



**Monthly Branch Meeting
Held on 27th September 2016
In the Branch Headquarters at Westfield
At 20.00 Hours.**

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

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 member Trevor Packer who passed away recently and worked for the Branch for many years.

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

2. APOLOGIES: J Belton, I. Clarke, C. S. East, J Fleming, B. Mulford.

3. MINUTES OF THE AUGUST 2016 MEETING

All present had seen the minutes which had been circulated before the meeting. There was the following correction from the Ceremonial Officer:

Item 13: Date of funeral added: “The Standard Bearer paraded the Standard at the funeral of member Pat Toovey on Friday 26th August 2016...”

The minutes 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 Timetable

The Secretary reported that the third and final version of the timetables had been completed and distributed.

6. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES

The Ceremonial Officer said that preparations had started following last month's approval. He and the Secretary reported:

6.1 Timetable

The Secretary and Ceremonial Officer are composing a timetable of actions and deadlines.

6.2 Road Closure Orders

The Vale of the White Horse District Council has sent the orders to the Branch. When the new Legion Public Liability Insurance (PLI) certificate arrives, it will be forwarded to the Vale contact.

The Secretary will print and post the orders on lamp posts at the beginning and end of each closure nearer the dates.

6.3 Invitations and Request to Parading Groups and Participants

The Ceremonial Officer has drafted invitations to the Didcot Air Training Corps, Didcot Army Cadet Force, Harwell Scouts (includes a request for George Laing to be the first aider), Harwell Guides and Harwell Village Club (RBL). They were passed to the Chairman for approval just before this meeting.

The Secretary will write to the bugler, bag piper and Parish Council (to invite the Chairman and request volunteers for traffic marshals). He will also write to the Rector and Village Hall Committee for car parks and the Little Pippins for Armistice Day.

6.4 Publicity

The Ceremonial Officer has posted a general call for interest on the Branch Facebook page. The Secretary will add details of the services to the Branch web page.

The Secretary has composed an advert and submitted it to the Harwell News and will send it to the Church broadsheet editor.

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

6.5 Meeting With Rector

The Ceremonial Officer will arrange a meeting to agree details, to include the President and Secretary.

6.6 Wreaths Supply

As the Branch currently has no Poppy Appeal Organiser, the Ceremonial Officer will contact Bridie Spinks, Poppy Appeal Organiser of Hanney Branch to arrange supply of the wreaths. Ms Spinks had offered to do this earlier in the year. He will check what wreaths are required with reference to last year's service.

6.7 Didcot Branch Invitation

Julia Underwood of Didcot Branch has contacted us regarding the University Technical College (UTC) Didcot, which is in Harwell Parish. Didcot Branch is asking if the Branch agrees that they invite a representative from the UTC to the Didcot remembrance parade.

The Ceremonial Officer and Chairman said that this seems appropriate. There was general agreement to this and no objections.

Agreed by the Committee.

The Ceremonial Officer will inform Didcot Branch.

The Chairman thanked the Ceremonial Officer and Secretary for making the arrangements to date.

7. ENROLLMENT OF NEW MEMBERS

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

8. SECRETARY'S REPORT:

8.1 Archive Boxes in Club Office

The Secretary has sorted out some more items from the boxes. The County Membership Support Officer states that all are superseded or no longer required:

- Minutes, agendas and reports for County and National and South East Area Conferences and Vale Group Meetings, covering 1991-1996.
- Berks County Branch Officers list dated 2005.
- County Ceremonial Report and Corporate plan 2006.
- Fraud Policy Statement
- Unused address book with trade adverts.
- National Training Program 2004.
- Data Protection Guide and Legion general leaflets from 2002.
- Management handbook amendments for a previous edition.
- Direct debit leaflets possibly 1995.
- Legion benefits leaflets dated 2003.

The Secretary asked if he could dispose of these items.

Agreed by the Committee

The Branch also has several sets of annual membership lists and annual contribution records. The County Membership Support Officer said that they are covered by the data protection act, so must be securely stored (currently in a locked office). People on the lists can ask to see what information we hold on them and get it corrected. If we no longer need them then they need to be securely disposed of.

