

Royal Air Forces Association

Hull Branch

Annual General Meeting

Thursday 7th March 2019 - 7pm

The Lord Nelson, Endike Lane, Hull



AGENDA

Dedication

“In friendship and in service one to another, we are pledged to keep alive the memory of those of all Nations who died in the Royal Air Force and in the Air Forces of the Commonwealth. In their name we give ourselves to this noble cause. Proudly and thankfully we will remember them.”

The Response is: “*We will remember Them*”

Nominal Role in honour of those members who are no longer with us. (Annex A)

1. Chairman's Address of Welcome
2. Minutes of the 2017 Annual General Meeting
3. Consideration of the Annual Report of the Committee
4. Consideration of the audited Statement of Accounts & the Report of the Independent Examiner
5. Election of Auditor or Independent Examiner 2019
6. Election of Chairman, Vice-Chairman, Secretary and Treasurer
7. Election of the Additional Members of the Committee
8. Election of Delegate to Annual Conference – Peter Dawson HWO (nominated)
9. Election of Delegate to Area Conference – Emma Smith (NAC Member)
10. Election of Standard Bearer
11. Question and Answer Session

The Hull Branch of the Royal Air Forces Association
RAFA Annual General Meeting Minutes
Thursday 1st March 2018 at 7.30pm

Attendance of Members:

Emma Smith
Peter Dawson
Ian Russell
Diane Pearson
Philip Green
Ron Watson
Brenda White
Jon Patrick Curtis

Malcolm Bellamy
Stuart Aitken
Dave Batehup
D Edwards
Cath Green
Mary Watson
Brian White

Guests:

Tony Jarvis
Bob Jarvis
Mik Pearson

Stuart Gray - NA BSO

Phil Waters – AQ Accounting

Actions

Chairman's Address:

Welcome was provided by Emma Smith, Chairman of RAFA Hull Branch. ES introduced Stuart Gray BSO from Northern Area and Phil Waters from AQ Accounting to the proceedings. ES took the dedication and formally welcomed the members and friends of RAFA Hull Branch to the 2018 Annual General Meeting.

SG gave apologies from Amy Robinson, Northern Area Director and presented an excellent overview of the Northern Area position, covering areas such as the new governance arrangements, GDPR and offered the Branch, continued support in 2018.

IR provided a role call in honour of those who are no longer with us – Annex A

Minutes of the Annual General Meeting 2017:

The minutes of the meeting were reviewed and recorded as a true and accurate account of the previous AGM.

Proposed: I Russell
Second: P Dawson

Consideration of the Annual Report:

ES provided a precis of the Annual Report for 2017, thanking all those who have been actively involved with the Branch throughout 2017 - Annex B

Proposed: S Aitken
Second: P Green

Consideration of the Audited Statement of Accounts:

Phil Waters from AQ Accounting provided an overview of the Branch Finances for 2017. These were accepted as a true and accurate record of the

Proposed: M Bellamy
Second: D Batehup

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accounts. These will be submitted to Northern Area as per rules and regulations of the Association.

The election of an independent Auditor for 2018 confirmed as AQ Accounting. Proposed: S Aitken
Second: I Russell

Elections to Branch Executive Positions:

Elections took place based on those members who had been nominated or offered to take up post again for 2018. However, our Treasurer has only signed up for one more year, therefore should anyone wish to take on this position in 2019 please make your intentions known asap.

Signed copy of Accounts, 1056 and Data Protection Form to be completed and submitted by ES no later than 31st March 2017

The composition of the New Branch Committee has most of positions occupied and therefore no requirement for double hatting is required at this time.

