

The Royal British  
Legion  
Harwell Branch  
BR1805

**Monthly Branch Meeting**  
**Held on 30<sup>th</sup> January 2018**  
**In the Branch Headquarters at Westfield**  
**At 20.00 Hours.**

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**ATTENDANCE:**

R.J. White - Chairman  
P. A. Cox - Secretary, Harwell Poppy Appeal Organiser and Welfare Representative  
Mrs S. E. Pateman - Membership Secretary

**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 member Graham Fry who passed away recently.

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

**2. APOLOGIES:** H Benton, C. S. East, R.C. East, P Davies, S, Haycox,  
B. Mulford.

**3. MINUTES OF NOVEMBER 2017 MEETING**

All present had seen the Minutes before the meeting. There was the following correction:

Item 11.10 Poppy Appeal total changed from £4230.46 to £4340.46 to include the £110 donation from the Branch received on the night.

On acceptance as a true record they were duly signed by the Chairman.

**4. MATTERS ARISING:**

**4.1 Branch Memorabilia (Ref: November 2017 Branch Meeting item 7.9)**

The Secretary has written to the Harwellian Club Committee Chairman to confirm our responsibility for the Royal British Legion items in the Club premises. He also thanked them for the opportunity to consider where these items are displayed or stored within the Club and stated that we are willing to discuss with them any options for relocation.

The Club Committee Chairman replied that this was perfect as it ticks the box and leaves them room for manoeuvre.

Discussion ensued:

- The Chairman said that we may need to move the regimental plaques that are currently above the bar.
- John Belton said that many of the plaques were donated by the regiments when visiting the Club.
- Geoff Street and the Chairman said that the plaques and memorabilia could be displayed in the Poppy Room.
- The Chairman said that the Club is on our side and contacted us about this.
- The Secretary said that the Club Chairman stated at the Club AGM on 19<sup>th</sup> January that the Club supports community activities including the Branch.

The Chairman suggested that this matter is left in abeyance until we hear back from the Club.

**No Objections.**

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

## **5. ARMISTICE AND REMEMBRANCE SUNDAY SERVICES**

The Secretary reported:

### **5.1 Thank You Letters**

The Ceremonial Officer has written to: Didcot Air Training Corps, Harwell Scouts, Harwell Guides, the Harwellian Club, the Bag Piper and the ATC Standard Bearer.

The Secretary has written to: Harwell School, Harwell Church, the Bugler, Photographers, Harwell Parish Council and Harwell Gardening Club.

### **5.2 Publicity**

The Ceremonial Officer's report has been published in the November – December Harwell News. It will be published on the Branch Website shortly with the collecting bucket total.

### **5.3 Timetable**

The Secretary will compose a third and final version when all actions have been completed.

## **6. ENROLLMENT OF NEW MEMBERS**

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

The Secretary said that Hazel Benton has completed an application and will pass it to the Membership Secretary in due course.

## **7. SECRETARY'S REPORT:**

### **7.1 Archive Boxes in club**

Disposal in hand.

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

In hand.

### **7.3 Branch Web Page**

Updates to the Remembrance and Poppy Appeal pages are in hand.

### **7.4 Awards**

The Secretary has submitted a short report about the Ceremonial Officer's Vale of the White Horse Unsung Hero award and a photograph to the Harwell News. Consideration for more awards is ongoing.

### **7.5 Distribution of Branch Minutes and County Circular**

The Secretary distributed the November 2017 minutes and the December Circular 2017 via email (no January 2018 County Circular). He apologised that the paper copies were only printed and delivered over the weekend and yesterday.

The Secretary has sent the October minutes to David Marsh to put on the web page and will send the November minutes shortly.

### **7.6 Printing Costs:**

Minutes and County Circular: approximately 68.5 sheets: £ 3.92.

Other printing: approximately 58.5 sheets: £ 2.34.

The red ink in the colour ink cartridge briefly stopped working when printing the minutes.

The recently fitted black ink cartridge is not working and the Secretary has returned it to the suppliers for testing with an empty one for refill. He brought a new small black cartridge to complete this month's printing. Costs will be advised at the next meeting.

### **7.7 2017 AGM Follow Up**

The minutes are in hand.

The Secretary completed the MS1 Branch information, Officers and Committee form and sent it to County, together with the County Conference lunch form and cheque.

The Secretary has sent a letter of thanks to David Marsh for his work on the web site.

The Secretary has backed up the Branch Minutes and Agendas etc to a second hard disc drive and reactivated the "Onedrive" on-line storage. Files can also be stored on the MAP.

### **7.8 Welfare**

One enquiry – not from our area and passed to another Branch.

Still no reply from County or National Welfare about help for victims of the "Door Step Council Worker" con. (ref September AOB).

The Secretary apologised that the October-December 2017 Visitor and Volunteer report has yet to be submitted and is overdue.

### **7.9 Membership**

The Secretary has paid in a member's subscription as agreed with the member and returned their renewal reminder letter and a receipt.

## **8. MEMBERSHIP SECRETARY'S REPORT**

**CURRENT PAID UP MEMBERSHIP:** stands at 97

### **8.1 Membership Renewal**

91 members have renewed so far, including the member in item 7.9. Members have until tomorrow to renew.

