

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 25th July 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
S. T. Haycox - Treasurer

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, B. Mulford, G Street, Mrs S. E. Pateman.

3. MINUTES OF JUNE 2017 MEETING

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

Item 7.4 "Other printing: approximately 51 Sheets: £ 1.76" changed to "... £ 2.04"
Item 12.3 changed to "He now lives in Yorkshire so evidence the page is now getting national coverage".

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

4. MATTERS ARISING:

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

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

The Secretary reported:

5.1 Thank you Letters

All sent by the Ceremonial Officer and Secretary.

The thank you letter to Mike Badcock, the previous Vale District Council Chairman is in hand pending approval by the Chairman. The Chairman said that if it was similar to the others it could be sent.

5.2 Publicity and Photographs

The Secretary has submitted the Ceremonial Officer's report for publication in the County Circular, Harwell News, Chilton Chronicle and Church Broadsheet and it has been published on the Branch web site.

The report has been published in the County Circular and Chilton Chronicle so far.

5.3 Timetable

Timetable version 3 has been drafted and will be circulated shortly.

6. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES

6.1 Road Closures

The Ceremonial Officer said that the Secretary had reminded him that the road closure applications should go in next month, so he was formally proposing that the road closures should be submitted.

Agreed by the Committee.

6.2 Armistice Day Service

The President said that the 11th falls this year on the Saturday before Remembrance Sunday. He asked if the Committee was happy to have services on consecutive days. The Chairman replied that we should meet as usual but as it is not a weekday so we may not get as many people attending.

No Objections to Two Services.

7. ENROLLMENT OF NEW MEMBERS

The Secretary said that the Membership Secretary had not informed him of any new members this month on the MAP system and there were no applications.

8. SECRETARY'S REPORT:

8.1 Archive Boxes in club

Disposal and new list is in hand.

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

In hand.

8.3 Branch Web Page

See D Day and Poppy Appeal Organiser reports.

8.4 Awards

The Secretary has have composed an article covering Brian Mulford's Gold Badge and the three Branch awards last year and sent it to the Harwell News.

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 prior to distribution. The Secretary distributed the June 2017 Minutes and July / August County Circular to Committee Members and put copies in the Club folder. He apologised for the late distribution. David Marsh will put the minutes on the web site.

8.6 Printing

Minutes and County Circular approximately 56 sheets: £ 2.24.

Other printing approximately 39 sheets: £ 1.56.

Replacement of the faulty colour cartridge is in hand. Another black cartridge has been finished so the spare is in use and the Secretary will get the empty one refilled.

8.7 2016 AGM MINUTES

In hand.

8.8 Welfare

No cases or enquiries. The Secretary could not access the MAP Community Support portal to report the quarterly Visit and Volunteer numbers. The report is overdue. The Secretary will check with the County Membership Support Officer.

8.9 Soldiers of Oxfordshire (SOFO) Enquiry to Member

No news.

8.10 Spoof Emails With Fake Invoices

There had been no further reports of these until today - See Correspondence (item 11).

8.11 Remembrance Service Surveys

The Secretary completed surveys for the D Day, Armistice and Remembrance Day parades and sent them to the County MSO.

9. MEMBERSHIP SECRETARY'S REPORT

The Secretary read out the following report on behalf of the Membership Secretary:

CURRENT PAID UP MEMBERSHIP: stands at 120

The member mentioned at the last meeting has definitely left.

9.1 Gift Aid

The Membership Secretary asked the County Membership Support Officer about setting up Gift Aid if members wish to do and her reply is below:-

The easiest way is for the member to ring the membership helpline on tel. 0800 3077 773. The advisors there can add Gift Aid to that member's record. The Membership Secretary didn't ask but she expects they will require their membership number or their name and address.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 6th July 2017:

HARWELL BRANCH

Current Account:	£ 261.31
B.F.I. Account	<u>£ 1001.47</u>
<u>Total:</u>	<u>£ 1262.78</u>

10.1 Receipts

Interest of £6.05 has been credited to the BFI account.

