

The Royal British Legion
Harwell Branch
BR1805

Branch Annual General Meeting
Held on 25th October 2016
In the Branch Headquarters at Westfield
At 20.00 Hours.

ATTENDANCE:

R.C. East	- President
B. Mulford	- Vice President
R.J. White	- Chairman
P. Davies	- Vice Chairman, Ceremonial Officer and Deputy Standard Bearer
S. T. Haycox	- Treasurer
P. A. Cox	- Secretary and Welfare Representative
Mrs. S.E. Pateman	- Membership Secretary

COMMITTEE: G Street, J Belton

MEMBERS: None

1. EXHORTATION AND KOHIMA EPITAPH (ACT OF REMEMBRANCE):

The President opened the meeting by welcoming all present; he asked all present to bear in mind the members who passed on during the last year. This was followed by the exhortation and silent tribute; he ended with the Kohima Epitaph.

2. APOLOGIES FOR ABSENCE: I. Clarke, C. S. East, J Fleming

3. MINUTES OF THE 2015 ANNUAL GENERAL MEETING:

All present had seen the minutes before the meeting. On acceptance as a true record they were signed by the President.

4. MATTERS ARISING FROM 2015 AGM MINUTES

None.

5. PRESIDENTS REPORT:

The President opened by saying he is still here as President. It is a pity that a lot more have not attended. It is good to see some are going to continue with the Legion in Harwell, though we may face challenges to overcome in the future.

He thanked the Officers and Committee:

The President thanked the Chairman, he is still continuing after over 20 years. He attends all meetings though he is not always in the best health. It is good to see him here.

The President thanked the Treasurer for keeping the Branch on the straight and narrow and in the black. He thanked Simon Haycox.

The President thanked Peter Davies the Ceremonial Officer and Parade marshal who keeps us all in order on parade and brings back all of the news from County. In past years it was very difficult to get news from County. County has opened up now which is much needed.

The President thanked the Membership Secretary Sandra Pateman for keeping the Branch informed with up to date membership figures.

The President thanked the Secretary Peter Cox. The President was Branch Secretary for some time and knows that it is a difficult job which can be frustrating, but he seems to work it all out satisfactorily.

The President had said at the last AGM that this would be his last year, but his personal circumstances have changed and not for the better. He has reconsidered his opinion and if the Branch wishes him to carry on, he will. It is entirely up to the membership. He thanked all present for their support over the last year.

6. CHAIRMAN'S REPORT:

The Chairman said that he reiterated the thanks that the President gave to everyone who puts in such a tremendous effort to keep the Branch going, it is absolutely marvellous.

The Chairman said that he is delighted that the President is going to stand again and he will have his support to carry on. Though the reason for this is the loss of his wife June who is sadly missed by all.

The Chairman hoped that the other Officers and Committee are willing to stand again else the Branch will be in trouble. He is concerned about how things will work out in January 2017 when the new Club starts - if there are enough members to keep the Branch going financially. He hopes that enough people will rejoin the Legion which the Membership Secretary will update us with shortly.

The Chairman concluded by thanking all very much for all of their efforts.

7. SECRETARY'S REPORT

The Secretary gave the following report:

7.1 Distribution of Minutes and County Circular

The Secretary continues to distribute the Minutes, County Circular and other documents in advance of the meeting and hopes members still find this useful.

The Secretary thanked the Committee members for their prompt replies when he asks them to check sections prior to distribution, and for their prompt corrections to the initial minutes.

7.2 Printing Costs

Almost all incoming Legion correspondence is received by email. Only County and National Conference documents are sent by post. As a result keeping printing volumes and costs down is a challenge.

The Secretary has continued to reduce printing volumes (encouraged by the Treasurer and Vice Chairman). He has used email for formal correspondence all year and stopped printing retained copies. This has also saved a lot of time delivering them and postage costs. He has also cut other printing such as agendas and now checks before printing most correspondence.

The result of this is: in the 12 months since the last AGM the Secretary has printed about 1459 sheets at a very rough cost estimate of £80 on black ink cartridges and paper. This is 280 sheets less than in the 11 months to the last AGM. 2015 which was 1735 sheets and 2014 was 1810 sheets for comparison.

