

The Royal British  
Legion  
Harwell Branch  
BR1805

**Monthly Branch Meeting**  
**Held on 26<sup>th</sup> May 2015**  
**In the Branch Headquarters at Westfield**  
**At 20.00 Hours.**

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**ATTENDANCE:**

R.C. East	- President
R.J. White	- Chairman
Mrs W. J. B. 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:** 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:** C. S. East, B. Mulford, J Fleming, G Street

**3. MINUTES OF THE APRIL 2015 MEETING:**

The Chairman asked if all present had seen the Minutes. All had, so the minutes were not read out. There were the following corrections:

Item 3. "Minutes of the **February** 2015 Meeting" changed to "**..March..**"

Item 7.14 "**..April Return..**" changed "**..March..**"

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 all matters arising would come up under the following reports.

## **5. DDAY AND CHILTON FESTIVAL 2015** See also item 11.2

The Ceremonial Officer reported on preparations which are proceeding well:

### **5.1 Liaison With Chilton Festival - Public Address System**

The Ceremonial Officer attended a meeting of the Chilton Festival Committee on 14th May 2015 as Branch and Didcot ATC representative.

At the meeting Adrian Maughan suggested that the Chilton Village Hall public address system is used at the Service. It has a tripod to raise the speaker which should help the congregation to hear better than last year - people at the back could not hear due to the large attendance and the Church's Coomber PA speaker being at ground level. The Ceremonial Officer is making arrangements to use the Chilton Village Hall system with Mr. Maughan and Liz Morris who is on the committee. See also item 5.4.

### **5.2 Liaison With Chilton and Harwell Church**

The Ceremonial Officer convened a meeting with the Associate Minister Pam Rolls who will be leading this year's service. The President and Secretary also attended. They ran through the arrangements for the day and the Order of Service. The only change from last year will be the bag piper playing during the laying of wreaths.

### **5.3 Liaison with Harwell Oxford Management**

The Ceremonial Officer has contacted Duncan Rogers to arrange tidying of the site and printing of 100 service sheets.

### **5.4 Contributors and Participating Groups**

**First Aider:** Vicky McArthur is unable to be the First Aider this year as her professional organisation (the Royal College of Nursing) has changed the qualifications required to be a First Aider outside employment. At the Chilton Festival Committee Meeting Bob Girling said that EMC of Blewbury will be providing cover at the Festival and evening entertainments and could also provide cover for the Service.

**Bag Piper** The Secretary has passed the Committee's selection of melodies "Amazing Grace" and "Going Home" to John McFarlane-Horgan.

**Participating Groups:** The Ceremonial Officer has sent reminders to Chilton Cubs and Scouts, Chilton School, Glider Pilots Regiment Association and RAFA. All will be attending.

**38 Group RAF Officer Commanding:** The Personal Assistant to Air Vice Marshal Tim Bishop contacted the Ceremonial Officer to request more details, which he provided. The PA replied that there were clashing events which they would try to rearrange. She later replied that these events could not be rearranged and the OC would not be attending. The Ceremonial Officer replied thanking AVM Bishop for trying to attend, understanding other pressures are apparent and he hopes to see a 38 Group representative in future years.

### **5.5 Civic Representatives**

Following the recent local elections and annual meetings these have now been confirmed:

**Didcot Mayor:** The new Mayor Des Healey will attend and a wreath has been ordered.

**Harwell Parish Council:** David Marsh has been re-elected Chairman and will attend and lay a wreath.

**Chilton Parish Council:** Councillor and Chilton Festival Committee Chairman Bob Girling will attend and lay a wreath.

Other organisations have also approached the Branch about attending:

**Didcot Town Twinning Association:** Axel MacDonald has arranged to attend via the Poppy Appeal Organiser who will provide a wreath.

**Vale of the White Horse District Council:** Chairman Mike Badcock approached the Poppy Appeal Organiser at the Harwell Feast about attending again. The Ceremonial Officer will compose an invitation, a wreath will be arranged.

### **5.6 Publicity**

The Ceremonial Officer's article has been published in the Harwell and Chilton parish and church newsletters and websites. The Secretary has put posters up in Harwell News and Headfirst.

