



Monthly Branch Meeting
Held on 27th June 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

VISITORS: Robert Girling Harwell Campus and Chilton Family Fun Day (Until end of item 5.1).

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: County Chair A. Logue, C. S. East, B. Mulford

Item 5.1 was taken at this point.

5.1 Chilton Village and Harwell Campus Family Fun Day Report

2017 Report

Robert Girling said that he was present to formally thank the Branch for their tremendous support for the event. The aim was to inspire children and young people into engineering and science careers and have the link with the heritage of the Harwell site and D Day service. This was all achieved very well though there are some learnings for next year. It was fantastic to have the Legion there as it was appropriate for the heritage part of the day.

It was disappointing that the attendance at the D Day service was down on last year. This was despite all the Fun Day posters mentioning the service and the date of the Fun Day being changed to coincide with the D Day service.

Between 3000 and 3500 people attended the fun day. Approximately £ 2300 was raised which will be split between the Chilton Defibrillator Appeal and Helen and Douglas House.

Plans for 2018

Mr. Girling is proposing to have a similar event next year on 9th June, building on this year's event. There will be more heritage and military aspects, and again looking to give the Legion visibility and a link to what the Legion does. He is looking for support for this.

It is currently planned to be in the same location due to the cost of bringing infrastructure to other locations (such as toilets and an electricity supply). He is investigating a possible location nearer the RAF Harwell Memorial Stone.

Mr Girling asked that his thanks are passed on to the Riders' Branch of the Legion.

Any feedback or ideas can be passed to him. He added that it was good to see the Legion at Wantage for the Armed Forces Day.

The Chairman congratulated Robert Girling on a brilliant afternoon and thanked him for attending the meeting.

3. MINUTES OF MAY 2017 MEETING

All present had seen the Minutes before 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 one item had already been discussed.

5. D DAY SERVICE 2017, CHILTON VILLAGE AND HARWELL CAMPUS FAMILY FUN DAY

5.1 Chilton Village and Harwell Campus Family Fun Day Report

This item was taken earlier in the meeting.

5.2 D Day Service Post Parade Report

The Ceremonial Officer gave the following report:

For this year's parade the events were preceded by the Harwell Campus and Chilton Village Family Fun Day, which had a STEAM theme aimed at engaging the youth into technology. This event was a great success and included RBL representation in the form of a Poppy Shop Stall, Poppy Appeal Donations Stall and RBL Riders with their bikes on show.

Unfortunately pressures at home, or rather in trying to move home I was once again behind where I wanted to be leading up to the parade. However I can report that actions ahead of May were completed on time with some of the finer details closer to the time left a little later than usual. This however appeared to have little effect on the day as turnout of VIPs and expected guests was as high as ever.

One welcome addition was the RBL Riders, a result of their attendance at the Family Funday earlier that afternoon, unfortunately I was unable to secure a representative of 38 Group, or for the RAF this year. The date for 2018 is however firmly in AOC 38 Group's diary.

The Parade and Service however was a success. With a fine Guard of Honour from 2410 (Didcot) Squadron Air Cadets, the Bagpipes played by the now familiar shape of John MacFarlane-Horgan accompanied the marching of the Standards and the laying of the wreaths, and a fine selection of RBL Branch, County and veteran group Standards on Parade.

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.

In total 21 wreaths were laid from the mix of local dignitaries, veterans associations, youth groups and on site businesses

One aspect missing from this year's parade was post-event refreshments. This a result of poor attendance in previous years and the change of status of the Village clubhouse. It was hoped the Chilton WI could provide something however were unable to stretch to both Fun Day commitments and the parade.

Of course there are some thanks to mention.

Firstly to **Peter Cox**, an unsung hero who although completes a background role is vital in its success, he continues to keep progress going and is ever diligent on every aspect, and particularly those that pass me by! No less so this year acting for the first time in the official capacity as PAO.

Both he and **Hazel King** were busy ahead of the parade handing out service sheets carrying collecting buckets as they did so. The collection totalling **£80.58** a great effort and thank both Peter and Hazel for their work.

