

**Royal British Legion Scotland
Kirkcaldy & District Branch**

**Annual General Meeting Papers
Saturday 10th January 2026**

Royal British Legion Scotland - Kirkcaldy & District Branch

2025/ 26 AGM Agenda

Welcome & Apologies -

Minutes of previous meeting (January 2025) -

Annual Report (paper attached) -

Financial Report, Assets Register & 2026 Budget -(papers attached) -

Election of Committee (Trustees) & Duration (1, 2 or 3 years) - The following people have intimated that they would like to stand for re-election for a further two years:

Chairperson, W Mason # (2 years)

Secretary, Vacant#*

Secretary, E James# (2 years)*

Standard Bearer, P Shields# (2 years)*

Welfare Officer, Vacant

IT/ Social Media, Vacant

Trustee, P Simms # (2 years)

** Role also Member of internal Audit Team and # Trustee*

NB As required, meetings of the Trustees will continue separate from ordinary branch meetings. All Trustees & Officers are believed to be suitable and appropriate persons as per Scottish Charity Commissioner requirements and personal details have been provided. To strengthen the team, Trustees will be asked to consider the appointment of suitable (by knowledge and experience) additional external Trustee(s).

Conference - Nominations to attend The Royal British Legion Scotland Annual Conference 2026 which will be held on Saturday 6th of June and Sunday 7th of June 2026 at The Ravenwood Country Club in Banchory.

Proposals - To agree, disagree or amend:

1. Approve the 2025/ 26 Branch outline budget (including honorarium/ reimbursement arrangements)
2. Approve the 2025/ 26 Annual Plan & Objectives

NOTE - WE WILL HOLD A RAFFLE, SO IF YOU CAN, PLEASE BRING ALONG SOME PRIZES.

ITEM 1

Legion Scotland Kirkcaldy, ANNUAL GENERAL MEETING

Sunday 19th January 2025

Function Room, Charley's, Dunearn Drive.

The meeting was opened at 15.00 hours with a silent tribute and a reading of the Binyon Lines.

Chairperson welcomed everyone.

Present - Bill Mason, Paul Simms, Alice Soper, Les Soper, Ray Davidson, Mike Ashworth, Elizabeth James, Jimmy McGill, Peter Shields.

Cllr Judy Hamilton was also in attendance.

Apologies – Tam James

Previous Minutes – The minutes of the previous AGM were approved by Jimmy and Peter

Annual Report. Bill started by remembering our fellow member Willie Black, who sadly passed last year. He also thanked Peter for supporting Area, carrying our branch standard at a funeral in Dundee on Friday. The Chairpersons annual report (previously emailed to members) was circulated at the meeting and there were no questions or comments.

Election of Committee (Trustees) and Duration. The chairperson, Secretary and Trustees were elected in January 2024 for a period of two years (until January 2026) and wish to continue. It was proposed that, due to the resignation of Mike Ashworth early last year, Elizabeth James (who has undertaken the Treasurer role on an interim basis for most of 2024) be appointed as Treasurer. This was seconded by Pete and Les.

Conference. Nominations to attend RBLS National Conference in Banchory, Aberdeenshire on Friday 23 and Saturday 24 May 2025. There were no volunteers from attendees to represent the branch at this meeting. Bill has stated he could attend by default unless anyone else wished to attend.

Proposals.

Approve the 2025 Branch Budget. This was reviewed by all present and approved with no questions. Elizabeth suggested that to finance our Christmas social function without detriment to our limited income, we should all contribute £5 per month. This would then be added to the proceeds from the raffle to provide a good sum to support a Christmas function.

Approve the proposed meeting schedule. Bill spoke about the amended meeting schedule previously emailed to all members and which was circulated to all attendees for review at the meeting. There were no questions and the schedule was approved. Elizabeth mentioned the KUSI club and possible opportunity to work with them.

Approve the 2025 Annual Plan and Objectives. Bill explained the plans for this year, which centres around public engagement and the centenary of the War memorial, gardens and galleries. This included our Poppy Project, Cairn and time capsule project and the Kirkcaldy 2025 Gathering, which we intend to hold during the first week of July. There were no questions and the annual plan was approved.