Post meeting notes:
Completed
Provided to SG Northern Area
BSO – 2nd March 2018

Executives of the Branch

Chairman		Emma Smith
Vice Chairman	Vacant	
President		Vacant
Secretary		Jessica Smith (RAFLO)
Treasurer		Stewart Aitken

Other Roles of the Branch

Wings Organiser		Philip Green
Membership & Befriender		Ian Russell
CESA Representative	Dave Batehup	

Additional Committee Members

Malcolm Bellamy
Peter Dawson
Cath Green – not voted for – co-opt at next branch meeting

Delegate Elections to Conference:

Area Conference	to Be Confirmed
Annual Conference	Emma Smith

Feedback to be made available at the subsequent Branch Meetings

Consideration of Resolutions:

No were resolutions for consideration at the AGM.

Election of Standard Bearer:

Kenneth Simmons and the Local ATC Sqns (152 City of Hull & 872 Hull West) have agreed to support carrying our standard in 2018.



Hull Branch - Annual Report - Notes from the Chairman

I hope you will agree that we have had a very successful 2nd year, maintaining a positive foothold within Hull's Veteran Community due to the hard work and commitment from your committee. This has seen us increase our membership closing the year at a staggering 304 Member (December 2018 figures). Sadly, we have lost several of our longstanding members, attending their funerals with the Standard for a fitting farewell. The Branch has only 62 Life Members registered, therefore one of our main aims in 2019 to visit them, providing much needed support and friendship either via welfare or our befriending scheme.

It was a pleasure to submit such a remarkable Wings Appeal Total to HQ of nearly £4k. This was purely due to the commitment of our Wings Fundraising Team, by taking to the streets, visiting numerous events over the summer and linking in with our local Air Training Corps. Special thanks go to 152 City of Hull Sqn whom became an adoptive Squadron of RAFA.

Our Branch meetings have seen significant change over the last year, regenerating themselves to be more inclusive for our members rather than a small number of committee executives. We remain grateful for the friendly support that we have received from The Lord Nelson Pub and their generosity in allowing us to use their function room for free. We look forward to continuing our committee meetings at this venue and working with them on potential Social Events in 2019.

2018 was also a very busy year celebrating the 100th Anniversary of the formation of the Royal Air Force and the end of the First World War. RAFA Hull celebrated the RAF Centenary by laying the old Branch Standard to rest at Hull Minster. The Branch commemorated their new Standard with a blessing which has been paraded on numerous formal occasions throughout the year.

I was fortunate again to represent Hull Branch at the Annual Conference, which also coincided with the celebration Service at the National Memorial Arboretum, Staffordshire, it was a privilege to be there with so many to remember "The Few".

Your Committee has also worked tirelessly during 2018 and I would like to offer my personal thanks to all of them for their commitment and dedication to the Branch. I look forward to continuing this success in 2019.

Finally, I remain keen to hear your views on the direction you would like to see your Branch moving in the future and any events you would like us to attend or visits you'd like to make, please do take a moment to think about "our future" and come talk to me at one of the monthly Branch meetings.

Secretary's Report

Membership continues to grow which is great news, however "active" members are few, therefore we are finding it rather difficult to attend events and organise social gatherings. Offers of support are always welcome, if you have a spare hour or two, we would be happy to see you. Please keep an eye on our events page (website and Facebook).

Unfortunately, due to work commitments and time constraints we have been unable to release a newsletter for the last 6 months. I am keen to resurrect this, in order to provide our members with an ongoing update of our events and socials. The Newsletter is a great way of communicating with our Members, so if you have any suitable material for submission into the next edition, please send them in to emma@rafahull.co.uk

As you may have also seen in the Air Mail, Membership Subscriptions have increased:

Annual One Year £23, Associate One Year £16 (plus Air Mail)

Thank you again for all your support during the year.

Jessica Smith (former Secretary)

Honorary Welfare Officer's Report

I took the post on midway through 2018 after undertaking the appropriate training at RAFA HQ. I have to say that so far, I have not been very active as only two referrals have been received. The reason for the lack of requests for assistance is quite probably because many members are not even aware that there is a provision within the RAF Association for assistance in cases of need.

The Association has a fundamental responsibility to care for its members and their families, be that by way of financial support to improve the quality of life in the home, or indeed with helping to find or furnish accommodation. There is a provision to assist with holidays as one of the three Wings Hotels in the UK. There can be help with education costs for children, or adults returning to work.

