Meeting Minutes

Royal Air Force & Defence Fire Services Association Committee Meeting
Date:28th October 2026
Chair: Steve Shirley
Attendees: Val, Dave G, Simon, Stephen Harrison, Ron, Dave K

Apologies: Sam, Reg.

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1. Previous Minutes

- The committee reviewed and accepted the previous meeting minutes.
- Positive feedback was received regarding the new condensed minutes format, focusing on key discussion points, outcomes, and actions.

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2. Membership and Mailing Lists

- Ongoing issues with multiple membership lists were discussed.
- It was agreed that efforts should continue to reconcile discrepancies and create a single master membership database.
- Responsibility for mailing list management may transfer if current issues cannot be resolved.
- New membership promotional material has been produced for museum open days.

Decision

- A single master membership spreadsheet will be established and maintained electronically.

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3. Treasurer's Report

Simon reported a successful handover of treasurer responsibilities and confirmed receipt of all associated banking and financial records.

Financial Position

- Current Account: £8,164
- Savings Account: £31,508

Discussion

- Bank account transfer arrangements are in progress.
- Membership payment anomalies and duplicate payments require investigation.
- Approximately 289 members have renewed their memberships this year.

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4. Welfare and Support Information

- Welfare support information has been completed and now includes links to several support organisations.
- The inclusion of firefighter medical codes within welfare documentation was discussed.
- Contact information updates were reviewed and largely completed.

Decision

- Firefighter medical codes will be incorporated into welfare information documentation.

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5. Memorial Tree Project

- An update was provided regarding the memorial tree for Mike.
- Due to restrictions affecting young oak trees, a professional contractor will be engaged to supply and plant the tree.
- A brass plaque will accompany the memorial.
- Venue support has been secured at no additional charge.

Decision

- Proposal approved unanimously to proceed with professional supply, planting, and plaque installation.

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6. Membership Updates

- New members have joined the Association.
- Returning members include former member Alan Cummings.
- Membership administration delays were noted due to postal and processing backlogs.

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7. Membership Fees and Records

- The committee discussed duplicate payments, incorrect subscription amounts and deceased members remaining on membership records.
- The need for a shared electronic membership database was reinforced.

Decision

- A shared electronic membership system will replace existing paper-based records.

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8. AGM and Reunion Planning

Steve Shirley reported on prospective events planned for April/May next year.

Potential activities include:

- Visit to the Sector Museum at RAF Digby.
- Visit to Fire Section at RAF Waddington.
- Possible hosting arrangements at RAF Digby.

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9. Flashpoint Magazine

- Final submission deadline set for 14-15 November.
- Content required from members.
- Membership updates and new member information will be included in the next edition.
- Website updates continue alongside Flashpoint preparations.

Decision

- Deadline for all December edition submissions confirmed as 14-15 November.

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10. Awards and Recognition

The committee agreed to formally recognise long-serving contributors at the forthcoming AGM.

Agreed Awards

- Flame Trophy for Trevor.
- Flame Trophy for Brian Jones.
- Posthumous Flame Trophy for Mike.
- Bouquet presentation for Pat

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