

RFA Association Trustees' Annual Report

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	01	2016	To	31	12	2016

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	48 Mays Lane		
	Fareham		
	Hants		
	Postcode	PO14 2EN	

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	01/01/16 ~ 31/10/16	Members AGM
2	Captain J P Thompson OBE	Deputy Chairman Trustee	01/01/16 ~ 21/05/16 21/05/16 ~ 31/12/16	Members AGM
3	Captain R Bennett	Chairman Trustee	01/11/16 ~ 31/12/16 01/01/16 ~ 31/12/16	Members AGM
4	Mr P Fry	Treasurer	01/01/16 ~ 31/12/16	Members AGM
5	Mr P Fry	Deputy Chairman	21/05/16 ~ 31/12/16	Members AGM
6	Captain R Settle	Welfare	01/11/16 ~ 31/12/16	Members AGM
7	Captain R Lock OBE	Fundraiser	01/01/16 ~ 31/12/16	Members AGM
8	Mr I Thompson		01/01/16 ~ 31/12/16	Members AGM
9	Mr P Molloy		01/01/16 ~ 31/12/16	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

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)

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 all the RFA community and to bereaved families, with 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, pictures etc. This aim is that the 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 21st May 2016.

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 serving and retired members of the RFA and to other charities sharing our broad aims. Additional help to individuals is in the form of friendship and advice, with referral to the main full time, professional Service and Maritime charities when appropriate.

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 <i>(eg. trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Unincorporated Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Up to ten trustees are elected from amongst the full membership. These trustees are selected to provide a wide representation of geographical areas, specialisations and ranks 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) exists 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 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) that is of mutual benefit. The Association also has an MOU with the Royal Naval Association that provides 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

Achievements and performance

Summary of the main achievements of the charity during the year

Fundraising and Publishing.

Whilst membership and fundraising has fallen, costs have also been significantly reduced this year leading to an increase in the reserves. The trustees wish to record special thanks to the RFA Golf Event who are now our major fundraiser and donated £15,205 and to our branches that 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 Southampton and expertly hosted by the Solent Branch. The event was held on 21st May 2016 at The Grand Harbour Hotel and was a huge success. We are grateful to Brian Waters the chairman of this branch and his committee for their excellent 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 and on a semi regular basis by our on-line newsletter (Force 4) and very occasionally through the RFA in-house newsletter (Gunline).

Grants.

Grants totalling £1250 have been made by our Welfare Committee to applicants in urgent need of immediate financial assistance.

Marchwood RFA Memorial.

The RFAA funded the renovation of the RFA Falklands memorial in Marchwood. The memorial stone was repaired and two new flagpoles and memorial benches to the RFAs Sir Galahad and Sir Tristram installed.

TIDE Class First Day Cover Stamp.

The Trustees are investigating the issue of a First Day Cover stamp for the introduction of the new TIDE Class RFA tankers. This is well advanced and should occur in 2017 providing useful additional funds into the charity.

Charity Offices.

Following a move from the North of England In March 2012, The Association now has its offices in Room 212/214 in Semaphore Tower, HM Naval Base, Portsmouth. This location remains significantly cheaper than our previous location and is more geographically accessible than our former HQ. It is however located in the secure area of HM Naval Base which undoubtedly improves security but creates headaches for non-pass holder access. Improvements to access are being investigated. The office is close to RFA HQ in Whale island and the entire RFA archive is now stored here in 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

Achievements and performance

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, plans are in hand to keep the memorial alive and the board of trustees hope to commemorate the anniversary in 2018.

Charity Regulation.

Following significant national criticism of the charity sector and tighter rules issued by the Charity Commission the Trustees have sought to improve all aspects of corporate governance. Rules on fundraising, data protection and communication have been reviewed and no legal contraventions have been found. Work to continuously improve aspects in these areas are ongoing.

Financial review

Brief statement of the charity's policy on reserves

The charity has reserves in excess of £120,000 thus ensuring the Association can operate for at least three years in the event of loss of guaranteed regular 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 member 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 a percentage 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. The RFA Golf Society holds an annual sponsored golf tournament and is now the major funding source.

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. The Membership Secretary and Website IT manager are paid for their services and Trustees expenses are met.

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)	Captain Ray Bennett	Mr Peter Fry
Position (eg secretary, chair, etc)	Chairman	Treasurer / Deputy Chairman
Date	26/04/2017	26/04/2017