



ROYAL BRITISH LEGION

Harwell Branch

BRI 805

**Monthly Branch Committee Meeting  
Held on 17<sup>th</sup> April 2025  
In the Committee Room at the Village Hall High Street Harwell  
At 17.15 Hours.**

---

**ATTENDANCE:**

R. White (RW) - President  
T. Pearson (TP) - Chair  
P. A. Cox (PC) - Secretary, Harwell Poppy Appeal Organiser (PAO) and Welfare Representative.  
S. T. Haycox (SH) - Treasurer

**COMMITTEE:** H. Benton.

**1. WELCOME**

T Pearson opened the meeting.

**2. EXHORTATION AND KOHIMA EPITAPH**

Reginald White gave the Exhortation and silent tribute; he ended with the Kohima Epitaph.

**3. APOLOGIES:** J. G. Street. J. Capone.

**4. MINUTES OF THE MARCH 2025 COMMITTEE MEETING**

The minutes were circulated prior to the meeting.

There were the following corrections:

**Item 11.1 VE Day** – Paragraph 2 “Monday 3<sup>rd</sup>” “changed to Monday 5<sup>th</sup>”

**Item 16.2 Correspondence from Other Organisations** second bullet point- "This appears does not appear " changed to “This does not appear”

The corrected minutes were approved as a true record and signed by T Pearson.

**5. MATTERS ARISING FROM THE MARCH 2025 MINUTES**

All covered in the following items.

## **6. FULL BRANCH MEETING**

### **6.1 Meeting Arrangements**

T Pearson reminded the Committee that we will have a full Branch meeting after the Harwell Feast on 26<sup>th</sup> May, to gain as much interest as possible first.

**ACTION: To be arranged in due course.**

### **6.2 Letter to Branch Membership**

T Pearson asked P Cox to complete and send the letter before the Feast, with a sentence that we will be at the Feast, and are aiming to hold a full Branch meeting in June.

H Benton asked how many members we have email addresses for. P Cox said that we had emails of about half of the members when last checked (November 2024). T Pearson said that we should ask for email addresses in the letter.

**ACTION: P Cox to complete letter.**

## **7. HARWELL FEAST AND COMMUNITY AWARENESS**

### **7.1 Harwell Feast 26<sup>th</sup> May 2025.**

T Pearson has contacted Second Lieutenant James Hupe, Officer Commanding Didcot Detachment Army Cadet Force (ACF) to see if they will be available to run a stand with us. (J Capone is unavailable). They are discussing running an obstacle course alongside an RBL stand. This will raise funds and awareness for the ACF as well as drawing interest to the RBL stand.

**ACTION: T Pearson to work with Feast Committee and Didcot ACF.**

### **7.2 Recruitment Article**

P Cox has started to modify the letter into an article for publication to include the points described in the March meeting.

**ACTION: P Cox to adapt letter and distribute.**

## **8. REMEMBRANCE SUNDAY AND ARMISTICE 2024**

All items now complete.

## **9. NEW ARTWORK AT THE RAF HARWELL MEMORIAL STONE**

S Haycox and H Benton reported that the planning permission had been given with the Artwork positioned to the side of the path.

H Benton reported that Chiton Parish Council had decided not to ask the District Council to call in the application.

It was stated that there is nothing further that the RBL can do at this stage.

## **10. D DAY 2025**

### **10.1 Guest of Honour**

There has been poor communication and a significant misunderstanding from P Cox to P Davies about the decisions about the Guest of Honour at the last meeting. P Cox offered to write a letter of apology to P Davies. **Agreed.**

**ACTION: P Cox to write a letter of apology to P Davies.**

Lynda Atkins has now been elected to National Chair of the RBL. Following discussion, it was proposed that we do invite her to be Guest of Honour. **Agreed.**

### **10.2 Campus Meeting**

P Cox reported that P Davies had a successful meeting with the new Harwell Campus contacts, to explain and discuss the Ceremony and requirements. P Davies had circulated minutes to the Committee Members. Items covered included Car parking, service sheets, and PA system which the Campus can arrange. It was also stated that work on the new layout of the gardens and installation of the Artwork is on hold until after the Ceremony.

### **10.3 Flypast – See also Treasurers Report item 15.2.**

P Davies has discussed the flypast with the provider from last year. The new Moderna buildings next to the memorial are now occupied so a display cannot take place over them. A small static aircraft has been offered instead at a far lower cost, which will be delivered by road

### **10.4 Invitation List**

P Cox has sent the invitations to the campus organisations. Replies and orders for wreaths are coming in. He will submit the bulk order of wreaths to Poppy HQ at Aylesford early in May and adjust as required.