We have opened a separate bank account to support this year's plans and have one funding application underway but continue to seek additional funding. All members are asked if they can please identify and explore any potential funding routes that we might apply for and advise the committee.

AOCB – There was no AOCB.

Bill closed the meeting by thanking all office bearers for all their work this year and for foregoing any remuneration or expenses. What we have achieved last year, and will achieve this year would not be possible without the team.

ITEM 2

Annual Report 1 November 2024 - 31 October 2025

The last 12 months have been unique in the 104 year history of the branch. We have been very busy and achieved some memorable outcomes e.g:

1. Introducing Dysart Memorial into our Remembrance schedule and wreath laying ceremonies. Following discussion with the Community Council significant improvements have been made in the memorial area, including gardens and seating.
2. Assisting the Art Galleries & Memorial Gardens with their 100 year anniversary events. We also encouraged and worked with Fife Council leads & Councillors to ensure that the War Memorial(s) were cleaned and repaired for the first time in many years. This was marked by the award of an RBLS **Very Highly Commended** certificate in the 2025 **Best Kept War Memorial** annual award.
3. Collation of all the names on the War memorial(s) and having these read out over 3 days with the assistance of the community, descendants and local dignitaries. The hope now is to add the various memorials and graves and turn this into a booklet.
4. Dressing the War Memorial(s) in a stunning display of over 8,000 woollen poppies gathered through a community project involving many individuals and organisations. This was a particularly pleasing project that has now provided the catalyst for other towns to follow. We hope that this now becomes an annual event.
5. Having a memorial cairn and time capsule built by a stone mason/ sculptor in the gardens to remember 100 years of military and public service to the town of Kirkcaldy. The time capsule involved local charities, schools and organisations who all donated items which were placed in an artillery shell (donated by the Royal Artillery in Scotland) which had been fired at Edinburgh Castle during the funeral services for the late Queen Elizabeth II.
6. Celebrating the 100th anniversary of Kirkcaldy War Memorial(s) with a magnificent community & military parade to a special service at the memorial in the presence of King Charles and Queen Camilla. This was also an opportunity to have our new King's Standard dedicated. This was the first visit of a Monarch to Kirkcaldy since 1958, along with some notable guests including the serving Veterans Minister and ex UK Prime Minister.
7. For the first time in many years, and a source of great satisfaction, was that the (2025) Remembrance Sunday service was delivered by Branch members leading in all major roles - Standard Bearer, Presenter, Parade Master, Marshals, Wreath Laying announcer etc.

This culmination of activities, in addition to everything else we do, was the product of many years of planning, fund raising and execution, which has brought great credit to the branch. The overall message has been throughout - **Kirkcaldy Remembers!**

Unfortunately, despite a higher profile in the community and media, membership numbers continue to decline, with fewer younger members able to play a role. This appears to be affecting most membership organisations and in particular, those associated with the military and veterans. We are fortunate to have a strong core of members who support activities along with our Trustees and lead Officers. Can I in particular thank Ray Davidson, Elizabeth James and Pete Shields.

Regrettably, Ray has decided not to stand for re-election as Secretary and we thank him for his considerable support over the last two years. In addition to a Secretary, we are looking to find a Welfare Officer and someone to lead on our IT and Social Media content.

We intend to continue to experiment with new meeting and event venues and have also introduced breakfast meetings. Hopefully in 2026 we can look forward to online meetings, streaming some activities and flexibility around meeting times, dates and purpose e.g. more social and educational aspects.

As previously decided, Branch Officers have received no form of payment other than reimbursement of expenses which has been negligible. This has been a great saving to the Branch and our income, given our activities, expenditure remains balanced and reasonable. Our internal Audit committee has approved our financial statement (attached) and this has been submitted to the RBL Scotland finance team before going to OSCR later in the year. It is worth noting that the Branch now has two new Standards, a Gazebo and a PA system. These help us to deliver better and more professional services.

