



**Monthly Branch Meeting  
Held on 26<sup>th</sup> July 2016  
In the Branch Headquarters at Westfield  
At 20.00 Hours.**

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**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  
S. T. Haycox - Treasurer

**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:

June East, member and former Women's Section Standard Bearer.  
Steven Boddy and Keith Elliman, former members.

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

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

**3. MINUTES OF THE JUNE 2016 MEETING**

All present had seen the Minutes before the meeting. There were no corrections. They were accepted as a true record and duly signed by the Chairman.

**4. MATTERS ARISING:**

**4.1 Branch Award**

The President said that two awards were presented last week and it was his pleasure to present a Branch Certificate of Appreciation to Branch Ceremonial Officer Peter Davies.

The Ceremonial Officer said that it was very good to be considered for the award and he considered it an honour.

The Chairman thanked the Ceremonial Officer for all he has done for the Branch. The President said that his work for the D Day service was outstanding.

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

## **5. D DAY SERVICE 2016**

The Secretary reported:

### **5.1 Publicity**

The Ceremonial Office has composed a general report for submission to the County Circular, Chilton Chronicle, Harwell News, and added to web page.

### **5.2 Thanks to Contributors and Participants:**

The Secretary has written and sent letters to:

- The Bugler and Bag Piper
- Organisations on Harwell Campus: Diamond Light Source, Public Health England, Magnox, Mary Lyon Centre, STFC Rutherford.
- Civic Representatives: Didcot Town Mayor, Didcot Twinning, Harwell Parish Council, Chilton Parish Council.

The Secretary has drafted letters to: Bridey Spinks, Hazel King, Harwell Club and Photographers. The Chairman has approved them this evening and they will be sent shortly.

The Ceremonial Officer has written and sent a further letter to Group Captain Andrew Timperley, representative of AOC 38 Group RAF.

### **5.3 Service Sheets, Bunting, Poppy Sashes and Buckets**

These are all back in the archive boxes in the Club cupboard.

### **5.4 Donations for Wreaths**

There were four outstanding donations as of the last Branch meeting:

- Vale of the White Horse District Council: The Secretary enquired with the Chairman about their donation, his Personal Assistant confirmed that payment was sent and received by bank transfer to the Legion.
- Harwell RBL Branch: The Treasurer wrote a cheque for the wreath after the last meeting which the Secretary has posted to Bridie Spinks.
- Harwell Parish Council: Bridie Spinks emailed on the 2<sup>nd</sup> July that all donations were received except from the ATC so this donation has been received.
- Didcot Squadron ATC: The Ceremonial Officer has chased this donation and it has now been sent.

### **5.5 Photographs**

Magnox who are a Harwell Campus organisation has requested copies of the Treasurer's photographs for internal publication. The Treasurer said that he has sent them some.

Links to photographs were sent with all letters of thanks and links will be put on the web site.

The Secretary asked if the Ceremonial Officer's address about the closure of the Glider Pilot's Regiment Association as given by the Rector should also go on the web page.

**Agreed by the Committee.**

## **5.6 Timetable**

The Secretary will compose and distribute a third version when all actions are complete.

## **6. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES**

### **6.1 Road Closure Orders**

The Secretary said that it is now time to apply for these to give the District Council time to process them. The Armistice Day Ceremony will be on Friday 11<sup>th</sup> November a Remembrance Sunday Service will be on the 13<sup>th</sup> November. He asked for permission to apply for the required Road Closure orders.

**Agreed by the Committee.**

Other details will be discussed next month.

## **7. ENROLLMENT OF NEW MEMBERS**

There were no new members on the MAP system this month and no applications.

## **8. SECRETARY'S REPORT:**

The Secretary apologised that, as last month, due to high volume of work and keeping track of tasks for the D Day ceremony, and a personal bereavement he has only worked on a few other items.

### **8.1 Archive Boxes in club**

In hand.