## **9. TREASURER'S REPORT:**

The Secretary read out the following report on behalf of the Treasurer:

Accounts stood as follows as of 12<sup>th</sup> January 2018:

### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 53.70</b>
<b>B.F.I. Account:</b>	<b><u>£ 1013.80</u></b>
<b>Total:</b>	<b><u>£ 1067.50</u></b>

There was a short discussion about the level of funds in the current account, recent expenses and transfer from the BFI.

## **10. CORRESPONDENCE:**

Items indicated as “printed” will be filed in the “County Circulars” folder in the Club. Other items can be printed on request.

### **10.1 December 2017 County Circular (Printed)**

Attachments:

- Intelligence Corps Museum RAF Chicksands feature
- Berkshire Poppy Appeal Newsletter
- Christmas Membership Newsletter (See item 10.3)
- County Conference Provisional Agenda

### **10.2 Membership Newsletter November 2017**

- How the Legion helps the Armed Forces Community: Branch Community Support, Homeless not Worthless, Battle Back, Dementia and Break Centres, Independent Living and Handy Vans services, Eligibility.
- Paypal Turkey Dash – donate to the Poppy Appeal and other charities via Paypal – a cartoon Turkey with most money donated wins the “Race” (Also in other correspondence).
- Coventry Building Society raised £14.7m for the Legion since 2008.

### **10.3 Membership Newsletter Christmas 2017 (Printed)**

- Christmas greetings and thanks to the membership.
- Upcoming highlights for 2018.
- Buy presents via Amazon – donation to the Poppy Appeal.
- National Memorial Arboretum wins award and hosts a Christmas event
- “Count Them In” campaign update – there will be a question on veterans in the next national census.

### **10.4 County Conference Final Agenda**

## **10.5 Membership Newsletter January 2018**

- Great Pilgrimage 90 articles and encouragement to Branches to participate (also in other correspondence).

## **10.6 Reply from Harwellian Club Chairman on Branch Memorabilia in Club**

See item 4.1.

## **10.7 MAP Updates**

- Users now required to change passwords regularly
- Annual Conference Delegates can apply via MAP
- Loneliness and Isolation research
- Saying thank you to the WW1 Generation – an initiative in 2018
- Website Survey

## **10.8 Veterans Advisory and Pensions South East Committee and Chairman Vacancies**

## **10.9 December and January Chilton Chronicle**

- January edition contains Chilton PAO's Poppy Appeal article

## **10.10 Marketing Emails to the Branch Website Email Address**

183 Items since the November 2017 meeting (9 weeks), also one email forwarded to the Club Secretary, a Google account check and the Welfare query.

## **11. POPPY APPEAL ORGANISER REPORT:**

### **11.1 D Day Service Wreaths**

Chasing of organisations for missing bank transfer donations is in hand.

### **11.2 Remembrance Wreaths**

Donations have been received from all organisations apart from one via bank transfer to be confirmed. Total £222 so far. All receipts delivered.

### **11.3 Remembrancetide Collection 28 Oct – 12 Nov and Totals**

The Harwell PAO delivered the Resmed company collecting box and money to the Abingdon PAO as agreed.

The Harwell PAO picked up the last collecting box and he and the Membership Secretary counted it as £53.76. This has been banked. The final house to house and business totals are:

Total for Chilton:	£1396.73
Total for Harwell:	£2685.49
Overall	£4082.22*

For comparison, the 2016 total was: £3,771.46.

\* **Secretary's Note:** Incorrectly reported as £4028.46 at the meeting.

The Harwell PAO has written a letter to the Harwell house to house collector to thank his son for collecting donations for armbands at Harwell School.

Thankyou cards have been delivered to all the house to house collectors and businesses by the Chilton and Harwell PAOs and the Branch President.

The Chilton PAO has composed and submitted articles to the Chilton Chronicle and Church Broadsheet. The Harwell PAO has sent an article to the Harwell News.

#### **11.4 November Report to Poppy Headquarters**

The report has been submitted.

#### **11.5 Remaining Stock**

Sue Brading at Poppy HQ arranged for the collecting boxes, paper poppies, crosses and merchandise to be taken back to the warehouse.

The Harwell PAO has returned the Kids Packs and coin counter to the Abingdon PAO and arranged storage for the 5 spare wreaths.

The Chilton PAO has arranged storage for the merchandise trays. Those that are too tatty to reuse which will be disposed of.

#### **11.6 Volunteer Survey**

In hand.

#### **11.7 Total**

Including £53.76 from the final collecting box and the latest wreath donation of £20:

**Total so far is £4,414.22\*\***

**\*\*Secretary's Note:** Incorrectly reported as £4,144.22 at the meeting.

This will be posted on the Poppy Appeal page of the Branch website with an appropriate update.

The Harwell PAO thanked to all who have helped. The Chairman congratulated all involved.

### **12. STANDARD BEARER REPORT**

Geoff Street reported that the Standard Bearer had paraded the Standard at Graham Fry's funeral.

### **13. COUNTY CONFERENCE REPORT**

The Secretary suggested that this is held over until the February meeting, so the Ceremonial Officer was available to answer any questions.

**No Objections.**

### **14. ANY OTHER BUSINESS:**

None.

**15. DATE OF NEXT MEETING:** 27<sup>th</sup> February 2018

There being no further business the Chairman closed the meeting at 20:25 hours.