

RFA Association Trustees' Annual Report							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2015		31	12	2015

## 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	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	01/01/15 – 31/12/15	Members AGM
2	Captain J P Thompson OBE	Deputy Chairman	01/01/15 ~ 31/12/15	Members AGM
3	Captain R Bennett	Welfare	01/01/15 ~ 31/12/15	Members AGM
4	Mr G Mason		01/01/15 ~ 31/12/15	Members AGM
5	Captain R Settle	COBSEO Rep	01/01/15 ~ 31/12/15	Members AGM
6	Mr P Fry	Treasurer	01/01/15 ~ 31/12/15	Members AGM
7	Captain R Lock OBE	Fundraiser	01/01/15 ~ 31/12/15	Members AGM
8	Mr Ian Thompson		01/01/15 ~ 31/12/15	Members AGM
9	Mr Patrick Molloy		01/11/15 ~ 31/12/15	Co-opted
10				
11	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.

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.

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

The Association has created an Emergency Welfare Fund and the criteria required to make a payment. Given the private nature usually associated with welfare problems a small committee will meet to discuss each individual case and recommend payment to the board. This can be a speedy process and the first Emergency Welfare Payment was made in March 2015.

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. Exceptionally the Award made on 16<sup>th</sup> May, 2015 was to the whole ship's company of RFA ARGUS in recognition of her work at Sierra Leone during the Ebola crisis.

**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 although none were made in 2015. The Emergency Welfare Fund has been created; see details above. Help to individuals in the form of friendship and advice with referral to the main grant giving service charities is also 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. Many of the trustees also take on additional responsibilities and indeed this is essential for the economic operation of the charity.

**Description of the charity’s trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	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 normally serve six years but can serve up to nine years, if their particular skills are needed. 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 9 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.

## 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 the RFA Golf Event who donated £11,020, to our branches who have helped with fundraising projects and to Mrs Sue Banyard who walked 100Km along the Grand Union Canal in just 26 hours and raised £1030 in the process. 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 Saltash and expertly hosted by the Plymouth and South West Branch. The event, was held on 16<sup>th</sup> May 2015 at The China Fleet Club and was a huge success. We are grateful to Maurice Mann, Jan and John Halford for their sterling efforts. 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 "e" newsletter (Force 4) and annually with a printed copy of Force 4 posted to UK members.

#### **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 2015 we continued to sort both the filing of our artefacts and on our office layout. 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 hold our annual Trustee and Branch Chairman meetings 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 trustees continue to be scattered throughout the United Kingdom and the vast majority of the charity work is conducted using electronic means with normally 2 or 3 face to face meetings per annum.

#### **The RFA Memorials.**

Following the dedication of the new RFA memorial at the National Memorial Arboretum in October 2012 periodic inspections have been carried out in 2013, 2014 and 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.

We have been approached by Marchwood Parish Council to fund a much needed refurbishment to the LSL memorial. We readily agreed to this and think the work will be completed early in 2016.

## 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), the RFA Golf event and RFA Central Benevolent Fund (CBF). The CBF have decided that their future funding will be based on our business and operating costs comprising, rent & rates, postage, insurance, printing, advertising and telephone costs up to an £8,000 ceiling. They also pay 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 to maintain our membership data base, run an active website, catalogue our artefacts and produce various printed matter. Communication is regarded as essential to inform and support the RFA community world-wide. We undertake a bulk mailing to members twice a year. 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	10 <sup>th</sup> February 2016	10 <sup>th</sup> February 2016