



Monthly Branch Meeting
Held on 28th April 2015
In the Branch Headquarters at Westfield
At 20.00 Hours.

ATTENDANCE:

R.C. East	- President
R.J. White	- Chairman
Mrs W. J. Clarke	- Vice Chairman, Welfare Representative and Poppy Appeal Organiser
P. A. Cox	- Secretary
Mrs S. E. Pateman	- Membership Secretary
S. T. Haycox	- Treasurer
P. Davies	- Ceremonial Officer and Deputy Standard Bearer
I. Clarke	- Deputy Standard Bearer and Club Secretary

COMMITTEE: G Street, J Belton.

MEMBERS: None.

1. EXHORTATION AND KOHIMA EPITAPH

The Chairman opened the meeting by welcoming all present. This was followed by the exhortation and silent tribute; he ended with the Kohima Epitaph.

2. APOLOGIES: J. Fisher, B. Mulford, C. S. East, J. Fleming

3. MINUTES OF THE MARCH 2015 MEETING:

The Chairman asked if all present had seen the Minutes. All had, so the minutes were not read out. There were no corrections.

The Chairman asked if they could be accepted as a true record. On acceptance they were duly signed by the Chairman.

4. MATTERS ARISING:

The Chairman said that matters arising will come up under the reports.

5. D DAY AND CHILTON FESTIVAL 2015

5.1 Poppy Appeal or Branch Stand at Chilton Festival

The Ceremonial Officer said that the RBL County staff will be at another event with one of the County marquees. There is another marquee available but we would need to staff it

ourselves. The Ceremonial Officer will be on the ATC stand in the afternoon.

5.2 Participating Groups and Contributors

The Ceremonial Officer reported:

Flypast and Dalton Barracks

These are being looked after by Bob Girling. He has not heard anything further and will check with him.

Branch Invitations accepted: Didcot ATC, Wantage ATC, Parachute Regiment Association, Tony Hughes (Bugler) and John McFarlane-Horgan (Bag Piper).

Branch Invitations Replies awaited: Chilton Cubs and Scouts, Chilton School, Glider Pilots Regiment Association, RAFA Wantage, Harwell RBL Club, First Aider

38 Group RAF: The Ceremonial Officer has drafted an invitation, checked it with the Chairman and Bob Girling and sent it to the Officer Commanding. His secretary has replied requesting more details and they are now in discussion.

Bag Piper: The Secretary said that the Bag Piper had proposed two options for melodies: (1) "Amazing Grace" and another melody* or (2) "Flowers of the Forest". The meeting briefly discussed the options and decided that the Amazing Grace option should be played.

Agreed by the meeting.

The Secretary will inform Mr. McFarlane-Horgan

***Secretary's Note:** later identified as "Going Home"

5.3 Civil Representatives

The Secretary reported:

Didcot Mayor Designate (as the Service is after the annual change in Mayor). The Mayor's secretary said that the Didcot Town Council is up for election in May so she will pass the invitation to the new Mayor Designate after the election.

Harwell Parish Council Chairman - who replied that there is an election for Harwell Parish Council; they will send a representative but cannot say who yet.

Chilton Parish Council Chairman - no reply yet.

5.4 Wreaths

The Ceremonial Officer reported that wreath requests were being sent to the Poppy Appeal Organiser. He asked if the deadline for ordering should be mid May.

The Poppy Appeal Organiser replied that the deadline should be two weeks before the event. Wreaths have been ordered so far by the Didcot ATC, Wantage ATC and Harwell Parish Council. Chilton Parish Council and Harwell RBL Club are also likely to require a wreath. The Poppy Appeal Organiser gave Chilton School a supply of long single poppies last year; she will check that they have enough left.

The Ceremonial Officer said that he will chase those who have not replied before the deadline.

5.5 Publicity

The Secretary reported that the Ceremonial Officer's article has been put on the Branch web page and it will also appear on the Parish web page during May. The article was also sent to editors of the Church broadsheet and Chilton Chronicle.

The Secretary will compose a poster and will put it up with the Chilton Festival poster from Bob Girling in Headfirst, Harwell News and Wyevale Chilton Garden Centre and send them to the Harwell Feast Committee for screen in Bob's Butchers.

The Ceremonial Officer has added information to the Harwell Branch Parades Facebook page and shared it with the Harwell and Chilton Village Community Facebook pages.

