



**Monthly Branch Meeting**  
**Held on 30<sup>th</sup> August 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
Mrs S. E. Pateman	- Membership Secretary
S. T. Haycox	- Treasurer
C. S. East	- Standard Bearer and Assistant Poppy Appeal Organiser

**COMMITTEE:** G Street, J Belton.

**MEMBERS:** None

**1. EXHORTATION AND KOHIMA EPITAPH**

The Chairman opened the meeting by welcoming all present; he asked those present to bear in mind Member Pat Toovey who passed away recently.

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

**2. APOLOGIES:** B. Mulford, I. Clarke, J Fleming.

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

All present had seen the minutes which were circulated before the meeting. There were no corrections. 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 usual reports.

**5. D DAY SERVICE 2016**

**5.1 Publicity**

The Secretary has submitted the Ceremonial Officer's report for publication in the County Circular, Chilton Chronicle, Harwell News and the Church Broadsheet. David Marsh has added the Ceremonial Officer's D Day report and the Glider Pilot's Regiment Association address to the web page with other relevant updates.

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

The Secretary has sent the letters to Bridey Spinks, Hazel King, Harwell Club and the photographers.

## **5.3 Timetable**

The Secretary will complete and distribute the third and final version now all actions are complete.

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

### **6.1 Road Closure Order Requests**

The Secretary has submitted the requests for 11<sup>th</sup> and 13<sup>th</sup> November 2016 to the Vale of the White Horse District Council.

### **6.2 Permission to Commence Arrangements**

The Ceremonial Officer asked permission from the Committee to start the usual preparations for the Armistice Day and Remembrance Sunday parades and services.

**No Objections – Agreed by the Committee.**

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

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

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

### **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 Gold Badge form has been submitted to the County Awards Committee.

### **8.4 Membership Web Page Update**

The Secretary talked to Club Committee members following the meeting on Friday. The Club memberships that are due for renewal on 1<sup>st</sup> October are extended to the 31<sup>st</sup> January 2017. The membership fees for the new Club will be announced in due course. The Secretary will send the Club Committee a draft update of the membership page with this information and the £17 National Fee.

### **8.5 Distribution of Branch Minutes and County Circular.**

The Secretary thanked the Treasurer for checking his report prior to circulation of the minutes. The Secretary distributed the July 2016 Minutes and August 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 of printing Minutes and County Circular: £ 4.10 for approx. 82 sheets.  
Other printing approximate cost: £ 1.95 for approx 39 sheets.

Another ink cartridge refill is required which the Secretary will arrange.

## **8.6 2015 AGM Follow Up**

The AGM minutes are in hand. A draft will be circulated for correction next month.

## **8.7 Welfare**

No enquires this month. The County MSO said that as the Branch currently cannot provide support there is no need for the Branch to register on the Branch Community Support online system

## **8.8 Beret for President.**

The Secretary has ordered and received a black Military Beret from Hats and Caps for £11.95 (free delivery). He passed the beret to the President.

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

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

Membership is unchanged from last month. It was stated that membership may decline in future.

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

The Treasurer reported that accounts stood as follows as of 4<sup>th</sup> August 2016:

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 277.02</b>
<b>B.F.I. Account</b>	<b><u>£ 1199.43</u></b>
<b><u>Total:</u></b>	<b><u>£ 1476.45</u></b>

The BFI is unchanged from last month.

### **10.1 Renaming of Branch Current Account**

The Treasurer has received new books with the altered account name on it. Unfortunately none of the 6 books provided has the name exactly correct. The Treasurer has done the best he can to implement this and can take it no further. He will continue to write the correct information on the back of the cheques and slips as they are used.

### **10.2 Auditing of Accounts**

The Treasurer has been in touch with Daniel Rose who is the contact provided by the Ceremonial Officer. Mr. Rose is able to perform the audit and they will arrange a suitable time to get it done. The deadline for completed accounts to be returned to County is coming up soon.

### **10.3 Receipts for Payments for Poppy Room Hire for Branch Meetings**

The Treasurer has still not received any receipts from the Club for these payments for this calendar year. He is handing one cheque per month to the bar staff and they are being cashed. Payments are up to date until tonight. We have no evidence for the auditor or Legion other than the cheque stubs. The Treasurer has asked the Club Treasurer via two different people for the receipts. He asked what actions should now be taken. Discussion ensued including:

- The Chairman suggested that the Branch withholds payments until the receipts are provided. There was agreement to this.
- The Ceremonial Officer suggested that the Club Committee is contacted formally.
- The room hire arrangements need to be done formally as it goes through the accounts.

#### **10.4 Branch Membership Fee Payments**

The Chairman asked if the Branch funds were going down. This led to a discussion of Branch membership payments and the Treasurer answered questions including:

- Membership payments are now collected centrally and no longer pass through the Branch accounts so we do not see what is collected.
- Payments of £347 in January and £71 in April have been received in the current account from the Legion with no accompanying documentation. The Branch should receive the Branch membership and joining fees for the 196 members that we have.
- Members will receive renewal letters shortly.

