

The Royal British
Legion
Harwell Branch
BR1805

Monthly Branch Meeting
Held on 31st July 2018
In the Branch Headquarters at Westfield
At 20.00 Hours.

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 all who have suffered and died for our Country.

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

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

3. MINUTES OF JUNE 2018 MEETING

All present had seen the Minutes which had been distributed 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 all Matters Arising would come up under the various reports.

5. D DAY SERVICE

5.1 Wreaths

The Branch donation of £25 has been paid in so the total is now £356.

Poppy Appeal HQ is yet to confirm that the 5 donations by BACS transfer have been received.

5.2 Letters of Thanks

The Ceremonial Officer's letter to the pilot of the Tiger Moth has been sent.

The Secretary has sent letters to rest of Civic Dignitaries and Campus organizations. He has also composed letters to the first aiders, bag piper, bugler and photographers, these have been approved by the Chairman and sent.

Some appreciative comments from attendees have been received in reply.

5.3 Reports and Photographs

The Ceremonial Officer has written a report for local newsletters and the Branch web page, which will be distributed shortly.

5.4 Timetable

A third version will be distributed when all actions are completed.

The Chairman thanked the Ceremonial Officer and Secretary for their organization of this event.

6. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES (ROAD CLOSURES)

6.1 2017 Wreaths at the Village War Memorial

The Secretary removed these yesterday because they are faded, and the labels are illegible and coming off.

6.2 Street Collection Licences

The Secretary received an enquiry from Poppy Appeal HQ asking for the time and place of the Remembrance street collection at the service as they need to get a licence from the Vale District Council. He replied with usual details i.e. 10:45am on Remembrance Sunday at the Harwell High Street which they will add to their list for this and future years.

Poppy Appeal HQ also advised that a Street collection licence for D Day should not be necessary as it's on a private site and we have permission from owners.

6.3 Arrangements

As the Ceremonial Officer was not present at the meeting, applications for road closures was held over until next month's meeting. The Ceremonial Officer and Secretary will start the other usual arrangements in due course including invitations, timetable of actions and due dates.

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 General Data Protection Regulations (GDPR)

The Harwell Parish Council form has been completed and sent.

Currently the Club phone number is listed as the Branch phone number on the contacts page on the Council web site. The Secretary also asked that this is removed. It should possibly be the Legion contact centre 0800 number which he will enquire about.

The Secretary has removed the County Handbook from the magazine rack in the Club. He is yet to check with HQ over what contacts should be on the Parish Council web site.

8.2 Archive Boxes in Club

Delivery of old membership lists and County Handbooks to County Office for disposal is in hand.

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

In hand. No reply yet from the County MSO regarding retention requirements for minutes. Discussion ensued:

- The President said that he was very surprised that disposal is required.
- The Chairman said that the minutes are part of the history of the village. It would be sad if we do have to dispose of them.
- The Secretary said that the authors of the requirements may not have thought through the implications.

8.4 Branch Web Page

The Poppy Appeal page has been updated with reports on the Sponsored Walk, Chilton Family Fun Day and D Day donations. The D Day page will be updated with the Ceremonial Officer's report shortly.

8.5 Awards

Ongoing.

8.6 Distribution of Branch Minutes.

The June 2018 minutes and July & August 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 May Final and June Initial minutes on the Branch web page.

8.7 Printing Costs:

June Minutes and July & August County Circular: approximately 72 sheets: £2.89

Other printing: approximately 30 sheets: £ 1.19

The black cartridge ran out of ink and the Secretary has got it refilled for £10.

He obtained two remanufactured large capacity cartridges as spares - one black and one colour - at £14 each (£1 discount on the colour cartridge). These should last until the end of year.

These were required as the second large capacity black cartridge we did have, did not work after the latest refill in February so the supplier replaced it free with a small one. However, this is inefficient as refills large and small both cost £10 now. The colour cartridges seem to be more fragile than previously and do not work after refill.

8.8 2017 AGM Follow Up

The Minutes and the back-up of files to Onedrive and MAP on-line storage are in hand.

8.9 Welfare

No cases or enquiries. The quarterly return was submitted on 6th July: 0 visits and 0 volunteers.

8.10 Poppy Poem “Wear Your Poppy with Pride”

Still no reply from Club if they will approve this to be put up in the Poppy Room. The Secretary will chase this up.

9. MEMBERSHIP SECRETARY’S REPORT

CURRENT PAID UP MEMBERSHIP: stands at 95

9.1 Change in Membership

We have lost two members: Don Pike who has passed away, and a member has left.

9.2 On-Line Membership Application

The Secretary said that “Harwell RBL Club” is still suggested when you join Harwell Branch on line as of last week. The County MSO is contacting headquarters to get this changed.

10. TREASURER’S REPORT:

The Treasurer reported that accounts stood as follows as of 13th July 2018:

HARWELL BRANCH

Current Account:	£ 196.70
B.F.I. Account	<u>£ 796.54</u>
Total:	<u>£ 993.24</u>

10.1 Income

Interest of £4.91 has been received to the BFI account.

