

The Royal British  
Legion  
Harwell Branch  
BR1805

**Monthly Branch Meeting**  
**Held on 26<sup>th</sup> June 2018**  
**In the Branch Headquarters at Westfield**  
**At 20.00 Hours.**

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**ATTENDANCE:**

R. C. East                   - President  
R. J. White                 - Chairman  
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 former member Donald Pike who had passed away recently.

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

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

**3. MINUTES OF MAY 2018 MEETING**

All present had seen the Minutes, which had been distributed prior to the meeting. There were 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 will come up in the reports.

**5. D DAY SERVICE**

**5.1 Post Parade Report**

The Secretary read the following report written by Ceremonial Officer:

For the second year, the parade preceded by the Harwell Campus and Chilton Village Family Fun Day, which had a STEAM theme aimed at engaging the youth into technology. Unfortunately Harwell Branch were unable to support this directly due to a variety of

reasons, however Sarah Brown, the County Fundraiser for our region was happy to pick up this in our absence. Sarah reports it was a fabulous event and successful day for the RBL, with £250 raised for the Poppy Appeal.

Although I am familiar with various pressures and commitments, often distracting me from the Parade, this year was unique in the form of my upcoming wedding on 23<sup>rd</sup> June. This focused my mind to complete tasks earlier than I have previously in attempt to ensure they were completed(!) and overall I achieved this.

I am pleased to say the Parade and Service was a success. The weather was far cooler than previous years and for the first time in some years, we experienced some adverse weather-however this was only briefly and not enough to concern anyone.

With two other clashing Cadet events, the Guard of Honour provided by 1861 (Wantage) and 2410 (Didcot) Squadron Air Cadets was reduced in numbers to what we have seen in the past, however we are grateful that those who could were able to attend and offer RAF representation to the day.

The Bagpipes played by the now familiar shape of John MacFarlane-Horgan accompanied the laying of the wreaths, of which I believe a record 27 wreaths were laid.

One of the noticeable additions to the list this year was the Ox&Bucks Light Infantry, thank you to Mr John Belton for the suggestion to look them up. Connection was made last year but it was this year we welcomed Mr Barry Mullord who represented the Association and laid a wreath. Unfortunately I did not get chance to speak to him, but very much hope he enjoyed the service and that we'll see him again next year.

The service conducted by Reverend Pam Rolls was done so in the usual respectful and dignified manner with the Reading offered by one of the Didcot Squadron Cadets and Exhortation and Kohima Epitaph delivered by the Branch Chairman. A 2 minute silence was observed, the Last Post played by Tony Hughes.

One aspect, which is noticeable, was the appearance of Mr Peter Benest's Tiger Moth G-ANEM. Wearing another hat, my paths crossed with Peter and I made the enquiry to see if he would be happy to support the day. As it happened, he would be airborne at the right time, returning from an event in Worthing and indicated a "possibility" he could divert to Harwell. Sure enough just as the Parade fell out he flew by. The reaction from those on the ground made it worthwhile and hope everyone had a good view of his flying.

This however was not the only addition to this years event. The other was a television appearance by myself as part of the BBC South Today coverage of the D-Day events. This was all down to Mrs Lindsay Aspin of the Glider Pilot Regiment Society. With the title of "PR Officer", Lindsay took upon her duty with both hands and made all the necessary contacts required to create maximum effect and I thank her for the time and effort put in to make it happen. Footage of the broadcast is available on the Branch's Parade Facebook page.

Of course this is not the only thanks to mention.

Firstly to **Peter Cox**, who cannot go unrecognised. Without the support of Mrs. Hazel Benton this year, due to a family commitment in London, Peter completed his duties of PAO and Secretary single-handed. Fortunately, we had requested support from the Air Cadets who were able to hand out service sheets to the congregation.

I shall leave Peter with his PAO hat on to report back on the situation of the wreaths and what donations were collected in with the buckets

Brian Morris unfortunately had a fall in the week leading up to the parade and suffered an ankle injury rendering him bedbound. However Frank Dumbleton was available and we thank him for setting up and providing use of the PA system for a second year.

