met.
 - b. Motor mileage will be refunded at the public transport rate as published at the time of the meeting, currently 30p per mile. The journey should be by the shortest route. Car parking and taxi fees, plus the London congestion charge will not be met.
 - c. For branches more than 100 miles from London, overnight accommodation will be refunded to a maximum of £75.00 for the night of Fri 15 Mar only. A room at either the Victory Services Club or Union Jack Club is recommended, and early booking for one of these will be necessary.
5. The updated form at Annex C is to be used when for the pre-notified branch representative to reclaim expenses. All relevant receipts are required in support of claims, failure to provide the necessary receipts will delay the claim and may result in it being invalidated. Payment will be made in a batch by cheque or bank transfer as soon as possible after all the claims have been received, so please do not delay sending the form. Expense forms may be handed to the Admin Officer at the meeting, or sent by post after the event.
6. The Chairman of the Royal Signals Association cordially invites each branch to send a maximum of two representatives to an informal curry supper in the Victory Services Club on Fri 15

Mar 19, from 1900 hours. The name of the branch representative(s) should be indicated on the attendance form for the AGM (Annex B).

Original signed

C A ADDISON (Admin Offr)
for M S TIVEY
Major (Retd)
Assistant General Secretary

Annexes:

- A. Agenda for Annual General Meeting.
- B. Attendance Proforma.
- C. Expenses Claim.

Distribution:

Committee members;

Brig D A Hargreaves, Chairman RSA
Col JS Gunning ADC, Corps Col
Col (Retd) T W Canham, Gen Sec
Maj (Retd) MS Tivey, Assist Gen Sec
Colonel Reserves Lt Col D Douglas
WO1 (CRSM) DJ Corcoran Corps RSM
Mr T Campbell, Rep Area 1 (North)

Mr K Bates, Rep Area 1(South)
Mr R Taylor, Area Rep 2
Mr T Holyoake, Rep Area 3
Prof D Swift-Hook, Rep Area 4
Mr R Williams, Rep Area 5
Mr I Wolfe, Rep Northern Ireland
Mr J Jephcote, Rep Scotland
Mr G Phillips, Rep Wales

Hon Secretary of all RSA Branches and Associations affiliated to the Royal Signals Association

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PA to Corps Colonel
Assist Gen Sec for Master of Signal's diary