

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 25th August 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; he asked those present to bear in mind

This was followed by the exhortation and silent tribute; he ended with the Kohima Epitaph.

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

3. MINUTES OF THE JULY 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 14.1: **Standard Bearer** added to list of attendees at Club meeting 5 July 2015.

Item 15: Date of next meeting changed from 28th August to 25th August (this change made to printed copies and copy on website).

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 relevant reports.

5. D DAY SERVICE AND CHILTON FESTIVAL 2015

The Secretary reported:

5.1 Publicity

The Ceremonial Officer's report has been published in the Harwell News (Short version), and Bob Girling mentioned the Service in his report in the Chilton Chronicle. There is no August Church broadsheet or County Circular so hopefully it will be published next month.

5.2 Thank you letters

These have been sent to Event Medical Services for first aid and Frank Dumbleton for photography. He replied saying he was pleased to do this and share the photographs with our members.

5.3 Timetable

The Secretary has completed most of version 3; he will complete and send it shortly.

6. REMEMBRANCE SUNDAY AND ARMISTICE DAY SERVICES

The Secretary reported:

6.1 Road Closures

After last month's meeting the Secretary remembered that he had asked at the November 2014 meeting that the Road Closure starts at 10:20 at Townsend rather than 10:30 due to people spilling onto the road as soon as they arrived so he will put this in this year's form.

The Road Closure application forms have been modified slightly with new contact and Milton Park address. However the Vale Council contact says that the Secretary can use last year's forms with the required date and time changes. He has completed them and will send shortly. County should send the new Public Liability Insurance certificate when available in October.

6.2 Bag Piper

John McFarlane-Horgan has emailed that he is no longer intending moving away so could be available for Remembrance Sunday. The Secretary will contact him nearer the time.

6.3 Timetable

The Secretary will draft a timetable shortly.

6.4 Committee Approval

The Ceremonial Officer said that he and the Secretary would start the main preparations for the Remembrance Sunday Service in the next few weeks subject to the Committee's approval.

No Objections.

7. ENROLLMENT OF NEW MEMBERS

There was 1 application this month, the applicant was not present:

P. Cleary

The associated Club application form has been passed to Club Committee.

Agreed by Committee

8. SECRETARY'S REPORT:

8.1 Storage of Branch Documents

Disposal of items agreed and listed in May (not last month as stated at the July meeting) is in hand. This includes: County Conference Minutes and old Royal Charters, 2014 County Conference Delegate's pack, A box of unused 3 ¼ inch floppy discs, two 2012 County Handbooks and some "Pathway to Growth" information sent to the Chairman.

8.2 Archive Boxes in Club Cupboard

The Secretary has removed the following for disposal from the archive boxes: National Conference Delegates Packs, Annual Reports, Royal Charters and County Handbooks all dating from the 1990s and 2000s.

The Secretary has also found an old Branch Management Handbook and asked if he could also dispose of it.

Agreed by the Committee.

"The Legion Book" (mentioned at last month's meeting) is in a box addressed to Jock Cowie, with a note asking him to see that someone gets it. There is a note stuck inside the book dated 1928 -1930 that it should be lent out to members. It is dedicated to the recovery of the King. The Secretary passed it around before the meeting and the President now has it for review.

Composition of a new contents list for the boxes is in hand.

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

No news from County or HQ

8.4 Branch Web Page Updates

The split of the Remembrance page is in hand: The Welfare Representative has agreed that funerals can be moved to Welfare. The Secretary is now writing the new Introduction page including "Other Events" from the Remembrance page.

The Secretary has written an update to the Membership page with the changes to the new joining and renewal procedures and is agreeing the wording with the Club Secretary and Membership Secretary.

To compose the update to the Membership Page, the Secretary asked the County Membership Support Officer when the change in renewal from 1st October to anniversary of joining would apply. It was found to apply to joiners from April this year on. Unfortunately some issues came to light when checking individual renewal dates of new Harwell Branch members which the Membership Secretary will talk about.

8.5 Link to Counselling Website

The Secretary has replied to Rhiannon Rogers of Counselling Directory that we can't have a link to her Counselling Website to our website. She replied thanking us for letting her know.

