

The Royal British  
Legion  
Harwell Branch  
BR1805

**Branch Meeting held following the Annual General Meeting  
On 31<sup>st</sup> October 2017 at 21:00 hours.**

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**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
Mrs. S.E. Pateman	- Membership Secretary

**COMMITTEE:** G Street, J Belton.

**MEMBERS:** None

**VISITOR:** Hazel Benton Chilton Poppy Appeal Organiser (by invitation).

The Chairman said that the Kohima Epitaph and Exhortation had already been said at the AGM which preceded this meeting.

1. **APOLOGIES:** C. S. East, B Mulford

2. **MINUTES OF THE OCTOBER 2017 MEETING:**

All present had seen the minutes which had been circulated prior to the meeting. There were no corrections. On acceptance as a true record they were signed by the Chairman.

3. **MATTERS ARISING**

The Chairman said that all matters arising would come up in the general reports.

4. **REMEMBRANCE SUNDAY PARADE AND SERVICE 2017**

The Ceremonial Officer reported that all preparations are on target and reported:

**4.1 Meeting with Rector**

The Ceremonial Officer, President and Secretary met with the Rector on 24<sup>th</sup> October and did the normal talk through on the parade. Actions include the Rector will ensure the public address system and power supply are available and confirm availability of the farm car park.

**4.2 Invitations to Parading Groups**

All invitations listed in the September minutes have been approved and sent. The Guides, Didcot ATC, Club and the Parish Council have replied that they will attend. The Ceremonial Officer will chase up as necessary to obtain numbers attending.

Little Pippins will not attend the Armistice Day ceremony as it is on a weekend. The older Harwell School pupils will attend.

#### **4.3 Wreaths**

Wreaths are already in stock along with wooden crosses for the War Graves.

#### **4.4 Requests for Help**

All requests listed in the September minutes have been approved and sent. The Bugler will play on both days and the Bag Piper will play at Remembrance Sunday. The Standard Bearer will parade the Standard on both days.

The Parish Council will also ask for volunteers for Traffic Marshalls.

The Secretary is yet to contact the photographers. The Treasurer said that he would attend and take photographs.

The Ceremonial Officer and Secretary have discussed use of the Village Hall car parks and decided to leave this in abeyance.

#### **4.5 Risk Assessments and Road Closures**

The risk assessments for Remembrance Sunday and Armistice were approved and signed by the Rector (Remembrance Sunday only), Chairman, Parish Council, and Ceremonial Officer. They were sent to the Vale Council with the request forms, maps and Legion Public Liability Insurance Certificate. The two Orders were received on 27<sup>th</sup> and 30<sup>th</sup> October respectively. They have been sent to the Parish Council and Church.

#### **4.6 Publicity**

Details have been published in the Harwell News and are on the Branch website and have been sent to the Church Administrator for the broadsheet.

A notice has been composed, approved by the Ceremonial Officer and put up in the Club. The Secretary will put it up in the local shops in the next few days.

#### **4.7 Service Sheets**

The Secretary will pass numbers required to the Church Administrator when received.

#### **4.8 Timetable**

Version 2 is in hand, and will be complete and distributed before the services.

### **5. ENROLLMENT OF NEW MEMBERS:**

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

The Membership Secretary reported that we may have missed out on a couple of new members as a couple of people tried to join on-line but Harwell Branch is not listed. The Secretary has talked to the County Membership Secretary who has passed the query on. The Membership Secretary will get a paper form for Hazel Benton.

### **6. SECRETARY'S REPORT**

#### **6.1 Archive Boxes in club**

Disposal in hand.

## **6.2 Lending Minutes to Harwell History Group and Moving to Oxfordshire History Centre**

In hand.

## **6.3 Branch Web Page Updates**

Remembrance page - see above

## **6.4 Awards**

Consideration for more awards is ongoing.

## **6.5 Distribution of Branch Minutes and AGM Minutes.**

The Secretary wrote the September 2017 minutes and completed the 2016 AGM minutes and distributed them via print and email. He left about a week for corrections - none were received so he sent them to David Marsh to put on the web page which he has done. This is far easier than getting each report checked individually.

The October 2017 County Circular was distributed by email and printed and copies of this and the minutes were put in the folders in the Club.

## **6.6 Printing Costs**

AGM Minutes, September Minutes and County Circular: approximately 131 sheets: £ 5.26.

Other printing: approximately 64 sheets: £ 2.55.

The colour cartridge is empty. The Secretary will get it refilled.

**Agreed by the Committee.**

## **6.7 2017 AGM Procedures**

Hazel Benton invited and present.

## **AGM Notice and Nominations List**

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

Following agreement from the Club Secretary the Nominations List was put up from 10<sup>th</sup> October to 29<sup>th</sup> October. The Membership Secretary confirmed all candidates are current members apart from one who will renew shortly.

## **Mailing List**

The Secretary did not get any further with an email list to send an AGM notice to members.

