



The Provincial Grand Lodge of Hampshire and Isle of Wight

W.Bro. **Colin R. Upton** PAGSuptWks
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29th April 2011

PROVINCIAL GRAND SECRETARY'S APRIL NEWSLETTER

Dear Brother Secretary,

INSIGHT MAGAZINE (Please inform all the Brethren of this item)

Previously known as News and Views, the New "**Insight**" Magazine will shortly be distributed, it is the Provincial Grand Masters wish that this is sent by post direct to all members of the Craft within his Province.

You may recall my request last December, when the Annual Return form was sent out, I asked that all the unknown addresses shown against the members' name, on your respective Lodge Return, be completed. The office has now updated and input some 1,700 previously unknown addresses, onto the Provincial database; I am convinced that the majority of our Brethren will soon receive the first copy of "**Insight**"

May I take this opportunity to thank all those Lodge Secretaries who responded so promptly to my request. If, any Member of your Lodge informs you that he did not receive a copy, please check that his address is correct on your records and notify the Provincial Office of any change.

NOTIFICATION FORMS *(Available by e-mail)*

A reminder here of the importance of sending a Notification Form to the office, as soon as possible, where there is a change in circumstances of a Member, such as, Resignation, Death, Exclusion or a Change of address.

It is also essential for the updating of the Adelphi Database here at the Provincial Office.

With the introduction by the Provincial Grand Master, of the 3Rs initiative, (*Recruitment, Retention and Retrieval*), programme, may I ask that when you e-mail the Notification Form to the office, you also copy that e-mail to your Group Rep for his records.

REGISTRATION FORM 'P' *(Available to download for UGLE website)*

A reminder that Form 'P' and the cheque, must be sent to the Provincial Office with effect from 1st September 2010. (*No cheque is required for Joining Members*). I am aware the B of C states they should go to UGLE, however until they change the wording in the B of C; send them to Province.

Many Form 'P's have had to be returned, because care is not being taken when completing them, please ensure that you read the Form properly and fill in all the required details. If in doubt please do not hesitate to contact the Provincial Office – we are here to help. In particular I draw your attention to Question 5 Declaration, if a candidate informs you that he has a previous conviction, please do **CHECK** with me before anything is entered against question 5. (Do not Initiate until the matter is cleared with the Provincial Office)

YEAR BOOK AMENDMENT FORM

I attach the Amendment Form for the 2011 Year Book, (*Page 7*) you will note **this is a blank form** Please detach and return separately. (*There is an example with the form page 8.*)
Once completed it must be e-mailed back to this office by **31st May 2011**. If you kept a copy of last

years form, you may use that, but please update all alterations **IN RED**.
(The return of this form on time is important as all entries have to be proof read, in time for print.)

AMENDED TOAST LIST *(Also available electronically.)*

A revised Toast List for use, **with effect from Wednesday, 6th July 2011**, is attached below, to take into account the recent announcement, by the ProvGM, of the appointment of W Bro Jonathan Whitaker PAGDC, to an Assistant Provincial Grand Master.

PROVINCIAL ANNUAL DUES RETURNS 2010

The last date for the payment of Annual Dues for 2010 was 31st January 2011. The vast majority of Lodge Secretaries complied with this deadline but disappointingly there are still some Lodges whose Returns are outstanding. If you are in difficulty with completion of the Returns please discuss with your Lodge Visiting Officer or telephone the office.

PROVINCIAL HONOURS – RECOMMENDATION FORMS

Regrettably there are still instances where the details of the nominee's address, as supplied by the Lodge Secretary on the respective form, was inaccurate or contained significant errors. This led to the brethren concerned not receiving the original letter and could have resulted in them missing out on the opportunity of receiving an appointment or promotion within Provincial Grand Lodge. I would ask Secretaries please to check that information relating to individual Brethren given on the Provincial Honours Nomination Forms *(or indeed any other form returned to the Provincial Office)* is both accurate and clear and contains where applicable the **Lodge Number**

Please note: -

First Appointment forms are generated from Provincial Office; this year they will be **light blue** in colour, if you feel that a potential First Appointment has not been sent to you, that you contact the Office immediately, in order that I may be able to resolve the matter straight away.

However, please bear in mind that if the Brother already has Provincial Rank, has Resigned declined in the past, he may not be eligible for consideration.

Promotion Forms, are generated by Lodges, this year the form will be **purple** in colour, they will only be issued by the Group Rep, who will then be able to keep a record of names being submitted.

PPAGStB forms, which are **white** in colour, are generated by Lodges and are for a Brother who has not been through the Masters Chair, but has been a MM for 10 years or more and given 7 years of service to the Lodge, perhaps as, Almoner, Tyler, Asst Secretary, Organist. (I have attached a form with this letter, *(see page 9)*, they are also available electronically.

