

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 26th September 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
C. S. East	- Standard Bearer and Assistant Poppy Appeal Organiser

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 AUGUST 2017 MEETING

All present had seen the Minutes before the meeting. There were the 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 general reports.

5. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES

5.1 Road Closures and Risk Assessments

The Ceremonial Officer has passed the risk assessment for Remembrance Sunday to the Rector for comment. The Rector has replied with comments this afternoon which the Ceremonial Officer will review.

The Ceremonial Officer will arrange for the risk assessment to be signed by the Rector, and review and signature by the Branch Chairman and Parish Council. Then the Secretary will submit it with the road closure request form to the Vale of the White Horse District Council.

The Ceremonial Office said that the deadline for submission is 28 days before the events. The forms will go in later than usual.

Once received, the Secretary will forward the road closure orders to the Parish Council and Thames Travel, and post copies at the beginning and end of each closure.

5.2 Publicity

The Ceremonial Officer's article has been sent for publication in the Harwell News and will be sent to the editor of the Church Broadsheet. Details will be posted on the Branch website.

The Secretary will compose a poster and put it up in the Club, Harwell News and Bob's Butchers in the coming weeks.

5.3 Invitations to Parading Groups

The Ceremonial Officer will write to the ATC, ACF, Scouts, Guides and Club. The Secretary will write to the Parish Council. The invitations will include an offer to provide wreaths. The Secretary will also write to Little Pippins and Harwell School for Armistice Day.

5.4 Requests for Help

The Secretary will write to the Parish Council for traffic marshals, the Church for car park, and the bag piper and bugler. The Ceremonial Officer will write to the Scouts for first aid cover.

5.5 Meeting With Rector

The Ceremonial Officer will arrange a meeting with the Rector to run through arrangements.

5.6 Timetable of Tasks and Deadlines

The Secretary has prepared a timetable incorporating the risk assessments. It has been reviewed by the Ceremonial Officer and distributed.

6. ENROLLMENT OF NEW MEMBERS

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

The Membership Secretary said that there may be a few new members over the coming weeks as people join to get the free tickets for the Poppy Launch Race Day at Newbury Racecourse.

7. SECRETARY'S REPORT:

7.1 Archive Boxes in club

Disposal is in hand.

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

In hand.

7.3 Branch Web Page

- Welfare and Funerals – changed to state that the Branch now has two Standard Bearers and that the Standard can be provided at current servicemen’s funerals as well as ex service.
- Remembrance and Poppy Appeal pages - see item 5.2 and 11.4.

7.4 Awards

The Secretary sent copies of the Gold Badge paperwork to the Treasurer for audit. Consideration for more awards is ongoing.

7.5 Distribution of Branch Minutes and AGM Minutes.

The Secretary thanked the Ceremonial Officer, Treasurer and Membership Secretary who checked their reports before distribution in the minutes.

The aim of this check was to cut down on corrections. However, if the Secretary or other Officers are busy or away replies can be delayed and there may not be enough time for the minutes to be printed, distributed and put on the website. It can all be a huge rush.

The Chairman said that any corrections could be dealt with at the next meeting.

The Secretary suggested that he distributes the initial minutes then allows a week for corrections. If there are none he will send the minutes to David Marsh for the website. If there are corrections he will hold publication on the website till the next meeting.

Agreed by the Committee.

The Secretary distributed the August 2017 minutes and September County Circular to Committee Members and put copies in the Club folder. David Marsh will put the minutes on the web site.

7.6 Printing Costs:

Minutes and County Circular approximately 56.5 sheets: £ 2.26.

Other printing approximately 50.75 sheets: £ 2.03.

7.7 2016 AGM MINUTES

In hand.

7.8 2017 AGM Procedures

The Secretary proposed that we should invite Hazel Benton, Chilton PAO.

Agreed by the Committee.

The AGM procedures from the Membership Handbook are:

Officers and Committee Elected at the AGM

The Chairman, Vice Chairman, Treasurer and Secretary are elected for 1, 2 or 3 year terms; they can stand again.

A minimum of 3 further Committee Members are elected, making a total of 7 or more Committee Members. There is no upper limit.

The Secretary proposed that the Branch Officers and Committee continue to be elected for 1 year terms of office.

Agreed by the Committee.

Summary of some rules from the Membership Handbook

- Officers and Committee Members must be paid up members.
- All Branch Officer roles must be occupied.
- No member can be elected to be more than one of Chairman, Vice Chairman, Treasurer and Secretary. However each of these officers could also be appointed to one of the other offices for example Standard Bearer or Welfare Representative.
- “Attending Branch meetings” is a key requirement for Committee Members but there is no rule for how many.
- Officers must be aware of the financial rules and regulations.
- Addresses are gathered from Branch Chairman, Branch Vice Chairman and Branch Secretary on the MS1 form to give more correspondence options.
- Other rules are in the Membership Handbook.