8.6 Distribution of Branch Minutes and County Circular.

The Secretary thanked those who checked sections of the minutes. He distributed the July 2015 Minutes to Committee Members and put copies in the Club folder (No County Circular this month). David Marsh has put the minutes on the web site.

Approximate Cost: £3.60 (No County Circular) Other printing cost: about £ 2.25

The Secretary has brought a book of 6 first class stamps for £2.53. (33% off at Thornton's Didcot).

8.7 HP Printing Instant Ink / Ink Cartridge Refill

Unfortunately contrary to last month it was the smaller black cartridges that were last used. The Secretary had already sent the empty large cartridges to the RBL recycling scheme. He suggested that he gets a small cartridge refilled for £8 – a smaller saving as new small cartridges only cost £9 from HP (2 or more). New large cartridges cost £18 now so it is possibly better to buy a new large cartridge then refill that. There is also a large cartridge in the printer which will be empty soon and could be refilled next.

No Objections.

8.8 Recruitment of New Members - Extract from Royal Charter and Leaflets.

The Secretary has received some General Legion and Welfare leaflets from HQ which are on the magazine rack and table.

8.9 War Memorial

The Secretary passed the Mr. Morris's mobile number to the Parish Clerk yesterday.

8.10 2014 AGM Follow Up

The AGM Minutes are in hand.

8.11 First Names Read at War Memorial Service

No news.

8.12 Membership Badges

The Ceremonial Officer passed the Secretary a badge from Bridie Spinks the Hanney Branch Secretary on a cash-or-return basis. The Secretary passed this to Member Mr. Pat Toovey who paid him £4.00 which he would give to the Treasurer.

David Drew of Wantage Branch also contacted the Secretary that he had a badge from Ron Newton for the Branch. As the Secretary thought there was another member who wanted a badge he accepted it, paying Mr. Drew £4.50. But the Secretary has no record of who wanted it.

Secretary's Note: Immediately after the meeting the Treasurer suggested that the £4 should be paid directly to Bridie Spinks and that the Secretary should be reimbursed for the £4.50 for the second badge. A further membership badge was found amongst the Treasurer's papers.

8.13 Name of Person Who Maintains War Graves

The Secretary has the letter ready for the Chairman and President's approval and signature.

8.14 Awards

No news.

8.15 Member in John Radcliffe Hospital

The Benson Branch Secretary rang the Secretary last Monday to say that a Harwell Branch member has been in hospital for 2 weeks and his wife being disabled had only been able to visit him twice. She was asking for a lift in. The Secretary passed this on to the Chairman and some other members the member concerned socialises with.

9. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 277

9.1 Membership List

The Membership Secretary said that the County MSO has sent a list of new members that had joined this year. She has replied to the County MSO outlining the problems in the list and has yet to hear anything back.

The problems include a different membership number for a member that paid in January. His details were sent to the County MSO who sent the membership number back, but the number in this list is different. Discussion ensued:

- The Club Secretary said that two people with learning difficulties had joined. Their carer has told him they have had communication from the Legion regarding the forms not being correctly signed and that membership could not be completed. She has contacted the legion but has not heard anything. The Membership Secretary said that she had emailed the County MSO about this due to an unusual signature on the form. The Club Secretary said that the carer wanted to know they were members so she could put their minds at rest.
- The Membership Secretary added that a lapsed member rejoining is on the list with a different number, it will be confusing if all of the membership numbers are different and she was not at all happy with the new system.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 4th August 2015

HARWELL BRANCH

Current Account:	£ 444.73
B.F.I. Account	£ 1181.67
Total:	£ 1623.40

10.1 BFI Account

The BFI is unchanged from last month.

10.2 Annual Accounts Documentation and Audit

The Treasurer said that the County Independent Examiner will be visiting him tomorrow to audit the Branch's accounts.

He had made three annual printouts from LOMAS for last month's meeting but two had been wrong and did not tally with the ledger due to LOMAS incorrectly including an item. He has now made two replacement printouts. He asked if the Vice Chairman wanted to see the printouts and ledger as she had been away last month and the accounts documents required her signature.