It was suggested that Moderna should be invited to lay a wreath.  
**Agreed.**

### **10.5 Timetable**

P Cox has drafted a timetable and will circulate it shortly.  
**ACTION: P Cox to complete and circulate timetable.**

### **10.6 D Day Veterans**

The veterans that attend the ceremony are D Day veterans, and could be recognised in some way, possibly in one of the addresses.

### **10.7 Publicity**

The deadline for the April – May Harwell News has already passed. We could post details on facebook and in the Chilton Chronicle.

## **11. VE AND VJ DAY**

### **11.1 VE Day Thursday 8<sup>th</sup> May 2025**

T Pearson said that the Harwellian have an event on the 8<sup>th</sup> with a singer and barbeque. They are raising money for the Felix Fund, which supports servicepeople who have worked in bomb disposal.

H Benton said that there will be a WW2 singer at the Chilton village pub and a couple of street parties are being organised.

Following discussion T Pearson proposed that the Branch holds a brief Commemoration at the War Memorial at the High Street at 4pm on Sunday 4<sup>th</sup> May. This would follow the same format as Armistice Day Commemoration, with the Exhortation, Silence, Kohima Epitaph and the laying of a wreath. It will be adapted as necessary to the conditions at the time.

**Agreed.**

**ACTION: P Cox to order a VE 80 Poppy Wreath.**

## **11.2 VJ Day Friday 15<sup>th</sup> August 2025**

To be discussed at a Branch meeting nearer to the date.

## **12. SECRETARY'S REPORT**

P Cox reported:

### **12.1 Documents from Previous Secretary**

P Cox has not yet shredded the membership lists and other documents.

**ACTION: P Cox to shred membership lists and other documents as appropriate.**

### **12.2 Elections**

P Cox submitted the vote as agreed at the last meeting. The results are in and the candidates that we voted for were elected.

### **12.3 April Agenda**

New agenda items and order as suggested by T Pearson.

### **12.4 Website**

The next payment for the website (for two years registration of the web address) is due in May. P Cox has not yet looked at Krystal charity web hosting yet.

### **12.5 Printing.**

Printed and distributed the agenda for this meeting, the March 2025 minutes, and emails from P Davies about D Day. A comparatively low amount of printing this month again.

P Cox has obtained a pad of paper and black ink cartridge. These are now in use. He is donating these items to the Branch.

### **12.6 Visit of County Chair**

Phil Davies, County Membership Support Officer asked T Pearson if the County Chair Rosemary Edgington could attend a meeting. T Pearson suggested that she attend this meeting. Unfortunately, R Edgington was not available.

T Pearson suggested rearranging this meeting for 24<sup>th</sup> April. R Edgington was available but not enough committee members could attend to be quorate.

**ACTION: The Secretary to pass dates of meetings to the County Chair - see item 16.**

### **12.7 Welfare**

One enquiry received since the last meeting, via T Pearson. P Cox compiled contacts for the National RBL, a branch, the Soldiers Sailors and Airmen Families Association, and other support contacts and sent them to T Pearson to forward on.

### **12.8 Membership**

Branch Membership is unchanged **at 44 members.**

The welcome letter to new members is in hand.

**ACTION: P Cox to draft letter.**

### **12.9 Branch Standard**

The Standard has not been paraded since the last meeting.

## **12.10 Publicity for Presentation by Lieutenant General James Bashall, CB, CBE - The Royal British Legion Yesterday and Today**

T Pearson posted details on facebook, but P Cox did not send details to the Membership for which he apologised.

## **12.11 Correspondence**

P Cox reported that correspondence received since the March meeting includes:

### **Correspondence from Legion County Office and National Headquarters:**

#### **Membership Newsletter March 2025**

#### **Central News April 2025**

**Two versions. One for Committee and the other for membership – to circulate.**

New guides for events coming out.

#### **Annual Conference 2025 Provisional Agenda, Motions and Updates.**

Provisional Agenda and how to attend. Also Motions, Update on 2024 Conference Resolutions and Minutes of Annual Conference 2024.

#### **Passing of Trevor Knights, former County Chairman and Vice President**

Details of the funeral – on 17th April 2025. Legion Standards and members welcome - please email the County Membership Support Officer in the first instance.

#### **Berkshire Chairman's Seminar**

- For Branch Chairmen, or Treasurers at Tilehurst RBL Club, On Saturday 26th April at 10:00am.
- To pass on information from the Membership Council and Executive Directors.
- Audit and Compliance will be examining all RBL Branch accounts in Berkshire for the current year, The required information will be given out during the day.

