

The Royal British
Legion
Harwell Branch
BR1805

**Branch Meeting held following the Annual General Meeting
On 27th October 2015 at 21:30 hours.**

ATTENDANCE:

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

COMMITTEE: J Belton.

MEMBERS: None

The Chairman said that the Kohima Epitaph and Exhortation had already been recited at the AGM which was held immediately before this meeting.

1. APOLOGIES:

B. Mulford, Mrs W. J. Clarke, I. Clarke, Mrs. S.E. Pateman, J Fleming, G Street, J. Fisher

2. MINUTES OF SEPTEMBER 2015 MEETING:

All present had seen the minutes so they were not read out. There were no corrections.

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

3. MATTERS ARISING

The Chairman said that all matters arising would come up in the reports.

4. REMEMBRANCE SUNDAY PARADE AND SERVICE 2015

The Ceremonial Officer reported that preparations are all in hand:

4.1 Invitations To Parading Groups

The Ceremonial Officer reported that replies have been received from all parading groups apart from the Scouts. The Didcot Army Cadet Force is unable to attend due to lack of available minibuses for their increased numbers. Didcot Air Training Corps and Harwell Guides have replied that they will attend.

4.2 Requests to Participants

The Ceremonial Officer and Secretary reported:

- The Bugler will play at both services
- The Bag Piper will play at the Remembrance Parade. He will play “Flowers of the Forest” full version during wreath laying, “going home” and new melody “Oft the Stilly Night” and “Amazing Grace” at Church as the parade arrives.
- The Parish Council will provide Traffic Marshalls
- The Ceremonial Officer will ask one of the Scout Leaders to be the First Aider.
- The Ceremonial Officer read a reply from Bob Girling who has other commitments and is unable to attend to photograph the Parade.
- The President, Ceremonial Officer and Secretary will meet with the Harwell Church Rector to run through the parade and service and confirm details.
- No replies about car parking from the new Village Hall booking clerk or the Rector about the Church Farm Car Park. The Secretary will check on both.

4.3 Road Closures

The Secretary reported that the Legion County Membership Support officer has sent the new Legion Public Liability Insurance (PLI) Certificate to the Vale Council. So the Council has issued the Road Closure orders which he has forwarded to the Parish council and to Thames Travel with an explanatory letter. He will put the orders up on the lamp posts nearest the start and end of each closure shortly.

4.4 Publicity

The Secretary reported that information is on the Branch Web page, Harwell News October issue and will be in Church Broadsheet November issue. The Ceremonial Officer has put information on the Branch facebook page.

The Secretary will compose a poster and put it up in the Club, Harwell News, and Headfirst and send it to the Feast Committee for their screen in Bobs Butchers.

The Ceremonial Officer asked if County had sent the usual local press release list of Parades and Services for our review. The Secretary said that it had not been received; it was usually received in October.

4.5 Timetable

The second version of the timetable will be completed and distributed shortly by the Secretary.

5. ENROLLMENT OF NEW MEMBERS:

There were no applications this month.

6. SECRETARY'S REPORT

6.1 Storage of Branch Documents

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

6.2 Archive Boxes in club

Disposal of the old Branch Management Handbook and the new contents list are in hand.

6.3 Branch Minutes: Loan to Harwell History Group and Move to Council Archive.

As there is still no reply from Headquarters, the Secretary has emailed the County Membership Support Officer asking if we can take all this forward. He passed the information

from the last meeting to Kath Luker for her research. Kath Luker will talk to Sybil Frost and Wendy Appleby and said that there is no rush for the loan of the minutes. She can advise about the archiving.

6.4 Branch Web Page

David Marsh has split the Remembrance page into D Day and Remembrance Sunday pages and the new Introduction and Welfare pages are up.

The Secretary has put a print out of the new membership fees on the Branch Notice board with a summary of the new joining instructions and renewal process.

6.5 Distribution of Branch Minutes and County Circular.

The Secretary thanked those who checked sections of the minutes. He distributed the September 2015 Minutes, AGM 2014 minutes and October County Circular to Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site and the latest Poppy Appeal table.

Approximate Cost: £12.70

Other printing approximate cost: £5.73

High printing costs this month due to the printing for the AGM. Hopefully these costs will now drop (See below).

6.6 HP Printing Instant Ink / Ink Cartridge Refill

The Secretary has got the empty cartridge refilled by Cartridge UK Didcot for £12 (£10 was for small colour cartridges). This is still £5 cheaper than the cheapest new one at £17. It is in use and the Secretary will have the latest empty cartridge refilled as a spare.

6.7 War Memorial Maintenance

The Parish Clerk has had a quote from Mr. Morris for cleaning 2 of the plaques and replacing the 3rd plaque. He hopes to get the work done before Remembrance Parades.

