

The Royal British  
Legion  
Harwell Branch  
BR1805

**Branch Meeting held following the Annual General Meeting  
On 30<sup>th</sup> October 2018 at 21:28 hours.**

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**ATTENDANCE:**

R.C. East	- President
R.J. White	- Chairman
P. Davies	- Vice Chairman Ceremonial Officer and Deputy Standard Bearer
P. A. Cox	- Secretary, Poppy Appeal Organiser Harwell and Welfare Representative
S. T. Haycox	- Treasurer
Mrs. S.E. Pateman	- Membership Secretary

**COMMITTEE:** G Street, J Belton (to item 10.5).

**MEMBERS:** None

The Chairman said that the Kohima Epitaph and Exhortation had already been recited at the beginning of the Branch AGM that preceded this meeting.

1. **APOLOGIES:** Mrs. H Benton, C. S. East, B. Mulford.

2. **MINUTES OF THE SEPTEMBER 2018 MEETING:**

All present had seen the minutes which had been distributed before the meeting. There were the following corrections:

Item 5.3 Para. 3 “..Whit Horse District Council..” corrected to “..White..”

Item 7.9 Para “making a total of seven to twelve..” corrected to “..seven to eleven..”

On acceptance as a true record the corrected minutes were duly signed by the Chairman

3. **MATTERS ARISING**

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

4. **REMEMBRANCE SUNDAY PARADE AND SERVICE 2018**

The Ceremonial Officer reported that all is going well.

**4.1 Road Closure**

The Secretary said that just before the Road Closure application was submitted, Headquarters communicated a concern regarding responsibility for traffic marshalling and road closures for Remembrance Parades and the scope of coverage of the Legion’s Public Liability Insurance.

Following more communications from HQ it became clear that the only change required was to put the Parish Council's name on the Road Closure application form instead of the Secretary's name and get the Chair of the Council to sign it, this was completed, and the application has been submitted to the Vale of the White Horse District Council.

The Ceremonial Officer and Secretary became concerned at the lack of updates from the Vale Council, so the Secretary contacted the Council this morning - the Order and Notice have been drafted and sent to the Temporary Road Closure Supervisor for approval.

Names of the volunteer Traffic Marshals are yet to be received, the Secretary has contact details for last year's volunteers if needed.

#### **4.2 Risk Assessment**

The Ceremonial Officer has revised the Risk assessment – there are only a few minor changes to cover the Harwell Link Road as a new diversionary route. It has been signed by the Parish Council Chair and approved by the Rector by email in order that it could be submitted with the Road Closure application.

It was signed by the Chairman and Ceremonial Officer after this meeting and will be signed by the Rector when the Ceremonial Officer meets him later in the week.

#### **4.3 Publicity**

The Secretary said that he is yet to send details to the Didcot Herald. He will compose and put up a poster in the Club and local shops in the next couple of days.

#### **4.4 Invitations to Parading Groups and Representatives**

The Ceremonial Officer said that all participants (as listed in the September Minutes) have been contacted and will attend including the Didcot Army Cadet Force. They will all require a wreath, there will be two extra wreaths this year.

#### **4.5 Requests to Participants**

The Secretary has written to the bag piper and bugler, they will both play at the service. He has also written to the Harwell Parish Council (for provision of road signs and traffic marshals).

The Secretary is yet to contact the Church regarding the farm car park.

#### **4.6 Service Sheets**

Estimates of numbers attending for each group are coming in, the total required for parade and congregation will be passed to the Church Administrator early in November.

#### **4.7 Meeting with the Rector**

The Ceremonial Officer said that he, the Secretary and President are due to meet Rev. Mobey to do the usual walk through of the parades and services.

#### **4.8 War Memorial Maintenance**

Abingdon Memorials cleaned the memorial and reattached the fallen WW2 plaque last week.

#### **4.9 Timetable**

The first version has been completed and sent, a second version is being drafted and will be circulated before the event.

#### **4.10 Harwell Gardening Club and Harwell School Armistice Project**

The Ceremonial Officer read out an email from Janice Markee describing this project which is being proposed by Harwell Gardening Club and Harwell School:

“What we would like to do is make 100 poppies and 'plant' them on sticks on the grassy strip to the left of the War Memorial. A kind of installation if you like that would be placed on the Friday 9th November and be left for a week or so depending on durability, weather etc. The Parish Council have given their permission and the Rector has given his blessing too. Would the RBL be agreeable to this?”

On a connected note The Gardeners Club are renewing the dead hebes in the garden and are also going to plant two roses called Remembrance along with some red tulips for the spring and some red cyclamen which will be in full flower in this year's Armistice Day. The funding for this renewal has come from The Harwell Feast Committee.”

