

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 29th August 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 JULY 2017 MEETING

All present had seen the minutes before the meeting. There was the following correction:

Item 2: Mrs S. E. Pateman removed from Attendance and added to Apologies.

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

4. MATTERS ARISING:

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

5. D DAY SERVICE 2017

5.1 Thank you Letters

The letter of thanks for past service to Mike Badcock former Vale DC Chairman has been sent.

5.2 Publicity and Photographs

The Ceremonial Officer's report has been published in the Harwell News.

5.3 Timetable

Timetable version 3 completed and circulated. This closes the 2017 D Day Service Item.

6. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES

6.1 Road Closure Requests

The Ceremonial Officer said that these are usually sent in before the end of August. The Vale Council actually specifies a deadline of 28 days before the event so we have until the end of September. The other tasks for the Services will be completed in October.

The roads to be closed and timings will be the same as last year and should be accepted by the Council.

6.2 Risk Assessment

This year, for the first time, the Vale Council requires a risk assessment with each Road Closure request form. The Ceremonial Officer has composed a risk assessment for the Remembrance Sunday activities and the Secretary has reviewed it. This will now be passed for review and signature to Rev Mobey as head of the partner organisation and then the Chairman as he has overall responsibility for Branch activities. After that it will be passed to the Parish Council for review and signature as the Services are run on their behalf.

There is nothing groundbreaking in the risk assessment. The identified risks are:

- Moving vehicles
- Traffic
- Slips trips and falls
- Noise
- Temperature - Cold
- Wet Weather
- Duration of event
- Manual Handling and Lifting – Standards.

A similar risk assessment will also be composed for Armistice Day.

6.3 Publicity

The Ceremonial Officer will write an article for the Harwell News October/November edition, similar to previous years.

6.4 Timetable

The Secretary will draft a timetable of tasks and deadlines.

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 found some forms from the "Save Our Club" raffle that the Club ran a couple of years ago. The Club Secretary said that they could be disposed of. These and the Royal

Charter extracts have been disposed of. The rest of the disposal and new archive box contents 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

The Membership page update is on hold pending confirmation of the 2017-18 membership fee. The Chairman said that nothing had been mentioned about any rise above £17. The Membership Secretary said that the letter about bulk renewal in October stated the fee was £17.

The Welfare and Funerals page will be changed to state the Branch has two Standard Bearers. See PAO report for Poppy Appeal page.

8.4 Awards

The article on Vice President's Gold Badge and Branch Awards was published in the Harwell News for August - September.

8.5 Distribution of Branch Minutes

The Secretary thanked the Ceremonial Officer, Treasurer and Membership Secretary who checked their reports. He distributed the July 2017 Minutes to Committee Members and put copies in the Club folder. David Marsh will put the minutes on the web site.

8.6 Printing Costs:

Minutes only: (no County Circular) approximately 66 sheets: £ 2.64.

Other printing: approximately 46 sheets: £ 1.84.

Empty black cartridge refilled for £10.

The Cartridge UK shop manager confirmed that old colour cartridge is life expired. He supplied a small colour "virgin refill" cartridge for £10. This is a cartridge that someone else had used and this is the first refill. It works well.

The Secretary has obtained a pack of 500 sheets of paper for £3 from Sainsbury's and will donate the paper he uses for Branch printing.

8.7 2016 AGM MINUTES

In hand.

8.8 Welfare

No cases. The Secretary will check with the County Membership Support Officer regarding access to Branch Community Support on the MAP.

8.9 Soldiers of Oxfordshire (SOFO) Museum Enquiry to Member

The Secretary asked if he needed to inform SOFO of the passing of the member they were interested in interviewing. It was suggested that due to the considerable local and national press coverage they would already know.

8.10 Spoof Emails With Fake Invoices

The Secretary has received two fake invoices to his MAP email address.

9. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 120

The membership has fallen by one due to the passing of Jack Perry.

9.1 Bulk October Membership Renewal

The Membership Secretary has received a brief on this subject from HQ. Renewal letters will go out to members over 17 days from 21st August, this is to avoid too many calls at once to the Legion helpline. All members whose membership expires in October will get a letter.

We may lose more members over the next few weeks during membership renewal.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 17th August 2017:

HARWELL BRANCH

Current Account:	£ 265.31
B.F.I. Account	<u>£ 1001.47</u>
<u>Total:</u>	<u>£ 1266.78</u>

10.1 Annual Accounts Audit

The Branch's financial records including the ledger and chequebook are with the auditor. The Treasurer met the auditor last week and the auditor is happy with what he has seen so far but wanted to read through the records.

10.2 Auditor Fees

The auditor refused the Treasurer's offer of payment and instead asked that a donation is made to the Poppy Appeal. When the Branch's records are returned he will suggest an amount.

10.3 Income

£4 has been received to the current account with a description "RBL Disbursements" on the statement. This is equal to two Branch membership fees. It was suggested that this is some of the missing Branch membership fees.

The Treasurer said that the fees are paid in twice a year. The bulk of the fees have been received and we have sufficient funds available.

11. CORRESPONDENCE:

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

The July / August County Circular was distributed last month.

11.1 Veterans Gateway July 2017 Update (Single Website for Veterans to access help from Service Charities)

There was a media launch in June. Social media channels have generated a huge amount of interest in and use of the Veterans Gateway. The organisers will continue to raise awareness amongst veterans and service charities. The governing structure has been changed. Promotional posters are available.