10.2 Annual Accounts

The Treasurer distributed copies of the following documents, which are attached to these minutes:

- The second page of the Receipts and Payments form, which is the return for the last financial year ending 30th June 2017.
- A Summary of the last 5 years using figures extracted from the Receipts and Payments form.
- A bar chart of the total balance for each year.

The Treasurer explained some details on the documents:

The last column on the Summary is the 2016-2017 financial year. The figures in green are receipts and row 17a is the total receipts. The figures in red are payments and row 17b is the total payments.

The numbers in item 18 "Net increase / decrease in funds" at the bottom of the Receipts and Payments form (and summary) match the numbers in item 3 "Total movement on accounts" and the numbers in item 1 "Bank and Cash Balances". So the accounts forms match the bank account statements in payments and receipts.

The Treasurer made comments and answered questions including:

- We are about £246 down on the previous year. This is mainly due to the Gold Badge presented to the Vice President, but this had to be done. The Ceremonial Officer said that it was an agreed expenditure.
- Otherwise we are only £18 worse than last year. We are doing very well. The Ceremonial officer said that it is more or less the same.
- There is a little membership fee income not credited by HQ.
- Item 14 "Purchases" in 2011-2012 may have been due to obtaining the badges for the Ceremonial Officer.
- One huge saving is that we don't have to pay for the Poppy Room rental which was £275 per year. It came under item 13 "Branch Administration".
- It also helps that the Branch has stopped paying for refreshments after the D Day Service.
- Committee Members are not claiming as much expenses. They should never be out of pocket.
- The Ceremonial Officer said that we are sending a lot more invitations and thank you letters by email only and have stopped sending hard copies (except for a few exceptions such as VIPs) saving printing and postage.

The accounts ledger was available for inspection at the meeting.

The Chairman said the accounts were very good and the Treasurer had done a brilliant job.

The President said that he goes back along way and previous Treasurers would have been very happy to have this money available.

The Treasurer said that the next stage is for the accounts to be approved by the Committee, then the auditor checks the accounts and if approved they will be sent to County. He expects this all to be completed by mid September.

The Chairman asked if the Committee were prepared to accept the accounts as presented.

**PROPOSAL: That the accounts are accepted.
PROPOSED: Ceremonial Officer SECONDED: Secretary
CARRIED UNANIMOUSLY.**

The accounts were duly signed by the Chairman, Vice Chairman, Treasurer and Secretary.

The release form to allow the Legion to look at the Current Account was duly signed by the Chairman and Vice Chairman.

The Treasurer said that he is already talking to the auditor, who is the same person as last year, and the audit should be complete before the next meeting.

The Chairman congratulated the Treasurer on the accounts.

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 July and August 2017 County Circular – Printed and Distributed

- Includes the Ceremonial Officer’s D Day Report. Attached documents:

- GP 90 Financial Procedure

The Ceremonial Officer said that Branch replies are due in soon. Two people can attend. It was said that this is a prime example of Branches not having enough funds.

- Poster for Lambourn Branch Passchendaele Commemoration event including talk by Sir Max Hastings 8pm 31st July. Printed and on Notice Board.
- Albert Hall Festival of Remembrance Form
- Annual Conference Motions – Responses by the Board of Trustees – 10 pages.

It was agreed that this item is not printed. It may be covered in the Legion magazine.

11.2 Legion Membership Administration Portal (MAP) Updates

- Legion Magazine and Year end accounts documents are on the MAP.
- “Veterans Gateway” group on Yammer (the Legion social media site accessed via the MAP).
- A disclaimer about confidentiality, viruses etc. will automatically be added to the end of all emails sent from MAP email accounts, code of conduct to be issued.
- Webmasters for Branch and County web pages on the Legion Website to get Legion email accounts.

11.3 Private Site Fundraising Locations Weekly Updates

No locations in Berkshire or Oxfordshire.

11.4 Great Pilgrimage 90 Commemoration of Gallipoli 8 August 2018 Menin Gate

July Update: Branches are signing up. The target is for 1000 branches by end of August so Branches are requested to sign up in next few weeks and pay the £1000 fee if possible. “Wealthier” branches can provide funds for “poorer” branches. A cadet can attend as well to help raise a Branch’s profile locally. A 5 day tour running in parallel is also available at £430 per person.

