

## **Minutes of the W Company Meeting, 19<sup>th</sup> January 2012**

### Attendance:

Major M. Ewart (OC)	SSI J. Rollo (DC Alnwick)
Capt T.J. Jackson (2IC)	SI T. Hedley (DC Amble)
SMI D. Guthrie (CSM)	SI A. Neal (Admin)
Lt B. Lister (DC Rothbury)	

### Apologies:

SSI C. Dilger (DC Bellingham)  
SSI R. Matthewson (DC Broomhill)

1. The OC opened the meeting at 1915 hrs and thanked everyone for their attendance.
2. The OC reported back from the Comdt's Command Group meeting held on 3 January 2012:
  - i) PI interviews were held on 10 January 2012. Lt Lister stated that Mr Russell is no longer applying. Miss Ward was interviewed.
  - ii) Brigade Training – the OC reported that the Comdt's visit to Alnwick on Monday 9<sup>th</sup> January 2012 went well.
  - iii) Officer's Study Weekend – all returns for W Coy are in.
  - iv) Officer's Board – 22 January 2012. The OC is sitting on the Board.
  - v) Armed Forces Day, 30 June 2012 – Main parade in Alnwick. Berwick Det doing their own thing. cadets required for street liners from junior cadets. Requirement to provide 50 cadets for the Guard and the OC asked DCs to give consideration over which cadets.
  - vi) W Coy Cadre, 9/10 June – This will be held at Alnwick and not Otterburn and adult training will take place. The CSM queried whether any adult training is required before June and the 2IC is to check this on Westminster.
  - vii) The OC agreed to ask the CEO to attend the Coy weekend for those adults that require Child Protection training.

- viii) The OC stated that a computer has been set up at Cramlington HQ for staff to access to complete their Security Clearance which lasts for 5 years. The 2IC to check on Westminster the expiry dates for staff.
- ix) Beating Retreat, 21 July – To be held at Guyzance Hall. Officers only. Sitting down afterwards to dine out Col Smith. Formal dress.
- x) The Comdt added CORGI on the agenda which is “Comdt’s Really Good Ideas”. This consists of:
- a) Ex Northern Remembrance – Plan for 2014
  - b) Ex Sheldrigg – Taking 4 Star cadets to Germany
  - c) Ex Northumbria Wallaby – Exchange visit with Australia
  - d) Ex Jubilee Beacon – W Coy
  - e) Ex Tyneside Drum

3. The OC asked DCs to send requests for the County Training Team to attend Dets and provide training. These bids to be sent to the 2IC and he will bring these up at the Training meeting. The County Training team can provide a range of training as well as run a Det during absences. Major Thompson can be invited to Dets to discuss the Duke of Edinburgh Award. The OC reported that it has been suggested that Capt Grey attend these meetings to provide an update. The CSM stated that he has been detailed to W Coy for shooting and for DCs to contact him if they require any ranges to be run. It was noted that SMI McBean is available to visit Dets to provide First Aid training. The next Training meeting is 14 February (this needs checked) bids to the 2IC.

4. The OC reported that there is a new course to be held at Frimley Park – Adult Leadership and Management Course. This course is for DCs who have the potential for promotion as the SAA course is no longer a promotion course. The OC is keen for DCs to apply. Vacancies for Northumbria ACF are:

- i) 12/01 – 29 April 2012
- ii) 13/01 – 10 February 2013
- iii) 13/02 – 3 March 2013

5. The OC stated that the TSA would like to remind staff that when they apply for an event and complete the NB16 that all other appropriate paperwork is also attached ie. risk assessments.