Thanks to **Rev Pam Rolls**, for conducting the service and to **Brian Morris** 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, followed by the Fun Day, and the high spirits it created this positive attitude continued through to the service on what was a memorable summers day all of which made for a successful Parade thanks to the hard work put in ahead of time and the fantastic attitude of all who took part.

Peter Davies
Ceremonial Officer and Parade Marshall for the Parade

5.3 Thank You Letters

Thank you letters to all participants and parading groups are being prepared by the Ceremonial Officer and Secretary and will be sent shortly.

5.4 Parading Groups

Veterans and Youth Groups

Wantage Squadron ATC cadets informed the Ceremonial Officer that they were unable to attend.

Wantage Army Cadet Force attended the Fun Day and helped pack away the Legion gazebo. They are very interested in attending the D Day Service next year.

Civic Dignitaries

The Secretary was representative for Harwellian Club nominated by Club Treasurer who also attended.

The thank you letter to Mike Badcock agreed at the last meeting is in hand.

5.5 Participants

Photographers

Both the Treasurer and Frank Dumbleton took photographs.

5.6 Publicity and Photographs

Before Event

The Secretary said that unfortunately the June Chilton Chronicle came out on 9th June so details were not included. He put the poster up in Wyevale Garden Centre.

The Ceremonial Officer posted details of the event on the Harwell Village, Harwell Branch Parades and Chilton village Facebook pages

After Event

Pictures by Frank Dumbleton were posted on the Chilton Village Facebook page and a link was posted on the Harwell Facebook page with details for next year.

The Ceremonial Officer posted a link to the Treasurer's photographs on Harwell RBL Branch Parades and Harwell and Chilton Village Community Facebook pages

The Club Treasurer Karen Cruddis, posted her pictures of the Fun Day and D Day Service on the Harwellian Club Facebook page.

The Ceremonial Officer has written a report which the Secretary will submit for publication in the County Circular, Harwell News, Chilton Chronicle and Church Broadsheet and post on the Branch web site.

5.7 Service Sheets

The Secretary said that the Treasurer typed the whole service sheet into Microsoft Word and sourced copies of the artwork overnight after the last meeting, leaving out the refreshments notice and adding the Kohima Epitaph. 50 copies were printed by Duncan Rogers. The Secretary stuck blank labels over the refreshments details on the 106 service sheets we had in stock for a total of 156.

A number of service sheets were not used and some were collected afterwards by the Secretary and Hazel King. We now have 81 (68 old and 13 new), so at least 75 were given out. The Secretary estimated the congregation at about 100 people plus the parade.

5.8 Timetable

The Secretary will issue a third and final version once all actions are complete.

The Chairman congratulated the Ceremonial Officer and Secretary on their work organising the event, and the Treasurer for his photographs. It went very well, both the wreaths and the wreath layers were well organised.

The President congratulated the Chairman on his rendering of the Exhortation and Kohima Epitaph which went down very well. He said that he echoed what the Chairman had said about the Ceremonial Officer, Secretary and Treasurer.

6. ENROLLMENT OF NEW MEMBERS

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

7. SECRETARY'S REPORT:

7.1 Archive Boxes in club

Disposal of the items mentioned last meeting is in hand.

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

In hand

7.3 Branch Web Page

Reported in Poppy Appeal and D Day items.

7.4 Distribution of Branch Minutes and AGM Minutes.

The Secretary thanked the Treasurer and Ceremonial Officer for checking their reports. He distributed the May 2017 Minutes to Committee Members and put copies in the Club folder. David Marsh has put the minutes on the web site.

Minutes (no County Circular this month) approximately 53 sheets: £2.12

Other printing: approximately 51 Sheets: £ 2.04

The Secretary has had the empty black cartridge refilled for £10 as a spare.

The supplier offered to recheck the malfunctioning colour cartridge but the printed circuit on the cartridge may be faulty so a new cartridge will be needed. These cost about £18 for a small one, which should last for a few months.

Agreed by the Committee.

7.5 2016 AGM MINUTES

In hand.

7.6 Welfare (See also AOB Item 13)

The Secretary has registered the Branch on the MAP Community Support system for Standard at funerals.

7.7 Soldiers of Oxfordshire (SOFO) Enquiry to Member

No news.

