

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 30th May 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, 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: C. S. East, B. Mulford

3. MINUTES OF APRIL 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 all matters arising would come up under the following reports.

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

The Ceremonial Officer and Secretary reported on preparations:

5.1 Family Fun Day Legion Stand

The Ceremonial Officer reported that the County Chair, Angela Logue has reserved one of the County gazebos and Poppy merchandise. She will bring these to site for 10am to set up ready for a Health and Safety inspection by site organisers between 11:30am and public admission at noon. Bridie Spinks, the Secretary, and Chilton Poppy Appeal Organiser Hazel

King will be helping on the stand during the afternoon and the Legion Riders Branch will be in attendance.

Bob Girling has contacted the Civil Nuclear Constabulary security team following the Manchester events and will be meeting prior to the event and will offer a brief if required.

5.2 Meeting With Rev. Pam Rolls Associate Minister and Service Details

The President, Ceremonial Officer and Secretary met with Rev. Pam Rolls on May 25th to talk through the Parade and Service, all arrangements were satisfactory.

The inclusion of the Kohima Epitaph after the wreaths were laid was also discussed and agreed. It will be read by the Chairman as well as the Exhortation.

An Air Training Corps Cadet will do the bible reading. The Ceremonial Officer has contacted 2410 Didcot Squadron ATC to request a volunteer.

5.3 Participants

Public Address System from Chilton Village Hall

The Ceremonial Officer has contacted Brian Morris and Adrian Maughan of Chilton Village Hall who provided this in previous years. The system is available and Brian Morris and Frank Dumbleton will be at the Stone at 17:10 to set up.

Photographers

The Ceremonial Officer said that Brian Morris indicated that Frank Dumbleton will be taking photographs at the Service (as well as the Treasurer).

Refreshments

The Ceremonial Officer reported that Bob Girling has contacted the Chilton WI - they do not have anyone available. This means that there are no refreshments this year. This is not unexpected and this year's invitations and requests for help did not mention refreshments after the service.

First Aid

Cover to be provided by the First Aiders from the Fun Day.

Bugler and Bag Piper

Both have confirmed they will attend.

5.4 Final Instructions Document

The Ceremonial Officer has composed and distributed this today to all participants and parading groups, including a list of who the PAO is providing wreaths for and who has donated so far.

5.5 Parading Groups

Veterans and Youth Groups

The Ceremonial Officer has written to the organisations as listed last month, the Glider Pilot Regiment Society, Parachute Regiment Association and Didcot ATC are confirmed attending. Other replies received include:

38 Group RAF

The Ceremonial Officer reported that he and Bob Girling had got in touch with 38 Group. The representative that attended last year is busy but they have put this in the 2018 calendar. So there is no RAF presence this year.

Chilton Scouts

Have confirmed their attendance and requested a wreath.

Chilton School

There is a clash with half term but they will attend.

Civic Dignitaries and Local Councils

The Secretary has written to the Civic Dignitaries as listed last month and all the councils will be represented though a couple of representatives are to be confirmed.

David Marsh has stepped down as Harwell Parish Council Chairman and the Secretary has sent him a brief email thanking him for his support to the Branch in that role. Mike Badcock has also stepped down as Vale DC Chairman after a number of years. The Secretary suggested that he also writes to thank Councillor Badcock.

Agreed by the Committee.

Harwell Campus Organisations

The Secretary has sent invitations to the usual organisations: Diamond, Harwell Campus Management, Medical Research Council, Public Health England and STFC Rutherford Appleton Laboratories - all are sending a representative. The Civil Nuclear Constabulary (CNC) made an enquiry and will also send a representative.

5.6 Publicity

The Secretary reported that details are in Church Broadsheet and April / May Harwell News. They are due to be in the next Chilton Chronicle.

The Ceremonial Officer will post on the Harwell and Chilton village and Harwell RBL Branch Facebook pages.

The Secretary has put a poster up in the Club and delivered one to Bob's Butchers and Harwell News. He will deliver one to Wyevale Chilton tomorrow.

5.7 Service Sheets

The Secretary said that changes are required to the service sheets - addition of the Kohima Epitaph and removal of the "refreshments at the Harwell Club" notice. However we have not found a copy we can edit; and we have about 100 from previous years. He could delete the refreshments details by hand. The Ceremonial Officer said that Rev. Rolls will announce that there are no refreshments this year.

The Secretary said that we are likely to need more service sheets. The Ceremonial Officer said that he will include this when discussing the event with Duncan Rogers of Harwell Campus Management.

5.8 Union Flag and Flagpole Outside Club

The Secretary asked if the flag should be put up as in previous years. The Ceremonial Officer said that no one from the parade is due to return to the Club this year and the Treasurer said that the Union Flag used to be flown at the Harwell Campus main gate.