6. The 2IC reported that there is a lack of staff within W Coy that have KGVI. It was noted that SSI Rollo is down for his KGVI in May 2012. Vacancies for Northumberland are:
- i) 12/03 – 9 September 2012
  - ii) 12/05 – 7 October 2012
7. The OC reported that Col White will be joining him on 4 February 2012 for the OC visits. The OC stressed that all DCs should ensure that they are following their current training programmes.
8. The OC highlighted that when Capt Dent had visited a Det within W Coy and it was being run by a PI whose paperwork was not yet complete and this was not acceptable.
9. [Redacted]
10. The OC stated that Lt Col White needs to carry out a Community Engagement Forecast to show what money is coming in from fundraising etc. The OC asked that all DCs forward their return to him asap.
11. The OC stated that if the public come to DCs requesting the use of cadets ie. car parking duties etc, that there is a charge of approximately £10 per cadet.
12. The OC reported that he is currently talking to Alnwick Council to secure the Market Place for a Saturday and will keep everyone informed once a date has been agreed.
13. The OC stated that an email contact is now required for every Duke of Edinburgh candidate. If a cadet does not have a personal email address could DCs create an email account and monitor incoming emails and direct them to the correct cadet.
14. The OC reported that the Freedom of Northumberland Parade rehearsal will take place on 24 June at Kingston Park.
15. The OC stated that there are two NCO Cadres: 19/20 May and 20/21 October. DCs are to ensure appropriate cadets attend.
16. The OC was informed by the QM that CAAs are now to chase parents of those cadets who fail to return their uniform when they leave. The Comdt is in agreement to this process. DCs to send relevant names to the OC who will email the CAA and copy the Comdt in to it.
17. The OC reported that the Comdt felt that a lot of Dets could do with a tidying up following his visits and that paperwork was inappropriately being disposed of. The OC stated that person

identifiable paperwork should be disposed of correctly and this could be handed to the CAA on his monthly visit for shredding.

18. The OC asked DCs to encourage adults to undertake the wide range of courses available to them. Courses and dates are on Westminster with bids to the OC.

19. The OC stressed to DCs that they need to ensure the attendance of cadets at events such as football, first aid, shooting, cross country etc. W Coy has not been represented very well in these events and this needs to be addressed. The OC stated that the County requires 4 senior female cadets for the Cross County – Sgt Tribe is going and the OC asked if DCs could give consideration to providing cadets.

20. The OC stated that bids are needed for the SCIC Training on 3/4<sup>th</sup> March 2012.

21. The OC stated that W Coy and X Coy have their County Shooting training on 10 March at Ponteland. The OC asked DCs to send any cadet that shows potential. The 2IC to arrange for possibly 3 minibuses/drivers. CSM added that this training will go towards choosing teams for Spring Sniper, Brigade SAAM and Bisley. NB16 also required.

22. County Cadre Weekend 10/12 February 2012 – it was agreed that the OC and Lt Lister would drive.

23. Regional Cross Country, 25 February 2012 – it was noted that PI T Robson is to attend as W Coy representative.

24. The OC reported that it is 11 weeks until Northumberland Warrior (14/15 April) and preparation for this will start at the Coy weekend to ensure the best possible team is put forward.

25. The OC stated that it is not his or the 2IC's job to chase DCs for their response to emails. The OC stressed that it is not acceptable for DCs not to respond to such requests for information. Both the OC and 2IC reiterated the importance of DCs complying with instructions within the Chain of Command. A dim view will be taken of any Junior CFAV who attempts to bypass or dictate to Coy HQ.

26. W Coy Weekend, 18/19 February – The 2IC asked if DCs could access Westminster and ensure their attendance is noted. If DCs click on Events and find W Coy weekend then they can accept their attendance and also access the associated documents such as training programmes and route cards etc. The 2IC will email these documents to DCs as there are slight alterations.

27. The OC reported that SSI Luke will be running an exped from Otterburn to PENCHFORD for 3 Star cadets. Capt Grey will also be carrying out the exped. It was noted that this can be registered as a DofE practice.
28. DCs to upload their attendance lists onto Westminster or they can send to SI Neal at Alnwick to upload. Please ensure the training groups are marked for each cadet. The OC stated that the 2IC should not be having to chase attendances.
29. CSM reported that the RQMS has offered his help to the coy weekend if required. WO2 Fitzpatrick to run the mess bar and X and Y coy have been asked if they can provide a Guard. The CSM reported that the RQMS is now qualified to run the DCCT and asked if he could use the DCCT during the day. It was noted that this would be no problem.
30. The 2IC reported that at the Training Meeting some adults have not completed their Red Book Tests. The OC stated that the Comdt said that these adults will not be paid until they have passed the test. SSI Gaskin, PI R Holman and SI Hedley to ensure this is done asap.
31. It was agreed that PI T Robson would be the Sports Representative for W Coy and the 2IC to inform WO2 Aldcroft.
32. The OC stated that Capt Grey is to be invited to W Coy meetings at the request of the CTO.
33. The OC reported that if any coy is struggling for drivers then they can request coaches via Cramlington. It was agreed that this would only be done in an emergency and it will not be abused. It was noted that there is a lack of drivers. The 2IC to chase up with HQ SSI Rollo's licence.
34. The OC stated that the Adults Study Weekend (21 January) has been pulled for now. The OC stated that W Coy adults will carry out their training at Alnwick on 9/10 June 2012.
35. The CSM stated that he received no bids from DCs for the last shooting competition. The CSM stressed that when paperwork comes out can they please get cadets to sign up and inform him in order for range nights to be arranged. The CSM stated that shooting is very high up on the Comdt's list of priorities.
36. The OC stated that an inter coy shooting competition will be run for .22 rifle. The DCs are to arrange dates with the CSM and Dets can shoot against each other with a leaderboard. The competition will run until Annual Camp when the award will be given. There will be prizes for the winning detachment and also a High Gun prize for the overall highest individual score. The CSM will run shooting nights at Alnwick and SSI Rollo will hold the booking chart in his office. The OC stressed that communication is required to ensure dates are secured and all