### **5.7 Catering**

The Ceremonial Officer has agreed the quote with Yvonne Hinchliffe. The Treasurer is arranging payment.

### **5.8 Timetable**

The Ceremonial Officer thanked the Secretary for the draft of version 2 he provided before the meeting. The Secretary will complete and distribute this shortly.

The Chairman thanked the Ceremonial Officer and Secretary for their efforts.

## **6. ENROLMENT OF NEW MEMBERS**

### **6.1 Enrolment**

There were 5 applications this month none of the applicants were present:

J. Moffitt      A. Foster      F. Strange      W. Tica      P.Longman

All of whose Club application form have been passed to Club Committee.

#### **Agreed by Committee**

The Secretary said asked what date these new members would be paid up to, following the changes in membership renewal currently going through. It was stated that this would be the anniversary of their payment.

The Secretary also asked what the joining date would be. The Treasurer suggested that Committee members could get access to the new membership database to check. The Membership Secretary said that she would check every so often. The Poppy Appeal Organiser asked if members could be transferred. The Membership Secretary said that she had not heard.

### **6.2 New Member Last Month**

The Membership Secretary stated that Mr. Harvey (whose application and £25.10 payment was accepted at last month's meeting) had filled in the old form, which is no longer

accepted. The Membership Secretary has contacted him about filling in the new form, but he decided that he no longer wished to join, and asked that the £25 was donated to the Poppy Appeal. The new membership system has its complications. It was agreed that the Poppy Appeal Organiser would write him a letter of thanks.

### **6.3 Payments**

The Treasurer asked about a new member last month that only paid £10. The Membership Secretary said that this was Mr. Gasper, he had joined on line and it was £5 for Club membership and £5 for the Poppy Appeal.

The Treasurer said that the new membership system meant that he had to write a cheque for each new member to the Legion HQ and send them to Novacraft for processing including this one.

The meeting discussed the best way to handle the payments to be made for last month's and this month's new members including the £10 payment and the donation to the Poppy Appeal. It was proposed that only £10 is paid to the Poppy Appeal until the on line payment had been cleared.

**Proposal: That £10 is donated by cheque to the Poppy Appeal and the rest once the other payments are clear.**

**Proposed: Treasurer**

**Seconded: Ceremonial Officer**

**CARRIED**

The Ceremonial Officer asked that this matter is raised under Matters Arising at next month's meeting.

**Secretary's Note:** This was investigated further immediately after the meeting and it was concluded that the full £25.10 could be paid to the Poppy Appeal and the membership fees sent to Legion HQ / Novacraft, and these payments were made.

## **7. SECRETARY'S REPORT:**

### **7.1 Storage of Branch Documents**

The Secretary has made some progress on disposal of correspondence. Movement of signed minutes is in hand. He asked if he could dispose of some items:

- County Conference Minutes and old Royal Charters - original items and some extra copies.
- 2014 County Conference Delegate's pack
- A box of 3 ¼ inch floppy discs from cupboard – unlikely to be used
- Two 2012 County Handbooks
- Some "Pathway to Growth" information sent to the Chairman.

**Agreed by the Committee**

### **7.2 Archive Boxes in club**

A further sort of the boxes, disposal and production of a new contents list is in hand. They contain amongst other items old Royal Charters and National Conference Delegate's packs. The Secretary asked if he could also dispose of these items.

**Agreed by the Committee**

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

No news from County or HQ

#### **7.4 Branch Web Page**

The Secretary has not had time to do more than monitor again this month so he suggested that he continues to monitor and log differences for another month then gather some statistics.

The Secretary has sent another message to Frank Dumbleton via facebook, no reply so far.

The registration times were added to the Poppy Walk details on the web page. The Secretary suggested that he update the page now the walk has taken place and add total will be available. The Ceremonial Officer said that the ATC was likely to have collected in excess of £1000 to be split between the ATC and Poppy Appeal; he will let the Secretary know the total when available.

#### **7.5 Distribution of Branch Minutes and County Circular.**

The Secretary thanked those who checked sections of the minutes and replying so quickly. He distributed the May 2014 County Circular and April 2015 Minutes to Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site.