The Ceremonial Officer added that this will engage the next generation. All present agreed with this project and the Chairman asked the Ceremonial Officer to thank them for this.  
**Agreed by the Committee.**

#### **4.11 Harwell School Remembrance Service**

The President reported that the School will be holding a service on 10<sup>th</sup> November at 11am. The headteacher Bryn Gibson had invited him to attend.

### **5. ENROLLMENT OF NEW MEMBERS:**

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

### **6. SECRETARY'S REPORT**

#### **6.1 Branch Contact Details on Harwell Parish Council and Branch Web Sites**

The email addresses on the Harwell Parish Council and Branch web page have both been changed to “Harwell.Secretary@RBL.community”. David Marsh has also rerouted all mail sent to the “branch@harwellrbl.co.uk” to go to this email address – all the usual marketing emails immediately switched to this address.

The phone number on the Branch website has been changed from the Club number to the National Helpline number. There is no phone number for the Branch on the Parish website.

#### **6.2 Archive Boxes in Club**

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

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

We have been contacted by Jane Card from this group, she is requesting information for display boards she is composing on the War Memorial for the Village Hall foyer similar to those already in place. She has found very little information so far apart from its unveiling by Sir Mortimer Singer in 1920. This may be covered in our earliest minute books and the Secretary asked for permission to lend her these books.

**Agreed by the Committee.**

#### **6.4 Branch Web Page Updates**

The update to the Membership Page was put in abeyance.

## **6.5 Awards**

Ongoing.

## **6.6 Distribution of Branch Minutes.**

The 2017 AGM Minutes and September 2018 minutes were distributed to Committee Members via email and printed copies, and printed copies have been put in the Club folder. David Marsh has put the minutes on the Branch web page. The October County Circular has not yet been received.

## **6.7 Printing Costs:**

September and AGM Minutes approximately 110 sheets: £ 4.43

Other printing approximately 77 sheets: £ 3.07

The Secretary is yet to get the black ink cartridge refilled.

## **6.8 2017 AGM Follow Up**

The minutes are complete and distributed. Back up of files to the Onedrive has been completed. Back up to the MAP on-line storage is in hand.

## **6.9 AGM 2018 Notice and Nominations**

The Secretary arranged for display of an AGM notice with agenda items on the web site, in the Club and Harwell Newsagents.

The Secretary prepared a Nominations List and following agreement with the Club Chairman and Secretary, this was displayed on a notice board in the Club between 14<sup>th</sup> and 29<sup>th</sup> October. There were no candidates. The Secretary checked eligibility of the current committee with the Membership Secretary who confirmed that all are fully paid up members.

## **6.10 Branch Community Support - Welfare**

No cases or enquiries. The quarterly Visitor Volunteer report was submitted which is no visits, one funeral and no volunteers.

## **6.11 “Wear Your Poppy with Pride” Poem**

Nothing to report.

## **6.12 WW1 Centenary Tree**

The Secretary has replied to the Parish council as agreed last meeting – no further news.

The Chairman said that it should be planted close to where the War Graves are. The President said that the Council should let us know when the sapling is planted.

## **7. MEMBERSHIP SECRETARY’S REPORT**

**CURRENT PAID UP MEMBERSHIP: stands at 93**

### **7.1 Membership**

One member has left.

### **7.2 Renewals**

78 members have renewed and 15 are still to renew of the 93 current members. There was a brief discussion about the effect that the increase in the membership fee may have.

### **7.3 On-Line Membership Application**

The Secretary has thanked the County Membership Support Officer for arranging removal of Harwell RBL Club from the list of Clubs suggested when you join.

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

The Treasurer reported that accounts stood as follows as of 9<sup>th</sup> October 2018:

#### **HARWELL BRANCH**

<b>Current Account:</b>	<b>£ 168.70</b>
<b>B.F.I. Account</b>	<b><u>£ 795.82</u></b>
<b><u>Total:</u></b>	<b><u>£ 964.52</u></b>

Unchanged from last month.

### **9. CORRESPONDENCE:**

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

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

#### **The October 2018 County Circular is yet to be received**

#### **9.1 Membership Council Elections Branch Nominations (By Post)**

- Nomination procedure and form, Terms of Reference, Required Skills, Code of Conduct.

#### **9.2 Membership Newsletter October 2018**

- Thank You to the WW1 Generation initiative.
- Great Pilgrimage 90 video.
- Offers, initiatives, upcoming events and survey results.

#### **9.3 Membership Survey Launched**

All members are encouraged to participate, £100 prize draw included.

#### **9.4 Request for Members who have Female Ancestors that Served in WW1**

For a video.

#### **9.5 Royal Charter Consultation Extended to 31<sup>st</sup> October.**

Includes an online survey.

