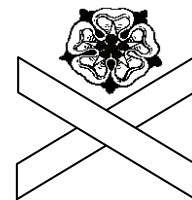


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55 Training Squadron Royal Engineers
3 Royal School of Military Engineering Regiment
Gibraltar Barracks,
Blackwater,
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GU17 9LP



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Reference: 01-04-03

See Distribution

Date: 20 April 2016

ROYAL ENGINEERS ASSOCIATION (REA) MINLEY WEEKEND 29 – 31 JUL 2016 CALLING NOTICE

- 1. Introduction.** The annual REA Minley Weekend will take place 29 – 31 Jul 16 at Gibraltar Barracks, Minley. The event aims to build '**Esprit de Corps**' and will allow Royal Engineers (past and present) and their partners the opportunity to meet and promote the Corps and the Royal Engineers Association (REA). This year is the Corps 300 year anniversary and as such every effort is being made to make it a momentous occasion.
- 2. Programme of Events.** An overview of the weekend will consist of a 'Meet & Greet' in the Warrant Officers' and Sergeants' Mess (WOs' & Sgts' Mess) on Fri 29 Jul 16. On Sat 30 Jul 16 there will be an operational brief prior to Minley Station Open Day activities¹. In the evening there will be an evening social function. A Service of Remembrance will take place on Sun 31 Jul 16 after which the Officers' Mess will host REA members at lunch. The weekend will conclude no later than 1500 hrs.
- 3. Arrival Procedures.** On arrival REA members and their partners are to book in via the Reception Centre situated at the entrance to Gibraltar Barracks. Opening times are restricted to the hours of 1600 – 2359 hrs on Fri 29 Jul 16. REA members are kindly requested not to arrive before 1600 hrs to allow for 3 RSME training to be concluded, if you arrive early please be aware that the accommodation may not be ready. A welcome pack containing a detailed breakdown of the weekend's events and relevant information will be issued to all REA members on arrival at the Reception Centre. If you require an earlier meal on Fri 29 Jul 16 prior to the evening meal being served in the Mess during the meet & great then please annotate it on the meal requirement form.
- 4. Security.** Procedures governing the security and integrity of Gibraltar Barracks are of the utmost importance. Cars entering camp are liable to be searched, occupants are requested to be patient and fully cooperate with the security measures in place over the weekend. REA members are to carry REA membership cards at all times whilst within the confines of camp.
- 5. Accommodation.** Every attempt will be made to accommodate REA members within the confines of Gibraltar Barracks. Accommodation is limited and will be offered on a first come, first served basis. Rooms available consist of three man rooms and double rooms with single beds, we do not have the capacity for single man rooms as we no longer have Minley Manor. Unfortunately there is no facility to provide double beds within accommodation blocks. Rooms designed to cater for disabled persons are available but are in very short supply. Accommodation offered to

¹ Chief Royal Engineer is scheduled to attend.

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members within Minley Station is to be vacated no later than 1500 hrs on Sun 31 July 16, transport will be provided to shuttle members to and from the accommodation. Should members be unfortunate and not to be allocated accommodation in Minley Station, or alternatively if they prefer to arrange their own accommodation, the following hotels are situated within a short distance of Gibraltar Barracks:

Premier Inn – Ively Road, Southwood, Farnborough, Hampshire GU14 0JP (3.5 miles).

The Ely – London Road, Blackwater, Camberley, Surrey, GU17 9LJ (0.9 miles).

Abacus B&B – 7 Woodside, Blackwater, Camberley, Surrey, GU17 9JJ (1.4 miles).

Village Hotel – Pinehurst Road, IQ Business Park, Farnborough, Hampshire, GU14 6YA (6.1 miles).

The Casa Hotel – Handford Lane, Yateley, Hampshire, GU46 6BT (1.6 miles).

6. **Notice of Attendance.** Branch Secretaries are requested to return completed enclosures to the undersigned no later than Fri 24 Jun 16. This will allow accurate costs to be calculated and accommodation, where available to be allocated.

7. **Feeding.** Meals taken within Gibraltar Barracks will be catered for by the resident contractor, ESS Catering Services and will be consistent with the 'Pay As You Dine' (PAYD) system. These will be spread over three locations, MacDonald's Mess will serve breakfast and lunch on Sat 30 Jul the WOs' & Sgts' Mess will provide evening meals in accordance with the events schedule. A carvery Lunch will be provided in the Officers' Mess following the Service of Remembrance. Costs of meals taken over the weekend at the scheduled timings will be included in the attendance cost.

8. **Costs.** Total costs for the weekend have been estimated at no more than £30 per head and will be served by way of ticket redemption. Individuals choosing just to take the carvery lunch will be billed for this meal only. Any additional food or beverages requested outside of the pre arranged menu and scheduled meal timings will incur an additional charge; this includes items purchased at the Cost Cutter Shop or alternatively the Costa Coffee shop situated within. Accurate costs will be calculated once the contractor has produced final costings.

9. **Transport.** A minibus for Veterans including disabled persons will be on hand to shuttle members to accommodation and the main gate where required.

11. **Parking.** REA members will be directed to the designated parking areas on arrival. Provision will be made for individuals wishing to bring caravans which may include the provision for drawing power this will be confirmed in due course. Areas for the specific vehicles will be clearly defined; vehicles are not to be parked outside of these designated parking areas under any circumstances.