11.2 Private Site Fundraising Locations Weekly Updates

No locations in Berkshire or Oxfordshire.

11.3 Membership Newsletter July 2017

Same as Membership Update received last month.

Great Pilgrimage 90: Two Communications and Updates in Newsletters:

11.4 Letter from National Chairmen to Branch Chairmen and Secretaries

Explanation of purpose of the commemoration and encouraging Branches to sign up.

11.5 Questionnaire

Asking if the Branch will attend: The reply options are: 1. Interested, 2. Likely Registration Date, 3. Registered on GP90 web site or 4. Reason for not attending or delayed registration.

Reply to: South East Area GP90 Officer.

Discussion ensued including availability of funds, fundraising options and if the Standard Bearers wished to attend. The President said that the Branch had visited the Menin Gate with the Standard when Morris Earl was Standard Bearer.

It was decided that this is left in abeyance pending discussion with the Standard Bearer.

11.6 Battle of Britain Commemoration Tadley 10th September

Hosted by Aldermaston ATC Chaplain.

11.7 Bulk Renewal Briefing (October Membership Renewal)

See Membership Secretary's report.

11.8 Membership Newsletter August 2017

Sainsbury's are selling the Passchendaele 100 Anniversary lapel pins, GP 90, National Memorial Arboretum offer, Concerts, Normandy and El Alamein 75th Anniversary tours.

11.9 MAP Updates

Including that Poppy Wreaths should be supplied for a donation not free of charge.

11.10 Marketing Emails to the Branch Website Email Address

67 Items since the July 2017 meeting. Also two emails from breweries - forwarded to the Club Secretary and an enquiry about the car park – forwarded to Parish Council and Club Secretary.

12. POPPY APPEAL ORGANISER REPORT:

12.1 Poppy Walk

The Harwell PAO had sent letters of thanks and receipts to Evelyn Hill and Didcot ATC.

12.2 D Day Service Wreaths

Chasing of organisations for missing BACS donations is in hand: two from last year and one from this year.

12.3 Remembrancetide Collection Merchandise

The Harwell PAO met Chilton PAO Hazel King and agreed the merchandise and wreath order for 2017, which will be placed shortly (deadline 1st September). Types and quantities of merchandise are similar to last year except overstocked items such as snap rulers and

woven badges have been reduced. The number of collecting boxes has been reduced from 70 to 65 as the Harwell PAO had 13 boxes unused last year.

The number of paper Poppies has been increased from 6000 to 8000 (supplied in boxes of 2000) as the Harwell PAO only just had enough last year. As 20 of the boxes go behind security fences they need to be well filled. Also the boxes should go out earlier this year so demand may be higher.

The Chilton PAO is submitting adverts for more collectors to the Church Broadsheet and Chilton Chronicle. The Harwell PAO will send one to the Harwell News. The advert is still on the Poppy Appeal web page from last year.

12.4 Abingdon Branch Coin Sorter

Clare Oldfield, the Abingdon PAO, had offered to lend us one of their coin sorters again. The Harwell PAO asked if this was acceptable.
Agreed by the Committee.

12.5 Possible Coach to Newbury Poppy Appeal Launch Raceday

The Abingdon PAO asked about a coach to the Newbury Poppy Raceday. The Club Secretary says that arrangements are in hand.

12.6 Marriage of Chilton PAO

Hazel King the Chilton PAO has recently married Richard Benton and is now Hazel Benton – the required name changes on the Poppy Appeal documents will take place in due course.

12.7 Poppy Appeal Web Page Updates

The Harwell PAO has submitted an update to the webmaster that the 2016 Remembrance Wreaths donations went to the County Poppy Appeal account. Also that the D Day wreaths total is over £340 (£341 so far and BACS payments still to come).

12.8 Total

No donations since the last meeting.

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

Thanks to all who have helped.

13. STANDARD BEARER REPORT

13.1 Funeral and Memorial Service for Jack Perry

The Deputy Standard Bearer and President reported that the Standard had been paraded by the Standard Bearer at Jack Perry's funeral on 25th August. Mr. Perry's family greatly appreciated this and have requested that the Standard is also paraded at the Memorial Service on Saturday 2nd September at 1pm. However the Standard Bearer and Deputy are both unavailable.

The Deputy Standard Bearer has emailed several local Branches and the County Ceremonial Officer to ask if their Standard Bearer to attend instead, as Mr. Perry was so respected by so many organisations and individuals. It may not be the Harwell Standard that is paraded but a Legion Standard paraded by a Legion Standard Bearer would be an appropriate mark of respect.

13.2 Aldermaston Battle of Britain Commemoration 10th September

The Deputy Standard Bearer reported that there was an invitation via Tadley Branch from the Chaplain of 2403 Aldermaston Squadron ATC for Legion members and Standards to attend this commemoration. The Standard Bearer and Deputy are both unavailable but members could attend.

14. ANY OTHER BUSINESS:

14.1 Legion Magazine Article Police at Remembrance Services

The Ceremonial Officer read out an article from the June 2017 Legion magazine that Police are no longer providing traffic marshalling at Remembrance Sunday parades in a large Council area. The local Branches (with larger parades than here) were required to employ a traffic management company instead at considerable cost.

The Ceremonial Officer and Secretary both thought that the local Police had last provided covered the Harwell parade about 10 years ago. The Ceremonial Officer said that we are very fortunate that the Parish Councillors was willing to volunteer for this.

15. DATE OF NEXT MEETING: 26th September 2017

There being no further business the Chairman closed the meeting at 20:36 hours.