



**Monthly Branch Meeting
Held on 25th April 2017
In the Branch Headquarters at Westfield
At 20.00 Hours.**

ATTENDANCE:

R.J. White - Chairman
P. A. Cox - Secretary, Harwell Poppy Appeal Organiser and Welfare Representative
Mrs S. E. Pateman - Membership Secretary
S. T. Haycox - Treasurer

COMMITTEE: G Street, 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: P. Davies, C. S. East, R.C. East, B. Mulford.

3. MINUTES OF MARCH 2017 MEETING

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

4. MATTERS ARISING:

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

5. D DAY SERVICE 2017, CHILTON VILLAGE AND HARWELL FAMILY FUN DAY

5.1 Parading Groups

Veterans and Youth Groups

The Ceremonial Officer has written to the organisations as listed at last month's meeting and will shortly make enquiries regarding a public address system.

The Parachute Regiment Association has accepted their invitation. Chilton School have replied that there is a clash with half term but will attend.

Civic Dignitaries

The Secretary has written to the Civic Dignitaries as listed at last month's meeting. The Harwell Parish Council Chairman is unable to attend but hopefully another Councillor will represent the Council

Harwell Campus Organisations

The Secretary has drafted invitations to the organisations listed at last month's meeting which will be sent shortly.

5.2 Participants

No further news on First Aider (arranged last month) or refreshments (in hand with Bob Girling).

The Secretary has written to the Bugler, Bag Piper and photographer (the Treasurer). The bugler has replied that he will attend.

The Treasurer said that he will attend and thanked those present for asking him.

5.3 Possible Flypast

No news. John Belton said that aircraft from the Battle of Britain Memorial Flight are due to make a flypast at the Didcot Railway Centre.

5.4 Publicity

The Secretary has sent the Ceremonial Officer's article to the Chilton Chronicle and Ridgeway Broadsheet and added it to the Branch web site

The Ceremonial Officer will post details on the Facebook pages for Harwell Branch Parades, Chilton Village and Harwell Village.

The Secretary will put posters up in local shops and the Club in May.

5.5 Meeting With Rector

The Ceremonial Officer will arrange this shortly.

5.6 Service Details

John Belton asked if the Kohima Epitaph could be read out as well as the Exhortation during the service. The Chairman had read the Exhortation last year and all present agreed that he had done this very well. The Chairman said that he could do this again if required.

5.7 Timetable

Timetable version 2 is being drafted and will be distributed during May.

6. DATE OF D DAY SERVICE 2018

The Secretary read out the following proposal from the Ceremonial Officer on behalf of Bob Girling of the Fun Day Committee:

Bob Girling is forward thinking and, in the hope the Family Fun Day goes well this year, is looking to have a 2018 date firmed up to offer the traders a date for next year to keep the ball rolling.

In the last couple of years we have defaulted to the first Saturday in June, that being the closest to the 6th. However in 2018 the Saturdays are the 2nd and 9th, making the second

weekend 9th June the weekend closest and thus the date of choice. Is the Committee happy we aim for 9th June for 2018?

John Belton said that other organizations would also be using this date.
Agreed by the Committee.

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

Disposal of the old membership lists and a new contents list is in hand.

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

The Secretary has talked to Kath Luker of the Harwell History Group and this is still in hand.

8.3 Awards

In hand.

8.4 Branch Web Page

See D Day report.

8.5 Distribution of Branch Minutes and AGM Minutes.

The Secretary thanked all who checked their reports. He distributed the March 2017 Minutes and April 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 83 sheets: £3.31

Other printing approximately 35 sheets: £ 1.40

The Secretary has had the black cartridge refilled for £10. He is donating this to cover the printing he does for other organisations.

The manager of the shop checked the colour cartridge and refilled it. He could find no faults with it. The completed loyalty card paid for the refill. The colours are still wrong so there may be a problem with the printer.

8.6 2016 AGM Minutes

In hand.

8.7 Welfare

No enquires this month. Quarterly report sent to County: 0 visits and 0 volunteers.

The County MSO advises that the Branch should now register on the MAP for Community Support as the Bereavement Support category includes providing the Standard at funerals.

8.8 Soldiers of Oxfordshire (SOFO) Enquiry to Member

No news.

8.9 Spoof Emails With Fake Invoices

Emails have been received by various people purporting to be from Legion Officers including the Secretary, the County Membership Support Officer and others. The name on the email is correct but the actual email address is different, known as “Spoofing”. The emails may mention an invoice and contain a link to a website.

The Treasurer and Secretary have been in contact with County as one was purporting to be from the Secretary’s MAP email address, amongst other actions they advised to delete the emails.

9. MEMBERSHIP SECRETARY’S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 121.

No change since the last meeting.

10. TREASURER’S REPORT:

The Treasurer reported that accounts stood as follows as of the 7th April 2017:

HARWELL BRANCH

Current Account:	£ 310.01
B.F.I. Account	<u>£ 1223.42</u>
<u>Total:</u>	<u>£ 1533.43</u>

10.1 Membership Fees Income

The rest of the membership fees have not yet been received. A lot of Branches are in the same situation.