#### **9.6 Legion Public Liability Insurance (PLI) Certificate**

#### **9.7 Advice on Remembrance Sunday Parades**

Clarification on scope of the Legion PLI and responsibility for parades.

#### **9.8 County Handbooks 2018 two copies and MS1 Hard Copy (by post)**

#### **9.9 County Conference 2019 Documents (by post)**

- To be held on 19<sup>th</sup> January 2019 at Newbury RBL Club.
- Includes delegate, nomination and motion forms.

#### **9.10 National Conference 2019 Documents (by post)**

### **9.11 Royal Charter Consultation Documents (by post)**

### **9.12 Salvation Army Festival of Remembrance Reading 11<sup>th</sup> November**

Standards invited. 6:15pm at Salvation Army HQ.

### **9.13 Abingdon Festival of Remembrance 3<sup>rd</sup> November Flyer**

£10 per person, proceeds to the Poppy Appeal. Organised by Abingdon PAO Clare Oldfield. The Chairman said that this was also in the Oxford Mail.

### **9.14 MAP Portal or Yammer Updates**

- New Home page and Membership Useful Information page.

### **Correspondence from Other Organisations:**

### **9.15 October 2018 Chilton Chronicle**

Includes the Chilton Poppy Appeal Organiser's request for house to house collectors.

### **9.16 Team BRIT News October**

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

102 items since the September 2018 meeting (5 weeks).

## **10. POPPY APPEAL ORGANISER REPORT**

### **10.1 BACS Donations November 2017 and D Day 2018**

The Harwell PAO is currently assuming that the BACs payments are in the extra £122 on the statement last month. The County Fundraiser said at the Seminar that she can check this, but everyone is very busy now.

### **10.2 Annual Poppy Seminar Berkshire and the Vale County**

Both the Chilton and Harwell and PAOs attended this seminar at the Reserve Museum Collection of the Household Cavalry in Windsor. He thanked the Chilton PAO for driving.

It was an interesting day, including a presentation from the County Fundraisers Gaynor Dingley and Sarah Brown, and a question and answer session with a representative from Poppy HQ - he confirmed that the Snap Rulers and Children's wristbands were no longer available.

There was a very interesting talk and tour of the adjacent barracks by two Household Cavalry veterans including the stables and exercise area, motor workshops, lower ranks canteen including a chat with the soldiers, and the Officer's Mess. They also visited their Regimental memorials which, along with the medals and kit on display, was very moving as they represent so much service given.

The Harwell and Chilton PAOs obtained more of the Thank You pins and some white and bronze WW1 Centenary pins.

### **10.3 Correspondence**

Newsletters focussing on the November Appeal.

### **10.4 Crosses on Commonwealth War Graves at Harwell Cemetery**

The Secretary asked if he should put the approx. 60 wooden crosses on the War Graves. **Agreed by the Committee.**

The Ceremonial Officer reported that he had also received a Fields of Remembrance pack with a wooden cross. He will pass this to the Secretary in due course, for a total of 6.

### **10.5 November 2018 Collection Merchandise**

The merchandise order was due for delivery in the 2<sup>nd</sup> week of October and was delivered on the 16<sup>th</sup> October, complete apart from the lorry Poppy and woven badges. We have some car poppies this year.

#### **Harwell Campus Business Collections:**

Rutherford Appleton Laboratory, the Medical Research Council and Magnox all confirmed that they want the usual trays and boxes. The Harwell PAO has delivered most of these yesterday, along with trays and boxes to the other buildings on campus. The remaining boxes will be delivered tomorrow. This will be a total of 26 boxes including one new building.

#### **Harwell Village Businesses**

The President and Harwell PAO are delivering a total of 7 boxes and trays including the kids pack to the school.

#### **Harwell House to House Collectors**

All of last years' collectors are willing to collect this year but some over smaller areas, four in total.

The Chilton and Harwell PAO put requests for more collectors in the Harwell News, Chilton Chronicle and Church Broadsheet and put up some posters locally with limited success.

#### **Chilton Village and Curie Avenue**

The Harwell PAO reported the following on behalf of the Chilton PAO:

All of the merchandise trays and collecting boxes have been distributed. This year there are just six house to house collectors. Two of these have volunteered to cover an extra road in the village and I will visit as many as I can. Another two will be going on holiday mid way through the Remembrance collection period so they may not be able to complete their areas.

The businesses on Curie Avenue, Wyevale Garden Centre and Chilton School have all accepted collection boxes willingly.

I hope that the lack of house to house collectors will not result in a lower total collection than previous years.

