

# RFA Association Trustees' Annual Report

<b>Period start date</b>				<b>Period end date</b>			
	Day	Month	Year		Day	Month	Year
<b>From</b>	01	01	2018	<b>To</b>	31	12	2018

## Reference and administration details

<b>Charity name</b>	ROYAL FLEET AUXILIARY ASSOCIATION		
<b>Other names charity is known by</b>	RFA ASSOCIATION		
<b>Registered charity number (if any)</b>	England & Wales 1093950	Scotland SC039054	
<b>Charity's correspondence address</b>	48 Mays Lane		
	Fareham		
	Hants		
	<b>Postcode</b>	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	Captain R Bennett	Chair	01/01/18 ~ 31/12/18	Members AGM
2	Mr P M Fry	Deputy Chair / Treasurer	01/01/18 ~ 31/12/18	Members AGM
3	Captain R Settle	Welfare	01/01/18 ~ 31/12/18	Members AGM
4	Mr I Thompson		01/01/18 ~ 31/12/18	Members AGM
5	Mr P Molloy		01/01/18 ~ 31/12/18	Members AGM
6	Mr S McCabe		01/01/18 ~ 31/10/18	Members AGM
7	Mr K Escott		01/01/18 ~ 31/12/18	Members AGM
8				
9				
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 with around 660 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 supporting serving families during times of military conflict.

**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 officials hold an archive collection of historic RFA material, and this is added to as individuals give or bequeath private papers, records, honours, pictures etc. The archive is currently 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 annually to an RFA seafarer who has performed an outstanding act or achievement.

**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 in time of need and to other marine 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. In 2018 9 approaches for Welfare assistance from the RFAA were made and were dealt with where they met the criteria required for assistance to be given.

Grants of £250 were made to each of the six RFAA branches for the local committees to decide where charitable donations could be most appropriately targeted in their region.

**Reserves.** Our reserves are held in cash deposits yielding around 0.23%. It is assessed we are not ready to increase financial risk by investing 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 <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 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](http://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 Chair of the Trustees. The board comprises of 6 trustees and up to 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 (currently under review) 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

### 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, once again, to record special thanks to the RFA Golf Event which is now our major fundraiser and raised over £11,000 in 2018 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 Liverpool and hosted by the North West Branch. The event was held on 19<sup>th</sup> May 2018 at the Liner Hotel and was a great success. We are grateful to Ian Thompson the chair of this branch and his committee for their excellent efforts.

Information is mainly provided to Members and others via our web site, [www.rfa-association.org.uk](http://www.rfa-association.org.uk) and on an ad hoc basis by our on-line newsletter (Force 4). We operate Facebook and Twitter accounts.

#### **RFA TIDERACE Service of Dedication.**

Members attended the Service of Dedication of RFA TIDERACE at Portland Port in May. It gave an opportunity for serving and former members on the RFA to interact.

## Achievements and performance

### **The RFA Memorial.**

Following the dedication of the RFA memorial at the National Memorial Arboretum in October 2012, plans are in hand to keep the memorial alive and the board of trustees had planned to have an informal ceremony in 2018. However, this did not take place and a future event will be investigated

### **Charity Offices.**

The Association 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 continue to be investigated. The office is close to RFA HQ in Whale island and the entire RFA archive is now stored there in 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.

## Financial review

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

The charity has a reserves policy which seeks to maintain a minimum of 3 year's operating costs to sustain an orderly closedown of the charity should that become necessary. Current reserves ensure the Association can operate for a minimum of five years at current expenditure levels.

### **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 RFAA Golf Society holds an annual commercially sponsored golf tournament and this is now the major funding source, raising over £10,000 per year. The RFA Commodore's Benevolent Fund no longer contributes a percentage of its holding to support the RFAA.

### **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 Facebook and Twitter accounts 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/Book Keeper is paid an honorarium for their services. Trustees' and the website/ IT representative expenses are paid in the normal way. Representatives expenses to attend national and regional commemoration services are paid and welfare grants are paid



out to deserving RFA and RFAA cases.

**Other optional information**

**Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Captain Ray Bennett	Mr Peter Fry
<b>Position (eg secretary, chair, etc)</b>	Chair	Treasurer / Deputy Chair
<b>Date</b>	30/03/2019	30/03/2019