10.2 Approval of Accounts 2017-18

The Treasurer distributed copies of the Trends 2018 table and Trends Graph 2018 which is a bar chart (both attached to these minutes). The online accounts package produces a long print-out of the Receipts and Payments form over a number of pages rather than the single page summary in previous years.

The Treasurer said that the current year’s figures are in the last column in the Trends table and these can be compared with previous years. Though funds are going down we still have some money and are in the black. If we are careful we will be alright. We have enough money to run the Branch administration, but we will struggle if we make donations to the Poppy Appeal for wreaths and crosses in November. There is not enough money in the current account to cover this. There is more money in the savings account but once it is spent it will not be replaced.

Discussion ensued, and the Treasurer answered questions:

- The amount paid to the Poppy Appeal is in row 16c of the Trends Table: £166 in 2016-17 and £165 in 2017-18. It is a large portion of the Branch’s annual income.
- Last November we had two wreaths and 60 wooden crosses for which we donated £110.
- The President said that if we continue this we will have nothing left.
- The Poppy Appeal Organiser said that we can leave this until nearer the time when the crosses are put on the War Graves (usually early November).
- The accounting year runs to the end of June.
- Following approval by the Branch, the accounts will be audited by Danny Rose, who audited the accounts last year. The Treasurer will then send the accounts to headquarters.

Proposal: The accounts are accepted

Proposed: Treasurer

Seconded: Membership Secretary

CARRIED

Four copies of the accounts were duly signed by the Chairman and Treasurer, for the Treasurer, Secretary, auditor and headquarters.

The “Authority to Disclose” form was duly signed by the Chairman and Treasurer. This gives permission for headquarters to check the Branch’s bank account.

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.

Correspondence from Legion County Office and National Headquarters:

11.1 July 2018 County Circular (Printed)

Attached:

- Legion Complaints Committee Presentation for Conference.
- Membership Newsletter June 2018 (as received last month).
- Membership Meet Up Program: South West is Kingsholm Stadium, Gloucester on 21 July, South East is 8 September, in Crown Plaza Hotel, Gatwick.
- Revised Festival of Remembrance Special Circular.
- Membership Forum Booklet.

11.2 Membership Newsletter July 2018 (Printed)

- World War 1 and Korean War Commemorations.
- New staff, upcoming events and survey results.

11.3 Request for Volunteers for Leeds University Research

Survey on how veterans wish to be contacted about relevant support services. £3 donated to the Legion or other Forces charities for each survey completed.

11.4 Requests for Standards at Two Funerals

See Standard Bearer Report.

11.5 Bouncy Castles and Inflatable Safety Guidance

Issued by the Legion following a fatality – not connected to Legion.

11.6 Revised Festival of Remembrance Special Circular

Standard Bearers can take guests, deadline for applications is 5th July.

11.7 Festival of Remembrance Ticketing Details

Phone number and web site open from 23rd July.

11.8 A Nation’s Thank You, The People’s Procession at Cenotaph

Civilian contingent 10,000 chosen by random ballot. Register on line by 12 August.

11.9 Request for Articles for September Legion Magazine

Articles on innovative Remembrance commemorations or Poppy Appeal Launches.

11.10 Armed Forces Day Series of Videos

Subjects are: Raising Our Flag to the Armed Forces Community, Military Slang, reserves, Guess the weight and life with an armed forces partner. The videos are on the Legion website and YouTube.

11.11 Membership Meet-Up Gloucester July 21st

To meet with the HQ team and other members for advice etc.

11.12 Veteran's Gateway Press Release

Link to press release – 10,000 enquiries in the first year and 183,000 web site visitors.

11.13 Thank You to WW1 Commemoration Activity Packs

For 9 to 16 years, on Art, Music and Poetry

11.14 Weekly Site Briefings – List of Sites for Legion Regular Giving Team

Also “Mystery Shoppers” required. Sites have recently included Didcot, Abingdon, Wantage, Oxford and Newbury.

11.15 Change in Direct Debit Payment Date to 21st September

To allow time for the new membership cards to arrive before the old ones expire.

11.16 Greene King Promotion – Flanders Fields Seasonal Ale

20p per pint sold donated to the Legion.

11.17 Guidance for Wearing Veterans Seafarer Badge on Legion Parades

11.18 Membership Renewal Information Leaflet and Briefing

11.19 Differences between Latest and Previous Membership Application forms

11.20 “Everyone Remembered” World War 1 Commemoration

11.21 MAP Portal Updates

- Year End packs for non-Lomas Branches available on MAP
- Membership Segmentation Initiative – survey to improve the Legion website.
- Promotion of “Yammer” – the Legion’s social network.
- Request for feedback on changes being considered to the Royal Charter
- Request for footage of the Moon Landings.