The Association is funded by its members, both serving and formerly serving; requests for assistance are often seen as a right and wherever possible do have a positive outcome. It may be that Pride prevents a member from asking for help – but I need to tell you that assistance through the RAFA is seen as a return on a member's service and as a large family we care for each other for life. The Honorary Welfare Officer undertakes all aspects of the role in a highly professional and confidential manner.

Peter Dawson (HWO)

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2018 FINANCIAL STATEMENT

Branch Accounts – 1st January 2018 to 31st December 2018

(summary taken from the Audited Accounts presented during the AGM)

ACCOUNT NAME	BALANCE B/F
WELFARE	£2,476.00
HULL BRANCH (3 year succession planning)	£14,821.00
WINGS (following 2018 Final Submission)	£21.00
GRAND TOTAL	£17,318.00

Wings Appeal 2018 – Final Submission

Annual Submissions – 1st November 2017 to 31st October 2018

	BALANCE
EVENTS incl. Veterans Weekend	£2,245.59
STREET COLLECTIONS	£321.00
PREMISES	£602.60
DONATIONS	£25.00
BREW FOR A FEW	£235.37
GRAND TOTAL	£3,429.56
AIR TRAINING CORPS Allocation - 152 City of Hull Sqn (Winners of the Fundraising Trophy)	£556.37
AIR TRAINING CORPS Allocation – 872 West Hull Sqn	£241.00

Hull Branch - Financial Investments for 2018

RAFA HQ investment Portfolio Managed Fund
(Rothschild & Co. Bank International Limited)

	BALANCE
Property - Sale of 19 North Street, Hull	£104,000.00
GRAND TOTAL	£104,000.00

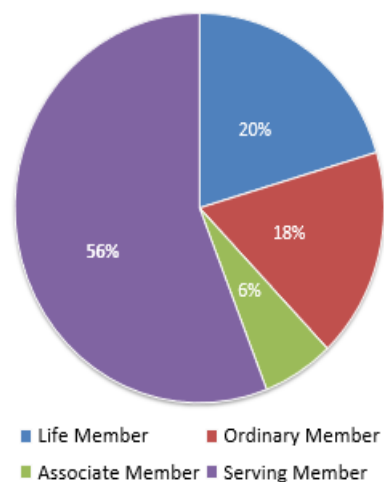
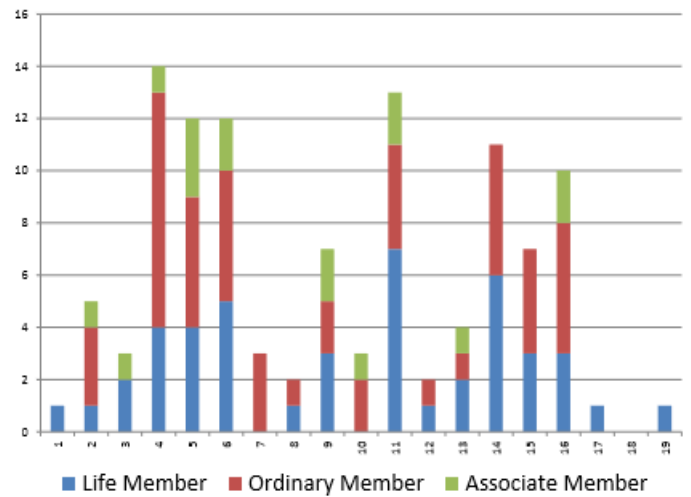
BRANCH MEMBERSHIP

Hull Branch - 344

Total Members: as at Dec 2018 304



	Life Member	Ordinary Member	Associate Member	Serving Member
HU2	1			1
HU3	1	3	1	4
HU4	2		1	13
HU5	4	9	1	12
HU6	4	5	3	6
HU7	5	5	2	16
HU8		3		12
HU9	1	1		4
HU10	3	2	2	5
HU11		2	1	5
HU12	7	4	2	6
HU13	1	1		6
HU14	2	1	1	4
HU15	6	5		8
HU16	3	4		9
HU17	3	5	2	16
HU18	1			2
HU19				1
HU20	1			1
OOO	17	3	3	39
TOTAL	62	53	19	170



