

The Royal British
Legion
Harwell Branch
BR1805

**Branch Meeting held following the Annual General Meeting
On 25th October 2016 at 21:10 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
S. T. Haycox - Treasurer
Mrs. S. E. Pateman - Membership Secretary

COMMITTEE: G. Street, J. Belton.

MEMBERS: None.

The Chairman said that the Kohima Epitaph and Exhortation had already been recited at the AGM which was held immediately before this meeting.

1. **APOLOGIES:** C. S. East, J Fleming, B. Mulford

2. **MINUTES OF SEPTEMBER 2016 MEETING:**

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

3. **MATTERS ARISING**

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

4. **REMEMBRANCE SUNDAY PARADE AND SERVICE 2016**

The Ceremonial Officer said that all preparations are going well. He and the Secretary reported:

4.1 Invitations and Requests to Parading Groups and Participants

The Ceremonial Officer has received replies from the groups he has invited as follows:

- Didcot Army Cadet Force has replied that they had a change in Commanding Officer since last year, and the new CO is yet to respond to the invitation.
- Didcot Air Cadet Squadron, Harwell Guides and 1st Harwell Scouts will all attend. The Guides and Scouts have requested wreaths.
- Harwell Village Club is yet to reply.

The Secretary has written requests for help and received replies as follows:

- The bugler (both events) and bag piper (Remembrance Sunday) are available.

- Little Pippins invitation to the Armistice Day Ceremony – no reply yet
- The Rector is checking availability of the farm car parks. (The Village Hall car park is in use for building works).
- Harwell Parish Council will be represented by the Chairman and they require a wreath.

4.2 Road Closure Orders

The Road Closures Orders were approved and issued prior to the Legion Public Liability Insurance (PLI) certificate being issued. The PLI certificate has now been received and forwarded to the Vale of the White Horse District Council.

The Secretary will print and post the orders on lamp posts at the beginning and end of each closure. He has forwarded the orders to Thames Travel with a covering note to alert them that there are road closures covering one of their routes.

The Parish Council will provide traffic marshals for both events.

4.3 Meeting With Rector

The President, Ceremonial Officer and Secretary are due to meet Rector Jonathan Mobey on Tuesday 1st November 2016 to do the talk through of the parade and service to confirm details and discuss any points arising.

4.4 Supply of Wreaths

The Ceremonial Officer has contacted Bridie Spinks, Poppy Appeal Organiser of Hanney Branch but she is not currently in a position to supply wreaths. The Secretary is already in contact with Samantha Hickton, County Fundraiser about the Poppy Appeal and she is able to supply wreaths. The suggested donation is £25 per wreath to the Berkshire County Poppy Appeal (not the Branch).

4.5 Service Sheets

The parading groups are supplying expected numbers as requested which the Secretary will total up and send to the Church Administrator.

Mike Pepper is available to distribute service sheets to the congregation at the War Memorial and confirms that the (approx. 415) sheets last year was sufficient.

The Secretary will divide up the service sheets as required and distribute to the parade at Townsend.

4.6 Publicity

The Ceremonial Officer has re posted on facebook an invitation for local organisations to be involved or lay a wreath. No replies so far.

The Secretary said that David Marsh has added the details to the Branch web page. Information has been published in the Harwell News and is on the Feast Committee's screen in Bobs Butchers. It will be published in Church broadsheet.

The Secretary has composed a poster, agreed it with the Ceremonial Officer and Rector and put it up in the Club and Harwell Newsagents.

4.7 Timetable

The Secretary has written and distributed the first version.

4.8 Final Instructions Document

The Ceremonial Officer will send a final instructions document to all attending groups and participants after the meeting with the Rector.

The Chairman thanked the Ceremonial Officer and Secretary for their efforts.

5. ENROLLMENT OF NEW MEMBERS:

The Membership Secretary reported that one new member has joined online during September: M. Wilson.

6. SECRETARY'S REPORT

6.1 Archive Boxes in club

Disposal of the items listed last month is in hand.

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

In hand.

6.3 Awards

The County Membership Support Officer states that this is under consideration.

6.4 Distribution of Branch Minutes and AGM Minutes.

The Secretary thanked all who checked their reports for the 2015 AGM and September Branch Minutes. He distributed the minutes to Committee Members and put copies in the Club folder. David Marsh will put the minutes on the web site.

Minutes printing estimated cost: £6.09 for approx. 152 sheets.

Other printing estimated cost: £3.33 for approx. 83 sheets.

(Both using ink cost estimate 3.5p per sheet).

The Secretary has got the spare black cartridge refilled at Cartridge UK Didcot for £12.