Finally a mention to **Duncan Rogers** for all the work he does with his team supporting this event both to us the RBL and assisting the coordination of the onsite businesses at the Campus.

All in all the day was a success, with the 75<sup>th</sup> Anniversary next it is set up to be a bigger event although how this may materialise is too soon to consider!

Comments included:

- The Chairman said that it was a good day.
- The President said that it went off very well and the County President said to him that the organisation was absolutely first class and could not be bettered.
- The President said that he had hoped the Didcot Herald would have covered the event.

The Secretary reported:

### **5.2 Parading Groups**

The Secretary sent the invitations to ResMed - who replied they would attend and required a wreath and to the European Space Agency - no reply.

### **5.3 Venue and Participants**

Duncan Rogers arranged for his team to prepare and tidy the grounds and memorial.

The Ceremonial Officer organized a meeting with Rev, Pam Rolls and the Secretary for a run through of service. A couple of minor issues were raised, which were addressed by the Ceremonial Officer in the following days.

The Ceremonial Officer prepared and circulated a Risk Assessment.

First Aid cover was arranged by Adrian Maughan, it was provided by Collingwood Medical Services who were providing cover at the Chilton Fun Day.

The Ceremonial Officer prepared a Final Instructions Briefing which he sent to all Parading Groups and Participants.

### **5.4 Publicity**

The Ceremonial Officer posted details on the Harwell Village, Chilton Village and Harwell RBL Branch Parades facebook pages. Duncan Rogers posted details on the Old AERE facebook page.

Details were published in the June/July Harwell News (which was issued in the week prior to the parade), June Church Broadsheet and on the Branch web page.

The Secretary put posters up in Bobs Butchers, Harwell News and Chilton Garden Centre as well as the Branch notice board and the notice board outside the Club

Possibly due to the publicity on BBC TV and Radio Oxford, the Secretary estimated the congregation and wreath layers at 130 people (significantly increased over last year), and 40 people parading including the Standard Bearers and the ATC Guard of Honour.

### **5.5 Service Sheets**

Printing was arranged by the Treasurer and Duncan Rogers totaling about 130 service sheets. There are quite a lot to go back to stock.

### **5.6 Wreaths**

The rest of the wreaths arrived as expected on the day after the May meeting. The Harwell Poppy Appeal Organiser delivered 3 wreaths to Harwell Campus organisations before the Service and distributed another 17 on the day – a total of 20 wreaths provided and 6 left in stock.

Donations by cash and cheque have been received from 14 organisations totaling £331. This was counted by the Chilton and Harwell Poppy Appeal Organisers and banked.

Five organisations are donating by BACS transfer. The Harwell Poppy Appeal Organiser has enquired with Poppy Appeal HQ if they have been processed. This just leaves the Branch to donate.

### **5.7 Collecting Bucket**

The Harwell Poppy Appeal Organiser prepared two collecting buckets but as there was no time before the Service to find volunteers or collect, he collected with one bucket after the service. This was counted by the Chilton and Harwell PAOs as £42.27 and banked.

### **5.8 Letters of Thanks**

The Ceremonial Officer has sent a general Thank You email to all parading groups and participants with “reply if you no longer wish to stay in touch” for GDPR compliance.

The Ceremonial Officer has written letters to the Veterans and Youth Groups, the Vale Council Chairman and Rev. Rolls. They have been reviewed by the Chairman and sent. He has also written a letter to the pilot of the Tiger Moth, which was signed immediately after the meeting by all present.

The Secretary has written letters to the rest of the Civic Dignitaries and the Campus Organisations. These have been reviewed by the Chairman and are awaiting dispatch. He will also write letters to the first aider, bag piper, bugler and photographers.

### **5.9 Reports and Photographs**

Photographs taken by Treasurer and Frank Dumbleton are on the Harwell and Chilton Village and Branch Parades facebook pages.

A report will be written for local newsletters, the County Circular and Branch web page.

### **5.10 Timetable**

The Secretary have composed and distributed a Second version. A third version will be distributed when all actions are complete

## **6. CHILTON VILLAGE AND HARWELL CAMPUS FAMILY FUNDAY**

See report in D Day Service item 5.1.