The cartridges obtained were: about 6 large black cartridge refills: 4 at £12, 1 at £10 and 1 at £9 (using loyalty vouchers) and also about 1 colour cartridge refill for £14. It's difficult to be accurate as the cartridges do not run out exactly at year end.

The price per sheet varies between 3.5 to 6p per sheet – as the cartridges are refilled by hand, rather than new ones which are filled by machine.

The Secretary has donated one of the refills, a pack of envelopes and all of the paper to cover costs of other printing he does using the printer.

The refills are considerably cheaper than new cartridges which are now £22 black and £21 colour.

The Secretary thanked the Treasurer and other officers for the printing that they arranged at no charge which is a big saving for the Branch.

7.3 Branch Web Page

The Branch Web page is essential to publicise the Branch itself and Branch events and publish Branch documents such as the minutes.

The Treasurer and Ceremonial Officer continue to do an important job running the Branch Parades Facebook page with news updates and albums of pictures. It is very useful for publicity and as a single storage point for these items. David Marsh has put a link to the photo albums from the Branch web page.

The Branch is fortunate to have an excellent website designed and hosted by a professional web designer in David Marsh. He puts in a large amount of unpaid work on our behalf maintaining the site and implementing the updates that the Secretary sends him and suggesting and implementing improvements. The Secretary proposed that he writes a letter of thanks to Mr Marsh.

Agreed by the Committee.

7.4 Branch Email Address

The Secretary checks this most days. It received some external enquiries and D Day emails and about 70 marketing emails a month.

7.5 Branch Procedures

The Membership Handbook and Royal Charter have a few amendments each year. The Secretary continues to monitor these for any required changes to Branch Procedures.

The Branch should consider requirements such as a Branch three year plan and Branch General Meetings with a guest speaker. Though some requirements may not be practical or necessary for a village Branch with a low budget, or may require far more work for no gain in effectiveness.

7.6 Training Courses

Unfortunately the Secretary still has not attended any courses since the General Branch Management course some years ago. He will investigate appropriate courses.

7.7 Branch Archives and Stored Documents

The Secretary continues to use Microsoft "Onedrive" to back up all Branch documents. He has made no progress with DVD backups due to a fault with the disc drive in his computer.

The Secretary continues to sort through and dispose of old, superseded and duplicated documents as authorised by the Committee. It made it a lot easier to find information required during the year and the boxes are very much lighter.

7.8 Thanks to Club Committee, Bar Staff and Branch Committee

The Secretary thanked all on the Club Management Committee and bar staff for their continued co-operation and support this year. This includes providing storage space for the Branch documents, archive and pictures, the display rack, notice board space, arranging the Poppy Room for our meetings, attending events, entertaining guests, and the office key.

The Secretary appreciates the efforts and enthusiasm of the Ceremonial Officer who continues to put a lot of time and diligent work into the preparations for the Branch's commemoration ceremonies even with his commitments to the County Committee. Especially maintaining contact with the youth groups, cadets, veterans organisations and regular forces for the D Day and Remembrance Sunday commemorations despite their regular changes in leadership.

The Secretary thanked all the hard working Branch Committee for the help, advice, co-operation and encouragement in the year; it encourages him to continue. Though there is a limit to the time and effort he can contribute and roles he can take on.

The bucket collections at the D Day and Remembrance services were highlights as always as he saw the generosity of the public towards the Legion first hand.

Reading the articles in Legion Magazine, talking to the Veterans and Committee members, and helping at the D Day and Remembrance Ceremonies, he continues to consider it is an honour to work as a Secretary for the Royal British Legion.

Comments:

- The Ceremonial Officer said that the printing trend is going in the right direction.
- The Chairman agreed with the Secretary's comments on the Ceremonial Officer and thanked the Secretary for the work he puts in.

8. MEMBERSHIP SECRETARY'S REPORT

8.1 Current Membership

The Branch currently has 197 members. 99 members have renewed for this year.

8.2 Thanks

The Membership Secretary thanked the Secretary, Ceremonial Officer and Treasurer who provide assistance as required.

The President said that people who are really interested in the Legion are not there any more, which is a pity.

