



**Monthly Branch Meeting  
Held on 28<sup>th</sup> February 2017  
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, Poppy Appeal Organiser and Welfare Representative  
Mrs S. E. Pateman - Membership Secretary

**COMMITTEE:** J Belton

**MEMBERS:** None

**1. EXHORTATION AND KOHIMA EPITAPH**

The Chairman opened the meeting by welcoming all present. This was followed by the exhortation and silent tribute; he ended with the Kohima Epitaph.

**2. APOLOGIES:** C. S. East, S. T. Haycox, B. Mulford and G Street.

**3. MINUTES OF JANUARY 2017 MEETING**

All present had seen the minutes before the meeting. There were the following corrections:

Item 12.3: Donation from RAL was £39.35 not £39.55 and the total should be £3846.81 not £3847.01.

On acceptance as a true record the minutes were duly signed by the Chairman

**4. MATTERS ARISING**

**January 2017 Minutes Item 5.2: Vale of the White Horse District Council Grant**

The Secretary said that Robert Girling has stated in an "After Note" to this item that he no longer needs to use the Branch's current account and he thanked the Committee for considering the request.

The Chairman said that all other Matters Arising would come up under the following reports.

## **5. D DAY SERVICE 2017, HARWELL FAMILY FUN DAY AND CHILTON FESTIVAL**

The Ceremonial Officer reported on arrangements:

### **5.1 Parading Groups**

The Ceremonial Officer has written to Air Officer Commanding 38 Group Air Vice Marshal Sue Grey. Other invitations including the Didcot and Wantage ATC and Chilton Scouts will be written in the next few weeks.

The Ceremonial Officer, Robert Girling and Didcot Squadron Air Training Corps are due to meet in a couple of weeks.

### **5.2 Possible Flypast**

Robert Girling has contacted RAF Benson who said that their participation will depend on their other commitments.

### **5.3 Publicity**

The Ceremonial Officer will ask the County Membership Support Officer to put the ceremony in the County Circular and diary. He will also write an article for the April / May Harwell News.

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

### **6.1 Timetable**

The final version 3 has been distributed.

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

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

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

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

The Secretary has disposed of the items listed in the January minutes but has not yet disposed of the membership lists. He will compose a new contents list once complete.

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

In hand.

### **8.3 Awards**

In hand.

### **8.4 Branch Web Page**

The Harwellian Club have launched their new website ([harwellian.club](http://harwellian.club)). To avoid duplication David Marsh has removed the Club information and calendar from the website [harwellrbl.co.uk](http://harwellrbl.co.uk) which the Branch now has exclusively. There is a link to the new Club website on the top of all pages and on the introduction page.

The Secretary has composed the update to the membership page that Club membership does not require Branch membership and Branch membership does not confer any rights to use

the Club (as described at the last meeting). The Chairman said that the Club had sent a newsletter including this information.

The Club name has been changed on the introduction page. Other web page updates are in items 8.6 and 12.3. David Marsh has added these and the other updates to the web site.

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

The Secretary thanked the Ceremonial Officer Treasurer, Membership Secretary and Robert Girling for checking their reports. He distributed the January 2017 Minutes and February 2017 County Circular to Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site.

Minutes and County Circular approximately 104 sheets: £4.18

Other printing approximately 64 sheets: £2.36 (including the final Remembrance Sunday timetable).

The black cartridge has run out (started in November). The Secretary will get it refilled.

### **8.6 2016 AGM FOLLOW UP**

**Minutes:** In hand.

**Committee:** The Secretary has sent the MS1 form to County, produced a new Committee list for the Branch notice board and composed updates for the Committee and Meetings pages of the web site.

### **8.7 Welfare**

No enquires this month.

### **8.8 Soldiers of Oxfordshire (SOFO) Enquiry to Member**

No news.

### **8.9 Letter of Thanks to Club for Free Room Hire**

The Secretary has written this, the Chairman has approved it and it will be sent shortly.

### **8.10 Room Bookings**

The Secretary emailed the Club Secretary to book the room and update the Club on line diary for the next two months. The Club bookings diary held behind the bar may also need updating.

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

**CURRENT PAID UP MEMBERSHIP: stands at 123**

### **9.1 Renewals**

Three more members have renewed, including some that renewed some time ago.

The County MSO said that the two life members do not show up on the MAP portal as they do not pay fees.

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

The Secretary gave the following report on behalf of the Treasurer:

The Treasurer reported that accounts stood as follows as of 27<sup>th</sup> February 2017:

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 106.01</b>
<b>B.F.I. Account</b>	<b><u>£1217.46</u></b>
<b>Total:</b>	<b><u>£1323.47</u></b>

#### **10.1 Current Account Balance**

There is still no income, but as we are in credit the Treasurer has seen no need to transfer to the current account from our BFI savings. He has the signed forms ready if things change.