7.8 Spoof Emails With Fake Invoices

No reports of any more since the last meeting.

8. MEMBERSHIP SECRETARY'S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 121

The portal lists 120 members - one member is not on the portal list though they paid on 1st October 2016. The Membership Secretary is enquiring about this with the County Membership Support Officer – they may have left.

9. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 7th April 2017 (no changes since then):

HARWELL BRANCH

Current Account:	£ 310.01
B.F.I. Account	<u>£ 995.42</u>
<u>Total:</u>	<u>£ 1305.43</u>

9.1 Questions on Accounts

The Treasurer answered questions:

- Interest is next due on 1st July 2017.
- The outstanding membership fees have not yet been received. John Belton said that the fees will be due again soon.

9.2 End of Financial Year

The Legion Financial Year ends on 30th June 2017. The Treasurer has received the usual paperwork which he will fill in for next month's meeting. He has also made enquiries with the auditor.

10. CORRESPONDENCE:

These items can be printed on request:

10.1 "Poppy Posse" Cycle Ride 25th June London

- Around 32 War Memorials.

10.2 Revised Form for Albert Hall Festival of Remembrance Tickets

10.3 Private Site Fundraising Locations Weekly Updates

- No locations in Berkshire or Oxfordshire.

10.4 Great Pilgrimage 90 Commemoration of Gallipoli 8 August 2018 Menin Gate

- Suggestion that this is used to raise the profile of the Legion for membership recruitment. Branches are signing up.

10.5 Freedom Parade Faringdon 25th June and Talk 23rd June

- Received from the Vale of the White Horse (organisers). The Secretary forwarded to the County Membership Support Officer who circulated them around the County Branches. The Ceremonial Officer put details on the Harwell Village Facebook page.

10.6 Remembrance Survey

- Received by the Secretary and Chairman. It requests details of the parades that the Branch organises. The deadline is 29th June. The Secretary will submit forms for the D Day and Remembrance services.

John Belton said that this may be connected with an article in the Legion magazine about problems with Police or Civic coverage of road closures for Remembrance Parades.

10.7 Team Brit Update (Motor Racing for injured ex service people)

10.8 Marketing Emails to the Branch Website Email Address

134 items since the May 2017 meeting including an offer to run a quiz - forwarded to the Club Secretary.

11. POPPY APPEAL ORGANISER REPORT:

11.1 Poppy Walk

The Harwell Poppy Appeal Organiser has composed an update for the Branch web page. The total raised will be added when available.

£28 sponsor money was received today from the Didcot Brownies. The County Fundraiser said that this must be forwarded to her at County as they have to account for all donations so it will not be included in the Branch appeal total.

The Ceremonial Officer handed over £185 sponsor money raised by Evelyn Hill and the associated sponsor forms.

11.2 Harwell Campus and Chilton Village Family Fun Day June 2017

The Berkshire and Vale County Chair Angela Logue and County Youth Officer Peter Davies brought along the County Legion branded gazebo to raise the profile of the Legion and raise funds. They were helped during the day by the Harwell and Chilton Poppy Appeal Organisers.

They sold a range of Poppy Shop brooches and shopping bags raising £35.00 for the County appeal. A selection of other Poppy merchandise was also available for a donation raising £36.04 for the Harwell Appeal.

The Oxfordshire Legion Riders Branch had a stand next to the Legion stand. They let people have photographs on their motorbikes in exchange for a donation raising approx. £37.00 for their appeal.

11.3 D Day Service Wreaths

The Harwell PAO supplied 17 wreaths to the attendees as listed last month. 3 were delivered prior to the event, and the rest on the day. There seemed to be one wreath short in the order from the warehouse at Aylesford – the Harwell PAO will check.

Wooden Crosses for the School

The County Chair provided some crosses from stock. The Harwell PAO thanked her for this.

Donations

Most donations were received on the day as the wreaths were given out. One was received before the event, and three more donations have arrived since. Another is being sent by

BACS direct transfer and one more is currently being arranged, just leaving the Branch's donation.

The amount that the Branch should donate in respect of the Legion wreath was discussed.

PROPOSAL: £30 is donated for the wreath.