THE BRANCH COMMITTEE

COMPOSITION OF COMMITTEE

The composition of the Branch Committee is set out at Standard Branch Regulation 14 and is shown in summary form below:

The Committee shall comprise:

<u>Committee Position</u>	<u>Membership Eligibility</u>	<u>How Elected or Appointed</u>	<u>Voting Rights</u>
Chairman(1)(2)	Ordinary or Life Member	Elected at AGM	Yes
Vice-Chairman(1)(2)	Ordinary or Life Member	Elected at AGM	Yes
Secretary(2)(3)	Ordinary, Life or Associate Member	Elected at AGM	Yes
Treasurer(2)(3)	Ordinary, Life or Associate Member	Elected at AGM	Yes
Welfare Officer	Any suitable person	Appointed by Committee	Yes
Wings Appeal Organiser	Any suitable person	Appointed by Committee	Yes

In addition the Committee may comprise:

President(2)	Ordinary or Life Member	Elected at AGM	Yes
Additional Members(4)	Ordinary, Life or Associate Member	Elected at AGM	Yes
Not more than two Co-opted Members	Ordinary, Life or Associate Member	May be co-opted by the Committee	At discretion of Committee

Note 1. Normally both the Chairman and the Vice-Chairman would be Ordinary or Life members of the Branch. However, Full Associates permitted if there are no other nominations or volunteers.

Note 2. The President, Chairman, Vice-Chairman Secretary and Treasurer are the Officers of the Branch. The Welfare Officer is also an Officer of the Branch when an Ordinary, Life or an Associate Member is appointed to that office.

Note 3. Notwithstanding the fact that both the Treasurer and the Secretary could be filled by an Associate Member, at least one of the signatories to Branch cheques shall, at all times, be an Ordinary or Life Member of the Branch in accordance with Standard Branch Regulation 31.

Note 4. The maximum number of Additional Members is determined by the Branch at an AGM.

Standard Branch Regulation 8 sets out the position of Branch Life Vice-Presidents as regards the Branch Committee as shown below:

- (1) A Life Vice-President shall not be deemed to be an Officer of the Branch and shall not be entitled by virtue of being a Life Vice-President to be a member of any committee of the Branch but shall be eligible for election or co-option to any such committee.
- (2) Should a Life Vice-President not be elected or co-opted to the Committee, **3-2 3/2012** then he shall be entitled to attend meetings of the Committee but shall have no voting powers and shall not be held legally liable for the Committee's decisions.

Standard Branch Regulations do not rule out “double-hatting” - that is a Branch Committee Member holding two Committee positions - and it is possible that a limited degree of such “double hatting” may enable a small Branch to continue in operation. However, the Committee should, if adopting this solution, be very careful to avoid potential conflicts of interest.

THE ROLE OF THE OFFICERS OF THE BRANCH

It will be seen from Paragraph 3.1 above that certain members of the Branch Committee are classified as the Officers of the Branch. An Officer of the Branch does not have a greater responsibility as a Charity Trustee for the actions of the Branch Committee unless, because of reasons of urgency, the Officers meet to take a decision without other Members of the Committee being in attendance. However, such decisions should be reported as soon as possible to the full Committee in which case the responsibility will become a collective one. The main role of the Officers of the Branch is to provide leadership to the Branch and to the Branch Committee and to represent the Branch on formal occasions or if legal matters require a representative of the Branch to appear.

RESPONSIBILITIES OF BRANCH COMMITTEE MEMBERS

The responsibilities of the Branch Secretary, Treasurer, Welfare Officer and Wings Appeal Organiser are set out at the Schedule to Standard Branch Regulations. The Branch Committee should consider whether any of these responsibilities might be re-allocated or delegated to other members of the Committee in order to equalise the workload. In particular, the Branch may wish to make one member of the Committee, other than the Branch Secretary, responsible for all nonfinancial membership activities including recruitment. Any decision to give responsibilities to other members of the Committee should be recorded in the Minutes of the Branch Committee meeting.