#### **10.2 Expense Claims**

Should anyone have any expenses tonight, the Secretary can pass the details to the Treasurer who will bring the cheques over in the coming days.

## **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 February 2016 County Circular (printed and distributed)**

Attached documents:

- Branch Chairman’s Briefing reply slip
- Armed Forces Covenant in Numbers fact sheet (printed)
- Branch Community Support booklet – covers Legion awareness events, telephone buddies, home and hospital visitors, bereavement support and local touch points
- Key Commemorative Dates 2017
- County Plan 2017-19
- Garsington Opera poster (same as supplied by Ceremonial Officer, on notice board)

The Chairman said that he was unable to attend the briefing and someone else could attend instead but there were no volunteers.

#### **11.2 Membership Application Portal (MAP) News**

- Branch Community Support registration and User Guide are both available via MAP.
- Membership listings not updated over 18-19 Feb 2017.

#### **11.3 MS1 and MS1B Forms Reminder**

#### **11.4 Private Site Fundraising Locations Weekly Updates**

List of locations (e.g. supermarkets) used by professional fundraisers under contract to the Legion who ask for Direct Debit donations. Locations include Berkshire, Oxfordshire and Wiltshire.

#### **11.5 Royal Charter Changes to Governing Regulations**

Covering change in name from “Branch Welfare” to “Branch Community Support”

## **11.6 Membership Newsletter February 2017 (Printed)**

Including:

- Legion 5 year strategy
- October membership renewals and lapsing process
- Membership documents (e.g. Management Handbook) are no longer password protected on the Legion national website
- National Conference deadlines
- Updates to Office 365 (online software)
- Board of Trustees nominations
- Membership Council Elections

## **11.7 Enquiry Regarding Events or Services for Anzac Day 25<sup>th</sup> April 2017**

Enquiry if any events have been organised: No one present was aware of any events. The Ceremonial Officer has forwarded this as appropriate.

## **11.8 Every Man Remembered Update Mailing**

This requests more support from those who donated to the original campaign (to commemorate a soldier from 1916) to commemorate a fallen soldier from 1917.

## **11.9 Team Brit Update (Motor racing for injured ex service people)**

The Secretary has stopped circulating these items.

## **11.10 Marketing Emails on Branch Website**

72 items since the January meeting.

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

### **12.1 Count Thank You Letters**

The Poppy Appeal Organiser (PAO) has written two letters of thanks: to the Club for the free use of the Poppy room and to the Abingdon Branch PAO for use of their coin sorter. They have been approved by the Chairman and will be sent shortly.

### **12.2 Remaining Poppy Stock**

The County Fundraiser Sam Hickton contacted the PAO to check that the Poppies and collecting boxes had been picked up and the cash donations had been paid in. She will take the remaining merchandise, trays and wreaths to County HQ shortly.

### **12.3 Wreath Donations and Receipts**

The County Fundraiser also said that she had paid in the donation cheques but had allocated them to the Harwell account not the County account so there is an extra £295 to add to last month's total.

The PAO has written and sent the receipts to the eight organisations involved and written an update to the Poppy Appeal web page to reflect this change.

### **12.4 PAO Authorisations**

Documents awaited.

**The total from 1 Oct 2016 to date is £4141.81** (subject to confirmation).

The PAO thanked all who have helped.

### **12.5 Uncollected Box**

The Chairman said that his grandson's company had received the box whilst the company had been based in Abingdon before it moved to Milton Park so the collection box may have been provided by Abingdon Branch. The Secretary gave the Chairman the contact details for the Abingdon PAO immediately after the meeting.

## **13. STANDARD BEARER REPORT**

### **13.1 Parades**

The Ceremonial Officer reported that the Standard had not been paraded since the last meeting.

### **13.2 Standard Bearer Fitness Forms MS1B**

The Ceremonial Officer said that this is after all an annual requirement for insurance and a reminder has now been circulated. He will complete the form and send it to County.

The Secretary said that he believed the Standard Bearer had sent his in to the County Ceremonial Officer already.

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

### **14.1 County Sponsored Poppy Walk 7<sup>th</sup> May 2017**

The Ceremonial Officer reported that in his role as County Youth Officer he and the County Poppy Appeal Organiser David Drew had corresponded with the Club and had obtained the usual access to the Club. He is formally informing the Branch that a large County event is going on at the Club. They have not yet asked for assistance but volunteers are likely to be required both at the Club and on the course.

The Secretary said that he had received an enquiry about this which he had forwarded to the County Fundraiser.

## **15. DATE OF NEXT MEETING: 28<sup>th</sup> February 2017**

There being no further business the Chairman closed the meeting at 20:25 hours.