The Ceremonial Officer therefore suggested that this should be left in abeyance.

No Objections.

5.9 Timetable

The Secretary said that version 2 of the timetable is being drafted and will be distributed shortly.

5.10 Date of D Day Service 2018

The Secretary emailed the Ceremonial Officer that 9th June was acceptable following the agreement at the last Branch meeting. The Ceremonial Officer has passed this to Bob Girling who will advertise the date as appropriate.

The Chairman congratulated the Ceremonial Officer and Secretary on their efforts and said that all is in hand.

6. ENROLLMENT OF NEW MEMBERS

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

7. SECRETARY'S REPORT:

7.1 Archive Boxes in club

Disposal of the Membership lists and new contents list is in hand. It is important to dispose of these due to data protection requirements that we do not hold personal information such as names and addresses for longer than required.

The Secretary suggested that he disposed of the old Royal Charter Extract forms and also old Club stickers which were for Legion Club membership which no longer applies.

Agreed by the Committee.

He also suggested that he dispose of correspondence to the Chairman over 1 year old covering initiatives such as Pathway to Growth, Branch funds, changes to the National Board of trustees etc. The Chairman said that there would be copies so this was acceptable.

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

In hand.

7.3 Awards (See also Treasurer's Report and AOB)

The Secretary described the arrangements made to present the award.

7.4 Branch Web Page

See Poppy Appeal Organiser report.

7.5 Distribution of Branch Minutes and AGM Minutes.

The Secretary distributed the April 2017 Minutes and May and June 2017 County Circulars to Committee Members and put copies in the Club folder. David Marsh will put the minutes on the web site

Minutes and two County Circulars: approximately 84 sheets: £3.34

Other printing: approximately 38 sheets: £ 1.53

The black cartridge is empty. It has lasted since February. The Secretary has started using the latest refill. No enquiries yet on colour cartridge.

7.6 2016 AGM MINUTES

In hand.

7.7 Welfare

One enquiry this month – it was already being given attention by the Legion, and is now resolved.

Registration on the MAP Community Support (for Standard at funerals) is in hand

The County Welfare Conference was postponed due to the clash of dates with General Election. The Secretary will attend representing the Branch and one more person can also attend.

7.8 Soldiers of Oxfordshire (SOFO) Enquiry to Member

No news.

7.9 Spoof Emails

A couple more people have received these emails which purport to come from Branch or County Officers but do not. They may say that they have invoices attached or links to websites etc. Advice is to delete these emails unopened.

7.10 Move of Branch / Club Officer's Board

The Secretary emailed Club Secretary that the Branch agreed to the move. The Club Committee moved the board shortly afterwards.

7.11 Union Flag Outside Club for Harwell Feast Day

The Secretary emailed Club to ask if they wanted the flag up. However the flagpole would have blocked a vehicle access point.

8. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 121 – same as last month.

9. TREASURER'S REPORT:

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

HARWELL BRANCH

Current Account:	£ 310.01
B.F.I. Account	<u>£ 995.42</u>
Total:	<u>£ 1305.43</u>

9.1 Expenditure and Income

The total has dropped due the payment of £228 to the Legion for the award (See AOB). The rest of the membership subscription payments are still awaited so we have had no income since the last meeting. Any member having an expenses claim should talk to the Treasurer.

9.2 Branch Membership Subscription

The Treasurer has received the form to confirm the membership and joining fees for 2017-18.

PROPOSAL: That the Branch Membership subscription and joining fees stay at £2.

PROPOSED: Treasurer SECONDED: Ceremonial Officer

CARRIED UNANIMOUSLY

10. CORRESPONDENCE:

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

10.1 May 2017 County Circular (printed and distributed)

Attached documents:

- Albert Hall Ticket and Standard Bearer Forms.
- County Welfare Conference (same as received in April).
- April 2017 Membership Newsletter (same as received in April).
- Cumnor 5 km run poster (same as received in April)
- Newmarket Race day August 2017 - discounts for members.
- Sporting Force Arsenal Open Day 15th June.

10.2 June 2017 County Circular (printed and distributed)

- Cenotaph application form.
- Albert Hall Tickets and Standard Bearer forms (same as received with May Circular)
- Consolidated Payments Form
- Travel to Belfast Conference 2018

10.3 National Conference 2017 Final Agenda (paper copy by post).

10.4 Private Site Fundraising Locations Weekly Updates

- Similar to previous updates, their locations include outside Tesco Wantage and Tesco and Dunelm Mill Oxford.

10.5 Membership Application Portal Announcements

- Various announcements including meeting at National Conference

10.6 Legacies Policy Reminder – these must go through headquarters.

10.7 Campaigning Guidance for the General Election and Legion’s Manifesto

- All campaigning to candidates must be in a personal capacity; inform headquarters etc.

