

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 29th September 2015
In the Branch Headquarters at Westfield
At 20.00 Hours.

ATTENDANCE:

R.C. East - President
R.J. White - Chairman
P. A. Cox - Secretary
Mrs S. E. Pateman - Membership Secretary
S. T. Haycox - Treasurer
P. Davies - Ceremonial Officer and Deputy Standard Bearer

COMMITTEE: G Street

MEMBERS: None

1. EXHORTATION AND KOHIMA EPITAPH

The Chairman opened the meeting by welcoming all present; he asked those present to bear in mind the family and friends of member Pat Connolly who had passed away recently.

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

2. APOLOGIES: J Belton, I. Clarke, Mrs W. J. Clarke, C. S. East, B. Mulford,
J Fleming.

3. MINUTES OF THE AUGUST 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 8.5: "She replied thanking her for letting her know" changed to "us".

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 normal reports.

4.1 Resignation of Poppy Appeal Orgnaiser, Vice Chairman and Welfare Representative

The Chairman announced that he had received a letter from Wendy Clarke stating that she will be resigning from the Committee, Vice Chairman and Poppy Appeal Organiser at the

AGM. This is so that she can pursue other interests in Steventon where she lives. She will complete this year's house to house and business collection and bank the money then hand over the Poppy Appeal paperwork to the Branch. She apologised that she did not know who would replace her. She is happy to chat to anyone interested in taking over the roles of Poppy Appeal Organiser or Vice Chairman.

The Chairman said that she had done a wonderful job. He will write to her and wishes her all luck in her future interests. Steventon is lucky to have her.

5. D DAY AND CHILTON FESTIVAL 2015

5.1 Publicity

The Ceremonial Officer's report has been published in the Chilton Chronicle, Church broadsheet and County Circular.

5.2 Thank you letters

The Secretary has heard via a friend that the thank you letter to the Didcot Mayor was appreciated and was one of only two he received for the whole year of office.

5.3 Timetable

The third and final version has now been distributed.

6. D DAY AND CHILTON FESTIVAL 2016

The Ceremonial Officer reported:

The Battle of Britain Memorial Flight (BBMF) requires applications for flypasts to be in by the end of September, so he has sent in an application.

The Army Historic Aircraft Flight of the Army Air Corps based at Middle Wallop (similar to the BBMF) used to do a flypast over the D Day service until they were grounded 4 or 5 years ago. The Ceremonial Officer has now heard that the flight has been made into a civilian organisation called the Historic Aircraft Trust and is no longer grounded. The aircraft are being put on the civilian register and will be made airworthy again. Major George Bacon (who was in charge of the flight under the MOD) is in charge of the new organisation. The Ceremonial Officer suggested that he sends an invitation to the new flight in March or April next year.

No objections.

7. REMEMBRANCE SUNDAY AND ARMISTICE DAY SERVICES

7.1 Outline of Progress

The Ceremonial Officer reported that the Secretary had issued the first version of the timetable of actions and they both were working their way through it. The Girl Guides had already said that they will attend and requested a wreath. He has passed this to the Poppy Appeal Organiser.

The Secretary reported:

7.2 Road Closure Applications

The Secretary has completed and sent these to the Vale Council. They have sent an acknowledgement which he forwarded to the Parish Council.

The Secretary contacted the Legion County Membership Support officer; she will send the New Legion Public Liability Insurance (PLI) Certificate to the Vale Council as soon as it is available. The Vale Council will issue the Road Closure orders once the PLI certificate has been received.

7.3 Requests to Participants

The Secretary will send requests for help to the Bugler, Bag Piper, Parish Council (Traffic Marshals), the Rector and Village Hall committee for car parks. The request for a First aider will be sent to the Scouts who helped with this last year.

The Secretary will also write to Thames Travel to let them know the events are on.

7.4 Publicity

The Secretary has written an information article, approved by the Chairman, Rector and Ceremonial Officer and sent it to Harwell News. He will send it to the Church Broadsheet editor and put it on the Branch Web page.

