

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 29th March 2016
In the Branch Headquarters at Westfield
At 20.00 Hours.

ATTENDANCE:

R.J. White - Chairman
P. Davies - Vice Chairman, Ceremonial Officer and Deputy Standard Bearer
P. A. Cox - Secretary and Welfare Representative
Mrs S. E. Pateman - Membership Secretary
S. T. Haycox - Treasurer

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: R.C. East, B. Mulford, C. S. East, J Fleming, I. Clarke.

3. MINUTES OF THE FEBUARY 2016 MEETING:

All present had seen the minutes before the meeting. There were no corrections. On acceptance as a true record they were duly signed by the Chairman.

4. MATTERS ARISING:

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

5. D DAY SERVICE 2016

The Ceremonial Officer reported that he and the Secretary had started preparations. They have gone through last year's timetables and agreed this year's actions. He reported on progress to date:

5.1 Chilton Festival

Chilton Parish Councillor Bob Girling states that there will not be a Chilton Festival this year; it may take place in future years.

5.2 Date

Duncan Rogers has confirmed that the 4th June is acceptable on behalf of Harwell Campus.

5.3 Flypast

As our application for a flypast from the Battle of Britain Memorial Flight (BBMF) was unsuccessful, the Ceremonial Officer has approached the Historic Aircraft Flight Trust (custodians of former Army Air Corps Historic Flight aircraft). Their Commanding Officer replied that the flights are planned two months in advance and he will contact us nearer the date.

5.4 Invitations

The Ceremonial Officer and Secretary will be inviting the following organisations via email:

RBL County Branches	Parachute Regiment Association
Vauxhall Barracks	Newbury Veterans Association
Air Training Corps Didcot and Wantage	Didcot Town Mayor
Chilton Scouts and Cubs	Chilton Parish Council Chair
Chilton School	Harwell Parish Council Chair
Glider Pilots Regiment Association	Didcot Town Twinning Association
Royal Air Force Association	Vale of the White Horse Council Chair

The Secretary reported:

5.5 Requests for Help

The Secretary will confirm arrangements with the bugler and bag piper who have already informally indicated they are available and enquire about first aid support.

5.6 Publicity

An information article has been composed by the Ceremonial Officer and sent for publication in the Harwell News and Chilton Chronicle. It will also be sent to the editors of the Church Broadsheet and County Circular. The Secretary will ask David Marsh to add it to the Branch D Day web page.

The Ceremonial Officer has posted information on the Harwell RBL Parades Facebook page.

5.7 Timetable

Version 1 as agreed with the Ceremonial Officer is being distributed.

The Ceremonial Officer said that other preparations and arrangements will be made in due course.

6. ENROLLMENT OF NEW MEMBERS

There were one new member this month and one application, the applicant was not present:

R J L Lucksford

The Club application form will be passed to the Club Committee.

Agreed by Committee

7. SECRETARY'S REPORT:

7.1 Disposal of Branch Documents

Last year's County Conference Delegate's pack has been disposed of. The Secretary suggested that he disposes of some copies of completed MS1 committee forms, cover notes

and reports for Branch meetings. The Chairman said that the reports would have been included in the minutes.

Agreed by the Committee.

7.2 Archive Boxes in club

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

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

No news.

7.4 Awards

The Vice President emailed “Many thanks to the committee for the award of my certificate. I joined the RBL in Jan. 1950 but it was quite a surprise to receive it, Brian Mulford”

Other Legion awards have been covered in local papers so the Secretary composed an article about the President and Vice President’s awards for the Harwell News. It also lists all the recent Branch awards.

The Secretary has not yet checked with County Awards committee about any further higher awards. See also item 13.1.

7.5 Branch Web Page Updates.

Updates are mentioned in the D Day and Poppy Appeal Organiser reports. The Secretary has emailed access details to Committee members for the online archive of minutes on the web site.

7.6 Distribution of Branch Minutes and County Circular.

The Secretary thanked those who checked sections of the minutes. He distributed the February 2016 Minutes and March County Circular to Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site.

Approximate Cost of Minutes and County Circular Distribution: £ 2.82 for 56 sheets.
Other printing approximate cost: £1.95 for 39 sheets (includes an item from last month).

The expenses claim for £24 mentioned last month will be submitted tonight. The cartridge in the printer is half full and there is one spare.

7.7 2015 AGM Follow Up

AGM minutes in hand.

7.8 Welfare

The quarterly Visitor Volunteer form is due in at the end of March. The County Membership Support Officer says informal visits can be recorded if the Branch is informed. The welfare visit procedure is supposed to be: Branch made aware - Branch delegate visits – record visit. The person being visited has to be a beneficiary and be visited by a Branch member. There will be a National re launch of this soon. The Secretary said that he does not want to upset those who do visit informally by asking them lots of questions.

No Objections.

One enquiry this month, referred to National Helpline.

The County Welfare Officers can give presentations at local meetings about what help can be provided to beneficiaries. They would welcome suggestions of suitable meetings.

7.9 Thanks for Stone Improvements

A reworded copy is available for signing.

8. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 193

8.1 Renewals

Five more members have renewed since the last meeting.

9. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 7th March 2016:

HARWELL BRANCH

Current Account:	£ 499.84
B.F.I. Account	<u>£ 1193.52</u>
<u>Total:</u>	<u>£ 1693.36</u>

9.1 BFI account Interest

No interest has been added to the BFI. It is due at the end of the week.

10. CORRESPONDENCE:

10.1 March County Circular (distributed).

These attached documents have been printed for the folder in the Club:

- Annual Anzac Service Commemorative Service Cannock Chase 24th April 2016.
- Guidelines for Staff and Volunteers Working outside of an RBL Office (securing data).

Another attached document was not printed:

- Postage Sizes Guidelines – County are paying excess postage on incoming post.

10.2 Minutes of County Conference.

The Ceremonial Officer has already reported on the Conference at the January meeting. It was suggested that the minutes are put on the Branch Web page.

10.3 Updates to the Management Handbook See also item 11.1.

Including recent changes to the Legion Organisation.

The Secretary has printed the previous amendments lists (usually a couple of pages) to put with the handbook in the magazine rack. This time the list is 22 pages. It was agreed that this is not printed. A Branch Officer may be able to arrange printing.

10.4 Barclay's Bank Charges Error - Not applicable to Harwell Branch.

10.5 National Conference 2016 Documents - Sent by post from National HQ.

Programme for the weekend, Provisional Agenda, Excluded Material, CVs of candidates for the Conference Committee.

10.6 Thank You from Vice President (see item 7.4)

10.7 Sponsored Walk Enquiry. (See item 14.2)

10.8 Team Brit and Kartforce Update

Motor Racing for Injured ex forces. Upcoming races, training and new Northern Ireland team.

10.9 Mission Motorsport

Information received via Councillor Mrs. K Beswick some months ago. It provides motor racing for injured troops similar to Team Brit. No advertised Legion involvement.

10.10 Marketing Emails 84 items since the February meeting.

11. POPPY APPEAL ORGANISER REPORT:

The Secretary reported:

11.1 Poppy Appeal Organiser (PAO) Vacancy

The Secretary submitted the adverts that he had composed and agreed with the Chairman and previous PAO to the local newsletters. The Berkshire Community Fundraiser has since sent a standard advert to use in future and she will advertise in County Legion social media (Facebook etc).

The advert is in the April Church Broadsheet and should be in the April-May Harwell News and the next Chilton Chronicle.

The latest Management Handbook amendments state that responsibility for the Poppy Appeal has been moved to the County Community Fundraiser. Her approval will be needed for the new PAO.

The Secretary suggested that he add further details to the web page including that the Harwell Campus is in our area and details of the role from National Web Site.

Agreed by the Committee.

11.2 Harwell Feast Stand

Ian Clarke has stated that the Rider's Branch is not available for the Feast as they are preparing for their trip to France for the D Day commemorations. This means the Branch is without their helpers, gazebo and Poppy merchandise. Ian Clarke has suggested to the Club that the Branch could have a joint stand with them.

The Secretary suggested that the Branch could have a joint stand with Legion County or Didcot ATC. Wantage Branch has a stand at Uffington Show and may be interested. However if there is no one from the Branch to help maybe we should give it a miss this year. The Branch only has collecting buckets, sashes and the table front.

Discussion ensued and the Ceremonial Officer and Chairman proposed that the Branch cancels the stand this year.

Agreed by the Committee.

The Secretary will inform the Feast Committee Chairman Gareth Buxton.

11.3 Wreaths for the D Day Service

Poppy HQ at Aylesford has confirmed that only PAOs can order wreaths on sale or return. The Secretary has sent an email to ask the County Fundraiser if she or another local Branch

could order a batch for us in case we do not get a PAO. She is away this week. The County Membership Support Officer has only a small stock of wreaths.

The Branch could ask the attending organisations to get their own wreaths which would reduce the number we need to get. Wendy Clarke advises that payments take time to clear so we need to tell them very soon. The Secretary proposed that this arrangement is explained in the invitations to the youth and veterans organisations. He can also inform the Harwell Campus government organisations that attend.

Agreed by the Committee

Discussion ensued:

- The Ceremonial Officer will approach other local village branches to see if they can supply wreaths.
- The Chairman asked if the Branch could order and pay for a batch of wreaths for the organisations and then the organisations obtain from us and pay us. The Treasurer said that it depends if we actually get paid back. Branch funds are going down so he is reluctant to agree to this with no guarantee of repayment. He will order a wreath for the Branch.

11.4 County Poppy Walk 8th May 2016 at Harwell

There has been an enquiry from Charlton Branch asking for a poster and form, then saying they'd got these from elsewhere. This was forwarded to the County Fundraiser with a request for a poster and form for our Branch.

The Secretary will amend the Poppy Appeal page to state that all enquiries should go to County Office and will add the Poppy Walk details, poster and sponsor form once received.

The Ceremonial Officer said that he has received posters and forms in his role as County Youth Officer and will pass these to the Secretary.

There is no one known to be walking for the Branch this year.

12. STANDARD BEARER REPORT

No parades to report.

13. ANY OTHER BUSINESS:

13.1 Award

There was discussion of a Gold Badge for a member. The Secretary will make informal enquiries.

14. DATE OF NEXT MEETING: 26th April 2016

There being no further business the Chairman closed the meeting at 20:30 hours.