### **10.6 Remembrance Sunday Wreaths**

As the Harwell PAO could not add a Vale Council wreath to the bulk wreath order, he got Poppy Appeal HQ to add one to the order on 28<sup>th</sup> September. They said this would not affect the delivery date of 9<sup>th</sup> October. They also added some ordinary rulers to replace the Snap rulers.

However, the wreaths have not arrived. The Harwell PAO has made several phone calls to Poppy HQ: The administrators stated that adding the extra wreath had put the whole order to the back of the queue. Due to unprecedented levels of orders they can't say when the wreaths will be dispatched. They were very apologetic and have got weekend and night shifts on to try to deal with the backlog.

Currently we have wreaths in stock for the Army Cadet Force, Harwell History Group, Harwellian, Harwell Parish Council and two spare plain wreaths.

The County MSO can provide all the other wreaths from her stock except the small wreaths for Chilton Church and Cothill school - we could give them a plain wreath. As a last resort we still have last year's wreaths from the War Memorial which are in a poor condition.

The Army Cadet Force have been in contact today asking for another wreath for their Didcot parade. The Poppy HQ ordering deadline was 19<sup>th</sup> October, so the Harwell PAO will check with County or we could supply a plain wreath. Other options were discussed.

### **10.7 Remembrance Sunday Collection**

The Chilton PAO and her husband won places in the ballot for the People's Parade at the Cenotaph. The Harwell PAO will distribute wreaths at Townsend and make the bucket collection. He may try to recruit more collectors.

### **10.8 Annual Statement 2017-18**

A new statement arrived which has the same overall total of £4,935.24 which is £122.75 more than the money paid into the account by the Harwell and Chilton PAOs (as given below). As stated above, this may be the missing BACS payments. Some of the donations have been allocated to new categories which the Harwell PAO will investigate.

### **10.9 Total**

A Committee Member donated £10 to the appeal during the meeting. There were no other donations this month, and the new Poppy Appeal year has started:

**Total 1<sup>st</sup> October 2017 to 30<sup>th</sup> September is £4,812.49**

**Total since 1<sup>st</sup> October 2018: £10**

**Thanks to all who have helped.**

## **11. CEREMONIAL OFFICER'S REPORT**

The Ceremonial Officer reported that the Standard Bearer has stated that he wants to continue for another two years then stand down. The Ceremonial Officer said that this is fair notice as it covers four parades for a new volunteer to shadow him. He will advertise for a new volunteer early next year.

## **12. STANDARD BEARER REPORT**

The Standard Bearer will parade the Standard at the Abingdon Festival of Remembrance on 3<sup>rd</sup> November.

## **13. CONFIRMATION OF PRESIDENT AND VICE PRESIDENT TO CONTINUE**

### **CONFIRMATION OF PRESIDENT TO CONTINUE**

**Reginald East** stated that he wished to continue in the 3-year term of office.

### **CONFIRMATION OF VICE PRESIDENT TO CONTINUE**

**Brian Mulford** was not in attendance due to ill health, and it was not known if he wished to continue. The Secretary said that he will check if any action is required for the Vice President to continue in office, and check with the Vice President if needed.

**14. APPOINTMENT OF WELFARE REPRESENTATIVE:**

Peter Cox was appointed as Welfare Representative.

**Proposed: Treasurer                      Seconded: Geoff Street                      CARRIED**

**15. APPOINTMENT OF MEMBERSHIP SECRETARY**

Sandra Pateman was appointed as Membership Secretary.

**Proposed: Chairman                      Seconded: Secretary                      CARRIED**

**16. NOMINATIONS FOR POPPY APPEAL ORGANISER AND ASSISTANT**

The Secretary said that the AGM notice states that anyone interested in these roles should attend this meeting. Branches can only put forward nominations for Poppy Appeal Organisers to Poppy Appeal Headquarters for appointment. No one attended this meeting to be nominated.

Hazel Benton and Peter Cox are happy to continue as Poppy Appeal Organisers.

**17. APPOINTMENT OF CEREMONIAL OFFICER**

Peter Davies was appointed as Ceremonial Officer.

**Proposed: Chairman                      Seconded: Treasurer                      CARRIED**

**18. APPOINTMENT OF STANDARD BEARER AND DEPUTIES**

Charles East was appointed as Standard Bearer.

Peter Davies was appointed as Deputy Standard Bearer.

**Proposed:    Chairman                      Seconded: Membership Secretary    CARRIED**

**19. ANY OTHER BUSINESS:**

**19.1    Welfare**

It was reported that a Branch member was in hospital. The Welfare Representative offered to make enquiries with Welfare and send them a card on behalf of the Branch.

**20. DATE OF NEXT MEETING: 27<sup>th</sup> November 2018**

There being no further business, the Chairman closed the meeting at 22:15 hours.