

The Royal British Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 27th March 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 two members who had passed away recently:

William Lister - former Club President
Ronald Haley - former Club Treasurer

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

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

3. MINUTES OF FEBRUARY 2018 MEETING

All present had seen the Minutes, which were distributed prior to the meeting. There were no corrections. On acceptance as a true record the minutes were duly signed by the Chairman.

4. MATTERS ARISING:

The Chairman said that all Matters Arising would come up under the usual reports.

5. D DAY SERVICE

The Ceremonial Officer and Secretary reported on preparations to date:

5.1 Invitations

The Ceremonial Officer has composed invitations to:

Glider Pilot's Regiment Society	Chilton School
Parachute Regiment Association	Chilton Scouts
Royal Air Force Association	2410 Didcot Air Training Corps
Newbury Veterans Groups	1861 Wantage Air Training Corps
Oxfordshire and Buckinghamshire Regimental Association	Wantage Army Cadet Force.

These were checked by the Secretary and Chairman and sent yesterday. The GPRS has replied– Steve Wright will attend with a couple of other GPRS members.

The Ceremonial Officer is looking for a named contact for 11 EOD Regiment at Vauxhall Barracks.

The Ceremonial Officer has sent an invitation late last week to AVM Sue Grey AOC 38 group RAF requesting a representative to attend.

The Secretary will write to:

Vale of the White Horse District Council	Diamond Light Source
Didcot Town Council	Magnox
Harwell Parish Council	Medical Research Council
Chilton Parish Council	Public Health England
Harwellian Club and	STFC Rutherford
Didcot Town Twinning Association	Civil Nuclear Constabulary
	Harwell Campus Management.

5.2 Requests for Help

The Ceremonial Officer has contacted the Church - Associate Minister Pam Rolls will be leading the service.

The Ceremonial Officer confirmed that the Flypast will not be by the Battle of Britain Memorial Flight and he will consider contacting local RAF or Civil aircraft operators.

The Secretary will write to the Bugler, Bag Piper and photographers

5.3 Publicity

The Ceremonial Officer will post details and updates on Facebook.

The Secretary will post details on the Branch web page. The deadline for the Harwell News April-May issue was March 15th which we missed. However, this is too early as the ceremony is later in June than usual, the June-July issue should be out by then.

Details will also be sent for inclusion in the May Chilton Chronicle, Church Broadsheet and County Circular.

Posters will be put up in the Club, Bobs Butchers, Harwell News and Chilton Garden Centre.

5.4 Service Sheets

Thanks to the work the Treasurer did last year we now have an editable version of the Service Sheet. The Ceremonial Officer has contacted him about moving the wreath laying from before to after the Last Post and other corrections. The Ceremonial Officer and Treasurer will discuss this further and produce a draft version which they will check with Pam Rolls.

5.5 Wreaths

The Harwell and Chilton Poppy Appeal Organisers will order the usual big batch and distribute them in the days before and on the day.

5.6 Timetable

The Secretary is putting together a timetable of actions and deadlines with the Ceremonial Officer which will be distributed shortly.

The Ceremonial Office is aiming to complete items earlier due to his upcoming wedding.

6. CHILTON VILLAGE AND HARWEL CAMPUS FAMILY FUN DAY

Bob Girling has contacted the Ceremonial Officer to confirm the date as 9th June 2018 and also to say that he will not be involved in this year's event due to ill health. Adrian Maughan will be the Fun Day contact for the Harwell Branch and Riders' Branch instead.

The Ceremonial Officer is also taking a back seat with the Fun Day due to wedding arrangements (but is more than happy to do the D Day parade). He has forwarded details to West Berkshire and Vale Community Fundraiser Sarah Brown and the Harwell Poppy Appeal Organiser for consideration.

The Chilton Poppy Appeal Organiser is unavailable on 9th June, so the Harwell PAO will be looking after the wreaths, bucket collection and service sheets at the D Day service on his own and is not well placed to run a Fun Day stall as well.

The Ceremonial Officer said that Harwell Branch is not well placed to run a stall this year. It may be possible for another local Branch to run a stall. He has forwarded details to the Rider's Branch who ran a stall next to the County's stall last year.

