

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 3rd May 2016
In the Branch Headquarters at Westfield
At 20.00 Hours.

Secretary's Note: Meeting postponed from 26th April 2016. See item 7.12.

ATTENDANCE:

R.C. East - President
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

COMMITTEE: G Street.

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: B. Mulford, S. T. Haycox, C. S. East, I. Clarke, J Fleming, J Belton

3. MINUTES OF THE MARCH 2016 MEETING:

All present had seen the minutes before the meeting. There were the following corrections:

Item 6: "There were **no** new members and one **applications**," changed to "There were **one** new members and one **application**,"

Item 6 "R J **Luxford**" changed to "R J **Lucksford**"

They were accepted as a true record and duly signed by the Chairman.

4. MATTERS ARISING:

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

5. D DAY SERVICE 2016

The Ceremonial Officer said that he had been quite ill for the last week and a half and progress had been slower that he would have liked. He reported:

5.1 Invitations and Requests for Help

The Ceremonial Officer and Secretary have drafted invitations to the organisations and individuals listed last month. They should be sent in the next week. The Secretary is researching a contact for Oxfordshire and Buckinghamshire Regiment association.

5.2 Flypast

The Ceremonial Officer has emailed Major Bacon of the Army Air Corps Historic flight as per their previous request to contact them near the date when their schedule is clearer.

5.3 Wreaths

The Ceremonial Officer has spoken to some local Poppy Appeal Organisers about supplying wreaths for the participants and Hanney PAO Bridey Spinks has agreed to do this. The invitations to the participants and parading groups ask them to inform the Ceremonial Officer or Secretary if they require a wreath supplied. A list will be compiled and passed to Bridey Spinks two weeks before the event and she will order the wreaths from Aylesford.

5.4 Publicity

The Ceremonial Officer said that details have been published in the Harwell News, Chilton Chronicle and County Circular. He will add details to the facebook pages for the Branch, Harwell and Chilton Communities.

The Secretary said that details are also on the Branch web page and have just been sent to the Church for the Broadsheet. Duncan Rogers usually sends an email to Harwell Campus organisations.

5.5 Meeting with Rector

The Ceremonial Officer will arrange a meeting with Rector (who will be running the service). The Secretary and President will attend.

The Secretary reported:

5.6 Harwell Campus Organisations

The Secretary said that about 6 Harwell Campus organisations regularly attend. Wendy Clarke (Former Poppy Appeal Organiser) has supplied some contacts and the Secretary has found others on line and from the Poppy Appeal receipt book.

These organisations usually require wreaths from the Branch and some cannot pay by cheque. Poppy Appeal HQ Aylesford can accept orders from them by credit card or on account. The money will be credited to the Harwell Poppy account. Wendy Clarke suggested that we ask Duncan Rogers to include the Aylesford contact details in his site email.

5.7 First Aider

The First Aiders from the Chilton Festival have attended for the last two years but there is no Festival this year. The Secretary has contacted some previous First Aiders but they don't hold the required First Aid certificate. We could approach the ATCs, Chilton Scouts or Church.

5.8 Refreshments

The Secretary has had a brief word with Anne Fisher, she and Yvonne Hinchliffe may be able to provide refreshments. Last year we had refreshments for 20 at approx. £50. He asked if something similar would be acceptable.

Agreed by the Committee.

5.9 Other Arrangements

There are only 50 service sheets left from last year so enquiries will be made for printing more. Enquiries will also be made regarding loan of a Public Address System.

5.10 Timetable and Progress Summary

The Secretary has distributed version 1 and will compose and distribute a second version before the next meeting.

The Chairman said that the arrangements were all in hand.

6. ENROLLMENT OF NEW MEMBERS

There were no new members joining online or reported on the Legion MAP system this month. There were no paper applications.

7. SECRETARY'S REPORT:

7.1 Disposal of Branch Documents

Disposal of the documents listed last month is complete. The Secretary will dispose of any similar documents.

7.2 Archive Boxes in Club

The old Branch Management Handbook has been disposed of. The Secretary will look out more old documents from the boxes. A new contents list will be composed once disposal is complete.

7.3 Lending Minutes to Harwell History Group and Moving Minutes to Oxfordshire History Centre

The County Membership Support Officer (MSO) has got back in touch with the Membership section at HQ; they asked if there was a charge. Kath Luker of the Harwell History group said that there is no charge. The County MSO agreed that this can go ahead. The Secretary will discuss arrangements with Kath Luker who has offered to copy the minute books and deliver them to the Oxfordshire History Centre as previously discussed where they will be held in environmentally controlled storage.

7.4 Awards

The County MSO said that the Awards Committee do not suggest further awards when an award is made and advised the Secretary to complete a new form. Any health considerations can be mentioned in the covering letter. A Gold Badge costs approximately £230. The price may change when the Legion buys a new batch. The Secretary is completing the form.

The County MSO has asked the Secretary to send her the article on the awards to the President and Chairman for the County Circular.

7.5 Branch Web Page

See PAO report and D Day report.

7.6 Distribution of Branch Minutes and County Circular.

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

Approximate cost £ 3.85 for approx. 77 sheets

Other printing approximate cost: £ 0.96 for approx 19 sheets.

There is still a spare full cartridge. The Secretary has done some more printing for another organisation so he will pay for next refill.

7.7 2015 AGM Follow Up

The AGM minutes are being written and should be circulated shortly.

7.8 Welfare

Quarterly Visitor Volunteer form submitted to County – 0 visits and 0 volunteers. No visits or enquires this month.

7.9 Thanks for Stone Improvements

Reworded letter copy available for signing tonight (omitted last month). The Committee Members present signed the letter after the meeting.