Officers Appointed at the First Meeting after the AGM

The Standard Bearers, Membership Secretary and Welfare Representative are all appointed by the Committee at this meeting. The Poppy Appeal now appoints Poppy Appeal Organisers but Branches can nominate candidates. The nominations list will state that anyone interested in these offices should attend this meeting.

President and Vice President

Both were reappointed at the 2016 AGM for a three year term.

AGM Notice and Nominations List

The Secretary will arrange for display of an AGM notice with agenda items on the web site, in the Club and Harwell Newsagents.

The Secretary has prepared a Nominations List which was available to sign after the meeting. He will put the list on a notice board in the Club for two weeks prior to the AGM if the Club Secretary approves. He will then check eligibility of all candidates with the Membership Secretary.

7.9 Mailing List

The Legion Handbook has been changed to state that if the members have email addresses AGM notices should be sent by email. It was suggested that this may prove difficult. There are some email addresses of members on the MAP portal.

7.10 Welfare / Branch Community Support

No cases. The visitor and volunteer statistics for this quarter are due at end of the month. The Secretary will check with the County MSO about submitting these via the MAP portal.

8. MEMBERSHIP SECRETARY’S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 119.

8.1 Membership

The Branch has lost two members due to the passing of Jack Perry and another member. A former member, Ian Kerswell, has rejoined.

A few members have now got renewal dates in 2018 on the portal so renewals are going through.

8.2 Membership Spreadsheet

The Membership Secretary's spreadsheet (that she was given by the late Club Chairman Cyril Balderston) has now reached the end of its useful life as no more data can be added. She will compose a new one.

9. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 17th August 2017 (no change from last month):

HARWELL BRANCH

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

9.1 Annual Accounts Audit

The accounts have been audited and signed off by the auditor Danny Rose. The accounts have been sent to and received by County Office.

The Treasurer thanked the Secretary for passing him the documents quickly about the Gold Badge payment. The Secretary apologised for not passing them to him earlier.

The Ceremonial Officer said that Branch annual accounts were mentioned at the County Committee meeting last week – there was concern that some accounts were not submitted and the deadline was approaching. He congratulated the Treasurer on getting our accounts submitted on time.

9.2 Auditor Fees and Letter of Thanks

Mr Rose would not accept any expenses but said that a donation should be made to the Poppy Appeal instead. The Treasurer proposed that £25 is donated, which is similar to last year.

No Objections - Agreed.

The Treasurer has written a letter of thanks to Mr Rose which was signed by the Chairman, Treasurer and Secretary.

9.3 Expenses

The Treasurer had the chequebook available for any valid expenses.

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 September 2017 County Circular

Attachments:

- "70 at 70" sponsored walk poster and sponsor form.
- Annual Conference details and coach booking form.
- MS1 Branch Information Form.
- MS1B Standard Bearer Fitness Form.
- Arborfield Poppy Dance Poster.

10.2 Festival Of Remembrance Tickets

Pre sale ends 4th October 2017 for the matinee. Also notice on MAP that from 4th October members can book the evening performance via the Albert Hall box office.

10.3 MAP Portal Updates

The “Values” workshop went well. A new code of practice for the portal.

10.4 Private Site Fundraising Locations Weekly Updates

No locations in Berkshire or Oxfordshire.

10.5 Revised MS1 form

10.6 Fields of Remembrance Mailing to Supporters

- Asking for a message which will be posted in one of a number of Fields of Remembrance around the Country.

10.7 September Membership Newsletter

Including:

- GP 90 update.
- Corporate partners including support from QVC Poppy Broaches Collection and a Remembrance 2017 coin from Westminster Mint.
- National Memorial Arboretum offers and Remembrance events,
- Send the RBL’s manifesto to your MP to put Armed Forces Community at the heart of the government’s agenda.
- Events including the Festival of Remembrance.
- Poppy Runs sponsored walk.
- RBL Pub Quiz Packs are available.

10.8 Berkshire Poppy Appeal Newsletter (Printed)

Including:

- Latest total is £878,948
- Silent Soldier Campaign for 2018 – silhouette of a soldier with a “lest we forget” message.
- Poppy Launch at Newbury Racecourse 28th October 2017. RBL Members get in free.
- Arrangements for supermarket collections and banking of old £1 coins.
- Fundraising Code of Practice
- All year round fundraising.
- Berkshire will have a Poppy Beer for 2018.
- Make new volunteers welcome.
- Good luck for the 2017 appeal.
- National events and news.

10.9 September Chilton Chronicle

Includes Poppy Appeal Collector advert.

10.10 Team Brit Updates – Motorsport for Injured Ex service people

10.11 Tesco Bags Community Grant Scheme

A representative from Groundwork got in touch (who organise this on Tesco’s behalf). They are short of local charities to participate in the vote to allocate grants and asked if we want to be considered. It seems that the grant would be for a specific item such as a wheelchair. The Secretary thought that we would be restricted by confidentiality around Welfare support.

The Ceremonial Officer said that this would not be relevant for us – he confirmed that the grant would need to be for a certain project and not for general fundraising. Another organisation he volunteers with received a grant for scholarships for their members.