12. **Dress.** Dress for the weekend will be as follows:

a. Friday evening, 'Meet and Greet' – Shirt with collar, trousers and shoes, blazer optional.

b. Saturday – Suit /Blazer, Shirt and tie.

c. Sunday Remembrance Service – Suit / blazers for Veterans, suitable attire for female guests in keeping with the event, medals are to be worn.

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13. **Correspondence.** All correspondence regarding the REA Minley Weekend is to be forwarded to the undersigned. Envelopes used for written communication are to contain the written identifier '**REA MW 2016**' on the rear of the envelope. This will allow for easy identification and timely processing of correspondence. Emails are to contain '**REA Minley Weekend 2016**' in the subject line.

14. **Cancellations.** REA Branches are to keep an accurate nominal roll of attendees; cancellations are to be forwarded to the undersigned as soon as they occur. Accurate nominal roles will ensure REA funds are not wasted through non attendance.

15. **Media.** Veterans wishing to draft an article for the Sapper Magazine are encouraged to do so. Please send all articles including separate pictures to the following address:

- a. Sapper Magazine, RHQ RE, Ravelin Building, Brompton Barracks, Chatham, Kent, ME4 4UG.

B Durber
SSgt
For CO

Enclosures:

1. REA Minley Weekend 2016 Notice of Attendance Proforma.
2. REA Minley Weekend 2016 Branch Nominal Roll.
3. REA Minley Weekend 2016 Accommodation Request Proforma.
4. REA Minley Weekend 2016 Meal Requirements Proforma.

Distribution:

All REA Branch Secretaries (sent via HQ REA)

Copy to:

Commanding Officer
All 3 RSME Sub Units
SSO 3 RSME
HTS
MTWO

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**Enclosure 1 to
REA Minley Weekend 2016 Calling Notice
Dated 11 Apr 16**

REA MINLEY WEEKEND 2016 NOTICE OF ATTENDANCE PROFORMA

To: WO2 (SSM) Pearson
55 Trg Sqn
3 RSME Regt
Gibraltar Barracks
Blackwater
Camberley
Surrey
GU17 9LP

From: _____ Branch

Address: _____

Tel. 01252 863314
Fax: 01252 863512

Branch Contact No: _____
Branch Email: _____

1. Please complete the information below using (BLOCK CAPS), attendance should be as accurate as possible. Returns are to be sent to the above address by post or fax no later than **Fri 24 Jun 16**

Ser	Information Requirement	Response Y/N	Number(s)	Remarks
1	Is your Branch supporting the Minley Weekend 2016?			Numbers recorded as members and wives / partners separately.
2	Will your Branch be attending the function on the Saturday evening in the WOs' & Sgts' Mess?			Please indicate total numbers attending including all wives / partners.
3	Will your Branch be taking part in the Service of remembrance?			Numbers who require specific seating arrangements, wheel chair provision, etc.
4	Will your Branch require the Carvery Lunch on Sunday?			
5	Will your Standard Bearer be taking part in the Service of Remembrance?			Please annotate whether the Standard bearers will be available for rehearsals on Fri 29 Jul 16.
6	Will your Branch require parking and caravan provision?			Please stipulate how many cars and caravans that will require to park within the barracks.

2. Further enquiries can be directed to the SSM 55 Trg Sqn using the contact details above.

Name of Branch Secretary: _____ **Signature:** _____ **Date:** _____

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Enclosure 2 to
REA Minley Weekend 2016 Calling Notice
Dated 11 Apr 16

REA MINLEY WEEKEND 2016 BRANCH ATTENDANCE NOMINAL ROLL

1. Please list all Branch members that are attending the Minley Weekend 2016. Entries are to be made in BLOCK CAPS.
2. Details of vehicles to be housed within the confines Gibraltar Barracks are to be entered in the relevant column.

From: _____ Branch

Ser	Name	Arrival Date	Vehicle Details			Remarks
			Registration	Make	Model / Colour	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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16						
17						
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Enclosure 3 to
REA Minley Weekend 2016 Calling Notice
Dated 11 Apr 16

REA MINLEY WEEKEND 2016 BRANCH ACCOMMODATION REQUIREMENTS

1. Please list all Branch members that are attending the Minley Weekend 2016 and require accommodation. Entries are to be made in BLOCK CAPS.
2. Whilst ever effort will be made to secure accommodation for the weekend it cannot be guaranteed and will be dependant on availability. Preferences for first floor rooms must be annotated but subject to availability, may not be available.

From: _____ Branch

Ser	Name	Arrival Date	Accommodation Required				Preferences (1 st Floor, etc)
			Bedspace (Male)	Bedspace (Female)	Room Twin Single Beds (Couples)	Room Disabled Person	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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Enclosure 4 to
REA Minley Weekend 2016 Calling Notice
Dated 11 Apr 16

REA MINLEY WEEKEND 2016 MEAL REQUIREMENTS BRANCH NOMINAL ROLL

1. Please list all meals required for the weekend on the attached sheet. Entries are to be made in BLOCK CAPS.

From: _____ Branch

Ser	Name	Arrival Date	Meal Requirements								Special Dietary Requirements / Remarks
			Friday			Saturday			Sunday		
			Evening meal Macs Mess 1645-1730 Chicken/Scampi	Finger Buffet (Meet & Greet)		Breakfast	Lunch (BBQ) Macs Mess	Curry Dinner	Breakfast	Sunday Carvery	
1											
2											
3											
4											
5											
6											
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