



RFA Association Trustees' Annual Report

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	01	2020	To	31	12	2020

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	Capt. R Bennett	Chair	01/01/20 ~ 31/12/20	Members AGM
2	Mr P M Fry	Deputy Chair / Treasurer	01/01/20~ 31/12/20	Members AGM
3	Capt. R Settle	Welfare	01/01/20 ~ 31/12/20	Members AGM
4	Mr I Thompson		01/01/20 ~ 31/12/20	Members AGM
5	Capt. P Thompson		01/01/20 ~ 20/08/20	Members AGM
6	Mr K Escott		01/01/20 ~ 31/12/20	Members AGM
7	Mr M Troman		01/01/20 ~ 31/12/20	Members AGM
8				
9				
10				
11				
12				
13				
14	Royal Fleet Auxiliary Service	Ex-officio	(1 member)	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 650 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 offers advice, support, camaraderie and friendship to all the RFA community and to bereaved families, with Service ceremonial arranged where the family wishes it. It arranges annual reunions, branch social functions and fundraising events. 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 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 2020 9 requests for Welfare assistance were received and investigated with appropriate support provided where they met the criteria required for assistance to be given and £3110 paid out in grants.

Reserves. Our reserves are held in cash deposits yielding around 0.013%. 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 and by 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. There is one 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) 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 1 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) 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 in use and risks reviewed at each Trustees meeting.

Achievements and performance

Summary of the main achievements of the charity during the year

Fundraising and Publishing.

The membership has reduced slightly to around 650. COVID 19 has affected all activity of the association with the majority of fundraising social events and the annual golf competition, the largest fundraising event, cancelled. Income has almost halved to £12,129 but costs were also reduced by 50% to £9912. All welfare support payments were met with claims at £3110 much lower than in 2019. Reserves remain at a good level to sustain the association activities though are have not grown over the year. We retain the support of several maritime industry companies who sponsor our activities so magnificently.

Information is mainly provided to Members and others via our web site, www.rfa-association.org.uk and local newsletters. We operate Facebook and Twitter accounts.

The RFA Memorial.

Following the funding, erection, and dedication of the RFA memorial at the National Memorial Arboretum in October 2012 repair work to rectify minor wear and tear is awaiting the lifting of COVID restrictions. 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

Achievements and performance

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 video meetings per annum.

Remembrance.

Due to COVID restrictions members were unable to attend services in 2020. However, the Association did have a wreath laid for us at the Whitehall Cenotaph.

Financial review

Brief statement of the charity's policy on reserves

The charity has a Reserves Policy and currently has unrestricted reserves of £127,556 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 holds an annual commercially sponsored golf tournament and this is now the major funding source, raising £5793 in 2019. The RFA 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 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

Trustees Statement

In 2020 the trustees attempted to hold an annual general meeting on two occasions. The May meeting had to be deferred due to Government COVID 19 restrictions and so was rearranged at the same venue (The Livermead Hotel in Torquay) on the 21st October 2020. Whilst a number of trustees and members gathered at the hotel on that date for an RFA Association 'reunion', government COVID and hotel health restrictions meant that we were unable to gather in a room to hold the annual general meeting.

Apart from the voting for trustees and acceptance of the accounts the key item on the agenda was the acceptance of an amended constitution which had been updated to reflect the requirements of the latest UK charity legislation and modern practices. These changes had been widely circulated for comment and published in draft on the RFAA website.

At every RFAA AGM the majority of the votes cast are postal with those attending in the minority. In 2020 there were 129 postal votes cast of which 26 were intending to attend and vote at the AGM and 3 were spoiled. The results of the 100 cast were as follows:

Votes	For	Against	Abstain
Receive Trustees Annual Report and accounts	99	0	1
Appoint Peter Nicholls as Independent Examiner	99	0	1
To elect Ray Bennett	98	1	1
To elect Peter Fry	98	0	2
To elect Robert Settle	97	1	2
To elect Ian Thompson	98	1	1
To elect Keith Escott	98	0	2
To elect Martin Troman	99	0	1
To elect Pat Thompson	99	0	1
Adopt the revised RFAA Constitution 2020	100	0	0



As a result, the trustees have agreed to accept these voting results as representing a valid annual general meeting outcome and, most importantly, 100% of the votes cast are in favour of the amended constitution. The amended constitution has therefore been accepted.

The trustees will be happy to debate this decision, as required at the COVID delayed 2021 AGM at 1500 on the 20th October.

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)	National Chair	Treasurer / Deputy Chair
Date	29/09/2021	29/09/2021