## **6.8 Welfare**

The Welfare Representative got instructions from the County MSO and submitted this quarter's data via the BCS portal - 0 volunteers and 1 visit - the Standard at Jack Perry's funeral.

The Welfare Representative requested information from National Welfare about help for victims of door step "Council Worker" scam (see September AOB). No reply but all Legion staff are busy with the Poppy Appeal.

## **6.9 Tesco Bags Community Grant Scheme**

The Secretary replied to the organisers that this scheme was unsuitable for us. He forwarded the enquiry to Gaynor Dingley County Fundraiser (who forwarded it to Oxfordshire County), the Didcot Branch PAO and the Harwellian Club Secretary

## **7. MEMBERSHIP SECRETARY'S REPORT**

**CURRENT PAID UP MEMBERSHIP:** stands at 119

### **7.1 Renewals**

88 members have renewed so far, mainly direct debit payers. Cash paying members can renew at Paypoint shops, including the BP / Co-op garage in Didcot.

## **8. TREASURER'S REPORT:**

The Treasurer reported that accounts stood as follows as of: 3<sup>rd</sup> October 2017

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 213.86</b>
<b>B.F.I. Account</b>	<b><u>£ 1007.62</u></b>
<b>Total:</b>	<b><u>£ 1221.48</u></b>

### **8.1 Income**

£6.15 interest has been received to the BFI account

### **8.2 Annual Accounts**

A letter of thanks has been received for returning the audit paperwork on time.

## **9. CORRESPONDENCE:**

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

### **9.1 October 2017 County Circular (Printed)**

Includes obituary for Jack Perry MBE – information and Herald article sent in by the Secretary. Attachments:

- Poppy Newsletter
- Membership Newsletter
- Salvation Army Reading Festival Of Remembrance

### **9.2 National Conference 2018 Documents Belfast (by post)**

Special Circular, 2017 Conference Minutes, delegate, motion and candidate forms and national trophies form.

### **9.3 County Conference 2018 Documents (by post)**

Conference circular and delegate, candidate and motion forms.

### **9.4 Silent Soldier Leaflet (by post)**

Covered in County Newsletter

### **9.5 September / October 2017 County Newsletter (by post)**

As received by email last month

### **9.6 Salvation Army Festival Of Remembrance Reading 12<sup>th</sup> November (by post)**

6.15pm. Branch members and Standard Bearer welcome.

### **9.7 Public Liability Insurance Certificate**

**9.8 New Royal Charter** - Printing to be arranged

**9.9 Request for GP90 to be Included in Branch AGM Agendas**

**9.10 Membership Newsletter**

- New format with monthly theme and survey
- GP 90
- Marks & Spencer and Home Serve support the Poppy Appeal
- Poppy Appeal publicity events and achievements
- HQ team win award
- National “Rethink Remembrance” Campaign.
- Upcoming tours, commemorations and events

**9.11 County Festival of Remembrance Cancelled** - Due to poor ticket sales.

**9.12 Training Course for Military Veterans “Peer Researcher”**

To learn research skills to work on projects to help other veterans. Course brief, poster and application form. Dates in November 2017 at Birmingham Legion.

**9.13 Festival Of Remembrance Two Spare Tickets Available**

Contact County Office by 30<sup>th</sup> October.

**9.14 National Poppy Launch Information**

**9.15 Pop –Up Poppy Appeal Shops** - Nearest is in Milton Keynes Centre.

**9.16 Membership Administration Portal Updates**

- New Social Media Policy on Branch Facebook pages.
- Instructions for reducing automatic updates from “Yammer” – Legion social media platform.
- Online registration for National Conference delegates.

**9.17 Private Site Fundraising Locations Weekly Updates - October**

No locations in Berkshire or Oxfordshire.

**9.18 Chilton Chronicle October 2017**

Includes Chilton PAO’s Poppy Appeal collector advert

**9.19 Team Brit Updates – Motorsport for Injured Ex service people**

**9.20 Mince Pies and Mulled Wine at County Office**

**9.21 86 Year Old Veteran Walks 86 miles and raises £1000.**

**9.22 “Remembrance Roundup” Berkshire and the Vale**

From the County Fundraiser - various events.

**9.23 Marketing Emails to the Branch Website Email Address**

92 items since the September 2017 meeting (5 weeks). One email forwarded to the Club Secretary. One email of apologies from a Poppy Appeal collector in Long Crendon – the Harwell PAO replied requesting clarification - no reply.

## **10. POPPY APPEAL ORGANISER REPORT**

### **10.1 D Day Service Wreaths BACS Donations**

In hand.

### **10.2 Remembrance Wreaths**

The Harwell PAO requested delivery on 1<sup>st</sup> October. Due to delays at the Poppy warehouse at Aylesford the wreaths were delivered on 10<sup>th</sup> October. Two small wreaths were passed to the Chilton PAO for local organisations.

The Harwellian Club, Guides, Didcot ATC and the Parish Council have requested wreaths and RAL have requested a wreath for their own commemoration on 10<sup>th</sup> November. If the other invited organisations request wreaths then there are 3 spare plain wreaths available.