### **8.2 Lending Minutes to Harwell History Group and Moving to Oxfordshire History Centre**

In hand.

### **8.3 Awards**

The application form for the Gold Badge for member X is ready for approval by the Chairman. This was initially suggested at the March 2016 meeting – see AOB item 13.1  
**No Objections to award – Gold Badge Approved.**

### **8.4 Branch Web Page.**

The Secretary would usually update the membership page with the new £17 fee for 2016-2017. However the Club membership arrangements are likely to change shortly. The Secretary asked if he should leave this in hand for now. Discussion ensued including:

- The President said that there will be a Club members meeting in August to discuss progress on disaffiliation.
- It will no longer be a Legion Club so the Branch can't collect memberships.
- The Legion no longer collects Club memberships for any Legion Club.

### **8.5 Distribution of Branch Minutes.**

The Secretary thanked those who checked sections of the minutes. He distributed the June 2016 Minutes to Committee Members and put a copy in the Club folder. David Marsh has put the minutes on the web site. There was no County Circular this month.

Approximate Cost £ 2.80 for approx. 56 sheets.

Other printing approximate cost: £ 1.49 for approx 30 sheets.

## **8.6 2015 AGM Follow Up**

AGM minutes in hand.

## **8.7 Welfare**

No enquires this month. The Secretary will ask County if the Branch should register on the Branch Community Support online system as we currently cannot provide support. Visitor Volunteer form for April to June sent in: 0 visits and 0 volunteers. The Secretary apologised that this was after the deadline.

## **8.8 Beret for President.**

A military beret black size 7 will cost about £12 (free delivery) from Hats and Caps.co.uk or £15.12 (and £3 delivery) from Cadetkitshop. The Secretary asked if he could place an order. He will look for the best deal.

**Agreed by the Committee.**

## **9. MEMBERSHIP SECRETARY'S REPORT**

The Secretary reported on behalf of the Membership Secretary:

**CURRENT PAID UP MEMBERSHIP: stands at 196.**

Membership is unchanged from last month.

## **10. TREASURER'S REPORT:**

The Treasurer reported that accounts stood as follows as of 12<sup>th</sup> July 2016:

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 302.02</b>
<b>B.F.I. Account</b>	<b>£ 1199.43</b>
<b>Total:</b>	<b>£ 1501.45</b>

### **10.1 Annual Accounts Receipts and Payments Form**

The Treasurer has completed the form which covers the financial year 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016. He distributed copies of page two which has all of the figures and a copy is attached to these minutes. He highlighted that item 3 (Total increase / decrease in cash) is the same as item 17 (Net increase / decrease in funds for the year). It is a decrease in funds of £361. If the accounts are satisfactory he can arrange for them to be audited. He answered questions including:

- The opening current account balance was £737.43 on 1<sup>st</sup> July 2015 and closed at £352.02 (item 1 Bank and Cash Balances).
- The Branch holds its money in a current account and Branch Funds Initiative account. Item 2 (Total Cash Held)
- These accounts need to be adopted at the AGM.

The Chairman asked if anyone could see any fault in the accounts as presented.

**No faults were stated - Accounts Approved.**

The Receipts and Payments form (3 copies) was duly signed by the Chairman, Vice Chairman, Treasurer and Secretary.

The required authorisation for the Legion accounts staff to inspect the Lloyds Bank current account was duly signed by the Chairman and Treasurer.

## **10.2 Auditing of Accounts**

The Treasurer said that he will now get the accounts audited. He has been unable to find anyone to audit the accounts up to now:

- Ron Haley (former Club Treasurer) is still a member of the Branch so is not allowed to audit the accounts.
- Berkshire and the Vale County no longer have any Legion Trained Independent Examiners. The County Membership Support Officer advised the Treasurer to check surrounding Counties.
- Lloyds bank quoted a charge of £399 to audit the accounts, which he considers far too much to spend and the Legion only allows £60 for this.
- The Ceremonial Officer said that he may know someone who can audit the accounts. He asked if the Committee agreed that he could approach him.