6.5 2016 AGM Notice and Nominations List

David Marsh has put the AGM notice with agenda items on the Branch web site. The Secretary has put printed notices up on the Branch notice board in the Club and Harwell Newsagents

Permission was granted by the Club Secretary to put an AGM notice and the nominations list up on the Club notice boards in main room. Both have been on display since 7th October. Only 2 nominations were on the lists when the regulation two weeks were up on 21st October so the Secretary left the list up until the AGM. A couple of other Committee members also confirmed they were standing again.

6.6 Welfare

No enquires this month. The Secretary has sent the quarterly visitor volunteer form to County: 0 volunteers and 0 visits.

6.7 Soldiers of Oxfordshire (SOFO) Museum Enquiry to Branch Member

The museum confirmed the contact is one of their volunteers and they will add him to their website. The Secretary has passed this enquiry to the member concerned for his consideration.

7. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 99.

7.1 Subscriptions on Database

The Membership Secretary reported that she is only putting the Branch subscription on the database. She is not putting the Club subscription on as the Branch only collects the Branch subscription.

8. TREASURER'S REPORT:

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

HARWELL BRANCH

B.F.I. Account	£ 1205.37
Current Account:	<u>£ 242.07</u>
<u>Total:</u>	<u>£ 1447.44</u>

8.1 Receipts for Payments for Poppy Room Hire for Branch Meetings

The Treasurer has received one receipt by email yesterday from the Club Secretary and another file containing the receipts for the other four payments which was corrupted and could not be read.

Currently £100 of room hire payments to the Club are awaiting payment to the club. If the Treasurer leaves cheques behind the bar they will be cashed by the Club but he does not get the receipts which are required for the auditor. He suggested that he holds further payment until he receives the outstanding receipts and review in November.

No Objections.

8.2 Poppy Appeal Donations

The Treasurer has written a cheque for £20 to the Poppy Appeal as agreed for the auditor's expenses payment.

A member who is renewing their membership by cash has included a £6 donation for the Poppy Appeal. The Treasurer will pay the cash into the Branch account and write a cheque for £6 to the Poppy Appeal.

Both Poppy Appeal cheques were passed to the Secretary after the meeting to pay into the Harwell Poppy Appeal account.

The Committee accepted the accounts as stated.

9. CORRESPONDENCE:

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

The September / October 2016 County Circular was printed and distributed last month.

9.1 Upcoming Commemorations

- **Battle's End: The Last Day of the Somme**, Thiepval, 18th November 2016
- **75th Anniversary of Arctic Convoys**, Liverpool, 31st October 2016
- **Suez Campaign** at the National Memorial Arboretum 6th November 2016

Tickets were available for Veterans but very little notice was given and the deadline has passed.

9.2 Veterans Tours to Normandy Funded by Libor Fines 2016 and 2017

Free tickets for veterans, 4 day tour.

9.3 Women's Section New Agreement and Plan for Future (printed)

9.4 Newbury Raceday 22nd October Harwell Club Coach Trip

9.5 Election to the Board of Trustees 2017 Branch Nominations

Circular, job description, election timetable and nomination forms. Nominations are due back by 20th January 2017. The Secretary will check if the Branch is eligible to make a nomination.

9.6 Centenary Fields World War 1 Commemoration (by post)

This initiative is by the Legion and "Fields in Trust" in partnership to provide green spaces with a link to WW1 across the Country. There is one at Witney and others are proposed for Smallbones Recreation Ground in Didcot, Manor Recreation Ground in Wantage and People's Park in Banbury. The letter asks for the Branch to help with suggestions of suitable green fields.

The Chairman suggested that this does not apply to village branches.

Agreed by the Committee.

9.7 Pruning of Conifers in Harwell Cemetery by Harwell Parish Council

This will take place after the end of November. Two or three trees are to be removed. The Parish Council is asking if the Branch has any preference on the species or position of any replacements. There is a concrete plinth and plaque commemorating the donation of the trees by the entrance to the Cemetery. The trees are on the southern boundary of the cemetery between it and the farmyard.

The Ceremonial Officer suggested that the Committee members look at the trees after the ceremony at the War Graves on 13th November.

9.8 Legassee Veterans Interview Website (NON RBL)

New interview with a Korean War veteran

9.9 Funding for New Village Hall (NON RBL)

A request received via Kath Luker to vote for a grant from Aviva Community Funding.

9.10 Marketing Emails to the Branch email address (NON RBL)

47 items received since the September meeting.

10. POPPY APPEAL ORGANISER REPORT

The Secretary reported:

10.1 Poppy Appeal Organiser and Collectors Vacancy

The advert is in October-November Harwell News and October Chilton Chronicle. The Secretary delayed posting it on the facebook page until the supplies were received.