The Harwell PAO will distribute as many wreaths as possible before the day and distribute the remainder at Townsend. There will be a bucket collection before the Service.

One organisation has donated £25; this will be paid in after they receive the wreath.

### **10.3 Remembrancetide Collection 28 October – 12 November**

As the wreaths order was delayed by a week and on advice from Poppy HQ, the Harwell PAO rescheduled the merchandise order from 18<sup>th</sup> October to 10<sup>th</sup> October. Delivery was on 20<sup>th</sup> October.

All the merchandise ordered arrived apart from the Kids Packs. Poppy HQ said they had run out but could send some of the contents which arrived on 24<sup>th</sup> October.

The Harwell PAO emailed County HQ, Newbury Branch and the Abingdon PAO Clare Oldfield. Clare Oldfield had some spare Kids Packs and the Harwell PAO picked them up on 23<sup>rd</sup> October.

The Chilton PAO collected her merchandise and has distributed 20 boxes and trays including the Kids Pack at Chilton School.

The President has delivered 6 boxes and trays to Harwell Village shops and offices. The Harwell PAO has delivered boxes to 3 house to house collectors (and he will also collect) and 18 to the village and Campus. One organisation has just agreed to have 6 boxes and trays which the Harwell PAO will deliver shortly, total 37.

The Harwell PAO may advertise for collectors on facebook but time is getting short.

Clare Oldfield, Abingdon PAO, has offered to lend us their coin sorter again.

### **10.4 County President's "70 at 70" Sponsored Walk**

One member has sponsored at £5.

### **10.5 Volunteer Survey**

In hand.

### **10.6 Total**

The auditor fee donation (see September minutes) and sponsor money was credited to this year's total, so the total for this new year from October 1<sup>st</sup> 2017 is **£55**.

**See AOB 18.2 for a further donation.**

## **11. STANDARD BEARER REPORT**

### **11.1 Recent Parades**

The President reported that the Standard Bearer has paraded the Standard at Stan Cox's funeral on 30<sup>th</sup> October.

### **11.2 Remembrance Sunday and Armistice**

The Ceremonial Officer reported that some of the Didcot ATC cadets were interested in carrying the Branch Standard on Remembrance Sunday. The Standard Bearer will carry the Union Flag on Remembrance Sunday and the Standard on Armistice Day. Didcot ATC has not officially confirmed; the Ceremonial Officer will chase.

## **12. CONFIRMATION OF PRESIDENT AND VICE PRESIDENT TO CONTINUE**

**Secretary's After Note:** The President and Vice President were reappointed for 3 year terms at the October 2016 Branch meeting (which followed the 2016 AGM).

### **CONFIRMATION OF PRESIDENT**

**Reginald East** stated that he wished to continue in his 3 year term.

### **CONFIRMATION OF VICE PRESIDENT**

It was suggested that **Brian Mulford** continues in his 3 year term.

## **13. APPOINTMENT OF WELFARE REPRESENTATIVE:**

**Peter Cox** was appointed as Welfare Representative.

**Proposed: Ceremonial Officer      Seconded: Treasurer      CARRIED**

## **14. APPOINTMENT OF MEMBERSHIP SECRETARY**

**Sandra Pateman** was appointed as Membership Secretary.

**Proposed: Treasurer      Seconded: Chairman      CARRIED**

## **15. NOMINATIONS FOR POPPY APPEAL ORGANISER AND ASSISTANT**

The AGM notice stated that anyone interested in being nominated for these offices should attend this meeting - for the Branch to consider their nomination and pass for approval to the County Fundraiser and Poppy Appeal HQ.

As no one had attended this item was left in abeyance.

## **16. APPOINTMENT OF CEREMONIAL OFFICER**

**Peter Davies** was appointed as Ceremonial Officer

**Proposed: Secretary      Seconded: Treasurer      CARRIED**

## **17. APPOINTMENT OF STANDARD BEARER AND DEPUTIES**

The Secretary said that Charles East had informed him that he wished to continue.

**Charles East** was appointed as Standard Bearer.

**Peter Davies** was appointed as Deputy Standard Bearer

**Proposed: Chairman            Seconded: Membership Secretary   CARRIED**

## **18. ANY OTHER BUSINESS:**

### **18.1    Vale of the White Horse District Council Community Award**

The Ceremonial Officer has received a letter from the Council Chairman Reginald Waite informing him that he has been nominated for a Community Award for his volunteer work for the Legion and Air Training Corps and inviting him to the Awards Lunch. He has invited the Secretary to accompany him for his assistance in this work.

The Chairman congratulated the Ceremonial Officer and said that his efforts deserve recognition.

### **18.2    Donation to Poppy Appeal**

A Committee Member donated £20 to the Poppy Appeal as he will be unable to attend the Remembrance Sunday parade.

**DATE OF NEXT MEETING:** 28<sup>th</sup> November 2017

There being no further business, the Chairman closed the meeting at 21:36 hours.