9. TREASURER'S REPORT:

The Treasurer handed out a pack of 3 accounts documents and he talked through each one:

9.1 Receipts and Payments Form 2016 Page 1 (Attachment A) and Audit

The Treasurer sends this form to County each year. He fills in this page which has to be audited and agreed by the Committee and has all gone through successfully. The Ceremonial Officer recommended the auditor. The Treasurer and auditor spent a lot of time together going over the accounts then the auditor took them away to complete the checks. The auditor was happy with the accounts and signed them off.

The Treasurer had written a thank you letter for the auditor which was signed by the Chairman, Vice Chairman, Treasurer and Secretary.

The auditor made no charge and did not want expenses. The Treasurer suggested to him that the Branch makes a donation of £20 to the Poppy Appeal instead which he agreed to.

9.2 Bar Chart of Combined Current and BFI Account 2010 - 2016 (Attachment B)

This is the history of the accounts as a bar chart. In 2010 the Branch had a total of about £1500 and this year the account is at a similar level. The Branch is doing satisfactorily all things considered. The Treasurer answered questions and there were comments including:

- The Treasurer said that the accounting year is now 1st July to 30th June each year.
- The Chairman said that we are doing slightly better than 2010.
- The Treasurer said that the total will go down but we do have a bit of leeway. The Branch is not broke and we have a few years yet.

9.3 Table of Figures From Receipts and Payments Form (Attachment C)

This is the figures from the bar chart with other details from the annual forms. Figures in red are payments and in green are receipts.

The Treasurer said that the accounts have worked if the total movements on accounts (row 3) are the same as Net increase / decrease in funds (row 18) which it is for all the years on the chart.

9.4 Adoption of Accounts

The Treasurer asked if all present were happy with the accounts as presented:

Proposal: The accounts are adopted.

Proposed: Treasurer

Seconded: G. Street

CARRIED UNANIMOUSLY

The Receipts and Payments form was duly signed by the Secretary and the Treasurer will file it with those covering previous years.

The Treasurer has sent the accounts to County Headquarters by recorded delivery with a request that he is informed when they arrived.

9.5 Treasurer's Paying Limit

The Treasurer said that this is the maximum amount he can pay without approval from the Committee. He is happy to leave this at its current level which is £200:

Proposal: The Treasurer's paying limit without committee approval is £200

Proposed: Treasurer

Seconded: Secretary

CARRIED UNANIMOUSLY

9.6 Club Room Hire Fee

The Treasurer said that as this is currently paid monthly and no longer annually it should be held over to the next Branch meeting (to be held immediately after the AGM).

No Objections.

10. POPPY APPEAL ORGANISER'S REPORT:

The Secretary reported on the year's events:

10.1 November 2015 Remembrance Collection

Wendy Clarke remained in office for the collection and organised a very successful campaign raising £4195.65.

10.2 Handover

In line with Legion procedures Wendy Clarke sent all of the Poppy Appeal merchandise and collecting tins back to Aylesford during November and December. She handed the Harwell Poppy Appeal records and documents to the Secretary for safe keeping along with the two collecting buckets and Union Flag bunting.

The total raised up to the November 2015 Branch meeting was £4542.65.

10.3 Harwell Feast Stand 2016

As there were not enough Branch members available to put up and run a stand, the Secretary asked Ian Clarke if the Riders' Branch would be interested. However they were already committed to a ride to Normandy for D Day.

10.4 D Day Service 2016

Hanney Poppy Appeal Organiser Bridie Spinks was able to order wreaths on our behalf. Some were distributed beforehand to the usual organisations and Ms Spinks attended the event to distribute the rest and collect payments, supplying 16 wreaths in all. 14 of the donations were paid into the Hanney account; the Secretary believes that the other two were paid by BACS transfer into the Harwell account as the organisations had the old payment details. The bucket collection of £102.77 was paid into the Hanney Account.

The Secretary thanked Bridie Spinks for her invaluable help and also Hazel King for helping with the bucket collection.

10.5 Poppy Appeal Organiser Vacancy

The Secretary advertised several times in the local broadsheets from late 2015 onwards and he thanked the editors concerned.