Other comments included:

- Most members renew by direct debit or over the post office counter.
- The President said that once you move to direct debit payments you lose a lot of control. The Legion is pushing this again for this year.
- The Legion is no longer collecting any Club membership fees. The Legion will only collect the National and Branch membership fees. New members will pay these fees direct to the Legion.
- The Standard Bearer said that because Club memberships have been extended from 1<sup>st</sup> October 2016 to 31<sup>st</sup> January 2017, only renewal of National and Branch membership is required to continue as a Legion member.
- The Chairman said that Branch membership fees are the only income we have.
- The Standard Bearer said that there is likely to be a substantial decline.

#### **11. CORRESPONDENCE:**

Items indicated as “printed” will be filed in the “County Circulars” folder in the Club. Other items can be printed on request.

##### **11.1 August County Circular 2016 (printed and distributed)**

NB Date for Newbury Show corrected to 17<sup>th</sup> and 18<sup>th</sup> September.

Attachments:

- Albert Hall Festival of Remembrance ticket form
- Around the Edge Sponsored Walk letter (printed) and sponsor form
- National Conference Actions Taken booklet – the Chairman has a copy if required.
- Nomination form for County efficiency trophies Caley Cup and Pirouet Shield.
- Berkshire Fundraising Summer Newsletter (printed) – various national events and initiatives.
- Private Sites Fundraising Information – briefing and sites to be visited: mainly at supermarkets, shopping centres and county shows.
- Branch Accounts forms.

##### **11.2 Membership Newsletter July 2016 (printed)**

Includes membership renewal and increase of National fee to £17, Club fees to be collected locally, Somme 100 Commemoration, Armed Forces Day report, Veterans questions for 2021 census, Branch Community Support (was Branch Welfare Project), Legion support from Marks and Spencer, Sainsbury's, and the Westminster Collection.

##### **11.3 Unauthorised Request for Film Extras**

A company which is making some short films about the Legion made an unauthorised approach for extras to some Branches – ignore.

#### **11.4 Membership Policy and Administration Newsletter July 2016 (printed)**

Includes Membership Strategy briefings (as mentioned last month), Branch Annual Returns reminder, Branch Property Trusts update, Membership Council News – changes to MS1s- all officer positions must be occupied (i.e. Chairman, Vice Chairman, Treasurer and Secretary) and no person can occupy more than one of these. Officers must also be aware of the financial rules and regulations.

The County MSO states that these rules do not apply to appointed positions such as Standard Bearers, Ceremonial Officer, Welfare Representative and PAO.

#### **11.5 Welfare Fraud**

An incident in a Branch: a request to transfer funds to a beneficiary was made to the Treasurer (an old practice) using an old email account of the Chairman. This was a fraud which is being investigated.

#### **11.6 Membership Strategy 2016-2021 Briefing at Swindon 22<sup>nd</sup> October**

A further venue for the briefings described last month.

#### **11.7 Battle of Britain Poppy Picnic Cotswold Airfield 17<sup>th</sup> September 2016**

Vintage Aircraft, Battle of Britain Memorial Flight flypast, Classic Cars and Military vehicles, 1940s music, film screening etc. £20 entry. Poster available.

#### **11.8 Soldiers of Oxfordshire Museum Woodstock Enquiry**

Volunteer oral history manager Matthew Smaldon has seen the Oxford Mail article on the Guinea Pigs and would like to talk to a Harwell Branch member mentioned in the article to share his story with the museum if he is willing. Mr. Smaldon made a general request for stories earlier in the year.

It was agreed that the Secretary should first contact the member in question.

#### **11.9 Legasee Veterans Interview Website. (Non RBL)**

A new interview is available with Flight Lieutenant Jack Lyon who is a veteran of the “Great Escape” from Stalag Luft 3.

#### **11.10 Team Brit and Kartforce. (Non RBL)**

Motor racing for injured ex service. Recruitment, race reports and sponsorship update.

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

61 items since the July meeting.

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

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

The Secretary has approached the person who enquired about being PAO for Chilton, Hazel King who helped with the Bucket Collection at the D Day Service and collects in Chilton.. She has replied that she is still interested.

**The Committee accepted Mrs. King’s offer with gratitude and enthusiasm.**

The Secretary will contact the County Fundraiser to arrange the spilt of the Branch’s area. The Secretary asked if he should send out adverts for a Harwell Campus and Village PAO. **Agreed by the Committee.**

### **13. STANDARD BEARER REPORT**

The Standard Bearer paraded the Standard at the funeral of member Pat Toovey on Friday 26<sup>th</sup> August 2016. The family said that they appreciated this. There was a good turnout and the chapel was full.

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

#### **14.1 County Poppy Launch and Armed Forces Day at Newbury Racecourse**

The Ceremonial Officer said that details of this event on the 22<sup>nd</sup> October are in the August County Circular. The Club Secretary is organising a coach from the Legion for a small fee (about £5-£10). Racecourse entry tickets are free for Legion and armed forces members. There will be a sign up list in the Club.

#### **14.2 Women's Section Incorporation to the Legion**

John Belton said that many Women's Section members will not transfer to the Legion as the Women's Section fee is less than the £17 Legion membership fee, which is a lot to find for some War Widows.

The Chairman said that the Women's Section is to be incorporated into the Legion because of legal and governance issues under the Charities Act.

The Standard Bearer said that there was no longer a Women's Section at Harwell.

### **15. DATE OF NEXT MEETING: 27<sup>th</sup> September 2016**

There being no further business the Chairman closed the meeting at 20:40 hours.