

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 29th May 2018
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; he asked those present to bear in mind all who have passed on whilst serving their Country.

This was followed by the exhortation and silent tribute; he ended with the Kohima Epitaph.

2. APOLOGIES: H. Benton, C. S. East, B. Mulford.

3. MINUTES OF APRIL 2018 MEETING

All present had seen the Minutes, which had been distributed prior to the meeting. There was one correction:

Item 8.4 Awards ends with: “..- see item 4.1.” There is no item 4.1 so this was removed.

On acceptance the minutes were duly signed by the Chairman.

4. MATTERS ARISING:

The Chairman said that Matters Arising will come up in the reports.

5. D DAY SERVICE

The Ceremonial Officer and Secretary reported:

5.1 Invitations to Parading Groups

The Ceremonial Officer has sent invitations to 38 Group RAF, RAF Brize Norton and RAF Benson. RAF Benson cannot attend as another event is taking up all their spare capacity. No replies from 38 Group RAF or RAF Brize Norton.

The Ceremonial Officer could not find a contact for Vauxhall Barracks despite investigating on line and locally.

The Ceremonial Officer has also contacted RAF Benson and RAF Brize Norton regarding a flypast. As indicted above, RAF Benson cannot help, and RAF Brize Norton has not replied. There is no time left to enquire further.

These organisations have confirmed that they will attend:

Vale of the White Horse District Council*	Oxfordshire and Buckinghamshire
Chilton Parish Council*	Regiment Association
Harwell Parish Council*	Didcot Air Training Corps*
Didcot Town Mayor*	Wantage Air Training Corps*
Didcot Town Twinning Association*	Chilton School
Didcot Rotary Club*	Chilton Cubs and Scouts*
Harwell RBL Branch*	Civil Nuclear Constabulary*
Rider's Branch	Harwell Campus Management*
Harwellian Club*	Diamond Light Source*
Glider Pilot Regiment Society	Magnox*
Parachute Regiment Society	MRC Harwell Institute*
Royal Air Forces Association	Public Health England*
	STFC Rutherford Appleton Laboratory*

* Indicates wreath to be provided by Harwell Poppy Appeal Organiser.

The Secretary has drafted invitations for ResMed and the European Space Agency.

5.2 Venue and Participants

The Ceremonial Officer is arranging the loan of the Chilton Village Hall Public Address system with Brian Morris and Frank Dumbleton. It should be the same one as last year.

The Ceremonial Officer is organising a meeting with Rev. Pam Rolls for a run through of the service. Rev. Rolls has presided over the service for the last few years.

The Ceremonial Officer will prepare and circulate a Final Instructions briefing document to all wreath layers and participating groups during the coming days.

The Ceremonial Officer has drafted a risk assessment for the parade and service.

Frank Dumbleton said to the Secretary that he will take photographs (as well as the Treasurer).

5.3 Publicity

The Ceremonial Officer has posted details on the Harwell RBL Branch Parades and Harwell Village Community facebook pages and will also post details on the Chilton Village facebook page.

Details are in the May Chilton Chronicle and May County Circular. Details should also be in the June Church Broadsheet and June / July Harwell News. The Secretary will put details on the Branch website.

The Secretary has put a poster on the Branch notice board and one on the notice board outside the Club (Club gave permission). He will also put posters up in Bobs Butchers, Harwell News and the Chilton Garden Centre. The Secretary thanked the Treasurer for arranging printing and plastic covers at short notice.

5.4 Service Sheets

The Ceremonial Officer said that the Treasurer has created a new Service Sheet which is in keeping with the Legion's suggested order for Commemorations. Printing will be arranged with Duncan Rogers and others as appropriate.

5.5 Wreaths

The Harwell Poppy Appeal Organiser reported that Chilton School have enough Poppies and wooden crosses.

21 wreaths have been ordered to add to the 5 in stock. The first batch of 9 arrived today and the rest should be delivered tomorrow. This should cover the requests received so far and others likely to request one, with 3 plain wreaths as a contingency.

There was a brief discussion about the donation for the Branch's wreath.

The Harwell PAO has also ordered more collecting bucket seals from the County Fundraiser.

5.6 Timetable

The Secretary has composed and distributed the first version. He will compose and distribute a second version in the week before the event.

6. CHILTON VILLAGE AND HARWEL CAMPUS FAMILY FUNDAY

In answer to a question, the Secretary said that up to 2016 there were two separate events: the Chilton Festival – a village fete organised by Bob Girling, and the Harwell Campus Fun Day – organised by the Campus organisations aimed at encouraging young people towards scientific careers. From last year, these have been combined into a single event held at the Campus.

There was a Legion stand at last year's event, run by the (then) County Chair Angela Logue, with the Ceremonial Officer, Secretary and Chilton Poppy Appeal Organiser helping. Unfortunately, the Harwell officers are all unavailable this year. The Community Fundraiser will be putting on a youth-oriented stand.