We are fortunate that Hazel King has come forward after the D Day service to run the Poppy Appeal in Chilton Village and the new Chilton Fields estate. Her nomination was approved by the Branch Committee and Sam Hickton the County Fundraiser arranged the split in the Harwell area and is getting Hazel on the Poppy Appeal system. The Secretary has continued to advertise for Harwell and Harwell Campus to date. There were no responses by September so temporary arrangements for the November 2016 collection are being made.

Discussion of the details of the November 2016 collection were held over to the Branch Meeting held immediately following this meeting.

11. STANDARD BEARER'S REPORT

The Secretary reported on behalf of the Standard Bearer that he is willing to continue in the office and will attend the Remembrance and Armistice Parades.

12. CEREMONIAL OFFICER'S REPORT

The Ceremonial Officer gave the following report:

Harwell Branch Ceremonial Officer's report 2016 – Peter Davies

As ever the focus for my role this year has been the two major parades the Branch coordinates, the Remembrance Parade and D-Day Parade and Service at the Harwell Stone.

Remembrance

The Remembrance Parade is very much the bread and butter of the Ceremonial Role for the RBL and one I look forward to most. With the theme so well understood organisation and coordination is often a formality. This year however saw a bump in proceedings when Rev Mobey indicated his wife was due to give birth around the date of the Parade. Fortunately, Rev, Jean Barton was on hand and on standby. This did require some briefings to ensure Rev Barton was comfortable with the format and what to expect but a minor hiccup and all parties reassured it would be a good day.

As it happened Baby Mobey arrived the day prior to the Parade and despite the previous day's drama, Rev Mobey was in attendance at the Parade. He took the service at the Memorial although left the sermon to Rev Barton.

This was the only challenge of 2015's parade with all other factors working well. Road Closure requested were accepted and adhered to, the parade Piped in by Mr John MacFarlane-Horgan and last post played by Dr. Tony Hughes. Unfortunately, the Army Cadets were unable to join us. A victim of their own successful recruitment their numbers have swollen to larger than can be transported by private vehicles and with a lack of County minibuses to use, unsurprising given the date, were unable to attend.

What we lost in their numbers was more than made up by the Air Cadets, Scouts and Guides whose numbers continue to expand year on year and each of who were each able to provide a Sentry for the Memorial.

As the Branch has always done, following the Church Service Branch members made their way to the Village Cemetery to the Commonwealth War Graves to lay a wreath and silence.

D-Day Parade – The Harwell Stone

Now in the fourth year of the Branch's management and coordinating the process gets ever slicker.

Once again AVM Tim Bishop, AOC of 38 Group was invited to join us. Due to prior engagements he was unable to join us, however Grp Capt Timperley was able to attend in his place representing the AOC and happy to take on the role as lead VIP for the day exclaiming he thoroughly enjoyed the day and returning the link between the site and 38 Group. The Grp Capt was far from our only VIP with many more in attendance from the usual list of candidates of local councillors, mayors and Chairs of Councils. These were once again joined by representatives from the local businesses, the ATC and Chilton School.

I have continued to apply for a BBMF flypast despite the unsuccessful attempts to date. Unlike previous years, this year we had a credible plan B in the newly formed Historic Aircraft Flight Trust, the Charitable name and organisation now operating what was once the Army Historic Flight. Major Bacon, the Trusts Chairman was initially very keen, it was he who conducted the last flypast at D-Day and was eager to support the event again. Due to its charitable status however all costs need to be justified and on this occasion, particularly with the Trust in its infancy a flypast could not be offered.

It should be noted that the P106 airspace restriction that has sat over the site since its nuclear days has earlier this month been removed by the CAA along with four other similar sites. As such this should open up the skies to private pilots we are able to contact and persuade to conduct a fly past...watch this space!

The lack of fly past however did not distract from the parade and the recognised format continues.

A Guard of Honour offered by 1861 (Wantage) and 2410 (Didcot) Sqns started the parade with Bagpiper Mr John MacFarlane-Horgan piping in the Standards. Rev. Mobey conducted the service with compassion and reverence, taking full advantage of the PA system from Chilton, thanks to Brian Morris for its use and last post sounded by Dr. Tony Hughes.

