

# RFA Association Trustees' Annual Report

<b>From</b>		Period start date			<b>To</b>		Period end date		
	Day	Month	Year		Day	Month	Year		
	01	01	2014		31	12	2014		

## Reference and administration details

<b>Charity name</b>	<b>ROYAL FLEET AUXILIARY ASSOCIATION</b>	
<b>Other names charity is known by</b>	<b>RFA ASSOCIATION</b>	
<b>Registered charity number (if any)</b>	<span style="color: green;">England &amp; Wales 1093950 S</span> <span style="color: green; margin-left: 20px;">Scotland SC039054</span>	
<b>Charity's correspondence address</b>	14 St Nicholas Grove	
	Wrea Green	
	Preston	
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Postcode</b></td> <td style="border: 1px solid black; padding: 5px;"><b>PR4 2WB</b></td> </tr> </table>	<b>Postcode</b>
<b>Postcode</b>	<b>PR4 2WB</b>	

### 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	01/01/14 – 31/12/14	Members AGM
2	Captain J P Thompson OBE	Deputy Chairman	01/01/14 ~ 31/12/14	Members AGM
3	Captain R Bennett		01/01/14 ~ 31/12/14	Members AGM
4	Mr G Mason		01/01/14 ~ 31/12/14	Members AGM
5	Mrs P Axworthy	Welfare	01/01/14 ~ 06/10/14	Members AGM
6	Mr P Fry	Treasurer	01/01/14 ~ 31/12/14	Members AGM
7	Captain R Lock OBE	Fundraiser	01/01/14 ~ 31/12/14	Members AGM
8	Captain R Bennett		01/01/14 ~ 31/12/14	Members AGM
9	Captain N Jones OBE		01/01/14 ~ 19/09/14	Members AGM
10	Captain R Settle		11/01/14 ~ 31/12/14	Members AGM
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		

**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 650 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. 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 and an Award was made on 8<sup>th</sup> October, 2014.

**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)	Up to ten trustees are elected from amongst the full membership. These trustees are selected to ensure every geographical area, every specialisation and both former officers and ratings are represented. 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 encouraged to read themselves into their role and an area on the RFA Association website ([www.rfa-association.org.uk](http://www.rfa-association.org.uk)) is being built to provide a central point of information, guidance and recent history.

The charity has a governing board, which is led by the Chairman of the Trustees. The board comprises of 7 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 mutual benefit. 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.

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

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

The trustees wish to record special thanks to the RFA Golf Event who donated £8,170 and 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 Durham and expertly hosted by the Scottish and Newcastle Branch. The event, was held on 17<sup>th</sup> May 2014 at The Ramside Hotel and was a huge success. We are grateful to the Gill Forth and Andrew Armstrong the joint chairman of this branch. Regrettably our patron, HRH The Earl of Wessex was unable to join us this year.

Information is provided to Members and others via a web site, [www.rfa-association.org.uk](http://www.rfa-association.org.uk) and on a semi regular basis by our on-line newsletter (Force 4) and very occasionally through the RFA in-house newsletter (Gunline).

#### **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. During the year we continued to work on our office layout and equipment in an effort to bring it up to date. We also ensured that both rooms are properly connected to the dockyard telephone system. 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. Whilst this process has been speeded up it still creates some difficulties and we now tend to hold our Trustee Meetings either in Semaphore Tower or at The Marine Society in London. Using Semaphore Tower does incur a lower rent and it is close to RFA HQ in Whale island. The entire RFA archive is now stored here in our offices adjacent to both the Royal Navy Association and the WRENS Association. The trustees continue to be 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 a periodic inspection was carried out in 2013 and we intend to conduct a further inspection during 2015. Plans are in hand to keep the memorial alive and the board of trustees hope to commemorate the memorial on its fifth anniversary in 2017. This plan has been shared with our patron, The Earl of Wessex, who we hope will be able to attend.

## 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. We also pay rent on our offices which house the entire RFA collection of artefacts and an insurance premium to cover the work of the charity and its trustees.

## 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	19 <sup>th</sup> January 2015	19 <sup>th</sup> January 2015