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CONTACT DETAILS

Hull Branch can be contacted via our website at: <http://www.rafahull.co.uk/contact-us>

Or alternately

Facebook:

<https://www.facebook.com/rafahullbranch/>

NORTHERN AREA WELFARE

NANE	AREA	TELEPHONE	EMAIL
KAREN LEAHAIR	WELFARE – LINTON ON OUSE	01347 847525/847496	KAREN.LEAHAIR@RAFA.ORG.UK

NORTHERN AREA	NORTHERN AREA WELFARE	HEADQUARTERS
ROYAL AIR FORCES ASSOCIATION AREA HEADQUARTERS 82-83 FISHERGATE PRESTON PR1 2NJ	ROYAL AIR FORCES ASSOCIATION HALIFAX BLOCK RAF LINTON ON OUSE NORTH YORSHIRE YO30 2AJ	ROYAL AIR FORCES ASSOCIATION ATLAS HOUSE WEMBLEY ROAD LEICESTER LE3 1UT



DATES FOR THE DIARY 2019 so far

Branch / Committee Meetings – 1st Thursday every month – 7.30pm
The Lord Nelson, 163 Endike Lane, Hull

Further updates available via our Website

DATE	EVENT	DETAILS	CONTACT
09 Mar 2019	BREW FOR A FEW	METHODIST CHURCH, COTTINGHAM	http://www.rafahull.co.uk/about/contact-us/ or Emma@rafahull.co.uk or irussell@irussell.karoo.co.uk
15-17 Mar	NORTHERN AREA CONFERENCE including Welfare Seminar	THE HILTON, BLACKPOOL	NORTHERN AREA ADMINISTRATION
30 & 31 April	TESCO Collections	WINGS FUNDRAISING - Hall Road, Hull HU6 7XP	Emma@rafahull.co.uk
10 – 12 May	RAFA Annual Conference	The Hilton, Birmingham Metropole	
25 & 26 May	TESCO Collections	St Stephens Centre, Hull HU2 8LN	Emma@rafahull.co.uk
07 July	Cottingham Day	Cottingham – BRANCH & WINGS FUNDRAISING	Emma@rafahull.co.uk
JULY 2019 Dates to be Confirmed	VETERANS WEEKEND	EAST PARK, HULL – BRANCH & WINGS FUNDRAISING	wingshull@rafahull.co.uk Emma@rafahull.co.uk
Aug	TESCO Collections	To be confirmed	Emma@rafahull.co.uk
07 Sept	BREW FOR A FEW	METHODIST CHURCH, COTTINGHAM	http://www.rafahull.co.uk/about/contact-us/ or Emma@rafahull.co.uk or irussell@irussell.karoo.co.uk
14 Sept	WING APPEAL STREET COLLECTION	HULL CITY CENTRE - WINGS FUNDRAISING	Emma@rafahull.co.uk
15 Sept	BATTLE OF BRITAIN PARADE & CHURCH SERVICE	HULL CITY CENTRE & HULL MINSTER	http://www.rafahull.co.uk/about/contact-us/ or Emma@rafahull.co.uk
NOV 2019 Dates to be Confirmed	REMEMBRANCE PARADE	HULL CITY CENTRE	Emma@rafahull.co.uk



Annex A

Nominal Role

in honour of those members who are no longer with us

Mr A Wright	Mrs B Russell	Mr G Blanshard
Mr G Todd	Mrs M Wiseman	Mrs M Hewitt
Mr T Waller	Mr V Brocklesby	Mr R Kennett



Thank you for attending and supporting our
Annual General Meeting 2019

Royal Air Forces Association
Hull Branch

Emma Smith – Chairman : emma@rafahull.co.uk