5.6 Refreshments

The Ceremonial Officer reported that he had obtained a quote from Yvonne Hinchliffe (Harwell RBL Club refreshment team leader) of £50 for 20 people, being a reasonable estimate of the number to likely to return and want refreshments. This was £2.50 per person which is cheaper than last time in 2013.

PROPOSAL: The Branch accepts the quote from the Club of £50 to provide refreshments for 20 D Day Service attendees.

Proposed: Ceremonial Officer Seconded: Treasurer CARRIED

The Ceremonial Officer will inform Yvonne Hinchliffe.

5.7 Liaison

The Ceremonial Officer said that he will set up a meeting with the Rector or Assistant Rector to check arrangements and service details.

5.8 Timetable

The Secretary said that an initial version of the timetable has been composed and distributed. A second version will be composed and distributed shortly.

The Chairman congratulated the Ceremonial Officer and Secretary on their efforts.

6. ENROLLMENT OF NEW MEMBERS

There were 4 applications this month none of whom were present:

G. Harvey J. Govans H. Govans D. Russell

These are all lapsed members that are rejoining.

All of whose Club application form will be passed to the Club Committee.

These applicants join today and will be paid up to 30th September 2015. The applications will be sent off once the new membership system is launched.

Agreed by Committee

7. SECRETARY'S REPORT:

The Secretary apologised that due to adverse family circumstances he had not completed all his outstanding tasks.

7.1 Storage of Branch Documents

No further progress on disposal of correspondence. Movement of signed minutes is in hand.

7.2 Archive Boxes in club

A further sort of the boxes, disposal and production of a new contents list is in hand.

7.3 Lending Minutes to Harwell History Group and Moving Minutes to Oxfordshire Records Office.

The County Membership Support Officer is chasing this with HQ.

7.4 Branch Web Page

The Secretary has only had time to monitor the spam emails this month so he suggested that he continues to monitor and log differences for another month then gather some statistics.

The Secretary is yet to contact David Marsh to add the D Day photo with credit "Chilton Community Facebook Page"

David Marsh has added the Poppy Walk details to the Web page with the registration instructions and sponsor form.

7.5 Distribution of March 2015 Branch Minutes and April 2015 County Circular.

The Secretary thanked those who checked sections of the minutes before distribution. He distributed both documents to the Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site.

Approximate Cost: £7.80

Other printing cost: about £ 6.70

The Branch is running low on black ink. The Secretary will obtain more cartridges direct from HP; priced at £38 for 2 cartridges vs. £52 for 2 by Staples. The Secretary has donated a small cartridge (prints approx. 130 sheets) in lieu of some non Legion printing he does.

The Secretary has brought a book of 12 x 1st Class stamps for £7.56 from the Post Office and a pack of Sainsbury's 50 white DL envelopes for £1.49.

7.6 HP Printing

The Secretary has not looked into this any further.

7.7 Recruitment of New Members - Extract from Royal Charter

Obtaining or printing of RBL leaflets is in hand

7.8 War Memorial

The Secretary has resent the contact details of John Belton's grandson with the offer to fix both plaques to the Parish Clerk and Chairman. The Parish Clerk replied that she will get in touch with John Belton's grandson.

7.9 2014 AGM Follow Up

The AGM Minutes are in hand.

7.10 Stephen Freeman School Fete.

Arrangements to get a link from the National web site to the Branch web site are in hand.

7.11 First Names Read at War Memorial Service

The Secretary is yet to send the President's list of full names to Harwell Church PCC.

7.12 Insult to Injury Petition

The Secretary has filled in and emailed the petition on Branch letterhead to Ed Vaizey MP. A second petition that follows on from the first was sent with the County Circular. The Secretary read the main points to the meeting and asked if he should send it to the MP.
Agreed by the Committee.

7.13 Membership Portal and Legion Emails

The Secretary has obtained and sent a list of names and email addresses to County.

7.14 Visitor Volunteer Return

This is a new monthly form to send to County and HQ of the number of visitor volunteers and visits made. The Secretary has sent the March return - 0 volunteers and 0 visits.

7.15 Gold Badge for Branch Member X

The County Membership Report Officer said that a Gold Badge could only be applied for if the member had already received a Branch or County Certificate, and County has no record of this member receiving a County Certificate. Discussion ensued of whether this member had received either reward.