County only has membership records going back to 1990 so it would be worth holding on to the older ones. The Secretary uses these for awards applications.

The Chairman said that we only need to keep last year's list. The Membership Secretary said that she has the older lists on her computer.

No Objections to Disposal.

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

In hand.

8.3 Awards

No news

8.4 Branch Web Page

The Secretary composed and sent a membership page update to the Club Committee Secretary and David Marsh. Both gave additional input and the updated page is now on the web page. He will also print and put it on the Branch notice board.

8.5 Distribution of Branch Minutes and County Circular.

The Secretary thanked the Treasurer for checking his report prior to distribution. The Secretary distributed the August 2016 Minutes and September / October County Circular to Committee Members and put copies in the Club folder. David Marsh will put the minutes on the web site.

Approximate cost of printing Minutes and County Circular: £ 3.73 for approx. 75 sheets.
Other printing approximate cost: £1.84 for approx. 37 sheets.

Costs up to now have been based on 4.5p for ink per sheet and 0.5p for paper. However the last couple of cartridges have been cheaper at about 3.5p for ink per sheet giving £2.98 and £1.47 respectively.

The colour cartridge ran out this month. It has lasted since July 2015. The Secretary has had it refilled for £14 at Cartridge UK, as well as the empty black cartridge for £9 rather than £12 (loyalty card 25% off). The black cartridge in the printer then ran out and now needs refilling to give a spare.

The Secretary suggested that there was no need to keep a spare colour cartridge as they last over a year and they are quick to get refilled.

No Objections.

8.6 2015 AGM Minutes

Some reports have been circulated to officers for checking. The Secretary thanked them for their replies. More reports will be circulated soon. The complete minutes will be circulated before the AGM.

8.7 2016 AGM

The Secretary proposed that the AGM procedures are the same as last year, as in the Legion Membership Handbook:

Officers and Committee Elected at the AGM

The Chairman, Vice Chairman, Treasurer and Secretary are elected for 1, 2 or 3 year terms; they can stand again.

A minimum of 3 further Committee Members are elected, making a total of 7 or more Committee Members. There is no upper limit.

The Secretary proposed that the Branch Officers and Committee continue to be elected for 1 year terms of office.

Agreed by the Committee.

Summary of some rules from the Legion Handbook:

- Members cannot be on both Branch and Club Committees.
- Officers and Committee Members must be paid up members.
- No member can be elected to be more than one of Chairman, Vice Chairman, Treasurer and Secretary – they must be 4 different people. However each of these officers could also be appointed to one of the other offices for example Standard Bearer or Welfare Representative.
- Other rules are in the Membership Handbook.

New for this year

- The rule “miss 3 meetings with no good reason and you forfeit office” seems to have been dropped. But “Attending Branch meetings” is listed as a key requirement of Committee Members.
- All Branch Officer positions must be occupied.
- Officers must be aware of the financial rules and regulations.
- Addresses are gathered from Branch Chairman, Branch Vice Chairman and Branch Secretary on the MS1 form to give more correspondence options.

Officers Appointed at the First Meeting after the AGM

The Standard Bearers, Membership Secretary and Welfare Representative are all appointed by the Committee at this meeting. The Poppy Appeal now appoints Poppy Appeal Organisers but Branches can nominate candidates. The nominations list will state that anyone interested in these offices should attend this meeting.

President and Vice President

Both are due for reappointment at this AGM. The President said that he will give this due consideration.

AGM Notice and Nominations List

The Secretary will arrange for display of an AGM notice with agenda items on the web site, in the Club and Harwell Newsagents. The Feast Committee don't display AGM notices on their screen in Bob's Butchers as there would be too many.

The Secretary has prepared a Nominations List which was available to sign after the meeting. He will put the list on a notice board in the Club for two weeks prior to the AGM. He will check eligibility for office of all candidates with the Membership Secretary.