The Secretary will compose a poster and put it up in the Club, Harwell News, Headfirst and send it to the Feast Committee for their screen in Bobs Butchers. The Ceremonial Officer will also put information on the Branch Parades facebook page.

7.5 Invitations to Parading Groups

The Ceremonial Officer will write invitations or letters of confirmation to the Scouts, Guides and Didcot Air Training Corps and Army Cadet Force.

The Chairman congratulated the Ceremonial Officer and Secretary on their efforts, as arrangements seemed well in hand.

8. ENROLLMENT OF NEW MEMBERS

There were no applications this month.

9. SECRETARY'S REPORT:

9.1 Storage of Branch Documents

Disposal of items agreed and listed in May is in hand.

9.2 Archive Boxes in club

The Secretary has disposed of the documents listed last month. He will dispose of the old Branch Management Handbook shortly. A new contents list in hand.

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

No news from County or Headquarters. Kath Luker sent the Secretary a reminder about this as the WW1 centenary exhibition is coming up (3 and 4 October in the Village hall) so he sent a reminder through to the County Membership Support Officer - no reply. The initial query was sent in January this year so he suggested he email County again that we will go ahead if we hear nothing in another month.

No Objections.

The Secretary has informed Kath Luker roughly what the archive boxes hold. She asked about some photographs and records:

1) The photographs of the old Club building in the archive boxes. They are laminated copies so difficult to recopy.

- The President said that he may have a photograph of the old Club.

2) Any photographs including Les Clack carrying the Standard.

- The President and Chairman said that they may have photographs and would check.

3) The Women's Section archives and photographs of Les Clack's wife as escort to the Women's Section Standard.

- The Membership Secretary said that Sybil Frost and Wendy Appleby had both been in the Women's Section and may be able to help.

9.4 Branch Web Page

The split of the Remembrance page is in hand, The Secretary have written the new introduction and welfare pages and is agreeing the wording with the Ceremonial Officer, Welfare Representative and Standard Bearer.

The Membership page update has been agreed with the Club Secretary and Membership Secretary and David Marsh has added it to the Web page. The Secretary will also put a notice on the Branch Notice board with the fees and a summary of the new joining instructions.

9.5 Distribution of Branch Minutes and County Circular.

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

Approximate Cost: £7.50

Other printing approximate cost: about £ 7.35

9.6 HP Printing Instant Ink / Ink Cartridge Refill

The black high capacity cartridge is empty so the Secretary replaced it with a new cartridge for £17 (£1 price drop) from HP. He will get the empty one refilled by Cartridge UK as a spare. The high capacity cartridges print approx 320 pages vs. 140 for the standard cartridges.

9.7 War Memorial Maintenance

John Belton told Secretary that the Harwell Parish Council has contacted his grandson. They will discuss a price at their next council meeting with a view to get work completed by Remembrance.

9.8 First Names Read at War Memorial Service

The Harwell Parochial Church Council Secretary Jane Woolley has sent the complete list of full names of the fallen on the War Memorial, as researched by Kath Luker.

9.9 Membership Badges

The Secretary has yet to drop the £4 back to Bridie.

9.10 Name of Person Who Maintains War Graves

The Secretary has delivered the letter of thanks.

9.11 Awards

Nothing to report.

9.12 2014 AGM Follow Up

The Secretary has written the AGM minutes and sent them to the Officers who gave the

reports or made comments for review. The Secretary asked that any changes are sent in this week so he can distribute the minutes in time for the AGM.

9.13 2015 AGM Elections Procedures

The Secretary proposed that the AGM procedures are the same as last year, as in the Legion Membership Handbook (Branch Sections 1, 4.1.5 and 4.1.6):

Officers and Committee Elected at the AGM

The Chairman, Vice Chairman, Treasurer and Secretary are elected for 1, 2 or 3 year terms; they can stand again

A minimum of 3 further Committee Members are elected, making a total of 7 or more Committee Members. There is no upper limit on number of committee members but too many may make meetings cumbersome.