7. ENROLLMENT OF NEW MEMBERS

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

8. SECRETARY'S REPORT:

8.1 Archive Boxes in Club and Document Disposal

Disposal in hand. The Secretary asked if he could now dispose of last year's County Conference Pack.

Agreed by the Committee.

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

In hand. See also item 14.1.

8.3 Branch Web Page

The update to the Poppy Appeal page is complete. The update to the D Day page is in hand.

8.4 Awards

Consideration for more awards is ongoing.

8.5 Distribution of Branch Minutes and AGM Minutes.

The February 2018 minutes and the March 2018 County Circular were distributed to Committee Members via email and printed copies. David Marsh has put the January Final and February Initial minutes on the Branch web page.

8.6 Printing Costs:

January Minutes and February County Circular approximately 62 sheets: £2.46
Other printing approximately 45 sheets: £ 1.78.

The above cost estimates are based on 3.5p per sheet in black ink and paper. However, as the cartridges used recently have been small ink capacity, they have not printed as many pages as the large ones so the cost per page is going up. The Secretary has donated a new small cartridge recently and we are due a free refill from the loyalty card which will help.

The current small black ink cartridge has run out. The Secretary will ask if the supplier can provide a large remanufactured cartridge instead of getting it refilled.

8.7 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 in hand.

8.8 Welfare

One enquiry passed to Area Office.

The Secretary has contacted Welfare again about help for victims of the door step “Council Worker” con. (ref September 2017 AOB). No reply.

The Visitor and Volunteer report for January to March is due on 6th April. This will be one visit as the Standard was paraded at a funeral.

9. MEMBERSHIP SECRETARY’S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 97

9.1 Membership Changes

Two members have gone, a member thought to be missing has definitely left and Hazel Benton has joined.

9.2 On-Line Joining

The Secretary has contacted the County MSO about Harwell Club appearing when you join Harwell Branch on-line. No reply.

The Chairman said that the County Circular item on the Poppy Walk refers to the Harwellian Club as “formerly the Royal British Legion Club” so they are aware it is not a Legion Club.

10. TREASURER'S REPORT:

The Treasurer reported that accounts stood as follows as of 12th March 2018:

HARWELL BRANCH

Current Account:	£ 219.70
B.F.I. Account	<u>£ 1013.80</u>
<u>Total:</u>	<u>£ 1233.50</u>

The BFI is unchanged.

The Treasurer said that we have enough money to run the Branch but we need to slow down on donations to the Poppy Appeal.

11. 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.

11.1 March 2018 County Circular (Printed)

Attachments:

- Poppy Walk Poster (Printed and on notice board) and Sponsor form
- Staffordshire Anzac Commemorative Service

11.2 Late Items for County Circular

- October memberships will lapse on 21st March
- Notify County MSO as soon as possible of any change in Branch bank details

11.3 Membership Newsletter March 2018 (Printed)

- Korean War Memories
- Thank You Movement – a year-long initiative about saying thank you to the WW1 Generation.
- GP90 1100+ branches registered.
- Annual Conference Security / Accreditation
- Membership Services
- Design the Legion's Christmas Card
- Will writing Service
- Veterans born before 1950 wanted for Leicester University research project.
- National and Local events
- Survey and Last Month's results
- Historical article

11.4 Berkshire Poppy Appeal News (Printed)

- Totals to date.
- New County Fundraiser Sarah Brown
- Request for Corporates involvement
- Seminars for Poppy Appeal Organisers
- "Challenge" packs and events for youth groups
- Request for return of red collecting boxes to Aylesford
- County Gazebo, table, chairs etc are available to borrow for events.
- National and local events.

11.5 National Conference (By Post)

Special Circular, Provisional Agenda and Excluded and Amended Material.

11.6 BFI Statements Delayed – forwarded to Treasurer

11.7 Branch Chairman's Seminar County HQ Arborfield, 7th April 2018

Chairman or representative can attend. See item 14.2.

11.8 MAP Updates

- GP 90 registration closed 1 March 2018
- Recommended practice to use BCC (Blind copy which hides email addresses) to send emails to multiple people or distribution lists.
- Presentation on the "Thank You Movement"
- Membership database upgrade.