6.8 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 as listed on the War Memorial. The Rector will read it at the Service.

6.9 Membership Badges

The Secretary has passed the £4 from Member Pat Toovey to Bridie Spinks Hanney Branch Treasurer.

6.10 Awards

Nothing to report.

6.11 2015 AGM Elections Procedures

AGM Notice and Nominations List

The Secretary has arranged for display of an AGM notice with agenda items on the web site and in the Club. There are notices in Headfirst and Harwell News.

The nominations list was signed by candidates after the September meeting and was displayed at the Club from Friday 9th October. As it was late going up and candidates had not signed it was left up until tonight. So there was no list of certified nominations. The Secretary asked some candidates if they wanted to sign on. The Secretary has checked eligibility for office with the Membership Secretary. All are members for 2014-15 apart from one who did not seem to have renewed - to be investigated. As renewal is ongoing for this year no one has lapsed yet.

7. MEMBERSHIP SECRETARY'S REPORT

The Chairman said that this would be as the same as that given at the AGM by the Secretary on behalf of the Membership Secretary, reproduced here:

CURRENT PAID UP MEMBERSHIP: stands at 279

7.1 New Membership Numbers

I have finally heard back from the County Membership Support Officer and am informed that everyone now has a new membership number so presume when you get your new card you will get your new number.

7.2 New Members

The County Membership Support Officer has contacted Novacraft about the two members that cannot sign their names because of illness and is still awaiting a reply. Also awaiting a reply about a lady who according to my records joined July 2015 but they have no record.

They also have no record of a member who according to me joined with his wife in October 2014, she is on the list but he isn't and the County MSO has advised me to send him another application form, which I have done. The two applications were sent off together so how come they received one and not the other.

Another member, apparently they say the database was amended back in August that he had died, yet I saw him alive and well at Pat Connolly's funeral.

It's really working well this new system isn't it.

7.3 Donation for Poppy Appeal for Knitted Poppies.

Enclosed is £15 raised by Mrs. Rose Wadley for the Poppy Appeal. She knitted and sold Poppies. I don't have her address but she goes to my craft morning so perhaps if Wendy could do a letter of thanks and get it to me I will pass it on to her.

8. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 2nd October 2015

HARWELL BRANCH

Current Account:	£ 410.34
B.F.I. Account	<u>£ 1187.58</u>
<u>Total:</u>	<u>£ 1597.92</u>

8.1 BFI Interest

£5.91 interest for the last quarter has been received.

9. CORRESPONDENCE:

9.1 October County Circular

Includes Standard Bearer fitness form – distributed to Standard Bearers.
(Items 9.2-9.4 also included in County Circular.)

9.2 Letters of Assistance

To use if asked by Council or Police to pay for support at Remembrance parades.

9.3 Guidance from HQ for Press Enquiries

Get advice from National Legion Public Relations Department before talking to the press or media. The Chairman said that otherwise you must make it clear that you are expressing your personal opinion.

9.4 Membership Renewal Options for Non Direct Debit Payers Reminder

9.5 Public Liability Certificate October 2015-September 2016

9.6 Membership Application Portal Training Information

9.7 Two Tickets Available for Festival of Remembrance Evening Performance

9.8 Consultation Document from Parish Council Workshop on Requirements for Pavilion in Recreation Ground

9.9 Team BRIT news (part of Kartforce)

9.10 Emails on Branch Web Site Usual special events and business courses - 98 items.

10. POPPY APPEAL ORGANISER REPORT

The Secretary gave the following report on behalf of the Poppy Appeal Organiser:

10.1 House to House and Business Collection

The Poppy tins and boxes have been delivered - thanks to the Standard Bearer and President.

The PAO has made contact with Abingdon Branch and they are willing to lend us the counting machine again. The date of the count will be arranged nearer the time.

10.2 Remembrance Preparations

The wreaths and crosses have been delivered to the President for Remembrance - a donation to the Poppy Appeal is required.

The wreaths for the Remembrance Parade are all in stock.

10.3 Poppy Appeal Organiser and Collectors Vacancies

The Secretary reported that Martin Ricketts said that the Harwell News was at the printers but may not have been printed. The Secretary wrote an advert, checked it with the PAO and Chairman and submitted it. Mr Ricketts asked for a 50% cut in words to fit the space which the Secretary did but in the meantime the printing had started. The Secretary composed a poster with similar wording.

The Club agreed to help advertise and the Club Secretary circulated the advert with the October Club email update and put the poster up in the Club. David Marsh added it to the Poppy Appeal web page. The Ceremonial Officer put details on facebook.

As there were no replies, the Secretary submitted the advert to the Church Administrator for the Church Broadsheet. She replied that the November issue had gone to print and the next full issue is February. The Ceremonial Officer posted it again on facebook and there was one reply. There is one new House to House collector – Paul Parlett.