Approximate Cost: £5.15

Other printing cost: about £ 4.50

We are nearly out of black ink again; the new small cartridge donated by the Secretary is nearly empty. He will obtain some direct from HP 2 for £38 as stated last month. There is another £6 Staples voucher to use by 31<sup>st</sup> May 2015.

#### **7.6 HP Printing Instant Ink**

The cheapest printer on this monthly contact is the HP Envy printer at £49. Monthly plans are for 100 sheets per month at £3.49 or 300 sheets per month at £7.99. We average 150 per month. The payment needs to be by direct debit, the Secretary will check with County Membership Support Officer if this is allowed. He will also work out if this will save the Branch money.

#### **7.7 Recruitment of New Members - Extract from Royal Charter**

Obtaining / print of RBL leaflets is in hand

#### **7.8 War Memorial and Membership Portal and Legion Emails addresses**

No news

#### **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 ours are in hand.

#### **7.11 First Names Read at War Memorial Service**

The Secretary has sent the President's list of full names to the Secretary of Harwell Church PCC. There is a similar list on the Harwell History Group Website:

<http://www.village4a1000years.com/harwell-war-memorial/>. They state it is from John Talbot's research into his family history.

#### **7.12 Insult to Injury Petition**

The Branch has received a reply to the first Legion petition from the Hon. Ed Vaizey's office. The Secretary will check if the content of the second petition letter is covered by the

reply before sending.

### **7.13 Visitor Volunteer Return**

This is the monthly return to County / HQ of the number of Visitor Volunteers and Visits made. The Secretary has sent the April return: 0 volunteers and 0 visits.

### **7.14 Membership Badges**

A member has requested the Secretary to obtain one at the Feast. A Committee member also made a request for one.

### **7.15 Gold Badge for Branch Member X**

The County Membership Support Officer has said that if the member has a Branch Certificate then a County Certificate or Gold Badge could be applied for. Discussion ensued and it was agreed that the Secretary should apply for the County Certificate in the first instance.

The Secretary said that he would need supporting information to go on the application form including any role or service carried out or meetings attended at Branch, County or National level. A number of roles and other sources of information were mentioned.

## **8. MEMBERSHIP SECRETARY'S REPORT**

**CURRENT PAID UP MEMBERSHIP: stands at 271**

This is less one member not joining from last month. There are also 5 more new members approved tonight.

## **9. TREASURER'S REPORT:**

The Treasurer reported that accounts stood as follows as of 11<sup>th</sup> May 2015

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 3597.23</b>
<b>B.F.I. Account</b>	<b>£ 1175.85</b>
<b><u>Total:</u></b>	<b>£ 4773.08</b>

### **9.1 Income and Outgoings.**

There is no interest this month. The Legion has not yet taken the membership fees for this year. There were also the usual income and outgoings.

The President asked if the figures were with all bills paid. The Treasurer replied that they were with one exception – a cheque to the club for a £5 membership fee from March. The Poppy Appeal Organiser said that she would mention this to the Club Secretary.

## **10. CORRESPONDENCE:**

### **10.1 MS4 New Instructions**

Please send membership applications to Novacraft, do not hold them at Branches. Print forms full A4 size.

### **10.2 County Circular May 2015 (Distributed)**

Additional events – Beacon lighting at Faringdon 9<sup>th</sup> May and Burghfield 10<sup>th</sup> May. Cumnor Branch 5k run June 27<sup>th</sup>. New membership application form must be A4 not sized to fit page.

### **10.3 Annual Conference Final Agenda**

### **10.4 Late Notice VE Day Travel Information for National Celebrations**

### **10.5 Request for photos of VE Day Celebrations from County and National HQ**

### **10.6 VE Day Beacon Lighting at Windsor 8<sup>th</sup> May**

### **10.7 Kartforce April Updates – Motor racing for limbless Veterans**

New sponsor, request for more sponsors, interesting facts, winter ball in November.

### **10.8 May Legion Members Update Email**

Including: VE 70 Events, National Conference report, an 84 year old member walking 84 miles along Hadrian's Wall, new Poppy Shop products, the annual London Poppy Walk on 19th July and membership renewal – all members to get a letter in June.