The Branch has continued to comply with all RBLs national requirements for administration. Although national membership fees have had to be raised, the Branch has again chosen not to ask members for any local fees.

The Branch has continued to reach out to the local community to strengthen bonds and agree shared objectives in support of our veterans, communities and charitable aims. This will continue in 2026 and we have updated our annual plan accordingly.

Overall, the year 2024 - 2025 can be assessed as very successful if not truly exceptional. We are grateful to all our supporters and members! Our finances remain healthy and while we anticipate further spend in the memorial gardens in the coming year, we have purchased the new standards that were always going to be a necessary major spend. We anticipate all our members being fully involved in many of the exciting events we are planning. We also want to strengthen our IT and technology to support branch administration.

In addition to thanking all our members, we give special mention to Charlie (as always, for the free use of his premises), standard bearers, branch officers and trustees etc. We are also grateful for the many friends and supporters that let us do what we need to do - in particular the team at Kirkcaldy Art Galleries. Unfortunately, we attended many military funerals during the period. These are always sobering events, as well as supporting members with failing health, and they remind us of why we exist and of the RBLs motto - **Service not self**.

W Mason

ITEM 3
RBLS Kirkcaldy

Financial Balance Sheet, 1 November 2024 – 31 October 2025

Income (In)	£
Balance b/f 2024	10,321.77
Investment Interest	1,700.21
Savings Account Interest	334.46
Member (Capitation) dues	225.00
Income from monthly raffle	115.00
Fife Council 'Youdecide' grant	15,000.00
Fife Council Grant (Remembrance 2024)	1,750.00
Fife Council Grant (Remembrance 2025)	1,712.00

	31,158.44

Expenditure (Out)	£
Capitation Dues	260.50
Insurance	265.21
Remembrance Day 2024	1,383.54
Centenary events, incl. Royal visit	3,630.32
Memorial Cairn and time capsule	5,301.74
Caird Hall Expenses	69.90
Purchase Kings Standard	731.40
Wreaths	209.40
AGM Buffet	40.00
Christmas donations to local charities	200.00

	(12,092.01)

Totals In	31,158.44
Out	(12,092.01)
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Balance on 31 October 2025	£19,066.43

Account Balances on 31 October 2025	£
Savings Account	8,346.32
Current Account	4,186.70
Business Reserve Account	6,533.4
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Total -	£19,066.43

Approved by Branch Trustees on Friday 12 December 2025

Audited by RBLS HQ Finance OSCR (TBC in January)

Update to OSCR (circa April 2026)

Notes:

1. *Assets (as per assets register attached) have changed considerably and will need to update our insurance cover in 2026*
2. *The Branch had the unique and considerable cost of purchasing a new Kings Standard and accessories*
3. *Excludes Investment account annual amount other than income*
4. *The Branch continues to significant savings (over £2,000) in not paying Office Rental, Accountant or Honoria*
5. *Also note that Branch Officers have not claimed full entitlement for expenses, postage, office costs and have purchased and donated items to the Branch*

Branch Asset Register at December 2025

Asset Description	Date of initial audit	Holder(s)/ Storage	Condition	Replacement Insurance Value *	Asset Depreciation £ Value \$
Old Branch Standard. Complete with accessories.	November 2023	P Shields/ W Mason	Fair, but old	£1,200	Nil
New Branch Standard. Complete with accessories.	November 2024	P Shields/ W Mason	New	£1,200	Nil
Old Branch King's Standard. Complete with accessories.	November 2023	P Shields/ W Mason	Fair, but old	£1,200	Nil
New King's Standard, complete with accessories.	October 2025	P Shields/ W Mason	New	£800	Nil
Tommy figures X 2	April 2025	War Mem Gdns	Good	£288	£100
RBLs kdy Flag/ Coffin Drape	Nov 2024	W Mason	Fair, but old	£300	Nil
PA System inc stand etc.	Oct 2025	W Mason	New	£230	£115
Outside Ext Lead & RCD plug	"	W Mason	New	£40	Nil
Branch Files & Folders	"	W Mason	Fair - Good	Nil	Nil
Hand Portable Radio's X4	"	W Mason	3rd year. Good	£180	£80
Gazebo 3X3 and X2 chairs & X1 table	July 2024	W Mason	2nd hand, 4 years old, used	£250	£50
Cash box & ledger	July 2024	E James	New	£20	Nil
Glengarry, badge and hackle	Sept 2024	M Simms	2nd hand, fair	£60	Nil
Replacement/ insured cost			Total	£5,768	
Asset Valuation remaining					£345