8.8 Mailing list

The Legion Handbook has been changed to state that if the members have email addresses AGM notices should be sent by email. The Secretary suggested that he could ask the Club about using their email list or facebook page, or use the email addresses held on the MAP.

Discussion ensued and it was decided that this is held in abeyance pending the changes taking place with the Club.

8.9 Welfare

No enquires this month. The next quarterly visitor volunteer form is due back at end of this month which will report no visits and no volunteers.

8.10 Beret for President.

The President said that he was happy with the beret so the Secretary will submit a claim for the £11.95 cost after the meeting.

8.11 Soldiers of Oxfordshire (SOFO) Enquiry to Veteran

The Secretary has got the phone number of the veteran but the SOFO contact is not listed as a volunteer on their website. The Secretary asked if he should enquire direct with the museum before passing details on.

Agreed by the Committee.

9. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 197

9.1 Renewal

One member has renewed so far. In answer to a question the Membership Secretary and Treasurer recommended Direct Debit or Pay Point.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 4th August 2016

HARWELL BRANCH

Current Account:	£ 277.02
B.F.I. Account	<u>£1205.37</u>
<u>Total:</u>	<u>£1482.39</u>

10.1 Receipts

£5.95 interest has been received to the BFI account. The current account is unchanged from last month

10.2 Auditing of Accounts

The accounts are still not audited. The Treasurer has lost touch with the contact provided by the Ceremonial Officer. As the accounts are due back by 30th September 2016, the Treasurer has asked the County Membership Support Officer if he should send them in unaudited. Discussion ensued and the Treasurer answered questions:

- A freelance auditor would be likely to charge a lot, more than the £60 which the Legion permits the Branch to pay.
- The Club Treasurer is not allowed to audit the Branch accounts.
- According to the County Circular a lot of other Branches have yet to get their accounts audited.

10.3 Receipts for Payments for Poppy Room Hire for Branch Meetings

The Treasurer asked the Club Secretary about this directly after the last Branch meeting and the Club Secretary has passed this on as required. However the receipts still have not been received from the Club so the Treasurer proposed holding off paying for the room hire for this meeting as well as last month's payment.

No objections.

Discussion ensued including:

- It was suggested that once this issue is resolved, the Branch gets a contract from the Club for use of the Poppy Room from 7pm to 10pm on the last Tuesday of each month and reverts to an annual payment so monthly payments and receipts are not required. The Treasurer said that this would be acceptable but he would prefer to continue paying month by month until the Club's situation was completely resolved.

- It was stated that the Branch has got the funds to pay but we need the evidence of where the money has gone and why for the auditor and Legion.
- The Chairman and Treasurer agreed that this was needed for the accounts.

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 September / October County Circular - printed and distributed

Includes report on Harwell Branch D Day Ceremony. Attachments (not printed) are:

- County Festival of Remembrance form
- MS1 Annual Branch Officers and Committee form.
- MS1B Standard Bearer Fitness form. - see item 13.3.

11.2 County Festival of Remembrance Saturday November 5th 2016

At Wagnells College, Woodley. Tickets £12 from County HQ. Poster on notice board.

11.3 County Conference 21st January 2017 Burghfield

Briefing letter and forms for delegates, motions and County Committees.

11.4 Steventon RBL Branch Dinner 23rd September 2016 Vauxhall Barracks

Request to publicise by Steventon Branch - emailed to Branch Committee members.

11.5 Resignation Letter from Deputy Standard Bearer Ian Clarke. See item 13.1.

11.6 Family History Enquiry

From the great nephew of a 295 squadron Flight Engineer, looking for information on RAF Harwell and asking what is left of the airfield now. The Secretary replied with what he knows and a description of site as is.

11.7 Team BRIT and Kartforce Updates (NON RBL)

Motor racing for injured veterans. Fundraising and new sponsors

11.8 Marketing Emails to the Branch Email Address (NON RBL)

49 Items since the August meeting.

12. POPPY APPEAL ORGANISER (PAO) REPORT:

The Secretary reported:

12.1 Poppy Appeal Organiser and Collectors Vacancy

The advert is in the October 2016 Church Broadsheet and Chilton Chronicle and hopefully will be in the Harwell News. A general advert was also posted on Berkshire County Legion Facebook page and shared by two people on the Harwell Village Community page. The Secretary could add a comment or copy in the advert which would bump it back up the page. **Agreed by the Committee.**

County Fundraiser Samantha Hicton is setting up Hazel King as Chilton PAO, covering Chilton Village and the new Chilton Fields housing development.