10.8 Change in Date for Welfare Course to 22nd June 2017

10.9 Branch Membership Subscription Form

10.10 Great Pilgrimage 90

- An appeal for all Branches to send a Standard Bearer and one person to the commemoration of Gallipoli on 8th August 2018 at the Menin Gate, also in the June 2017 County Circular. Cost is £1,000 for the weekend. It was stated that this would strain the Branch finances.

10.11 Appointments to the Executive Board - 3 new board members

10.12 Passchendaele 100

- Letters will be sent to previous supporters during June seeking a donation. It includes a cardboard Poppy for a message to be written on to be displayed at the Zonnebeke Memorial Museum at Tyne Cot Cemetery.

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

10.14 Marketing Emails to the Branch Website Email Address

134 items since the April 2017 meeting.

11. POPPY APPEAL ORGANISER REPORT:

11.1 Induction Course and Authorisation

The Harwell and Chilton PAOs attended this course on 3rd May with four others. It was run by the County Fundraiser Gaynor Dingley with the Kent County Fundraiser. They ran through the usual year's schedule with time for questions and answers.

The Harwell PAO has received his ID card and badge and he can now order Poppy Appeal merchandise.

11.2 Poppy Walk

The Harwell PAO and Ceremonial Office put up the flagpole and Union Flag.

It was a good day, there was no band but there was a BBQ and a small Poppy Appeal merchandise table. The County Fundraiser took photographs and posted them on the County Facebook page. This will be added to the Poppy Appeal page of the Branch web site.

11.3 D Day Service Wreaths

The Harwell PAO has ordered and received the wreaths for these organisations and some spares:

Wreaths with Badge: Vale District Council, Didcot ATC, Chilton Scouts, Didcot Rotary Club and Harwell Branch.

Plain Wreaths: Didcot Town Council, Didcot Twinning, Harwell and Chilton Parish Councils, Harwellian Club, Civil Nuclear Constabulary, Harwell Campus Management, Magnox, MRC, Public Health England and Diamond Light Source.

Plain Wreath with Ribbon: STFC Rutherford Appleton Laboratory.

Wooden Crosses for Chilton School

These were requested by the head teacher. The Harwell PAO replied that he would check the suggested donation (later found to be £1.50 each) but the School immediately replied that they have no budget and they would use the Alter Poppies they already have. The Poppy Appeal Area contact said that they usually want the manufacturing costs covered, but we can supply free of charge if we decide this is appropriate.

The Ceremonial Officer said that as it is so close to the date we should let the school stick with the Altar Poppies.

No Objections.

Suggested Donations for Wreaths

Following many enquiries, the suggested donations are: £18.50 for a wreath with a badge and £17.00 for plain wreaths.

Custom Wreath Badges

The Ceremonial Officer said that Wendy Clarke had arranged this in the past – you send an image to Poppy HQ at Aylesford who can produce a wreath badge of that image, e.g. for the Chilton Festival in 2015. The Harwell PAO said that he had looked into this but there was no time this year. The Ceremonial Officer agreed and said it was a possibility for next year.

Bucket Collection

The Chilton and Harwell PAOs will collect and distribute service sheets.

11.4 Total

No donations since the last meeting.

The total from 1 Oct 2016 to date is £4141.81 (subject to confirmation, statement due in June).

12. STANDARD BEARER REPORT

The President said that the Standard had not been paraded since the last meeting.

13. ANY OTHER BUSINESS:

13.1 Gold Badge Award for the Vice President Brian Mulford

The President reported that he had visited the Vice President at home together with the County President David Drew, the Branch Chairman and Secretary. The County President presented the award. It was a complete surprise to the Vice President and he said that he did not know what he had done for it. The Chairman said that the Vice President was very grateful and the President said he was pleased to see us and with what we had done.

13.2 Registration of War Memorials

John Belton raised this matter, covered in an article from the Didcot Herald of 22nd March 2017. The idea is to make War Memorials listed (similar to listed buildings) so they cannot be moved. Discussion ensued:

- The President said that it was suggested many years ago that the Harwell War memorial was moved to the Churchyard due to traffic issues. Steve Prior who was Chairman at the time said that this was completely unacceptable and the President agreed with him.
- The President said that any move would be up to the Parish Council. The people of the village would not allow it.
- John Belton said that some Memorials have been moved in Oxford.
- Geoff Street said that he could not see any point in moving the Harwell Memorial.
- The Chairman said that it is unlikely it will move.
- There was doubt regarding the process required to list the memorial.

13.3 Removal of 2016 Remembrance Wreaths from War Memorial

The President said that the time had come to remove these from the War Memorial. The Secretary said that he would do this.

14. DATE OF NEXT MEETING: 27th June 2017

There being no further business the Chairman closed the meeting at 20:45 hours.