10.2 BFI Interest

Interest of £5.96 has been paid into the BFI account.

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 April 2016 County Circular (printed and distributed)

Attached documents:

- Veterans Gateway Update March 2017
- National Chairman’s Letter NI Parades (same as received and printed last month)
- Feedback from Consultation and Survey (printed)
- Invitation to Berkshire Welfare Conference 8th June.

The Secretary said that he would like to attend this event.

No Objections.

11.2 Cumnor 5K Road Race 17 June 2017 Poster (printed)

11.3 Statement: RBL Fined for Contravention of Aspects of the Data Protection Act (printed)

11.4 Result of Election to Board of Trustees

11.5 April 2017 Membership Newsletter

Includes:

- Veterans Gateway website went live on 3rd April
- Membership renewal update - 22,000 lapsed this year
- Membership bulk payments instructions
- Membership documents made public including Legion Handbook.
- Legacies
- Annual Conference
- MAP Portal improvements

11.6 Private Site Fundraising Locations - Weekly Updates

- Same as last month, the schedule includes outside B & M and Boots in Didcot.

11.7 Centenary of Women's Army Auxiliary Corps 7th July 2017

- Drumhead Ceremony and reception at the National Memorial Arboretum. Open to all women who have served the Crown on operation or in uniform. Ticket details.

11.8 Cease Contact to MPs Regarding Count Them In Campaign

This is because a General Election has been called and the Legion must be impartial.

11.9 National Conference Special Circular and Documents

11.10 Move of Honours Board from Main Room to Poppy Room (see AOB)

11.11 Team Brit Update (Motor Racing for injured ex service people)

11.12 Marketing Emails to the Branch Website Email Address

- 142 items since the March 2017 meeting.

The Secretary has been opening, filing and logging details of all emails received in the spam folder of this email address. He would now like to delete unopened all emails in the spam folder on receipt and all those currently filed.

No Objections.

12. POPPY APPEAL ORGANISER REPORT:

12.1 Authorisation and Induction Course

The County Fundraiser has sent the Poppy Appeal Organiser (PAO) authorisation form and documents including the PAO handbook, data protection information and instructions for the ordering system to the Harwell PAO and Chilton PAO (Hazel King).

Both PAOs will be attending an Induction Course on 3rd May and will hand in the forms.

12.2 Poppy Walk

The Ceremonial Officer will be walking the Poppy Walk again this year and if anyone would like to sponsor him, he will be most grateful. Please give names to the Secretary.

12.3 D Day Service Wreaths

Either the Chilton PAO or Harwell PAO will order these shortly.

The School has requested wooden crosses (as well as the Altar Poppies they already have) so the Harwell PAO will look into including these in the bulk order.

12.4 Suggested Donations for Wreaths

During the past year we have been advised two different suggested donations for wreaths (£20 at D Day and £25 at Remembrance) and there are lower figures on the Legion web site (£17 plain and £18.50 with a badge).

To clarify this, the Harwell PAO asked the County Fundraiser what the correct amount is. There have been further enquiries and advice from the Ceremonial Officer, Chilton PAO, County Membership Support Officer and area contact at Aylesford. There is an even lower figure of £16 for plain wreaths on the Poppy Appeal ordering web site. Donations in the past have ranged from £20 to £30.

As a result the invitations are being sent without a suggested donation. There was some discussion and the Harwell PAO will ask at the induction course.

12.5 Harwell Feast

The Harwell PAO has emailed the Rider's Branch that the Branch is not doing a stand.

12.6 Total

No donations since the last meeting so the total from 1st October 2016 stays at **£4,141.81** (subject to confirmation). The Harwell PAO will ask for a statement from the Poppy Appeal.

13. STANDARD BEARER REPORT

No report.

14. ANY OTHER BUSINESS:

14.1 Proposed Move of Legion Branch and Club Honours Board

The Secretary said that the Harwellian Club Secretary has written to ask about this:

The Club Management Committee (CMC) is proposing to put all sporting related notice and Honours boards together in the main bar and move the Branch and Club Honours board (which is currently in the main bar) to the Poppy Room.

The CMC has no thoughts of removing the board from the Club as it is a historic item, but thinks that the Poppy Room is more appropriate as it is where the Branch meetings are held and it could probably be better viewed and appreciated.

Discussion ensued and it was stated that the Poppy Room would be a more relevant and appropriate place for the board.

Agreed by the Committee.

14.2 Registration of War Memorials

John Belton said that there was a suggestion to register all War Memorials in Oxfordshire. This prevents memorials such as the Harwell War Memorial from being moved by the council.

The Chairman said that we should check the details of this.

15. DATE OF NEXT MEETING: 30th May 2017

There being no further business the Chairman closed the meeting at 20:42 hours.