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 General Data Protection Regulations – see Item 11.10.

New guidelines have been received covering data retention and document disposal.

8.2 Archive Boxes in club

Disposal is in hand. New data retention guidelines mean that the Secretary must dispose of the old membership lists as soon as possible. These may need to be taken to County for disposal along with any old County Handbooks.

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

In hand. This may not now be possible as the new document retention rules says that all Minutes over 5 years old must be disposed of. The Secretary will confirm this with the County MSO as this is such a radical change from the previous requirement to hold all Minutes indefinitely.

8.4 Branch Web Page

The Poppy Appeal page needs to be updated for after the Sponsored walk

8.5 Awards

Consideration for more awards is ongoing. The Secretary has composed an article for the Harwell News about the Chairman's Gold badge. Pictures may be added subject to permission.

8.6 Distribution of Branch Minutes and AGM Minutes.

The April 2018 minutes and April / May County Circular were distributed to Committee Members via email and printed copies. Printed copies have also been put in the Club folder. David Marsh will put the March Final and April Initial minutes on the Branch web page.

8.7 Printing Costs

April Minutes and April / May County Circular approximately 61.5 sheets: £2.46
Other printing approximately 60 sheets: £ 2.63

The Secretary will get a remanufactured cartridge shortly.

The spare cartridge ran out and was refilled free of charge thanks to a completed loyalty card. However, it then only printed 60 sheets which is far less than usual. The Secretary returned it to the supplier this morning, it was found to be clogged, and the supplier refilled it again free of charge.

8.8 2017 AGM Follow Up Actions

The minutes are nearly complete, with a couple of queries to resolve.
Back up of files to the Onedrive and MAP on-line storage is in hand.

8.9 Flag Pole for Poppy Walk 6/5, D Day 9/6 and Remembrance Sunday 11/11

The flag and pole were put up by President's grandson in law for the Poppy Walk.

There was general agreement to putting the flag and pole up for D Day.

8.10 Poppy Poem "Wear Your Poppy with Pride"

The Secretary has written to the Club today to ask if they are willing for this to be displayed in the Poppy Room.

9. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 97.

9.1 Membership Changes

One member who had been taken off the membership list on the portal last month has now been put back on.

9.2 On-Line Joining

“Harwell RBL Club” is still suggested when new members join Harwell Branch, and it is still on the Oxfordshire County website (checked yesterday). The Secretary will ask again.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 4th May 2018:

HARWELL BRANCH

Current Account:	£ 219.70
B.F.I. Account	<u>£ 791.63</u>
<u>Total:</u>	<u>£ 1011.33</u>

10.1 BFI Transfer Problem

The problems reported at the last meeting have now been resolved.

11. CORRESPONDENCE:

Items indicated as “Printed” or “By Post” will be filed in the County Circulars folder at the Club. Other items can be made available on request.

11.1 April / May 2018 County Circular (Printed)

Attached:

- Treasurer's course details and form
- Veteran's Gateway Newsletter March: 700 contacts in the first year; top 3 enquiry areas are Finance, Housing and Mental Wellbeing.
- SeAP Leaflet – representation for Veterans at hearings, tribunals etc.
- Membership Newsletter April 2018 (circulated last month).

11.2 Membership Newsletter May 2018 (Printed)

- Main feature on Celebration of our Members Lifelong Achievements.
- Progress on Legion initiatives and upcoming events and survey.

11.3 National Conference Final Agenda (By Post)

11.4 Cenotaph Parade Legion Contingent

Deadline for applications for Veterans to march with the Legion contingent is 7th June

11.5 Two Requests for a Standard at Funerals - See Item 14.1.

11.6 Public Relations Toolkit for Branches

Advice on how to contact local papers, television etc.

11.7 GP 90 Information (For registered Branches).

11.8 Passing of John Crisford CBE Immediate Past National Chairman

Funeral details to follow.

11.9 MAP Updates

- Volunteers wanted: 1) for a promotional video for the Legion, 2) for research into people's identity within the Legion, and their wellbeing and health 3) for a "Visual Identity discussion group" to increase awareness of what the Legion does.
- Promotion of "Yammer" – the Legion's own social network
- Contact preferences data for members are blank on the MAP system due to a fault.
- New MAP quick starter guide is available.
- Branch Rates letters are on the MAP (Branch membership fees) deadline 30th May.
- New Membership Handbook available.

11.10 General Data Protection Regulations Pack (By Post and Email)

Includes:

- Data Protection Guidance for RBL Branches
- Document Retention Schedule
- Updated MS1 Annual Branch Information Form
- Updated New Membership Form

"Data Protection Principles" document is available on the MAP. The aim is to protect people's data and RBL volunteers and staff who handle the data.