interested parties are informed with ammo and rifles organised. Lt Lister agreed 9 February 2012 for him to bring a small number of cadets from Rothbury.

37. The CSM reported that each coy now has its own shooting box which contains all the targetry and ear defs etc and is transportable.

38. Lt Lister queried when he would receive one of the new air rifles. The 2IC stated that Capt Haggerty was at the Training meeting where this was discussed. It was noted that the air rifles will need to be looked at firstly by Capt Haggerty and the County Shooting team in order for the training to be given and the despatch. The 2IC stated that each Coy will receive two rifles, each with its own cylinders.

39. Lt Lister stated that there will be a Presentation Night on 23 February for recruits and to hand out DofE certificates. Lt Col Haughie is attending. The OC will also attend.

40. Lt Lister queried when some First Aid training could be carried out. The 2IC stated that Dets should let him know names of cadets that require it and he would arrange it over a weekend at Alnwick. The 2IC to liaise with SMI McBean.

41. SI Hedley stated that LCpl Mayes wants to transfer from Broomhill to Amble. The 2IC stated that he would have to give a valid reason. Inter-Detachment moves purely because of a cadet's preference would not be entertained.

42. SI Hedley asked if Cpl Harnott could be transferred properly on Westminster on to Amble's strength. The 2IC to action.

43. SI Hedley stated that the Det required cover on 20 and 23 February. It was agreed that the 2IC would cover 20 February and the CSM would cover 23 February.

44. SI Hedley listed a few events for where she would require transport/drivers:

- i) Sponsored Walk along beach, 3 March – requires safety vehicle. SI Hedley to check with the CEO if the coastguard can provide safety.
- ii) Presentation night, 16 March for British Legion at Newcastle – SI Hedley to check with the CEO if the cadets can be transported in the British Legion's minibus as this is insured for youth groups.
- iii) Bag Pack at Morrison, 17 March in Alnwick
- iv) Bag Pack at Sainsburys, 5 May in Alnwick
- v) Coldstream Visit in June – it was agreed Lt Lister would drive.

SI Watson and SSI Luke to be asked if they could offer their services. Lt Lister offered to pick up and drop off at bag pack on 17 March. SI Hedley to email Lt Lister re bag pack timings. The OC felt that SSI Rollo could offer 6 cadets to join the Amble cadets and arrange a % split so that there were sufficient cadets to have two on each till and stagger for breaks.

45. The OC to arrange for the CEO to strike SI Tinlin off strength.

46. The OC stated that due to the lack of adults and drivers that they may need to transport their children to Alnwick for events and that they will not be able to be dropped off at their homes after events.

47. SI Hedley reported that the Det had raised £272.26 at the coffee morning on 14 February; and £60 for the smartie tubes.

48. SSI Rollo reported that he has some 3 Star cadets requiring First Aid before Annual Camp. SSI Rollo asked if any further information on the 4 Star cadets going to Germany in October. It was noted that it is in the October half term and they are flying from Brize Norton.

49. SSI Rollo stated that if cadets transfer to other Det then it should not be up to them to change cap badge. SSI Rollo feels that cadets in Dets should all have the same cap badge.

50. The OC asked DCs to have their monthly returns to him by 27 January 2012.

51. The OC closed the meeting at 2100 hrs.

Next Meeting: To be held at W Coy Weekend – 18/19 February.