11.5 Membership Update

Including:

- Great Pilgrimage 90 Update.
- National Memorial Arboretum Passchendaele Service 31st July 2017.
- Home Front Proms concert 5th August 2017
- Branches are invited to join the “Unremembered” project to commemorate the Labour Corps.
- Normandy Tours for Veterans funded by LIBOR fines.
- Legion Corporate Partners football match raises £20,000.
- Toby Carvery “two for £10” deal.
- “Women at War 100” timeline.
- Other events, concerts and tours

It was agreed not to print and distribute this document.

11.6 Spam Email Alert from Legion

These are emailed invoices that purport to come from the County MSO but do not. The advice is to delete such emails unopened, and do not click any links. The Secretary has also received invoices purporting to come from himself and from other Legion contacts.

11.7 Chilton Chronicle

- Includes the Ceremonial Officer’s D Day article.

11.8 Election of County Chair and Vice Chair

The three year terms of Angela Logue and Andrew Gale finish at the 2018 County Conference early in the year. Nomination forms have been received and are due back by 25th September 2017.

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

11.10 Marketing Emails to the Branch Website Email Address

107 Items received since the June 2017 meeting. Including a snooker table maintenance offer - forwarded to the Club Secretary

12. POPPY APPEAL ORGANISER REPORT:

12.1 Poppy Walk

A cheque for £210 sponsor money has been received from Didcot ATC which County Fundraiser agreed could be paid in to the Harwell account rather than County. Though Didcot is not in Berkshire and Vale County, the Didcot ATC is affiliated with our Branch.

The Harwell PAO has drafted letters of thanks to Didcot ATC and Evelyn Hill for the Chairman’s approval.

12.2 D Day Service Wreaths

The final two donations including the Branch donation have been paid in. However a BACS donation is missing – see 12.4 below.

12.3 Remembrancetide Collection

The Harwell PAO will liaise with the Chilton PAO regarding the 2017 order.

12.4 Statement for 2016 – 2017 and Total

Sue Brading, the Regional Administrator for this area answered the Harwell PAOs questions:

- The statement previously received was incorrect and sent a new statement with a total paid in by Harwell Branch of £4489.43 from 1st October 2017 to 19th July.
- An additional donation for £37.06 on the statement with no name against it does not include the expected D Day wreath donation by BACS. The Harwell PAO will check.
- The £295 of donations for Remembrance wreaths were not transferred to the Harwell account by the previous County Fundraiser. As she has left the Legion the funds cannot now be transferred.

The Harwell PAO will get the Poppy Appeal web page changed accordingly and these changes are included in the total below.

The total from 1 Oct 2016 to date is £4,736.49

Thanks to all who have helped.

13. STANDARD BEARER REPORT

13.1 Parades

The Ceremonial Officer and President said that no requests to attend events had been received, no apologies for unavailability had been required and the Standard had not been paraded.

13.2 Standard Bearer Fitness Form

The Secretary received a reminder about this from the County MSO which he forwarded to the Standard Bearer. The Secretary understood that the Standard Bearer had already sent this direct to the County Ceremonial Officer. The Ceremonial Officer said that he would check.

14. ANY OTHER BUSINESS:

14.1 County Handbook 2017

John Belton asked said that this was mentioned in the County Circular and asked if they had arrived. The Secretary said that they had not. The President said that they tended to arrive later in the year.

14.2 Visits to Members

The President had tried to call on a couple of members but they were unavailable.

14.3 War Graves at the Harwell Cemetery

The President met the villager who maintains the War Graves. They are a picture to see, the edges of the lawn are neatly trimmed up. It really looks nice. The Ceremonial Officer said that they always look very good.

15. DATE OF NEXT MEETING: 29th August 2017

There being no further business the Chairman closed the meeting at 20:49 hours.