The Harwell PAO said that unfortunately there were only two volunteers on the stand for the whole day - Past County Chair Angela Logue and County Fundraiser Sarah Brown. Angela Logue told him and the Ceremonial Officer just before the D Day Service that she was considerably disappointed that no one from Harwell Branch had volunteered to help or visited the stand to thank them.

The Harwell PAO and Ceremonial Officer thanked them for their efforts and explained the constrained circumstances that they, the Chilton PAO and the Branch finds itself in. The Ceremonial Officer has been in touch with Angela Logue after the Service.

The Chairman said that apologies have been made and the issues explained. The Chairman and Treasurer said that this matter is now closed.

## **7. ENROLLMENT OF NEW MEMBERS**

There were no new members this month on the MAP portal and no applications. The Membership Secretary said that due to problems accessing her MAP account this month she had to use the Secretary's account to access the membership lists.

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

### **8.1 General Data Protection Regulations (GDPR)**

The Secretary has completed the Legassee and Chilton Chronicle GDPR forms. The Harwell Parish Council form and the check with headquarters on contact emails on the Parish Council web site are in hand.

The County Membership Support Officer said that County Handbooks also need secure storage, so a copy can no longer be left in the magazine rack in the Club. The Club Secretary has contact details for Branch Officers, otherwise people can contact the Legion Contact Centre who will pass enquiries to the County MSO and the Branch.

### **8.2 Archive Boxes in club**

There are a considerable number of membership lists in the archive boxes - about 500 sheets. The Secretary will arrange delivery to County for disposal along with any out of date County Handbooks.

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

The County MSO confirmed that all minutes of all meetings are only to be kept for 5 years then shredded.

The Secretary explained to her that we have an almost complete set of minutes from the founding of the Branch in 1921 to date, carefully stored by all 13 Branch Secretaries over nearly 100 years. They form a large part of the history of the village and it would be a sad event if they are disposed of. They are essential to get the information to apply for the Legion and Civic awards presented to members over the last few years.

The County MSO is going to enquire with headquarters and explain that permission for analysis by Harwell History group and transfer to the County record office has already been given.

#### **8.4 Branch Web Page**

The Poppy Appeal and D Day pages need updating.

#### **8.5 Awards**

The Secretary asked for approval to continue to apply for more awards as appropriate.  
**Agreed by the Committee.**

The Treasurer said that funding would need to be considered before we applied for any more Gold Badges.

An article with photograph of the presentation of Chairman's Gold Badge was published in the June/July Harwell News. It was also mentioned in the June County Circular (with the Secretary's County Certificate).

#### **8.6 Distribution of Branch Minutes.**

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

#### **8.7 Printing Costs:**

May Minutes and June County Circular approximately 84 sheets: £3.37  
Other printing approximately 78 sheets: £ 3.15

The free cartridge is in use. The Secretary will get a spare remanufactured cartridge shortly.

#### **8.8 2017 AGM Follow Up**

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 D Day 9<sup>th</sup> June and Remembrance Sunday 11th November**

The President said that as there was a football tournament at the Recreation Ground over the weekend of 9-10 June we decided not to put the flag up for D Day.

#### **8.10 Welfare**

No cases or enquiries. Andy Stevenson has replaced Nigel Bilson as County Case Officer.  
The next quarterly return is due on 6<sup>th</sup> July, it will be 0 visits and 0 volunteers.

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

**CURRENT PAID UP MEMBERSHIP:    stands at 97**

#### **9.1 On-Line Membership Application**

"Harwell RBL Club" has been removed from Oxfordshire Web page but is still suggested when you join Harwell Branch on line as of yesterday. The County MSO is contacting headquarters.



### **11.6 Discounted Tickets for Great British Beer Festival for Members**

- Run by the Campaign for Real Ale, the Legion is their charity this year
- At Olympia, London 7-11 August. Tickets discounted from £14 to £9

### **11.7 Destroy old versions of Membership Application Forms**

- They are not GDPR compliant and they cannot be processed.

### **11.8 Update on Planning for the Thank You to the WW1 Generation Initiative**

- Information for planning events is available on line.
- Presentations / Stands at various events over the Summer.
- Partnership with the Women's Institute.