The Vice Chairman and Treasurer made a thorough examination of the ledger, printouts and receipts and payments form, at the end of which the Vice Chairman was happy to sign the documents.

The Chairman congratulated the Treasurer on his efforts.

John Belton asked if the Treasurer was taking a day off work to meet the auditor. He said he was. It was stated that it was unfortunate there was no way of reimbursing the Treasurer for this.

11. CORRESPONDENCE:

No County Circular

11.1 New form for Albert Hall Festival of Remembrance

11.2 Step-By-Step Instructions for Membership Administration Portal

Sent to Harwell MAP users.

11.3 Service at John Frost Bridge Arnhem – Message from Holland RBL

Only invited Branch Standard Bearers can attend. Sent to Harwell Standard Bearers

11.4 Legion First Day Covers for Sale.

A set of 9, including 50th Anniversary RBL 1971 and Festival of Remembrance from 1972 to 1985. By an East Midlands Branch.

11.5 Message from Director General on Agency in Mail on Sunday.

Following an investigation and reports of breaches of the code of conduct, a door-to-door collection agency used by the Legion has been dropped.

11.6 Kartforce August Updates – Motor racing for limbless Veterans

Results and upcoming races and events. New driver academy. Panda Group buildings maintenance of Banbury has donated a new engine for the full size car.

11.7 Emails on Branch Web Site

The usual special events and business courses - 71 items. These were only received by the Gmail address since David Marsh disconnected the AOL address.

12. POPPY APPEAL ORGANISER REPORT:

12.1 D Day Wreaths

All donations for D Day wreaths have now been received.

12.2 November Door-to-Door and Business Collection

The Poppy Appeal Organiser has ordered all of the supplies and they have arrived. She used the new system to order them which was fine. The supplies include two school packs for our two schools, they look good. She hopes they will lead to increased donations. She will start contacting the collectors shortly.

12.3 Poppy Walk

The Ceremonial Officer asked if the Poppy Walk money had been received. The Poppy Appeal Officer replied that it had not. The Ceremonial Officer said that it was likely it had been sent directly to County.

13. STANDARD BEARER REPORT

There was no report of the Standard being paraded.

14. ANY OTHER BUSINESS:

14.1 Arnhem Visit

The Ceremonial Officer said that he will be visiting Arnhem next week with the Air Training Corps (ATC). There will be a ceremonial march at the beginning of the event, with several military contingents taking part.

On Friday the ATC will visit the Commonwealth War graves at Oosterbeek, commemorating those who fought in the battle of Arnhem. A wreath will be laid on behalf of the ATC and he could also lay a wreath on behalf of Harwell Branch. The Poppy Appeal Organiser said that she has some suitable wreaths in stock. The Chairman said that the Branch should make a donation to the Poppy Appeal for the wreath.

PROPOSAL: The Ceremonial Officer lays a wreath at the Arnhem Memorial on behalf of the Branch and the Branch donates £25 to the Poppy Appeal for the Wreath.
Proposed: Ceremonial Officer Seconded: Treasurer
CARRIED UNANIMOUSLY

14.2 Club Rules and Disaffiliation Vote

The Club Secretary reported that he had put the Club rules (2005) and bye laws on the Club web site. This is because a vote on the Club's disaffiliation from the Legion is possibly in 2-3 months time. The vote if there is one will be before the AGM but he has not got the final date.

The rules have been added to the website in case any members have questions on the method of disaffiliation from the Legion and not all members have copies of the Club rules. The Club Secretary can also answer questions.

14.3 Rider's Branch Sponsored Ride

The Club Secretary Ian Clarke reported that he had completed a sponsored ride with the Rider's Branch of 640 miles from 5:30am to midnight, a round trip from Oxford via 12 counties. There were 6 riders in all. They have raised about £1000 for the Poppy Appeal. A number of Riders Branch groups in Southern England are doing this for the Poppy Appeal.

The Chairman congratulated the Club Secretary on his efforts.

15. DATE OF NEXT MEETING: 29th September 2015

There being no further business the Chairman closed the meeting at 20:46 hours.