

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 24th April 2018
In the Branch Headquarters at Westfield
At 20.00 Hours.

ATTENDANCE:

D. Drew	- County President
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
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. 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 MARCH 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.

PRESENTATION OF GOLD BADGE AWARD

The County President presented Branch Chairman Reginald White with a Gold Badge for his 40 years of service to the Legion. He was congratulated by all present.

The Chairman thanked everyone for the award, it was much appreciated.

4. MATTERS ARISING:

The Chairman said that all Matters Arising will come up under the various reports.

5. D DAY SERVICE

The Ceremonial Officer reported that a lot has happened. He gave a briefing based on the latest draft of the timetable produced by the Secretary:

5.1 Invitations to Parading Groups

The Ceremonial Officer has prepared invitations for RAF Benson and RAF Brize Norton to send a representative and enquire about a possible flypast. They will be sent following approval by the Chairman.

The Ceremonial Officer reported that acceptances have been received from the Glider Pilot Regiment Society, Wantage Air Training Corps, Chilton Scouts, Didcot Town Twinning and Didcot Rotary Club, MRC, STFC Rutherford and Harwell Campus Management. The other invitations (as listed in last month's minutes) have been sent but there have been no replies yet.

The Secretary said that confirmations from the Didcot Mayor and the Chair of the Vale of the White Horse District Council are on hold pending results of annual elections to be held next month.

The Secretary said that Duncan Rogers has requested an invitation is also sent to Resmed on the Campus. The Secretary also suggested that we invite the European Space Agency as it is the only large government organization on the campus that we don't currently invite.

Agreed by the Committee.

5.2 Venue and Contributors - Requests for Help

The Ceremonial Officer has confirmed with Duncan Rogers of Harwell Campus that the site is available with access to the car park opposite.

Rev. Pam Rolls will be taking the Service and the Ceremonial Officer will arrange a meeting to run through arrangements with her in the coming weeks.

The requests for help (as listed in last month's minutes) have also been sent and both the Bugler and Bag Piper will play at the service and the Treasurer will take photographs.

5.3 Publicity

The Ceremonial Officer will post details on the Branch Parades Facebook page. Articles have been sent for publication in the Harwell News, Chilton Chronicle, Church Ridgeway Broadsheet, and County Circular all of which should be in time for the appropriate issues.

The Secretary added that details have been posted on the Branch web page. He will put up posters in the Club and local shops nearer the date.

The County President suggested that an A3 size poster is put up in the Club in time for the Harwell Feast which is well attended. The Treasurer said that he may be able to arrange printing.

5.4 Service Sheets

The Ceremonial Officer and Treasurer have amended the layout and content of the Order of Service in consultation with the Ceremonial Officer and Rev. Pam Rolls.

5.5 Wreaths

The Harwell Poppy Appeal Organiser has received requests for wreaths from Wantage ATC, Chilton Scouts, Harwell Campus, MRC, STFC RAL, Didcot Rotary Club and Didcot Town Twinning.

The Harwell and Chilton PAOs will order a batch of about 30 wreaths in the week ending 19th May for distribution on the day and in the days leading up.

5.6 Timetable

The Secretary has composed the first version with the Ceremonial Officer which he will distribute shortly.

6. CHILTON VILLAGE AND HARWEL CAMPUS FAMILY FUN DAY

The Ceremonial Officer reported that he has discussed details with the County Fundraiser Sarah Brown. She will be running a Legion stand because the Ceremonial Officer and the Poppy Appeal Organisers are unavailable. The Ceremonial Officer has also passed her a contact for the local Riders Branch.

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 Archive Boxes in club

Last year's County Conference pack has been disposed of. Other disposal is in hand.

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

In hand.

8.3 Branch Web Page

Update to the D Day page is complete.

8.4 Awards

Consideration for more awards is ongoing. A Gold Badge was presented to the Chairman at this point in the meeting.

8.5 Distribution of Branch Minutes and AGM Minutes.

The March 2018 minutes were distributed to Committee Members via email and printed copies. David Marsh has put the February Final and March Initial minutes on the Branch web page. The County Circular will be out later this month as a combined April / May edition.

8.6 Printing Costs:

March Minutes approximately 58 sheets: £2.32

Other printing approximately 26 sheets: £ 1.02.