The most notable change seen this year was the lack of Branch PAO, following Wendy stepping down this time last year. Fortunately, we were able to call in Bridie Spinks from Hanney Branch who was more than happy to assist us and did as good a job as we could have hoped juggling the many wreaths to hand out on the day.

More than 20 wreaths are recorded to have been laid, with a brilliant **£102.77** collected for the Poppy Appeal, thanks to Peter Cox and Hazel King for walking around with collection buckets as they handed out service sheets.

Others

Unfortunately, there have been a few funerals of Branch members in the past 12 months, although the Standard has only been requested on one occasion, in August for Pat Toovey which Charles East attended. If required, Charles East indicated he would be available for Trevor Packers Funeral earlier this month but at the time of writing it was unknown if this was requested.

The Standard was Paraded at the Shrivenham Memorial Service by Charles East which was televised by the local news and said to be very enjoyable.

On June 26th the Laying up of the Vale Group Standard in Wantage took place where in my role as the Deputy's Deputy I carried the standard.

Finally I wish convey my thanks to the Branch who continue to support me in the work I complete, no less so to Peter Cox who is a pillar of support to me and the Branch. It is without doubt an honour to serve this Branch and to be working with such dedicated volunteers.

We do of course say farewell and thank you to Ian Clarke as he steps down from his Deputy Standard Bearer role I wish him well in his work for the Riders Branch.

I cannot complete this report without mention of the recognition this Branch bestowed upon me back in July. It is always an honour to be recognised by your peers and the certificate takes pride of my place at home and in my heart.

Thank you once again for opportunity to serve this community and this Branch

The President and Chairman thanked the Ceremonial Officer for his work and report.

13. WELFARE REPRESENTATIVE REPORT

There were no cases. There was one enquiry which the Welfare Representative referred to the National Helpline. The Welfare Representative sent in the quarterly Visitor Volunteer reports; all were no visitors and no visits.

14. ELECTION OF CHAIRMAN

There was only one candidate for Chairman and he was willing to continue in office so Reginald White was elected.

15. ELECTION OF VICE CHAIRMAN, TREASURER, SECRETARY and COMMITTEE:

There was only one candidate for Vice Chairman and he was willing to continue in office so Peter Davies was elected.

The remaining Officers and Committee were elected unopposed. The elected candidates were:

OFFICERS for a 1 year term

OFFICE	CANDIDATE	PROPOSED	SECONDED
CHAIRMAN	R White	P Davies	G Street
VICE CHAIRMAN	P Davies	R East	P Cox
SECRETARY	P Cox	R East	S Pateman
TREASURER	S Haycox	R White	R East

COMMITTEE for a 1 year term

CANDIDATE	PROPOSED	SECONDED
J Belton	R White	P Cox
G Street	P Cox	S Haycox
C East	R White	S Haycox
S Pateman	R White	P Cox

Secretary's Note: The Secretary circulated the Certificate of Acknowledgment of Responsibility (Page 3 of the MS1 form) immediately after the meeting. It was duly signed by all of the above Officers and Committee members apart from C East who was not present.

16. CONFIRMATION OF DELEGATES TO COUNTY CONFERENCE

Delegate to attend County Conference at Burghfield Community Sports Association on Saturday 16 Jan 2016.

Delegate: Vice Chairman

The Vice Chairman will be in attendance as he a County Committee member.

17. DELEGATES TO NATIONAL CONFERENCE

Delegate to attend National Conference at Southport on Saturday 21 and Sunday 22 May 2016:

Delegate: No nominations.

18. BRANCH ADMINISTRATION AND JOINING FEES:

The Treasurer suggested that these should be kept the same as there are too many other changes going on at the moment. The President and Vice Chairman agreed.

Administration fee: £ 2.00

Joining fee: £ 2.00

Proposed: Vice Chairman

Seconded: J Belton

19. ANY OTHER BUSINESS:

The President said that matters raised at this point would not be considered again until the next AGM.

The Secretary said that he had not been notified of any items.

There being no further business the President thanked all for their attendance and declared the meeting closed at 20:58 hours.

A Branch meeting followed shortly after the meeting was closed.