11.11 GDPR Clarification on Contacting Legion members

Administrative notices such as details of Branch meetings and events can be sent to members without consent. Consent is only needed to send marketing or fundraising information e.g. Poppy Shop offers.

11.12 Secure Disposal of Data by County and Area Offices

Old membership lists, County Handbooks etc can be taken to County Office, Arborfield or Area Office, Aylesbury for secure disposal

11.13 GDPR Forms from Other Organisations

The Secretary asked for permission to agree to continued contact from:

- Chilton Parish Council: To continue receiving the monthly Chilton Chronicle.
- Legasee (Veterans interview website): To continue receiving emails.

Agreed by the Committee

11.14 Parish Council Website Contact Email Address

Currently the Parish Website has Branch@harwellrbl.co.uk as the contact email. The Secretary have been asked to confirm this, he also asked if he should check with headquarters if another email address should be added such as an RBL email address.

No Objections.

11.15 "Thank You to the World War 1 Generation" Initiative

From the Bedfordshire and Hertfordshire County MSO - asking for one postcard with a message of thanks for each of the fallen of WW1 from Oxfordshire buried here or overseas. These are to be posted to the Aylesbury area office for display and mounting in a book. This would be 25 postcards from Harwell Parish.

11.16 Team BRIT News (Motor Racing for Injured People)

11.17 Marketing Emails to the Branch Website Email Address

73 Items since the April 2018 meeting (5 weeks). Also:

- One from Google (updated terms and conditions).
- Three from AOL (recovery email address and updated terms and conditions).
- Three from Pub suppliers - forwarded to the Club.
- Two on D Day: one from the Parish Council listed above, and one from the family of a D Day veteran.

12. POPPY APPEAL ORGANISER REPORT:

12.1 BACS Wreath Donations

One more donation to sort out from November 2017.

12.2 D Day Wreaths – See item 5.1.

12.3 Poppy Walk

This was organised and run by County Officers and volunteers including the County President, County Membership Support Officer, Past Chair Angela Logue and County Fundraiser. The Branch President and Secretary also visited the event.

The Oxfordshire Rider's Branch Secretary also attended with a small gazebo and Poppy Appeal stand. The Secretary had a very useful discussion with him regarding GDPR and Branch administration.

There was a barbeque and a small Poppy Appeal stand. The Bagg's Tree Buskers jazz band provided entertainment. About 100 people walked including cadet groups, down on expectations. Discussion ensued, and it was said that this was still a good number.

12.4 Harwell Feast Stand

Unfortunately, the Rider's Branch had not received the Secretary's email and there was no Legion stand.

12.5 Harwell School Float in Harwell Feast Parade

Community Fundraiser Sarah Brown brought the giant Poppies to the Poppy Walk and the County President arranged storage until the School collected them. The School did a fabulous Poppy themed float, the best in the Parade.

The President said that the float was wonderful. The school children made the Poppies, it just goes to show what the children can do if motivated. He talked to a teacher and has agreed to visit the school during November.

The Chairman said that there was an article on the Feast in the Oxford Mail.

12.6 Correspondence

Various items of national news including the new Poppy Appeal Handbook, ordering supplies for the November 2018 Appeal and GDPR.

12.7 GDPR Forms

Poppy Appeal Organisers must get all new collectors to state their preferred method of being contacted using a new form.

12.8 November 2018 Collection Letter.

The order for two Kids packs has been submitted.

12.9 Total

A donation cheque for a D Day wreath has been received, which will be paid in after the wreath has been handed over and some organisations are donating via BACS transfer, these are not included in the total below. There have been no other donations since the February 2018 meeting.

Total since 1st October 2017 is £4,414.22. Thanks to all who have helped.

A statement covering November 2017 to April 2018 has been received which has this total.

13. CERMONIAL OFFICER'S REPORT

13.1 Social Media Policy

The Ceremonial Officer has received a reply from head office to his request for clarification on this policy (see last month's minutes):

They encourage use of facebook all year ideally, but they approve of our use of the page to publicise just two events and continuing to update the page concentrating on these events. We are compliant with the policy and head office understands how we use the facebook page and won't ask us to do more than we want to.

The change of contact email address on the facebook page to a RBL address is in hand.

14. STANDARD BEARER REPORT

14.1 Requests for Standard Bearer

The Ceremonial Officer reported that County Branches had been requested to provide a Standard Bearer for funerals in Slough on 9th May and at Garford on 24th May.

Unfortunately, both he and the Standard Bearer were unavailable. A Standard was provided for at least the Slough funeral.

14.2 D Day Parade

The Ceremonial Officer will confirm that the Standard Bearer is available.

15. ANY OTHER BUSINESS:

15.1 Harwell Branch Branded Clothing

The Ceremonial Officer has obtained a polo shirt and jumper through a contact on Yammer, however delivery was not straightforward.

16. DATE OF NEXT MEETING: 26th June 2018

There being no further business the Chairman closed the meeting at 20:51 hours.