The Secretary is yet to obtain a spare remanufactured cartridge.

8.7 2017 AGM Followup

The minutes are nearly complete with a couple of queries to resolve.

Back up of Branch documents to the Onedrive and MAP on-line storage is in hand.

8.8 Flag Pole Outside Club for Poppy Walk, D Day and Remembrance Sunday

The Club Chair and Club Secretary are both happy for the flagpole and Union Flag to be put up for these events.

8.9 Welfare

The Visitor and Volunteer report was submitted on 5th April for Jan-March 2018: one visit and no volunteers

Door step “Council Worker” con. (ref September AOB).

The Berkshire County Welfare Officer has replied that the people involved would need to be ex-service to qualify for help. If so, and they have been left in economic hardship, then the Legion may be able to, for example, obtain any white goods that they need such as a cooker, washing machine etc. Contact is quickest via the Contact Centre on 0808 802 8080 or the Legion website. Otherwise their applicable service charity or regiment may be able to help.

8.10 County Circular

Details of the passing of William Lister and Ron Haley have been passed to the County Membership Support Officer.

9. MEMBERSHIP SECRETARY’S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 96

9.1 Membership Changes

Membership has dropped by one due to the passing of Ron Haley and Hazel Benton has joined.

9.2 On-Line Joining

The County Membership Support Officer is in contact with the Legion IT team about Harwell Club appearing when you join Harwell Branch on line, and she is also contacting Oxfordshire County MSO regarding Harwell Club still being on the Oxfordshire County Website.

10. TREASURER’S REPORT:

The Treasurer reported that accounts stood as follows as of 1st April 2018:

HARWELL BRANCH

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

10.1 Income

£5.83 interest has been received to the BFI.

10.2 BFI Transfer Problem

The Treasurer reminded all present that he needs permission to write a cheque for more than £100. This has become necessary due to an error made during a transfer from the BFI to the current account.

He distributed copies of a description of the sequence of events, an email from London RBL about this problem and a recent statement of the current account (available to view on request).

He said that the balances of accounts quoted are correct. However, the on-line accounts are different because London RBL did not correctly carry out a transfer from the BFI to the Current Account. He and they have been trying to put this right for the last year.

Three transfers of £228 have gone in to the Current Account whereas two payments of £228 have been paid out, so the BFI is £228 too high. We need to return £228 to London as they have carried out one transfer too many. We need to pay this back with a cheque.

This is all above board and Harwell Branch has done nothing wrong - we are putting London RBL's mistake right. He has made the auditor aware of the situation.

PROPOSAL: That a payment of £228 is made by cheque to London RBL to correct an error in transfer from the BFI to the Current Account.

PROPOSED: Ceremonial Officer

SECONDED: John Belton

CARRIED UNANIMOUSLY

The Chairman thanked the Treasurer for his work.

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.

The County Circular will be out later this month as a combined April / May edition.

11.1 Membership Newsletter April 2018 (Printed)

- Updates on the six promises made to membership: Improving the membership offer, reducing the decline in membership, simplifying governance, future proofing with technology, establishing two- way communications and increasing delivery of Beneficiary support
- Features and updates on ongoing projects, initiatives and upcoming events

11.2 Social Media Policy - See item 13.1

11.3 Warning Ref Emails from Jackie O'Grady

Please ignore any emails from Jackie O'Grady. She is not working on behalf of Blakeney Clay and District Branch and she is not a not a Legion member.

11.4 MAP Updates

- County "Shared Documents Library" is available - to share documents with Branches.
- Training for County Treasurers.
- Members' contact preferences are available on MAP – e.g. contact by email, post, phone, 3rd parties etc.
- Join the "Thank You Movement" Group on MAP (To say thank you to the WW1 generation)
- Promotion of "Yammer" the Legion's own social network

11.5 War Memorials News

From Civic Voice via Harwell Parish Council. News on searching War Memorials, protection (i.e. listing), grants and a National WW1 tribute on 11th November 2018.

11.6 General Data Protection Regulations Update

The Membership Handbook has been updated to comply with GDPR, new membership forms are coming in and an information pack will be sent to Branches.

11.7 Team BRIT News – promotional material

11.8 Chilton Chronicle

April 2018 edition and Parish AGM edition.