7.10 Funeral Donation from Late Ms. Pam Grace

The Secretary received this via the Club Committee from J Godfrey Funeral Directors of Wantage. We had not heard anything about this funeral such as a request for a Standard.

The Membership Secretary confirmed that the deceased was not a member of the Branch and the County MSO said that she was not a member locally but someone of that name from Blewbury had contacted the Poppy Appeal.

The Secretary searched on line and found a funeral on the Oxford Mail website for a Pam Grace from Blewbury who died in a Wantage Nursing home.

On further enquiries with the Funeral Director they said that they sent the donation to Harwell as they could not find a contact for Blewbury Branch where the deceased had volunteered for the Legion. They advised that the donation should go to Poppy Appeal rather than Branch funds. The Secretary contacted the Blewbury Branch Secretary who asked him to send it to the Treasurer of the Women's Section Blewbury Branch which he has done.

7.11 Visit of County Committee Member Del Milam

Mr. Milam contacted the Secretary requesting to visit the May meeting.
Agreed by the Committee.

7.12 Cancellation of the Meeting on 26th April 2016

The Ceremonial Officer passed to the Secretary and Treasurer a message from Club President John Vaughan that there was a water leak in the Club and it was closed. The Secretary informed the Chairman who decided that the meeting should be cancelled. The Secretary informed the rest of the Committee.

The Secretary rebooked the meeting with the agreement of the Chairman and informed the Committee. He apologised to those Committee Members that he only informed yesterday.

8. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 195. One more member has renewed.

8.1 Membership Renewal 2015-2016

The membership deadline for 2015-2016 has now been moved back from 31st March 2016 for those who have started renewing and are still experiencing problems.

There are 3 direct debit paying members on the Membership Secretary's list that are not on the Legion's list.

9. TREASURER'S REPORT:

The Secretary read out the following report on behalf of the Treasurer:

Accounts stood as follows as of 3rd May 2016:

HARWELL BRANCH

Current Account:	£ 521.84
B.F.I. Account	<u>£ 1199.43</u>
<u>Total:</u>	<u>£ 1721.27</u>

9.1 Income

The current account includes payments of £49 and £22 from the RBL since the last meeting, with no explanation.

The BFI includes £5.91 interest since the last meeting.

10. CORRESPONDENCE:

10.1 April County Circular (distributed).

Attached documents are:

- EU Referendum Guidance – all staff and volunteers must remain neutral and state that any opinions expressed are personal. 1 page - printed.
- Harwell Poppy Walk Poster – printed and on Notice Board
- Harwell Poppy Walk Sponsor Form, Directions to Harwell – both available on the Branch web page.
- Standard Bearer forms for Manchester and Royal Albert Hall – sent to Standard Bearers.
- Berkshire County Conference Minutes – not printed as report by the Ceremonial Officer is in the January Minutes.

The following documents were not printed and are available on request:

10.2 Quarterly BFI Statements Delayed

Delay due to an interest calculation error. A longer statement will be distributed in April.

10.3 Team Brit Updates (Motor Racing for Injured ex Forces Personnel).

Race reports, Upcoming races and request for Sponsorship.

10.4 Funeral Donation from Late Mrs Pam Grace Via J Godfrey Funeral Directors

See Secretary's Report item 7.10.

10.5 Hambleden Branch Visits to Hendon 20th April and Sandhurst 10th August

10.6 Somme 100 Event Manchester 1st July 2016

The Branch can nominate members to participate. Invitation to Standard Bearers, reply by 10th May.

10.7 General Marketing Emails

125 items received since the March meeting.

10.8 Celebration for HM Queen's 90th Birthday June 12th

See AOB item 13.2.

11. POPPY APPEAL ORGANISER REPORT:

The Secretary reported:

11.1 Poppy Appeal Organiser and Collectors Vacancy

The Community Fundraiser said that we can adapt her standard advert as required.

The original advert was published in the April-May Harwell News, April Church Broadsheet and April Chilton Chronicle. Further details added to the Web page. No replies as yet. The Secretary suggested that we re-advertise in the next editions.

Agreed by the Committee.

11.2 Harwell Feast

The Secretary has informed Gareth Buxton of the Feast committee that the Branch is unable to have a stand due to lack of volunteers, gazebo and merchandise. The email was copied to the County Fundraiser, County PAO and Club Committee.

11.3 Poppy Walk Details

The County Fundraiser emailed a poster, form and map and they were included with the County Circular, all are on the Branch web page, and the poster is on the notice board.

11.4 D Day Wreaths

See D Day Report items 5.3 and 5.6.

12. STANDARD BEARER REPORT

The Standard Bearer said that invitations had been received to parade at the Somme 100 event and another event. He is unavailable and the Deputies are yet to confirm either way.

13. ANY OTHER BUSINESS:

13.1 Presidential Headgear

The President said that he would be handing the bowler hat to the new President. The Secretary will investigate availability of a black beret to replace it.

13.2 Celebration for HM Queen's 90th Birthday June 12th

The Chairman has received a letter and instructions from the RBL suggesting that a function or lunch is arranged to celebrate the above event on the Queen's Official Birthday. There will be an official celebration at Buckingham Palace and the Mall. He suggested that the Branch did not have enough volunteer support to lay an event on.

Agreed by the Committee.

13.3 Poppy Walk Branch Union Flag

The Ceremonial Officer volunteered to help the President put up the Branch flag outside the Club before the event.

14. DATE OF NEXT MEETING: 31st May 2016

There being no further business the Chairman closed the meeting at 20:33 hours.