

RFA Association Trustees' Annual Report							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2013		31	12	2013

## Reference and administration details

Charity name	ROYAL FLEET AUXILIARY ASSOCIATION
Other names charity is known by	RFA ASSOCIATION
Registered charity number (if any)	England & Wales 1093950 S Scotland SC039054
Charity's correspondence address	14 St Nicholas Grove
	Wrea Green
	Preston
	Postcode PR4 2WB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr F R Andrews	Chairman	01/01/13 – 31/12/13	Members AGM
2	Captain J P Thompson OBE	Deputy Chairman	01/01/13 ~ 31/12/13	Members AGM
3	Captain A T Roach OBE		01/01/12 ~ 24/05/13	Members AGM
4	Mr G Mason		01/01/13 ~ 31/12/13	Members AGM
5	Mrs P Axworthy	Welfare	01/01/13 ~ 31/12/13	Members AGM
6	Mr P Fry	Treasurer	01/01/13 ~ 31/12/13	Members AGM
7	Captain R Lock	Fundraiser	01/01/13 ~ 31/12/13	Members AGM
8	Captain R Bennett		01/01/13 ~ 31/12/13	Members AGM
9	Captain N Jones OBE		24/05/13 ~ 31/12/13	Members AGM
10				
11				
12				
13				
14	Royal Fleet Auxiliary Service	Ex-officio	(3 board members)	Commodore RFA

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Mr F R Andrews	
Captain J.P. Thompson OBE	

**Names and addresses of advisers (Optional information)**

Type of advisor	Name	Address
Solicitor	Mr John Robinson	Nicholson Portnell Priestpopple House Hexham NE46 1PL

**Name of chief executive or names of senior staff members (Optional information)**

Mr F. R. Andrews (Chairman)
Captain J.P. Thompson OBE (Deputy Chairman)

**Structure, governance and management**

**Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The Royal Fleet Auxiliary Association is an armed forces sector charity and it has around 640 members world-wide. The aims of the charity are to further the efficiency of the Service, and to give relief and support to serving and retired members of the Service, and their dependants, in times of hardship, sickness, bereavement and in war time.

**Summary of the main activities in relation to these objects**

In furthering the aims of the Association, the charity arranges annual service reunions, branch functions and fundraising events. Information is provided to Members and others via a web site, and through a four monthly newsletter which is published within the parent service house magazine. Community based advice, support and friendship is offered to the bereaved, and Service ceremonial arranged where the family wishes it. During hostilities the Association aims to arrange family support groups at key locations in the UK.

The HQ holds an archive collection of historic RFA material, and this is added to as individuals give or bequeath private papers, records, honours and pictures etc. This collection will in time form a learning and reference resource for RFA personnel and their families. The archive is a museum, and the collection is managed in accordance with the protocols for national collections. This is located in Semaphore Tower within HM Naval Base at Portsmouth.

The Association helps to promote knowledge and appreciation of Britain's maritime infrastructure and achievements through participating in national events and initiatives, and through publishing. The RFA Association also administers the James Coull Memorial Award, which is presented when a RFA seafarer who has performed an outstanding act or achievement is identified by RFA HQ.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- Policy on grant making
- Policy programme related investment
- Contribution made by Volunteers

**Grants.** The charity makes modest grants to other charities sharing our broad aims. Help to individuals is in the form of friendship and advice with referral to the main grant giving service charities offered.

**Reserves.** Our reserves are held in cash deposits yielding around 0.38%. It is assessed we are not ready to invest in equities.

**Our volunteers** give greater depth to the identity of the Royal Fleet Auxiliary. Their experience, enthusiasm and belief are a great asset to the RFA community

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Five trustees are elected from amongst the full membership, and a further five User trustees are nominated by Area for election at the AGM. Three further trustees may be co-opted, and there are three ex-officio trustees (serving RFA)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

Trustees may serve up to nine years, and every effort is made to identify recruits to ensure continuity and the spread of expertise. New trustees are provided with a Trustee Handbook in CD form which contains minutes, constitution, mission, as well as guidance from the Charity Commission, the ICSA and National Operating Standards.

The charity has a governing board, which is led by the Chairman of the Trustees. The board comprises of 8 trustees and 3 ex-officio members appointed by the Commodore Royal Fleet Auxiliary. There are six branches throughout the UK, each with a committee of volunteers, and they deliver the aims of the charity locally.

The charity has an MOU with the parent Service (RFA) which is of great mutual value. The Association also has an MOU with the Royal Naval Association which gives moral support and advice. The RFA Association is a member of the Confederation of British Servicemen's' and ex-Servicemen's' Organisations (COBSEO) and of National Council for Voluntary Organisations (NCVO).

The risks to the Associations and its property, and to the trustees, are regularly assessed and appropriately insured

## Achievements and performance

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### Summary of the main achievements of the charity during the year

#### **Fundraising and Publishing.**

The trustees wish to record special thanks to our branches who have helped with fundraising projects nationally and locally. The main event in each year is the RFA Reunion for serving and retired personnel, and this underpins our charitable status through its contribution to esprit de corps. This year it was held in Liverpool and expertly hosted by the NW Branch. This event, held on 24<sup>th</sup> May 2013 at The Liner Hotel, Liverpool. Regrettably our patron, HRH The Earl of Wessex was unable to join us this year. We are grateful to the new NW Branch Chairman, Ian Thompson, for arranging this event and for raising a very significant sum from generous sponsors and supporters.

#### **Relocation.**

Following a move from the North of England In March 2012, The Association relocated its Headquarters to Room 212/214 in Semaphore Tower, HM Naval Base, Portsmouth. This location is considered to be more accessible than our former HQ. It is however located in the secure area of HM Naval Base which undoubtedly improves security but creates headaches when new trustees require access. During the year this process has been speeded up and we endeavour to hold most of our Trustee Meetings in Semaphore Tower. It also gives us the benefit of a lower rent and is close to RFA HQ in Whale island. The entire RFA archive is now stored here in offices adjacent to the Royal Navy Association and the WRENS Association. The trustees are however scattered throughout the United Kingdom and the vast majority of the charity management is conducted using electronic means with normally 3 face to face meetings per annum.

#### **The RFA Memorial.**

Following the dedication of the new RFA memorial at the National Memorial Arboretum in October 2012 an annual inspection was carried out by the chairman and deputy chairman in September 2013. We can report that the memorial looks as immaculate and stunning now as it did a year ago. Plans are in hand to keep the memorial alive and the board of trustees are planning an event, which we hope will be attended by our patron HRH The Earl of Wessex in October 2015.

## Financial review

### Brief statement of the charity's policy on reserves

The charity has reserves in excess of £60,000 thus ensuring the Association can operate for two years in the event of loss of income.

### Details of any funds materially in deficit

No funds are in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

**Sources of Funding.** The charity's income is derived from subscriptions (enhanced by Gift Aid), fundraising events (e.g. the annual Service Reunion) and sales of books and regalia (within permitted limits). The RFA Central Benevolent Fund contributes 10% of its holding and pays 1 year's membership for personnel made redundant who have a minimum of 10 years service and life membership for retirees at career end.

**Expenditure.** The charity uses funds on media and communication as a means of informing and supporting the RFA community world-wide. We operate a web site and e-mail system, telephone service, and newsletter and bulk mailing. The HQ handles many thousand of items of correspondence by all these means throughout the year.

## Other optional information

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mr Frank R. Andrews	Captain J. Patrick Thompson
Position (eg secretary, chair, etc)	Chairman	Deputy Chairman
Date	20 <sup>th</sup> February 2014	20 <sup>th</sup> February 2014