11. STANDARD BEARER REPORT

The Standard Bearer said that the Standard had not been paraded. He and Deputy Standard Bearer Ian Clarke would parade the Standard and Union Flag at the Remembrance Sunday Parades and Services and the Standard at the Armistice Day Ceremony.

12. CONFIRMATION OF PRESIDENT AND VICE PRESIDENT TO CONTINUE

CONFIRMATION OF PRESIDENT

Reginald East stated that he wished to continue in the 3 year term

CONFIRMATION OF VICE PRESIDENT

The President said that Brian Mulford had stated that he wished to continue in the 3 year term.

13. APPOINTMENT OF WELFARE REPRESENTATIVE:

Peter Cox volunteered for this Office.

Peter Cox was appointed as Welfare Representative.

Proposed: Ceremonial Officer Seconded: Treasurer

14. APPOINTMENT OF MEMBERSHIP SECRETARY

The Secretary said that Sandie Pateman was willing to be appointed as Membership Secretary.

Sandie Pateman was appointed as Membership Secretary.

Proposed: Treasurer Seconded: Ceremonial Officer

15. APPOINTMENT OF POPPY APPEAL ORGANISER AND ASSISTANT

The Chairman said that appointment of the Poppy Appeal Organiser should be left in abeyance.

Charles East was appointed as Assistant Poppy Appeal Organiser.

Proposed: Secretary Seconded: John Belton

Charles East said that he was willing to fulfil this office for one more year as he is due to retire from work next year.

16. APPOINTMENT OF CEREMONIAL OFFICER

Peter Davies was appointed as Ceremonial Officer

Proposed: Treasurer Seconded: John Belton

17. APPOINTMENT OF STANDARD BEARER AND DEPUTIES

Charles East was appointed as Standard Bearer

Peter Davies was appointed as Deputy Standard Bearer

The Ceremonial Officer said that Ian Clarke was willing to continue as Deputy Standard Bearer and had stated this to County.

Ian Clarke was appointed as Deputy Standard Bearer

Proposed: Treasurer Seconded: Secretary

The Ceremonial Officer said that he had Standard Bearer Fitness Confirmation forms for the Standard Bearer and himself. They are to be signed by the Ceremonial Officer. He asked if the Committee were happy that he signs his own form.

Agreed by the Committee.

18. ANY OTHER BUSINESS:

18.1 Vote Regarding Disaffiliation of Harwell RBL Club From the Legion

The Secretary said that the Club Secretary had asked him to mention this matter as stated during the AGM: During mid November all Club members will receive a letter and voting form regarding the disaffiliation of the Club from the RBL. This time was chosen to avoid Membership Renewal and Christmas.

18.2 Renovation of the RAF Harwell Memorial Stone Surround

The Ceremonial Officer reported that Duncan Rogers of Harwell Campus had informed him and Bob Girling that work has started. The Ceremonial Officer distributed some photographs of the work. All of the slabs around the Stone have been raised up and those on the walkway will also be done shortly. Mr Rogers has also asked a couple of questions:

Type of Surface

They were going to resurface the area with a resin surface but they are now proposing a different sort of slab is used similar to those under the new bench. The Ceremonial Officer said that he is happy with this.

Position of Bench

The bench is currently oriented to look half at the Stone and half at the line of the runway. Bob Girling and he proposed it should look straight up the runway i.e. it should be rotated 45°.

Cutting Back of Trees

There is a proposal that some of the surrounding trees are cut back as a couple of the Standards caught on them during this year's D Day Service – from the photographs this may have been already carried out.

Any Other Landscaping - Increasing Paved Area

There are an increased number of Standards being paraded so Mr. Rogers is suggesting cutting down some trees and cutting back others and adding another row of paving stones. The Standard Bearer agreed with this.

The Ceremonial Officer said that Mr. Rogers has had the work paused and needs a quick reply. He has sent the proposed answers as above back subject to confirmation at this meeting.

Agreed by the meeting.

The Standard Bearer said that he could meet Mr. Rogers at the memorial this week to discuss further. The Ceremonial Officer will reply to Mr. Rogers.

18.3 County Conference Delegate Lunch

The Ceremonial Officer asked that as he had been nominated as delegate for Harwell Branch he could have the lunch at £10 as normally paid for by the Branch.

Agreed by the Committee.

The Secretary said that he would fill in the Lunch form.

The Ceremonial Officer asked about the mileage rate should he claim for the petrol. The Chairman said that he should claim for this. The Treasurer said that he would find out the appropriate rate.

DATE OF NEXT MEETING: 24th November 2015.

There being no further business, the Chairman closed the meeting at 22:04 hours.