The Secretary proposed that the Branch Officers and Committee continue to be elected for 1 year terms of office.

No Objections

Members should note the following rules

- Members cannot be on both Branch and Club committees.
- Officers and Committee Members cannot be in arrears with their Membership Fees.
- If a Committee Member misses 3 meetings they have resigned unless a good and sufficient reason is given to Branch Committee.
- No member of the Branch Committee shall be elected or appointed to more than one office or position on the Branch Committee, but this shall not exclude an Officer or member from undertaking one additional specialist function on behalf of the Branch Committee. The Secretary said that this means the Chairman, Vice Chairman, Treasurer and Secretary have to be different people. They can also be for example Standard Bearer, Welfare Representative etc.
- Other rules are in the Membership Handbook.

Officers Appointed at the First Meeting after the AGM

The Standard Bearers, Membership Secretary, Poppy Appeal Organisers and Welfare Representative are all appointed by the Committee at this meeting. The nominations list will state that anyone interested in these offices should attend this meeting.

President and Vice President

The President and Vice President were both appointed for a 3 year term at the 2013 AGM so can continue in office until 2016. The Secretary asked if the President if he intended continuing. The President said that he would.

AGM Notice and Nominations List

The Secretary will arrange for display of an AGM notice with agenda items on the web site and in the Club. He will also ask Headfirst and Harwell news to put notices up. The Feast Committee will not display AGM notices on their screen in Bob's Butchers as there would be too many.

The Secretary has prepared a Nominations list for this meeting as suggested at last year's AGM. He will put the list on the Club Notice board after the meeting, take it down at 1 week to go (20th October), check eligibility of Candidates with the Membership Secretary then put up a list of confirmed nominations.

Vacancies

The Branch could put a poster on the Branch board, and ask the Club Secretary if he could put an advert on the Club facebook page and their email news update.

The Secretary asked if there should be any advertising for the Poppy Appeal Organiser.

Discussion ensued:

- There should be advertising
- The Chairman said that the Poppy Appeal Organiser will continue until the November collection is finished.
- The Membership Secretary said that if a new PAO is recruited quickly then Wendy Clarke can show them what to do.
- The Ceremonial Officer suggested advertising in Harwell News. The Secretary said that he would check with editor Martin Ricketts as the deadline for the latest issue had already passed.
- The Secretary suggested the Church Broadsheet.
- The Ceremonial Officer suggested facebook.
- The Chairman and Ceremonial Officer said that a short advert is needed for someone to be involved with the Poppy Appeal.

9.14 Welfare Enquiry

The Secretary has passed an enquiry to the Welfare Representative. She gave them the relevant Legion Welfare contact details.

10. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 279

10.1 Membership Form

Three meetings ago a new member sent in an unsigned form, which the Membership Secretary sent back to him. The new member has now signed the form and sent it back to her and the Membership Secretary has sent the form off.

10.2 Membership List and Membership Numbers

The Membership Secretary has logged into the Membership Administration Portal (MAP) and the list on the MAP and our list do not tally. She has contacted the County Membership Support Officer about this – no reply yet.

All members have been given a new membership number so she has to change all the membership numbers on her records. The new numbers are not in sequence across the Branch membership, some are 5 digits, and others are 8 digits, there is no system apparent. She presumes that they will be on the new membership cards when issued shortly. Discussion ensued:

- The President said that when the membership was changed to the National system some time ago it was a big mess, and he expects this will be too. It could cost thousands of members with Branches dropping to a few members each. Then people will wonder how to fund headquarters and put the membership fees up massively.
- There was discussion of membership letters received so far.
- The Membership Secretary said that no reminder letters had been received yet. The following dates were mentioned on the latest Membership Newsletter: all membership reminder letters to go out by 1st October, direct debit payments to be taken on 16th October and all payments due by 16th November.

11. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 1st September 2015:

HARWELL BRANCH

Current Account:	£ 437.70
B.F.I. Account	<u>£ 1181.67</u>
<u>Total:</u>	<u>£ 1619.37</u>

11.1 Audit

Since the last meeting the accounts have been audited by County Independent Examiner Rosemary Edgington. The accounts were all signed off and the Treasurer has sent them to County. She is yet to inform the Treasurer how much her expenses are, though the Treasurer has sent two reminders.

11.2 LOMAS (Legion Online Membership Accounting System)

The Treasurer has got permission not to use this system. This was greatly appreciated by all present. He has found out that he is not the only one to have problems with it.

12. CORRESPONDENCE:

12.1 September County Circular

Includes Standard Bearer fitness form – distributed to Standard Bearers.

12.2 Parish Council Workshop on Recreation Ground Pavilion in Recreation Ground Thursday 8th October

The Branch can send a representative. To look at the requirements for facilities to support activities and consider options.

No volunteers.

12.3 Exhibition at St Mary in Woodlands Church September 2015

Near Hungerford and Lambourn. Displays on 10 fallen named on two War Memorials.

12.4 Elections for the National Board of Trustees and National Chairman and Vice Chairman – Nominations

Information, Branch nomination and acceptance forms, due back 22nd January.

12.5 Changes to the Renewal Process Information sheet for Branches.

12.6 County Conference 16th January 2016 at Tilehurst Club

Information, delegate forms, motion forms and nomination forms.

12.7 County Concert and Festival of Remembrance 31st October 2015 Wiagnels College Woodley Concert band and Sandhurst Military Wives Choir. Tickets £12.

12.8 Glenn Miller Story 10th October 2015 Hexagon Reading

12.9 Branch-Club Relationship Discussion Newbury RBL Club 6th October

This will be hosted by Bill Burn National Membership Council member with responsibility for Clubs and Pauline Swann Midlands Regional Clubs Relationship Manager. All Committee members welcome. The Ceremonial Officer said that Pauline Swann had given a lot of assistance to Harwell Club and was present at the recent Club update meeting.

12.10 Emails on Branch Web Site Usual special events and business courses - 91 items.

12.11 Membership Policy and Administration Newsletters August and September

13. POPPY APPEAL ORGANISER REPORT:

The Secretary reported on behalf of the Poppy Appeal Organiser:

13.1 House to House and Business Collection

The Poppy Appeal Organiser has contacted all of the collectors. One has had to stop collecting.

14. STANDARD BEARER REPORT

14.1 Parades

The Ceremonial Officer said that the Standard had not been paraded recently and there were no parades in the near future.

14.2 Fitness to Parade Forms

The Ceremonial Officer will contact the Standard Bearer about this.

15. ANY OTHER BUSINESS:

15.1 Arnhem Visit

The Ceremonial Officer reported:

This visit had now been made. He passed round some photographs of the trip.

They had a wet couple of days but fine weather to travel. They had walked to the battlefield and War Graves and participated in the march. It was an amazing event to be part of. His party of Didcot Air Training Corps cadets were in a holding area when the military bands marched through. It was impressive that all present fell silent during the Silence then perked up it was over. They then marched through the centre of the town past the dignitaries in a box.

The Ceremonial Officer signed the visitor's book at the War Graves as a permanent record that a representative of the Branch had been present and laid a wreath. He and the ATC cadets were not in uniform as permission is needed to wear it outside the United Kingdom. Due to the need for diplomatic clearance to wear uniform outside of the UK, the visit to the Cemetery was conducted in civilian clothing but done so in an appropriate formal manner.

The Ceremonial Officer thanked the Branch for permission to lay the wreath and the Treasurer for printing out the photographs.

All present thanked the Ceremonial Officer for this.

16. DATE OF NEXT MEETING: AGM 27th October 2015

There being no further business the Chairman closed the meeting at 20:53 hours.