### **10.9 Dogs for the Disabled Talk Offer**

Discussion ensued:

- The Ceremonial Officer said that the Branch does not usually have guest speakers.
- The Poppy Appeal Organiser said that the Branch could not invite a speaker from another charity.

The Secretary will reply that we cannot accept their offer for these reasons.

### **10.10 Emails on Branch Web Site**

- Some D Day items – OC 38gp and PRA replies to invitations.
- Reply from Ed Vaizey MP Office.
- Usual special events and business courses - 87 items.

### **10.11 Visitor Volunteer Pack - to the Chairman, received March but not listed.**

## **11. POPPY APPEAL ORGANISER REPORT** (See also item 6.2)

### **11.1 Harwell Feast**

The Poppy Appeal Organiser and Club Secretary Ian Clarke attended this event and used one of the Legion branded County gazebos. They had a range of Poppy Appeal merchandise on a table with a collecting bucket. Member Pat Toovey donated some vegetable plants to the stall to sell. They sold most of them and raised £61.28. The Poppy Appeal Organiser will write a letter of thanks to Mr. Toovey.

7 RBL Riders Branch members paraded in the Feast parade and joined them at the gazebo with their motorbikes. Quite a few people were interested in the motorbikes and the Riders Branch. Harwell Branch got at least one new member.

The President said that he put the Union Flag up outside the Club for the event.

The Ceremonial Officer and PAO said that the Feast was really well attended. A lot of people used the Legion so it was good for the Branch to have a presence with the gazebo up.

### **11.2 D Day Wreaths**

Orders have been received from Chilton and Harwell Parish councils, the ATCs, Diamond, STFC and the Vale of the White Horse District Council.

The County gazebo used at the Harwell Feast is available for the D Day ceremony. The Ceremonial Officer said that it would not be used, so Ian Clarke said that he would return it to County the day after the meeting.

### **11.3 Poppy Walk**

The Poppy Appeal Organiser has received a sponsor form from Guy Massey aged 4, who walked 5 miles and raised £140. The PAO will write him a letter of thanks.

## **12. STANDARD BEARER REPORT**

The Ceremonial Officer said that the Standard had not been paraded. The President said that the Standard would be paraded at the D Day Service on 6<sup>th</sup> June 2015.

## **13. ANY OTHER BUSINESS:**

### **13.1 County Youth Officer Report**

The Ceremonial Officer has met with the County Chairman Angela Logue last week to discuss this role that he volunteered for at this year's County Conference. He will visit at least one other Branch during the year which will be Hanney Branch.

### **13.2 Chelsea Pensioners Bowls Visit Offer**

The Ceremonial Officer said that the County Chairman had visited for the Poppy Walk and noticed Harwell Bowls Club and bowling green next to Harwell Club. She said that the Chelsea Pensioners have a bowls team and are very interested in playing Legion teams. They are happy to travel and if they play here they will also support the RBL Club. He asked if anyone had contact details for the Harwell Bowls Club.

Discussion ensued and Rose Fiddler, Robin McStay and John Piggott were suggested as contacts.

### **13.3 Harwell War Graves Gardener**

The President reported that he had visited the graves and they are kept very neat and tidy. We ought to find out who does this and do something to recognise their efforts. It is likely to be a villager doing it at no charge or benefit to themselves. The Commonwealth War Graves Commission (CWGC) only cut the hedges now and again. He could ask Mick Russell who does the rest of the Cemetery. A Legion member did the maintenance for many years but has stopped some years ago. Discussion ensued:

- The Poppy Appeal Organiser suggested an open letter of thanks in the Harwell News.
- The President said that he was anxious the person was not put off. The CWGC used to pay the Legion to do it, the fee was probably donated to the Poppy Appeal
- John Belton said that Stan Hanks who used to do this was paid by the CWGC.

It was agreed that the Secretary draft a letter to submit to the Harwell News.

## **14. DATE OF NEXT MEETING: 30<sup>th</sup> June 2015**

There being no further business the Chairman closed the meeting at 21:03 hours.