12.2 Schools Boxes

As supply of these is limited and Remembrancetide starts soon, the Secretary suggested that he looks into getting these for Harwell and Little Pippins.

It was stated that these are not appropriate for the age group of the children at Little Pippins and the Secretary should check with Wendy Clarke what was done last year.

12.3 General Poppy Appeal Supplies

The Secretary suggested that he could order the other supplies i.e. boxes, paper poppies, merchandise and tins and check ordering deadlines with the County Fundraiser. Storage for several large boxes would be needed. Discussion ensued and the Secretary answered questions including:

- All of these items had been returned to Aylesford when Wendy Clarke resigned.
- About 60 tins and boxes are required to cover Harwell Village and Harwell Campus.
- This could be through County or another PAO has offered to provide a couple of tins and boxes for a limited collection.

12.4 Collection at Great Western Park

We have received a request from Didcot branch asking if they could do the street collection and static boxes in the Harwell Parish section of the Great Western Park housing estate and the University Technical College.

Discussion ensued and it was stated that it would be sensible if the Didcot Branch did these collections.

Agreed by the Committee.

13. STANDARD BEARER REPORT

The Ceremonial Officer reported:

13.1 Resignation of Ian Clarke as Deputy Standard Bearer

The Ceremonial Officer read an email received from Mr. Clarke stating that he was standing down from Branch membership at the end of this month, but remaining a member of the Legion with another Branch. He is willing to continue to be Deputy Standard Bearer after the AGM next month until the Remembrance Sunday parade if required and agreed by the Committee but would then step down. He thanked the Committee for the honour of performing this duty. Discussion ensued including:

- There was general agreement to Mr. Clarke continuing to the Remembrance Sunday service.
- The Ceremonial Officer will check if Branch membership is a requirement to carry the Branch or Union Standard.
- The Chairman said that we would be short of a Standard Bearer for the D Day parade in June next year. The Ceremonial Officer said that he could ask a member of a Youth Organisation to carry the Union Jack at the D Day or Remembrance Parades.

The Chairman asked if all present were in agreement that Ian Clarke continued as Deputy Standard Bearer until and including Remembrance Sunday.

Agreed by the Committee.

13.2 Standard Bearer for Trevor Packer's Funeral

The President said that the Standard Bearer was expecting to be back in time for this funeral on 4th October, if the Standard was required by the family.

13.3 Standard Bearer Fitness Forms

The Ceremonial Officer said that these forms have been received. They ask the Branch to confirm that he and the Standard Bearer are still eligible by fitness to continue Standard Bearer duties. It is an annual requirement, this was completed last year and with no change or concern of either Standard Bearer's fitness he requested that this is taken as read this year. If the Committee agreed then he would accept there is no need this year.

Proposal: That the Standard Bearer and Deputy Standard Bearers are fit to continue in their duties (without signing the forms).

Proposed: Ceremonial Officer Seconded: Secretary Carried Unanimously

14. ANY OTHER BUSINESS:

14.1 Flypast Albemarle Article October 2016

The Secretary said that there is a one page article in this edition covering the Albemarle aircraft and its use on D Day. It mentions RAF Harwell and has a picture of an aircraft and paratroops.

14.2 Direct Debit Membership Payments

The President said that he noted the article in this month's County Circular on members that are listed on the MAP database as "gone away". The Legion will still send renewal letters to direct debit payers that they will be taking a debit even though they are not sure the letter will get there. He continued that anyone wishing to continue with Club membership only after October should cancel their Legion membership Direct Debit.

15. DATE OF NEXT MEETING: AGM 25th October 2016

There being no further business the Chairman closed the meeting at 20:52 hours.