10.2 Schools Boxes and General Poppy Appeal Supplies

Hanney Branch Poppy Appeal Organiser Bridie Spinks was not in a position to supply any boxes and trays (see item 4.4). Hazel King has still not received any documentation or order forms.

Therefore (as agreed last month) the Secretary has contacted Samantha Hickton County Fundraiser and she has ordered supplies to cover Harwell and Chilton. The type and quantity of items was based on Hazel King's requirements, Wendy Clarke's 2015 order and advice from Ian Clarke.

The order includes: 70 collecting boxes, trays, poppies, wooden crosses, collectors documents, record sheets, collecting bucket seals, 2 schools packs, lapel pins, wrist bands, and other items, as well as 11 wreaths with the usual badges, all due for delivery tomorrow.

10.3 Collection in Chilton and Harwell

Hazel King has offered to cover the Curie Avenue shops in addition to Chilton Village and Chilton Fields estate.

No objections.

The Secretary said that candidates for PAO were asked to attend this meeting and as no one has attended, it seems very unlikely that we will get a PAO for this year's collection. He proposed that he prepares the trays and boxes and distributes them to the usual locations in Harwell Village and Harwell Campus. He also proposed that he contacts those who have expressed an interest in house to house collecting this year and the volunteers who collected last year.

Agreed by the Committee.

The President said that he could supply trays and boxes to the School, village shops and businesses. The Secretary said that he would drop boxes and trays to the President for distribution.

The Secretary said that the collection is likely to be on a smaller scale than last year but something will be done.

10.4 Count of Collection

The 2015 Poppy Appeal Organiser guide states that the count must be by the PAO and one other non related person. The County Fundraiser said that she is happy for us to bank the money to the Harwell Poppy Appeal account. The President suggested that the Secretary checks with Hazel King how much she is prepared to do.

The Secretary proposed that he arranges to borrow the Abingdon Branch counting machine and count with and the Treasurer and Hazel King if they are willing.

No Objections.

10.5 Didcot Branch Collections

The Secretary has informed Didcot Branch that we are happy for them to collect at Didcot University Technical College and the Harwell Parish section of Great Western Park.

The Secretary has received an offer from someone living in GWP to collect there and an enquiry from soldiers based at RAF Benson who wished to collect at the Orchard Centre which he had passed to Didcot Branch.

Poppy Appeal Organiser for Harwell Village and Harwell Campus

No candidates for nomination have been received. The President suggested that this is left open.

No Objections.

16. APPOINTMENT OF CEREMONIAL OFFICER

Peter Davies was appointed as Ceremonial Officer

Proposed: Treasurer Seconded: John Belton CARRIED

17. APPOINTMENT OF STANDARD BEARER AND DEPUTIES

The Secretary said that Charles East had stated that he wished to continue as Standard Bearer.

Charles East was appointed as Standard Bearer.

Proposed: Ceremonial Officer Seconded: John Belton CARRIED

Peter Davies was appointed as Deputy Standard Bearer.

Proposed: Chairman Seconded: Membership Secretary CARRIED

The Membership Secretary said that Ian Clarke had asked if he was accepted to continue as Deputy Standard Bearer for Armistice Day and Remembrance Sunday. The Secretary said that this was agreed at the last Branch meeting (Item 13.1). The Ceremonial Officer will inform Mr. Clarke.

18. ANY OTHER BUSINESS:

18.1 Harwell Campus No Fly Zone Lifted

The Ceremonial Officer said that this covers Harwell Campus and borders the edge of the village. It has been rescinded by the Civil Aviation Authority from 10th October 2016. If the BBMF or local RAF squadrons are unable to perform a flypast for the D Day service then civilian private pilots will be permitted to do a flypast at 500 feet without obtaining further permission which has been required up to now.

The Chairman said that this would be acceptable if they were prepared to do it free of charge. The Ceremonial Officer said a local private pilot had agreed to perform a flypast for a previous D Day service free of charge but weather conditions had prevented it. He will make relevant enquiries in the New Year.

No Objections.

18.2 Armed Forces Race Day and Berkshire Poppy Appeal Launch

The Ceremonial Officer said that he had attended this event at Newbury Racecourse on 22nd October. Free entry tickets were available to Legion Members. It had been an enjoyable day.

18.3 Union Flag Outside Club for Armistice and Remembrance Sunday

The President asked for a volunteer to help him put up the flagpole and flag on Friday morning. The Secretary volunteered to help.

DATE OF NEXT MEETING: 29th November 2016

There being no further business, the Chairman closed the meeting at 21:56 hours.