#### **Secretary's Courses**

7<sup>th</sup> June (D Day Ceremony clashes) and 21<sup>st</sup> June Newbury. All day 10am-4pm.

P Cox said that he will not be able to attend due to the distance and personal commitments.

### **Correspondence from Other Organisations**

#### **April 2025 Chilton Chronicle**

Includes VE 80 Article by Chilton PAO – bunting etc available from Poppy Warehouse.

#### **Oxford Manor Care Home Didcot - Launch of Physiotherapy and Rehabilitation Service 1<sup>st</sup> May**

As received last month. A very similar invitation was also received to a launch at the Bishops Cleeve Care Home, Cheltenham, which is owned by the same company.

## **13. TREASURER'S REPORT**

S Haycox reported:

### **13.1 Branch Funds**

Funds held according to the latest statements are:

#### **HARWELL BRANCH**

<b>Branch Funds Initiative (BFI). Account</b>	<b>£ 368.26</b>
<b>Current Account:</b>	<b>£ 380.17</b>
<b><u>Total:</u></b>	<b><u>£ 748.43</u></b>

The transfer of £201 to the Gardening Club for the Soldier Silhouette has been made.

### **13.2 Legacy Transfer for Flypast**

S Haycox said that the Legacy transfer request for £500 was sent off on 20<sup>th</sup> March. He thanked all who helped with this. T Pearson said that this may be in time to give notice to the flypast organisation. P Cox said that we have not heard if County had approved it.

### **13.3 Meeting Room Payments**

P Cox booked and paid for the meeting room for this meeting: £12.60 for 2 hours, which is the minimum time. He gave the invoice and expenses vouchers to S Haycox after the meeting. He apologised for the delay in paying in the cheques from the previous meetings. T Pearson suggested again that a new Village Hall account should be created to book the room using the Treasurer's email address, so he gets the invoices directly and they can be paid by electronic transfer.

**ACTION: P Cox to create new account.**

T Pearson and P Cox both have printers available for printing any financial documents etc.

## **14. POPPY APPEAL ORGANISER'S REPORT**

### **14.1 VE 80 Day Parties and Badges**

H Benton reported that two street parties are taking place in Chilton. She requested some D Day and 2025 pins to offer for a donation. T Pearson said that she and others in Harwell would also like pin badges. It was decided to allocate 30 VE Day and 30 2025 pins to Chilton, leaving 20 VE pins and 70 2025 pins for Harwell.

The VE 80 event at the Harwellian is raising money for the Felix fund.

**ACTION: P Cox to pass pins to H Benton.**

P Cox reported that no donations have been received since the last meeting.

### **14.2 D Day 2024 report**

P Cox has not yet checked with the organisation that paid by invoice last year as they have not yet responded to this year's invitation.

### **14.3 D Day 2025. See also item 10.5.**

The County Poppy Appeal Manager has not yet confirmed if we are getting a card machine for D Day, but she confirmed that we can use QR codes as suggested at the last meeting.

There is also a new mobile phone app "Toucan" that turns a mobile phone temporarily into a card machine.

### **14.4 Other Updates**

The Vale Poppy Appeal Manager, Sarah Brown, is aiming to organise a coffee morning in Newbury area for PAOs. She will also be phoning PAOs to agree numbers of school packs and contactless machines for November.

P Cox will return unused stock from the 2024 appeal to the Poppy Appeal warehouse at Aylesford as usual.

## **15. ANY OTHER BUSINESS**

### **15.1 Awards**

The Branch Committee discussed awards that could be made to Branch Members, and progress to date.

### **15.2 Campus Lunch**

The Campus are having a VE 80 theme for their usual monthly lunch on 8<sup>th</sup> May for VE day. There are no formal aspects, such as speeches etc. The Campus could make some tickets available if the Branch can suggest some appropriate people with e, g. a D Day link.

Discussion ensued and it was suggested that the D Day veterans that D Milam brings to the D Day service may be interested

**ACTION: P Cox to pass details to D Milam.**

## **16. DECIDE DATE AND VENUE OF MAY MEETING**

### **16.1 Future Dates for Committee Meeting**

T Pearson suggested that we continue to meet on the third Thursday of the month at 17:15 in the Village Hall committee room. The next dates will be 15<sup>th</sup> May and 19<sup>th</sup> June,

**Agreed.**

**ACTION: P Cox to book room for 15<sup>th</sup> May and 19<sup>th</sup> June and inform County Chair.**

There being no further business the Chair closed the meeting at 18:06 hours.

**Minutes approved at the Branch meeting held on \_\_\_\_\_**

**Chair \_\_\_\_\_**