### **11.9 Armed Forces Covenant Funding for WW1 Silhouettes**

Funding available for "There but Not There" life size silhouettes to commemorate WW1. The deadline to apply is 30<sup>th</sup> June. The Chairman said that these had been featured on television and facebook and were made of Perspex.

### **11.10 National Conference 2018 Resolutions Actions Taken Booklet**

#### **11.11 MAP Portal Updates**

- Tips for finding documents on MAP.
- New MAP Password Policy.
- "Membership Communications" Yammer group on MAP.
- Membership forms are on MAP.

#### **11.12 June 2018 Chilton Chronicle**

#### **11.13 Team BRIT News**

#### **11.14 Marketing Emails to the Branch Website Email Address**

55 Items since the May 2018 meeting (4 weeks). Also:

- Two from AOL (recovery email).
- Two from a water supplier - forwarded to the Club.
- Three on D Day – two from the Parish Council, and one from the family of a 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 and Bucket Collection – see items 5.6 and 5.7**

Wreaths: £331 and Bucket Collection: £42.27.

### **12.3 Poppy Walk**

The June County Circular states that over £4000 was collected.

### **12.4 Correspondence**

- Berkshire Poppy Appeal Newsletter June 2018
- PAOs will fill in the new GDPR collector contact forms.
- "Meet and Greet" coffee mornings will be held by the County Fundraiser in Newbury, Abingdon and Wantage in July.
- Sponsored Skydives for the Poppy Appeal are available in August.

## **12.5 November 2018 Collection**

The Ordering pack and form were received this month. The Harwell and Chilton PAOs will submit an order in the next few weeks.

An offer has been received of a Rascal armoured personnel car for use with the November Collection.

## **12.6 Total**

With the wreath donations received and banked so far and the bucket collection:

**Total since 1<sup>st</sup> October 2017 is £4,787.49 Thanks to all who have helped.**

## **13. CEREMONIAL OFFICER'S REPORT**

The Secretary reported the following on behalf of the Ceremonial Officer:

The Ceremonial Officer had been contacted late last year by Julia Searight of Harwell Campus to provide information about the history of the site. This was so a suitable way of recognising the history of the site could be included as part of a refit of the Harwell Campus Headquarters building (the old headquarters building for both AERE and RAF Harwell).

He offered his assistance and put Ms. Searight in contact with Steve Wright as the go-to historian on RAF Harwell. As a result, three plaques have been fitted to the front of the building, all recognising the history of RAF Harwell: the Crests of 38 Group, the Army Air Corps and the Pegasus Airborne Forces. A sculpture has also been commissioned and installed on the lawn outside the building.

The Ceremonial Officer received an invitation to the unveiling of the sculpture by the local MP Ed Vaisey, taking place tomorrow. Unfortunately, he cannot attend, so County President David Drew will be attending in his place as Legion representative.

## **14. STANDARD BEARER REPORT**

### **14.1 D Day Service**

The Secretary reported on behalf of the Deputy Standard Bearer that the Standard Bearer had paraded the Standard at the D Day Service despite sustaining an ankle injury that morning.

### **14.2 Funerals**

The Secretary circulated details of Donald Pike's funeral by email and phone to as many Committee Members as possible. He attended the funeral of Mr. Pike and the Memorial Service for Mary Perry.

## **15. ANY OTHER BUSINESS:**

### **15.1 RAF Harwell Memorial Stone**

John Belton reported that an attendee had told him before the D Day Service that she had heard there were plans to move the memorial. John Belton and the Secretary enquired with Duncan Rogers who confirmed that no move was planned.

The Chairman said that this was a matter for the Harwell Campus management rather than the Branch.

The President said that there had been a suggestion many years ago that the Village War Memorial was moved from the High Street. Steve Prior, former Branch Chairman once said this would only happen over his dead body, and the President agreed. The people of the village would not allow this to happen.

### **15.2 Legion Closure**

John Belton reported that he had been told at the same event that the Legion was in a bad way and would soon close. The President said he had heard the same thing years ago.

### **16. DATE OF NEXT MEETING: 31<sup>st</sup> July 2018**

There being no further business the Chairman closed the meeting at 20:48 hours.