The Secretary suggested that he forwards the email to the County Fundraiser, Didcot Poppy Appeal Organiser (as Tesco is in Didcot Branch's area.) and the Club Secretary (as the Club may have a suitable project).

Agreed by the Committee.

10.12 Spam Emails to Legion Accounts

None since the last meeting.

10.13 Marketing Emails to the Branch Website Email Address

54 Items since the August 2017 meeting. Also the Tesco enquiry and three emails forwarded to the Club Secretary.

11. POPPY APPEAL ORGANISER REPORT:

11.1 D Day Service Wreaths BACS Donations

Enquiries are ongoing to confirm the BACS donations with Aylesford and the organisations concerned.

11.2 Remembrancetide Collection 28 Oct – 12 Nov

The Harwell PAO submitted the merchandise order on 31st August (as described last month including the wooden crosses for the War Graves), for delivery on 18th October. It cannot be earlier due to storage issues but this is earlier than last year's order which arrived on 26th October.

The Chilton PAO Hazel Benton will collect her merchandise and collecting boxes from the Harwell PAO and distribute as required. The Harwell PAO will distribute collecting boxes and merchandise to the same Harwell Campus and Harwell village locations as last year, contacting the Harwell Campus organisations as required.

The Chilton PAO's advert for more collectors is in the Church Broadsheet and Chilton Chronicle. The Harwell PAO has sent it to Harwell news. It is still on the Branch website from last year - no replies so far. The Ceremonial Officer offered to post details on the local facebook pages. The Harwell PAO will also contact last year's collectors.

The Harwell PAO has confirmed the loan of the coin sorter from Clare Oldfield, Abingdon PAO.

Sue Brading at Aylesford has ordered collecting bucket seals on our behalf (as PAOs can't order these) and they have arrived as well as the reporting paperwork, final briefing and a card to pay in donations at the Post Office.

The collection will be well underway by the next Branch meeting

11.3 Remembrance Wreaths

The Harwell PAO ordered the wreaths for delivery on 2nd October to allow time to correct if necessary. There will be enough to supply the Branch and the organisations we are inviting, with four spare plain wreaths. The deadline is 20th October to order more.

11.4 Web Page

David Marsh has updated the page as requested.

11.5 “70 at 70” Sponsored Walk

The County President David Drew is walking from Datchet to Hungerford via the Vale of the White Horse during September and October. Sponsor forms are available.

11.6 Volunteer Survey

In hand.

11.7 Total

Including £25 donation in item 9.2:

The total from 1 Oct 2016 to date is £4,761.49

Thanks to all who have helped.

Secretary’s Note: A further £5 was received immediately after the meeting as sponsorship for the “70 at 70” event.

12. STANDARD BEARER REPORT

12.1 Recent Parades

The Ceremonial Officer said that there is nothing to report.

12.2 Memorial Service for Member Jack Perry

There were no replies to the Ceremonial Officer’s request for Standard Bearers. The Secretary said that no Standards were paraded. The President said that the service was well attended.

12.3 Air Training Corps (ATC) Cadets Carrying the Legion Standard

John Belton said that there had been an article in the Oxford Journal that ATC cadets have carried Legion Standards at local parades. The ATC cadets at the D Day service are always very smart. It may be possible for an ATC cadet to carry our Standard when the Standard Bearer and Deputy are unavailable or ill. Discussion ensued including:

- The Ceremonial Officer said that the ATC and Army Cadet Force are encouraged to be Standard Bearers, using their own uniform. They are covered by their organisation’s insurance. We could see if there is a volunteer to carry the Standard or the Union Flag.
- The President said that there used to be one Standard and one Standard Bearer. A reserve could be a good idea.

12.4 GP 90 Questionnaire (See Correspondence Item 11.5 August Minutes)

The Ceremonial Officer will contact the Standard Bearer to see if he is interested in attending.

13. ANY OTHER BUSINESS:

13.1 Membership Fees and Renewal

John Belton said that his membership card had arrived within a week of his payment. The Legion should be just as quick to pay the remaining Branch fees. The Treasurer said that these fees had not been paid – the Legion only pays the fees to Branches twice a year.

Discussion ensued and Committee Members expressed dissatisfaction with this situation. The Chairman said that there was little we could do – members must pay their membership fees. The President said that headquarters could sometimes be slow.

13.2 Scam Warning

The President said that anyone living in council property should be aware that an elderly local couple were scammed recently – they let in people who purported to be Council workers who stole a sum of money. He asked members to spread the word not to let people in who have not been in contact – the Council always inform you in advance of any visit.

He was not sure if there was anything the Legion could do to help. The Secretary said that he would ask Welfare.

13.3 County Festival of Remembrance

The Ceremonial Officer reported that it was stated at the County Committee meeting that ticket sales are slow, please consider attending. Tickets are £12.

Next year's Festival will be bigger and will be held at Windsor Church with the Choir from Eton School. It will be free. The County President is organising it.

14. DATE OF NEXT MEETING: AGM 31st October 2017

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