Secretary's Note: After the meeting the list of awards on the Branch notice board was checked and it was found that this member had received a Branch Certificate only. The Secretary will check the next steps with County.

8. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 268

8.1 Processing of Membership Applications

The Membership Secretary has received instruction from County that all new membership forms are to be held at Branches until the launch of the new national membership database.

9. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 9th April 2015:

HARWELL BRANCH

Current Account:	£ 3496.08
B.F.I. Account	£ 1175.85
<u>Total:</u>	<u>£ 4671.93</u>

9.1 Income

The Branch has received interest of £5.73 to the BFI.

9.2 Outgoings

Headquarters will draw a direct debit of £2930 from the current account in May, which will leave £566.08 in the account. This is £305 down on last year, due to the drop in membership. The Branch will need to slow down it's spending a little in future, but not stop.

The Chairman asked if all were happy with the accounts as stated.

Agreed by the Committee.

10. CORRESPONDENCE:

10.1 County Circular April 2015

10.2 Extra County Update – Cumnor 5k run and Harwell D Day Service

10.3 Delegate Credentials for Annual Conference Reminder - Due by 10/4/15

10.4 Blood Swept Lands and Fields of Red Update

Tower of London WW1 Centenary Poppies: All 860,000 Poppies have been sold and delivered, and £1.2m distributed and already being spent. Thanks to all.

10.5 VE Day 70 Update 10th April 2015

Deadline extended for Veterans to apply to attend the events. Call for stories from Veterans and any present in original celebrations. Donations are being made by a business. The website is veday.org.uk.

10.6 VE Day 70 Update 20th April 2015

A final call to veterans and reserved occupations to attend and travel instructions. The Royal Family is to attend the Westminster Abbey Service. Advice on organising local events.

10.7 VE Day 70 Information for Attendees

10.8 Passing of Ray Lancaster, Former National Parade Marshal and County Ceremonial Officer. - Funeral 6 May 12:30pm at Easthampstead Crematorium

10.9 New MS4 Membership Form

10.10 Kartforce April Updates – Motor racing for limbless Veterans

10.11 Emails on Branch Web Site Usual special events and business courses - 77 items.

11. POPPY APPEAL ORGANISER REPORT:

11.1 Harwell Feast 25th May 2015

The Poppy Appeal Organiser and Ian Clarke will be attending the Feast with the County Marquee and Poppy Appeal merchandise which will include VE 70 poppy pins. About 6 members of the Legion Rider's Branch will also attend.

11.2 D Day Wreaths

Orders are being received. All donations for wreaths for 2014 have been received.

12. STANDARD BEARER REPORT

The Ceremonial Officer reported that Standard had not been paraded and he had not received any requests to parade the Standard.

13. ANY OTHER BUSINESS:

13.1 RAF Harwell Memorial Stone Surroundings

The Ceremonial Officer reported that this time last year Duncan Rogers of Harwell Oxford and his manager Angus Horner had proposed an upgrade to the area around the stone. This was because they were not happy with the paving slabs that surround the stone, as they move up and down out of line creating a trip hazard. They suggested that they are replaced with resin bonded gravel. There had not been enough time before the 2014 D Day service to do the work. The Ceremonial Officer has followed this up after the Service and again this year. Duncan Rogers has recently suggested that one or two benches are also installed around the stone. This will probably not be completed before the service but it is in the long term plan.

They will be standard wooden benches but will be replaced with something more robust in time.

13.2 D Day Edition of the Daily Express 8th May 1945

The President had brought in the D Day edition of this paper. The main headline was “London Crowds See in the Official VE Day”. Other stories included marshal law being declared in Rangoon and the last U-Boats being sunk by the RAF. He also talked about his experiences on the day.

13.3 Poppy Walk

Club Management Committee Secretary Ian Clarke said that he had met with David Drew, the immediate past County Chairman, they will be using the barbeque. The Club will donate the required gas. He and the Poppy Appeal Organiser will be away on the day and won't be walking.

The Ceremonial Officer said that David Drew had approached him to help with the Poppy Walk. As he will be walking the majority of the route during the preparations he will not be walking with the Didcot ATC this year.

14. DATE OF NEXT MEETING: 26th May 2015

There being no further business the Chairman closed the meeting at 20:43 hours.