Correspondence from Other Organisations:

11.22 July 2018 Chilton Chronicle

11.23 Yorkshire Military Band Concert at Reading Salvation Army HQ 21st July.

11.24 Didcot Town Mayor's Murder Mystery Ball 10th November

11.25 Team BRIT News July

11.26 Marketing Emails to the Branch Website Email Address

62 Items since the June 2018 meeting (5 weeks). Also:

- 3 from a water supplier - forwarded to the Harwellian Club
- 2 from the Didcot Mayor's office – see above

12. POPPY APPEAL ORGANISER REPORT:

12.1 BACS Wreath Donations

One more donation to confirm from November 2017.

12.2 D Day Wreaths

See D day item.

12.3 PAOs Coffee Morning 31st July

Chilton PAO Hazel Benton and the Harwell PAO attended this event which was run by Sarah Brown, Community Fundraiser for this area, at Java and Co coffee shop in Abingdon. Several other local PAOs also attended.

The Harwell PAO thanked Sarah for running the Legion stand at the Chilton Festival on behalf of the Branch.

Sarah introduced some new “All Year Round” merchandise which can be used at fetes etc, also merchandise for the Legion’s “Thank You” initiative and for Remembrance.

It was useful to discuss and compare notes with the other local PAOs about the November collection and recruiting door to door collectors.

Clare Oldfield, Abingdon PAO, offered to lend us her Coin counter again for counting the November collection.

12.4 Correspondence

The 2018 Poppy Appeal Handbook has arrived, and the Poppy Newsletter for Berkshire and the Vale including the Thankyou campaign, Poppy Appeal Awards and Newbury 5K run.

12.5 November 2018 Collection

The merchandise order is in hand. The Chilton and Harwell PAOs will also order wreaths for the usual groups for Remembrance Sunday.

12.6 Total

Including the £25 D Day wreath donation from the Branch:

Total since 1st October 2017 is £4,812.49.

Thanks to all who have helped.

13. CERMONIAL OFFICER’S REPORT

No Report.

14. STANDARD BEARER REPORT

14.1 Requests for Standards at Two Funerals

The Secretary reported on behalf of the Standard Bearers: This request had been received from the County Membership Support Officer. The funerals were at Faringdon on 5th July and at East Hagbourne on 6th July. The Standard Bearer and Deputy were both unavailable for these dates.

The Chairman and President said that a call had gone out in local newspapers etc. for people to attend the funeral at Faringdon, which was for a Veteran with no relatives - a lot of people attended.

15. ANY OTHER BUSINESS:

15.1 Passing of Former Member and Veteran Sam Langford

The President reported that Mr. Langford had passed away. He served in the Royal Berkshire Regiment and was a D Day Veteran, having landed on the Normandy beaches. He then transferred to the Airborne Division and took part in the Rhine landings.

John Belton added that he was a Bren Gunner on the landing craft and had been fortunate to survive as he had changed places with his Corporal who lost his life.

16. DATE OF NEXT MEETING: 28th August 2018

There being no further business the Chairman closed the meeting at 20:41 hours.

Harwell Branch Receipts and Payments made in 2017 - 2018

1. Bank and Cash Balances	2012 – 2013 (8 months)	2013 - 14	2014 – 2015 (12 months)	2015 – 2016 (12 months)	2016 – 2017 (12 months)	2017 – 2018 (12 months)	
a. Cash	£0	LOMAS	£0	£0	£0	£0	
b. Lloyds Bank Current Account	£752		£737	£352	£310	£221	
c. BFI Account	£1408		£1176	£1199	£995	£791	
2. Total cash held	£2161		£1913	£1551	£1305	£1012	
3. Total movement on accounts	£315		-£0.73	-£361	-£246	-£292	
4. Other assets held	£0		£0	£0	£0	£0	
5. Gross subs collected							
a. Receipts	£5119	LOMAS	£4745	£464	£278	£196	
b. Membership fees / Club subs	£4163		£3835	£221	£19	£0	
6. Branch Poppy Appeal events	£0		£0	£0	£0	£0	
7. Branch fundraising events	£0		£0	£0	£0	£0	
8. Branch entertainment	£0		£0	£0	£0	£0	
9. Monetary gifts and donations	£30		£20	£0	£0	£0	
10. Interest received	£31		£17	£24	£24	£24	
11. Benevolent expenditure	£0		£0	£0	£0	£0	
12. Branch ceremonial events	£0		£0	£0	£0	£0	
13. Branch Admin	£618		£763	£442	£135	£119	
14. Purchases – badges, wreaths etc.	£75		£0	£0	£228	£228	
15. Other income	£0		£0	£0	£0	£0	
16. Other payments							
a. Food for group meetings	£0		LOMAS	£0	£0	£0	£0
b. County Conf. lunches	£9			£10	£10	£0	£10
c. To Poppy Appeal	£0	£175		£175	£166	£165	
17. TOTAL							
a. Receipts	£5180	LOMAS	£4782	£487	£302	£220	
b. Payments	£4685		£4783	£849	£548	£512	
18. Net increase / decrease in funds	£315		-£0.73	-£361	-£246	-£292	

Green = Receipt Red = Payment

All figures rounded to the nearest pound

Royal British Legion Harwell Branch Accounts 2018