PROPOSED: Chairman SECONDED: Ceremonial Officer CARRIED

Bucket Collection

The Chilton PAO collected £47.58 and the Harwell PAO collected £33.00, total £80.58.

11.4 Remembrancetide Collection

The documents for 2017 have arrived including a catalogue and order form.

11.5 Statement for 2016

This was received with the Remembrance documents. It lists total amounts by type rather than a list of dates and amounts credited. The total seems to be substantially lower than the Harwell PAO's records and he will check with Poppy Appeal head office at Aylesford.

11.6 Total

The total from 1 Oct 2016 to date is £4,549.43 (subject to confirmation - see above).

Secretary's Note: Not including Poppy Walk sponsor money or the Branch Wreath donation.

12. STANDARD BEARER REPORT

The Deputy Standard Bearer reported:

12.1 Recent Parades

The Standard was paraded at the D Day parade by the Standard Bearer. The Standard Bearer and Deputy were both unavailable for the Freedom Parade at Faringdon on 25th June.

12.2 D Day Service Sheets for 2018

The County Chair Angela Logue mentioned at the Service that two parts of the service were in the wrong order – usually the Silence comes before the laying of wreaths. This is the second time that this has been remarked upon in recent years. Now that the Treasurer has produced an editable version of the service sheets, the Ceremonial Officer will check and make changes as required.

12.3 D Day Photographs

An old work colleague of the Chairman's had made a comment about the D Day photographs posted on the Branch Parades Facebook page. He now lives in Yorkshire so evidence the page is now getting national coverage.

13. ANY OTHER BUSINESS:

13.1 Berkshire Welfare Conference Report Thursday 22nd June County HQ

The Welfare Representative attended the conference and gave the following report:

It was a very informative day. He had attended hoping to get information about how the Poppy Appeal money is spent and he learned a lot. There were six presentations during the day, by Legion Officers and some non Legion organisations:

General Overview by Pat Chadwick Legion Case Officer

Covering the range of help the Legion provides, including: care homes, Admiral Dementia Nurses, “handy van” services, grants for domestic appliances, help with benefit applications and appeals e.g. housing, disability benefits (Personal Independence Payment) and war pensions. Retraining and advocacy can also be provided. There is now the “Veterans Gateway” website to help veterans access the correct charity amongst the 2500 military charities in the UK.

Legion Enquiry Process by South East Area Information Officer Nigel Bilson and Case Officer Mike Lake

They described the process from initial enquiry e.g. to the Legion helpline, to the Area Information Officer, to a caseworker then to a case officer all as required for the specific case. They also described the various specialist services that the Legion provides.

An extremely moving account was given by a veteran of the help that the Legion given him.

Presentations were given in the afternoon by three non Legion organisations then the final presentation was given by the County MSO:

Launchpad Reading

This charity provides “halfway houses” between living on the street and private rental accommodation. They also provide counselling and support and a drop-in centre.

Regular Forces Employment Association

This charity provides careers and vocational advice, also an early intervention service for veterans in Police custody.

Citizen’s Advice Bureau (by Victoria Gornall-King - also Legion Welfare Officer)

The CAB provides available options to people on anything such as benefits, debt and housing problems. The CAB nationally (like the Legion) will lobby MPs if they start to see a lot of people with the same problem. Their service is free and for anyone – it is not means tested.

Legion Membership (by Jennifer Strange County MSO)

There are 37 Branches and 3 sub branches in County and 5995 members. Only 1470 are signed up for gift aid. This may need to be renewed even if you have already signed up.

The County MSO gave a briefing on Branch Community Support (which Harwell Branch is now registered on). It covers Legion Awareness Events, Telephone Buddies, Home and Hospital Visits, Bereavement Support (includes providing the Standard and attending funerals and comradeship afterwards) and Local Touch points.

There was a question and answer session at the end of each presentation and the day concluded with a quiz on the Legion and Welfare. The Welfare Representative learnt a lot, it was a very good day.

The Membership Secretary said that she would enquire with the County membership Support Officer regarding how to sign up to Gift Aid on membership subscriptions.

14. DATE OF NEXT MEETING: 25th July 2017

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