**Agreed by the Committee.**

## **10.3 Renaming of Branch Current Account**

The Treasurer has submitted the name change form to the bank. Having not heard anything by last week, he made enquiries with the bank. They stated that the job had been closed by accident and they will now carry this out. He has heard nothing more since then.

## **11. CORRESPONDENCE:**

No County Circular this month. Items indicated as “printed” will be filed in the “County Circulars” folder in the Club. Other items can be printed on request.

### **11.1 Branch Community Support Article**

A request for information on local welfare activities for a Legion magazine article.

### **11.2 Statement from National Trustees regarding Women’s Section. (Printed)**

The National Trustees state it is still important to integrate the Women’s Section into the Legion to comply with charity law and governance arrangements. The timetable has been amended to: Issues resolved by start of October 2016, integration complete by October 2017.

### **11.3 Somme Label Poppy Pin Badges**

These are hand made from British shell fuses fired during the battle. The red enamel in the centre of each poppy contains earth from a WW1 battlefield. They are £39.99 each. To obtain, register your interest on the Poppy Shop website. The current waiting list is 11,000.

### **11.4 Membership Database Closed for Updates 11-13 July 2016**

This item was passed to the Membership Secretary.

### **11.5 Membership Strategy 2016-2021 Briefing and Consultations (Printed)**

These briefings will cover some ideas from a consultation in January and February this year which will be implemented in the next 5 years. The nearest briefing is at Milton Keynes on 6<sup>th</sup> August. The Secretary said that he would like to attend.

### **11.6 London Taxi Benevolent Fund Charity**

This organisation gives free trips to Normandy to Veterans and families. They are in the finals for a Lottery competition with a public vote for funding to take 150 veterans to Normandy for the D Day anniversary next year.

### **11.7 Team Brit (NON RBL) Motor racing for injured troops.**

Updates including: TV coverage, race results, upcoming races and sponsorship.

## **11.8 Marketing Emails on Branch Web Site**

35 items since the June meeting.

## **12. POPPY APPEAL ORGANISER REPORT:**

The Secretary gave the following report:

### **12.1 Poppy Appeal Organiser and Collectors Vacancy**

The County fundraiser said that the Branch can split our Poppy Appeal area though would it probably be provisional for this year. The Secretary asked if he could approach the person who enquired about organising in Chilton only.

**Agreed by the Committee.**

The County Fundraiser also said that a new PAO would be quick to approve. She can order Poppy merchandise and tins for the Branch if we require.

### **12.2 Wreath for June East's Funeral**

Because the Branch no longer has a stock of wreaths and the time it would take to get one from Aylesford or County, the Secretary got a wreath with a Legion badge centre from Bridie Spinks, Hanney PAO in case it was required for June East's funeral.

Bridie Spinks and the Steventon Branch Committee did not want a donation for the wreath as they saw it as helping out another Branch. In the event the family did not request a wreath. Bridie Spinks is happy for us to keep it until needed (e.g. for Remembrance Sunday).

## **13. STANDARD BEARER REPORT**

The Ceremonial Officer said that the Standard had not been paraded and there are no parades in the near future. He still has the Standard at home and he is happy to continue to store it until it is next needed.

## **14. ANY OTHER BUSINESS:**

### **14.1 Funeral of June East**

The President said that on behalf of himself and his family he thanked all of the Committee members that had attended his wife's funeral. The number of cards he had received was phenomenal. He apologised to anyone that he had not thanked for attending, there were so many there.

The Chairman and Geoffrey Street said that June East gave great service to the Legion. The Chairman said that the President would know how all of the Committee felt about her. He offered the President and his family sympathy on behalf of the Branch.

The President said that he is yet to confirm his intentions for after the AGM.

## **15. DATE OF NEXT MEETING: 30<sup>th</sup> August 2016**

There being no further business the Chairman closed the meeting at 20:43 hours.