**INCOME AND EXPENDITURE SUMMARY
FOR THE YEAR ENDED 30 JUNE 2017**

	Opening 1 Jul 2016	Closing 30 Jun 2017
1 Bank and Cash Balances at		
Cash in Hand	NIL	NIL
Accounts Held (give details of Financial institution, account number and sort code)		
Lloyds Bank 00488679 30 93 93	352.02	310.01
.....		
BFI	1199.43	995.42
2 Total Cash Held	1551.45	1305.43
3 Total increase/(decrease) in cash		<u>-246.02</u>
4 Other Assets (please specify type of asset)		
.....	NIL	NIL
.....		
.....		

	Income	Expenditure
	£	£
5 Membership Fees Collected	278	
Less: Subscriptions forwarded to Novacroft		19
Branch Administration Fees Received	NIL	
6 Poppy Appeal Events		
Events Receipts / Expenses	NIL	NIL
7 Fundraising Events Receipts / Expenses	NIL	NIL
8a Donations	NIL	
8b Legacies Received by the Branch	NIL	
9 Interest Received/Paid (incl BFI)	23.99	NIL
Income from Investments (Dividends)	NIL	
10 Welfare Income / Expenditure	NIL	NIL
11 Branch Ceremonial Events		NIL
12a Management & Administration Costs		135.01
12b Audit Costs		NIL
13 Purchases		NIL
Badges & Wreaths	NIL	228.00
Furniture and Equipment	NIL	NIL
14 Other Income		
Specify (not BFI transfers)	NIL	
.....	NIL	
.....	NIL	
.....	NIL	
15 Other Expenditure		
To RBL County Welfare	NIL	NIL
To RBL Care Homes/Break Centres		NIL
To Poppy Appeal		166
To GP90 - Great Pilgrimage		NIL
Donation to NMA		NIL
Other (specify page 3)		NIL
16 Total Income / Expenditure	301.99	548.01
17 Net Increase / decrease in Funds in the Year		<u>-246.02</u>

Harwell Branch Receipts and Payments made in 2016 - 2017

1. Bank and Cash Balances	2011 - 2012 (12 months)	2012 - 2013 (8 months)	2013 - 14	2014 - 2015 (12 months)	2015 - 2016 (12 months)	2016 - 2017 (12 months)	
a. Cash	£0	£0	LOMAS	£0	£0	£0	
b. Lloyds Bank Current Account	£469	£752		£737	£352	£310	
c. BFI Account	£1377	£1408		£1176	£1199	£995	
2. Total cash held	£1846	£2161		£1913	£1551	£1305	
3. Total movement on accounts	£309	£315		-£0.73	-£361	-£246	
4. Other assets held	£0	£0		£0	£0	£0	
5. Gross subs collected							
a. Receipts	£5342	£5119	LOMAS	£4745	£464	£278	
b. Membership fees / Club subs	£4330	£4163		£3835	£221	£19	
6. Branch Poppy Appeal events	£0	£0		£0	£0	£0	
7. Branch fundraising events	£70	£0		£0	£0	£0	
8. Branch entertainment	£150	£0		£0	£0	£0	
9. Monetary gifts and donations	£0	£30		£20	£0	£0	
10. Interest received	£42	£31		£17	£24	£24	
11. Benevolent expenditure	£0	£0		£0	£0	£0	
12. Branch ceremonial events	£0	£0		£0	£0	£0	
13. Branch Admin	£292	£618		£763	£442	£135	
14. Purchases – badges, wreaths etc.	£119	£75		£0	£0	£228	
15. Other income	£0	£0		£0	£0	£0	
16. Other payments							
a. Food for group meetings	£40	£0		LOMAS	£0	£0	£0
b. County Conf. lunches	£10	£9	£10		£10	£0	
c. To Poppy Appeal	£64	£0	£175		£175	£166	
17. TOTAL							
a. Receipts	£5384	£5180	LOMAS	£4782	£487	£302	
b. Payments	£5075	£4685		£4783	£849	£548	
18. Net increase / decrease in funds	£309	£315		-£0.73	-£361	-£246	

Green = Receipt Red = Payment

All figures rounded to the nearest pound

Royal British Legion Harwell Branch Accounts