Harwell Receipts and Payments Form 2015 - 2016

1. Bank and Cash Balances	2010 - 2011 (12 months)	2011 - 2012 (12 months)	2012 - 2013 (8 months)	2013/14	2014 - 2015 (12 months)	2015 - 2016 (12 months)	
a. Cash	£0	£0	£0	LOMAS	£0	£0	
b. Lloyds Bank Current Account	£202	£469	£752		£737	£352	
c. BFI Account	£1335	£1377	£1408		£1176	£1199	
2. Total cash held	£1538	£1846	£2161		£1913	£1551	
3. Total movements on accounts	£45	£309	£315		-£0.73	-£361	
4. Other assets held	£0	£0	£0		£0	£0	
5. Gross subs collected							
a. Receipts	£5189	£5342	£5119	LOMAS	£4745	£464	
b. Membership fees / Club subs	£4411	£4330	£4163		£3835	£221	
6. Branch Poppy Appeal events	£0	£0	£0		£0	£0	
7. Branch fundraising events	£0	£70	£0		£0	£0	
8. Branch entertainment	£135	£150	£0		£0	£0	
9. Monetary gifts and donations	£0	£0	£30		£20	£0	
10. Interest received	£30	£42	£31		£17	£24	
11. Benevolent expenditure	£0	£0	£0		£0	£0	
12. Branch ceremonial events	£0	£0	£0		£0	£0	
13. Branch Admin	£375	£292	£618		£763	£442	
14. Purchases – badges, wreaths etc.	£137	£119	£75		£0	£0	
15. Other income	£0	£0	£0		£0	£0	
16. Other payments							
a. Food for group meetings	£40	£40	£0		LOMAS	£0	£0
b. County Conf. lunches	£10	£10	£9	£10		£10	
c. RBL bowls Club competition	£18	£0	£0	£0		£0	
d. To Poppy Appeal	£47	£64	£0	£175		£175	
17. TOTAL							
a. Receipts	£5218	£5384	£5180	LOMAS	£4782	£487	
b. Payments	£5173	£5075	£4685		£4783	£849	
18. Net increase / decrease in funds	£45	£309	£315		-£0.73	-£361	

Green = Receipt Red = Payment

All figures rounded to the nearest pound

Branch Name Harwell	RECEIPTS AND PAYMENTS SUMMARY FOR YEAR ENDED 30 JUNE 2016	Branch Code BR 1805
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Membership Statistics: Current Year