11.9 Marketing Emails to the Branch Website Email Address

54 Items since the March 2018 meeting (4 weeks). Also: one from AOL, two from a pub supplier - forwarded to the Club, and the War Memorials Newsletter.

12. POPPY APPEAL ORGANISER (PAO) REPORT:

12.1 BACS Wreath Donations

The organisation concerned and Poppy HQ (Sue Brading) are sorting this out between them. Any of these donations made after October 2017 can be allocated to the Harwell District account.

12.2 D Day Wreaths

See D day item.

12.3 Harwell Feast

The Harwell PAO, the Ceremonial Officer and the Chilton PAO have all agreed that it is not viable for the Harwell Branch to run a stand by ourselves, so the Harwell PAO has contacted the Oxfordshire Rider's Branch and the County Fundraiser Sarah Brown (who is unfortunately not available).

A Poppy Appeal Collector has been in touch that the School's float in the Feast Parade has a Poppy theme and the headmaster (Mr Gibson) wonders if we want to be involved in some way.

The County President said that the County Fundraiser Sarah Brown has some giant Poppies which the school may want to use. The Harwell PAO will enquire with the School.

12.4 Companies and Events

County Fundraiser Sarah Brown asked all the PAOs to list all of the Organisations and Businesses we are in contact with, so she can consider contacting them as well:

Harwell Branch is in contact with 50 in all - 37 in Harwell, Chilton and the Campus and 13 outside. This includes providing wreaths for the D Day and Remembrance Sunday services, and providing Poppy collecting tins and merchandise in November.

There was also an update on Poppy Appeal merchandise, the trip to Aylesford and a Legion care home in June.

12.5 November 2018 Collection Letter.

The order for the two Kids Packs will be submitted shortly

12.6 Total

No further donations since the January 2018 meeting:

Total since 1st October 2017 is £4,414.22

13. CEREMONIAL OFFICER'S REPORT

13.1 Social Media Policy

The Ceremonial Officer said that Branches have various social media channels, such as Facebook and Twitter. RBL HQ's Social Media Team have released a "Social Media" policy for Branches with a Social Media footprint. This policy defines how they should be managed.

Harwell Branch has a Facebook group for Ceremonial use as a photograph library and historical archive. The Ceremonial Officer has checked through the policy and our page complies with these policy rules:

- There are two administrators
- The page has a link to the Branch website
- The page has an explanation of who we are and what we do
- We comply with the rules on photographs.

The Ceremonial Officer has forwarded some questions to the author of the policy as some rules in the policy are not relevant (as the page is not used for advertising or public relations). He is pleased that not many changes are needed. He will do the required changes this week, including correcting the link to the Branch website.

14. STANDARD BEARER REPORT

The Standard has not been paraded since the last meeting and there have been no requests for the Standard to be paraded.

The Ceremonial Officer said that the Didcot Herald reported that Mary Perry, wife of the late Jack Perry, has passed away. It was stated that there will be a Memorial Service at Harwell Church on Saturday 16th June.

The Ceremonial Officer said that the Glider Pilot Regiment Society had informed him that D Day Veteran Peter Clarke has passed away.

15. ANY OTHER BUSINESS:

15.1 Poppy Poem "Wear Your Poppy With Pride"

Geoff Street passed a framed copy of this poem by Peter Phillips to the Committee. He asked that the poem is passed to the Club Committee to put up in the Poppy Room with their permission. The Secretary will make the request.

15.2 Regimental and Squadron Plaques in Club

A Committee member asked what the situation was regarding the possible move of the plaques from above the Bar to the Poppy Room. It was stated that there has been no change since December when we confirmed our ownership of the plaques with the Club Committee and said that we are willing to discuss any move with them.

15.3 Passing of Frank Corderoy

Geoff Street reported that former member Frank Corderoy has passed away.

15.4 County Festival of Remembrance

The County President reported that the Festival has a different format this year. It will be held at Reading Minster on St. Mary Butts road on 3rd November 2018, so there is no clash with Remembrance Sunday. He aiming to get as many Standards as possible on parade. There are only 1000 seats available, so anyone interested in attending should reply to the invitations (which are out in July) as soon as possible.

16. DATE OF NEXT MEETING: 29th May 2018

There being no further business the Chairman closed the meeting at 20:39 hours.