Provincial Grand Stewards Forms, are generated by VOs or Grand Officers, these are **pink** in colour.

May I ask that any form of whatever name, or description, is completed in full and with all parts completed. Do not use initials or nick names, full names, please.

DISPENSATION FOR CANDIDATES UNDER 21 YEARS OF AGE.

Under the University Scheme, applications for dispensation for Candidates under 21 years will normally be granted automatically.

Outside the University Scheme, such applications will be considered on merit by the Provincial Grand Master and should be accompanied by a note

- that the potential initiate has been interviewed satisfactorily by the Lodge interview committee, and
- that the potential candidate has been interviewed by the Lodge Visiting Officer who supports the application, and
- stating any extenuating circumstances supporting why Initiation before 21 is desirable.

A personal interview by the Provincial Grand Master is no longer necessary and paragraph 34 in the Secretary's Aide Memoire is being amended in accordance with this note.

General Reminders

RULE 158 –

When the necessary clearance for the initiation of a candidate from out of the locality has been obtained under this Rule, this fact must be recorded on the Agenda when the candidate comes forward for a ballot. A simple statement in brackets, “(Rule 158 complied with)” at the end of the Agenda item, is sufficient.

ROYAL MAIL POSTAGE

Many letters are still arriving at the Provincial Office with incorrect postage thereon. Please do ensure that all letters have the correct postage.

HONORARY MEMBERS

Honorary Membership should only be conferred on Brethren, who in the opinion of the Members has performed meritorious service over a **number of years**, to the Lodge, not, as in some cases because the Brother is unable to attend the Lodge through infirmity or otherwise. Also please remember that when a Brother is made an Honorary Member, and is not a subscribing members of another Lodge, then he can only visit another Lodge **ONCE** in his life. He cannot hold a Regular Office in his Lodge, or vote in any ballots.

PROVINCIAL COMFORTS FUND

The Provincial Comforts Fund, which has received a considerable amount of income from donations over the past year, has built up a healthy fund, whereas, the demand for assistance to Brethren or Widows, from the Lodge Almoners or Brethren, has fallen. May I again suggest that for the foreseeable future, monies intended to be given for the Provincial Comforts Fund, are donated to the forthcoming 2016 Festival. **Please suggest this to your Lodge Charity Steward.**

CHARITABLE GRANTS

When an application is received at the Provincial Office, from a Lodge Almoner on behalf of an individual, all information is to be treated with the strictest of confidence. I read from the Minutes of one particular Lodge, that they had discussed at committee and balloted in open Lodge, giving the name of the Recipient and the amount donated to them. This is totally unacceptable, I refer the Almoner and Treasurer to **pages 9 and 19 of the Almoners Handbook** issued to all Lodges. Please make the Almoner them aware of this important information.

CONTACT WITH UGLE

May I remind you that in no circumstances should a Brother make contact direct with Grand Lodge, without **FIRST** contacting the Provincial Office.

2016 FESTIVAL

It is the Provincial Grand Master's wish that every Lodge should have a Festival Update item on their Lodge Agendas for the duration of the Festival Appeal. This may be in addition to the recommended Agenda Item, say, "Charity Steward's Report" or as a supplement to it i.e. "Charity Steward's Report and Festival Update"

May I ask you to remind your Lodge Charity Steward and in turn **all the members of your Lodge** that all enquiries in respect of the 2016 Festival should be made to the Provincial Charity Steward 02380 268059, **and not the Provincial Office.** _

ANNUAL MEETING

Please use the attached form to inform this Office who will be representing your Lodge at the Annual Meeting. **All Lodges should be represented** and your assistance in this matter would be appreciated. (It is sufficient for only one name to be entered, as it is the *representation* of your Lodge which is important, It is also hoped that as many brethren as possible will support the

Provincial Grand Master by attending the Lunch to be held at the Novotel prior to the Annual Meeting.

The Provincial Assistant Grand Secretary, W Bro John Drake, has remained off sick, since January, following major heart surgery, W Bro Nigel Bell, has been helping out in the Provincial Office for two days a week, Mrs Thorpe, has greatly assisted by working five days a week, she is extremely busy during this period of staff shortage, and I thank you all for your understanding in this regard.

It remains for me to thank all of you for your continued hard work and understanding, I wish any new Lodge Secretaries recently appointed into the office well and trust you enjoy your position within the Lodge.

Yours sincerely and fraternally

A handwritten signature in black ink, appearing to read "C. R. Upton". The signature is written in a cursive style with a large, sweeping initial "C" and "R".

Provincial Grand Secretary

Distribution: - To Provincial Executive, Group Area Representatives and all Lodge Secretaries

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