



# RFA Association Trustees' Annual Report

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	01	01	2019	<b>To</b>	31	12	2019

## Reference and administration details

Charity name

ROYAL FLEET AUXILIARY ASSOCIATION

Other names charity is known by

RFA ASSOCIATION (RFAA)

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	Captain R Bennett	Chair	01/01/19 ~ 31/12/19	Members AGM
2	Mr P M Fry	Deputy Chair / Treasurer	01/01/19 ~ 31/12/19	Members AGM
3	Captain R Settle	Welfare	01/01/19 ~ 31/12/19	Members AGM
4	Mr I Thompson		01/01/19 ~ 31/12/19	Members AGM
5	Mr P Molloy		01/01/19 ~ 20/08/19	Members AGM
6	Mr K Escott		01/01/19 ~ 31/12/19	Members AGM
7	Mr M Troman		01/01/19 ~ 31/12/19	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)**

	Name	Address
Type of advisor		

**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 670 members world-wide. The aims of the charity are to further the efficiency of the Service, and to give support and relief to serving and retired members of the Service, and their dependants, particularly 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 reunions, branch social functions and fundraising events. Advice, support, camaraderie 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 ships and individuals give or bequeath papers, records, honours, pictures etc. The archive is currently located in Building 1/078 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 (Commodore RFA) 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 financial 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 2019 9 requests for Welfare assistance from the RFAA were received and investigated with appropriate support provided where they met the criteria required for assistance to be given.

Grants of £250 were made to five of the six RFAA branches for the local committees to decide where charitable donations could be most appropriately targeted in their area. In total £4550 was paid out in grants in 2019.

**Reserves.** Our reserves are held in cash deposits yielding around 0.57%. It has currently been decided not to increase financial risk by investing in equities in these financially turbulent times.

**Our volunteers** run the regional branches, provide local welfare support and assist the trustees with their deep maritime experience and expertise. They give greater depth to the identity of the Royal Fleet Auxiliary. Their experience, enthusiasm, belief and love of the service are a great asset to the RFA community.

## Description of the charity's trusts

Type of governing document (trust deed, constitution)	Constitution
How the charity is constituted (trust, association, company)	Unincorporated Association
Trustee selection methods	Up to eleven 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 provided with Charity Commission guidance documents and encouraged to read themselves into their role. 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 currently 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 Branch Chair and a committee of volunteers, who deliver the aims of the charity locally.

The charity has a Memorandum of Understanding MOU (currently under review) with the parent Service (RFA) that is of mutual benefit. 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 Association, its property and to the trustees, are regularly assessed and appropriately insured. A formal risk management process is under development.

## Achievements and performance

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

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

The membership has risen slightly to around 670. Income has matched 2018 and an apparent increase in costs of £4805 is largely due to £2842 of bills due in 2017 being paid in 2018 and an increase of £1538 in welfare support payments. Reserves remain static. £1250 was paid out to branches to fund regional maritime charitable projects. The RFAA Golf Event was successfully held at Waterlooville Golf Club. This as well as being a major RFAA event is our primary fundraiser and generated £5793 for our funds this year. Our branches have raised £3095 for the charity and represented the RFA at Armed Forces Day events throughout the UK. 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 hosted by the Scottish & Newcastle Branch. The event was held on 11<sup>th</sup> May 2019 at the Radisson Blu Hotel and was a great success. We are grateful to Gill Forth the then joint-chair of this branch and her committee for their excellent efforts raising £2827.

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 TIDESURGE and RFA TIDEFORCE Services of Dedication.**

Members attended the Service of Dedication of RFA TIDESURGE at Greenock in February and RFA TIDEFORCE at Portland Port in July. It

## Achievements and performance

gave an opportunity for serving and former members on the RFA to interact.

### **The RFA Memorial.**

Following the funding, erection, and dedication of the RFA memorial at the National Memorial Arboretum in October 2012 a maintenance contract for the memorial is soon to be agreed. It is planned to hold a memorial service at the Arboretum in the future. The RFAA also supports the RFA Falklands memorial at Marchwood.

### **Charity Offices.**

The Association has its archive held in Room 15, Building 1/078, Stony Lane, HM Naval Base, Portsmouth. This location remains significantly cheaper and more secure than other options. It is however located in the secure area of HM Naval Base which undoubtedly improves security but creates headaches for our non-pass holder member's access. Improvements to access continue to be investigated. The office is close to RFA HQ in Whale island. By the very nature of the membership the trustees are scattered throughout the United Kingdom and most of the charity management is conducted using electronic means with 3 face-to-face meetings per annum.

### **Remembrance.**

Members widely attend remembrance services around the UK and abroad. Including a contingent who parade at the London Cenotaph and at the Merchant Navy memorial at Tower Hill each year. Wreaths honouring the RFA personnel are purchased and placed at many UK wide ceremonies.

## Financial review

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

The charity has published a Reserves Policy and currently has unrestricted reserves of £125,227, thus ensuring the Association can operate for at least six years in the event of loss of future 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), social internal fundraising events (e.g. the annual 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 £5793 in 2019. The RFA Commodore's Benevolent Fund no longer contributes any funding to support the operation of the RFA Association. No public fundraising is undertaken.

### **Expenditure.**

The charity spends 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' expenses are paid in the normal way. Coffin flags are provided for funerals and poppy wreaths purchased for UK wide memorial ceremonies. Representatives and flagbearers travel expenses to attend national commemoration services are paid. Welfare grants are paid out to deserving RFA and RFAA individuals in times of severe financial hardship.

**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>	National Chair	Treasurer / Deputy Chair
<b>Date</b>	10/04/2020	10/04/2020