11.9 Team BRIT News – New Sponsors and Events

11.10 Marketing Emails to the Branch Website Email Address

56 Items since the February 2018 meeting (4 weeks), one from AOL, one from a brewery supplier - forwarded to the Club.

The Secretary consulted David Marsh about the no emails being received by this email address. Two test emails were received from Mr Marsh other emails are now arriving so this appears to be fixed.

12. POPPY APPEAL ORGANISER REPORT:

12.1 BACS Wreath Donations

The Harwell PAO checked with Poppy HQ and only two donations were received from the organisation: in 2014 linked to Harwell Poppy District and in 2015 linked to Swindon Poppy District. The Harwell PAO will now contact the organisation about 2016 and 2017.

12.2 D Day Wreaths

See item 5.5.

12.3 Harwell Feast 28th May 2018

The Harwell PAO is consulting the Vice Chairman and Chilton PAO about their availability and viability of running a stall at this event

Wendy Clarke (PAO at the time) and Ian Clarke (former Club Secretary and Rider's Branch member) ran a stand at the Feast for a couple of years:

2015 Total: £61 (Rider's Branch present and the late Patrick Toovey's plants to sell)

2014 Total: £40

The stand was right outside the Club - an ideal pitch especially for access for the Riders Branch motorbikes. Wendy and Ian also did membership recruitment for the Legion Club (as it was then) and Branch.

This location may not work now as the Harwellian Club need to demonstrate they are not a Legion Club, and have their own gazebo selling beer from the cellar door. In 2016 and 2017 a couple of commercial enterprises had the pitch. The Feast committee may not charge for a charity pitch - £30 if they do. Other locations may be inaccessible for the Riders Branch.

The Harwell PAO asked if he could approach Rider's Branch and County. Discussion ensued including:

- The Rider's Branch may have problems with access if the weather was bad.
- If three or four Rider's Branch members attend, that will be enough to run the stand.

No Objections.

12.4 Poppy Walk Sunday 6th May 2018

There is a poster on the notice board and a poster, sponsor form and details are on the Branch web page.

12.5 November 2018 Collection Letter.

A request for return of red collecting boxes and a paper order form for Kids Packs which are not available to order on-line this year. Orders are limited to one per school so the PAOs will be ordering two.

The President said that Harwell School returned an empty Kids Pack box last year as they had sold all of the merchandise. The Chairman said that the red collecting boxes should be returned as an anti-fraud measure, otherwise boxes could be stolen, which has happened.

12.6 Web Page Update

The Harwell PAO has composed an update including a report on the November collection and summaries of the donations for 2016-17 and 2017- 18. It was agreed with the Chilton PAO, and David Marsh has made the changes to the web page and removed a 2014 donations table.

12.7 Total

No further donations since the January 2018 meeting:

Total since 1st October 2017 is £4,414.2

13. STANDARD BEARER REPORT

The Ceremonial Officer said that the Standard had not been paraded since the last meeting.

13.1 Upcoming Parades and Funerals

The Ceremonial Officer will be attending William Lister's funeral on Friday 6th April. He can parade the Standard if required as he was a member. The President agreed that this is permissible; the first time this applied was the funeral of Bert Prior.

The Secretary asked if he should ask the families about publishing the deaths of William Lister and Ronald Haley in the County Circular. Discussion ensued including that we have never asked the families before and the Secretary should pass their names to the County Membership Support Officer.

No Objections.

14. ANY OTHER BUSINESS

14.1 Harwell History Group

The President said that Kath Luker from Harwell History group will be visiting him.

14.2 Branch Chairman's Seminar, County HQ Arborfield 7th April 2018

The Chairman said that, as mentioned in Correspondence, County Chairman Andy Gale has attended a national Chairman's Seminar and had information to pass to Branches. The

Chairman is unable to attend and asked if anyone present would like to attend. The deadline for return is 7th April.

No Representative.

14.3 Union Flag Outside Club

The President asked the Secretary to ask the Club about putting the flag and flagpole put up for the Poppy Walk, D Day or Remembrance Sunday.

The Secretary said that the flagpole socket was in the middle of an access route for the Harwell Feast.

15. DATE OF NEXT MEETING: 24th April 2018

There being no further business the Chairman closed the meeting at 20:36 hours.