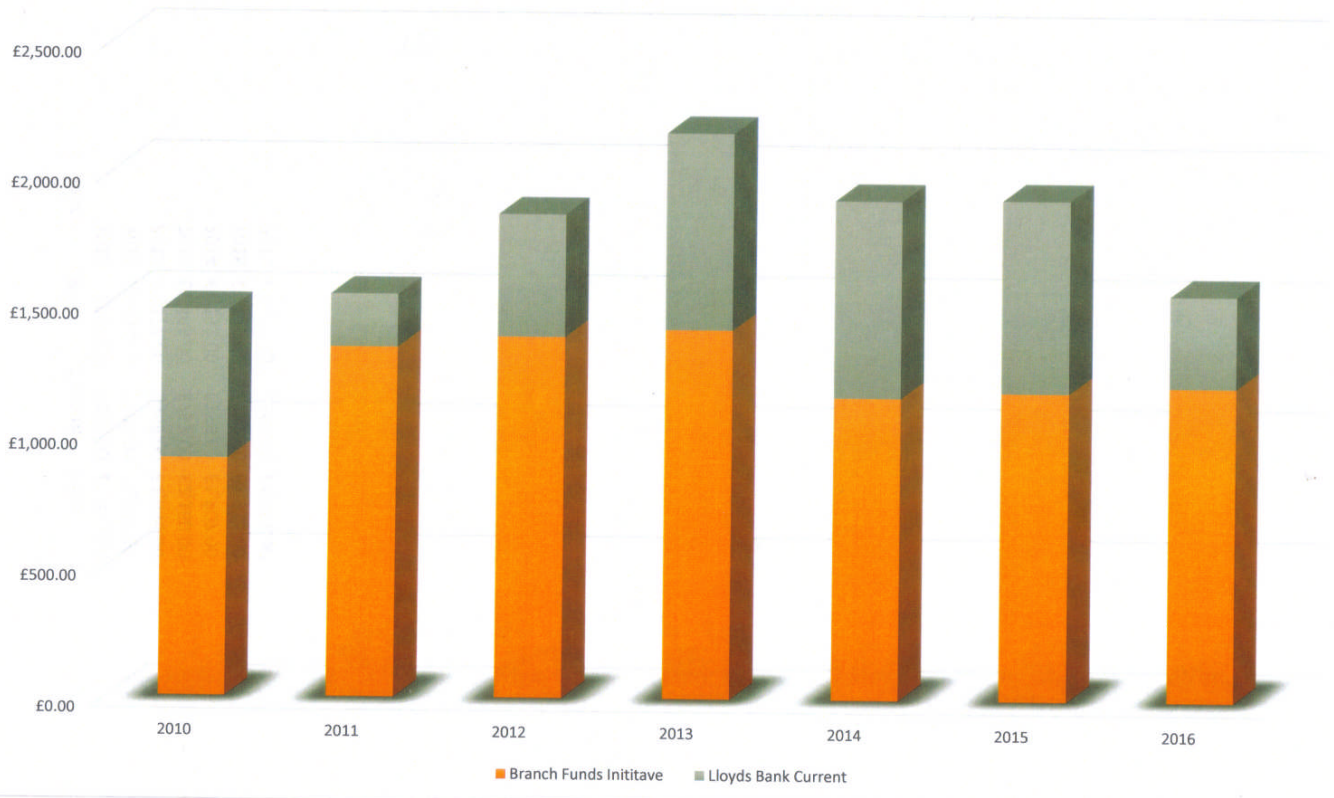
DD Payer No.	Branch Fee £ 2-00	Life No.	Member No.	Excused No. 0	Youth No. 0	Total Members 196
(A)	(B)	C	(D)	(E)	(F)	(G)
				Opening 1 Jul 2015	Closing 30 Jun 2016	
1 Bank and Cash Balances at				N:1	N:1	
Cash in Hand						
Accounts Held (give details of Account Number and Sort Code)						
Lloyds Bank 30 93 93 00488679				737.43	352.02	
.....				/	/	
.....				/	/	
BFI				1175.85	1199.43	
2 Total Cash Held				1913.28	1551.45	
3 Total increase/(decrease) in cash					-361.83	
4 Other Assets						
Trust Funds held by Head Office*						
Stock				/	/	
Assets				/	/	

*Please leave blank to be completed at Head Office

Please enter income in the 'Receipts' column and expenditure in the 'Payments' column

	Receipts	Payments
	£	£
5 Gross Subscriptions Collected in Cash	46.00	
Less: Subscriptions forwarded to Novacraft		221.70
Branch Subscriptions Received	418.00	
6 Poppy Appeal Events	0	0
Events Receipts / Expenses	0	0
7 Fundraising Events Receipts / Expenses	0	
8a Monetary Gifts & Donations	0	
8b Legacies Received	0	
9 Interest Received/Paid (incl BFI)	23.58	0
Income from Investments (Dividends)	0	
10 Welfare Income / Expenditure	0	0
11 Branch Ceremonial Events		0
12a Management & Administration Costs		452.71
12b Audit Costs		0
13 Purchases		0
Badges & Wreaths	0	0
Furniture and Equipment	0	0
14 Other Income		
Specify	0	
.....	0	
.....	0	
.....	0	
15 Other Payments		
To RBL County Welfare	0	0
To RBL Care Homes		0
To Poppy Appeal		173.00
Other		0
*Please refer to page 3		0
16 Total Receipts / Payments	487.58	849.41
17 Net Increase / decrease in Funds for the Year		-361.83

Royal British Legion Harwell Branch Accounts



Year	BFI	Current	Total
2010	£905.00	£568.00	£1,473.00
2011	£1,335.00	£202.00	£1,537.00
2012	£1,377.00	£469.00	£1,846.00
2013	£1,408.00	£752.00	£2,160.00
2014	£1,152.00	£755.00	£1,907.00
2015	£1,175.00	£737.00	£1,912.00
2016	£1,199.00	£352.00	£1,551.00