* - Replacement values (if they are to be replaced) are based on an approximate purchase or current value price. These figures are also used to assess annual insurance valuations.

\$ - As Standards can't or shouldn't be sold, they are shown as having no asset value.

NB - The Trustees will assess annually the appreciation/ depreciation values and write off assets with no viable re-sale value. On procurement of new valuable assets, an appropriate annual depreciation value of circa 10% will be shown unless a shorter or longer lifetime is predicted.

To note - written off or distributed: Basic stationary; Cable ties and nets for poppies; Member lapel badges; Branch Umbrella's; Shell case & engraving for time capsule. The time capsule, cairn and plaque installed in the memorial gardens during 2025 had an approximate cost of £10,000 with the costs shared between the branch and Fife Council.

Proposed Annual Budget 2026

Context

The RBLS Kirkcaldy Branch continues to rely on the majority of its budget from long term investment earnings received from Brewin Dolphin. A much smaller amount may come from donations, grant residue and bank interest. Members do not pay anything toward the local branch, but do pay annual members fees to RBLS. Nevertheless, through diligent work and good fortune, over a number of years the branch has held a healthy bank balance. Prior to 2023 the trend was to overspend annually and have little public impact or lasting legacy.

Over recent years, our ordinary expenditure has been toward simple administration, Insurance, Conference and reimbursement of approved travel expenses. These have been kept to an absolute minimum.

As predicted, 2025 was identified as a year of major budgetary activity. However, in 2026 we predict a quieter year, with fewer financial transactions. The following have been considered by trustees -

1. Branch Pop up screen
2. Branch Business cards
3. Branch mobile telephone
4. Continuing expenditure on Remembrance Garden developments (ring fenced account)
5. Possible purchase of a notebook/ lap top with printer

Predicted Annual 2026 Income

Known annual income from Brewin Dolphin investments of circa £1,600

Proposed 2026 Budget 2026 from domestic account

Proposed expenditure

Honorarium	£ 0	
Phone purchase & contract (pa circa £60)	£150	
Business Cards	£100	
Conference	£100	
Comradeship/ Charitable/ Educational	£300	
General Expenses (office, mileage etc.)	£150	
Branch pop up screen (for events)	£150	
Liability & Asset Insurance	£300	
Lap top & printer (?)	£500	
Total -	£1,750	(circa income £1,600)

NB

1. *In addition, the branch may also wish to fund or contribute to a charitable or educational event benefiting veterans & the community to meet our stated Charity aims.*

2. *The above budget excludes any income from donations etc.*
 3. *Higher interest account where the annual interest rate will help grow the No2 Account balance.*
 4. *Holding travel expenses at the current rate of 45p per mile.*
 5. *Remembrance Gardens further development is from the ring fenced account & not domestic account*
 6. *Not included, any possible room rental costs should we decide to move into a shared agreement with another party.*
 7. *Not shown are costs associated with Remembrance Sunday (circa £1,700) which are mainly met from grant application.*
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2026 Annual Plan
(Year 3 of 3 Year Plan & Objectives)

A number of intrinsic and extrinsic plans to grow the RBLS Branch and our standing in the Veterans & Public community:

1. To continue ongoing recruitment campaign and to promote the Branch across Kirkcaldy & Fife
2. To improve the capacity of the Branch in - Governance, Specialism, IT, Social Media, Web, etc.
3. Work toward a mutually supporting Fife RBLS & Veterans partnership
4. Participate in appropriate community and veterans activities
5. Develop the comradeship, educational, social and welfare activities of the branch