

FUTURE FIT - JUNIOR FIELD GUN

Patrons: Admiral Sir Mark Stanhope GCB OBE ADC, Cdre Peter Coulson ADC, BEng MSc MA CEng FIET RN
Cdre Jamie Miller, CBE - Lt.Cdr Stephen Carbery, CEng, RN (Retd) - David Fitzgerald, BBC Presenter



Minutes of the Trustees' Meeting held at 4 Grange Road, Yelverton on Friday 4th September 2019, at 1900hrs

Present: Charles Crichton Chairman
David B Worrall Operations Manager & Coach
Robert Hunter H&S and Risk Assessment
Brian O'Hara Treasurer/Secretary (via phone)
Margaret Worrall Temp Minutes Secretary
Mike Hawkes Secretary (retired as Sec, subsequent to the Meeting)
Samantha Morecombe Schools Liaison Officer & Coach

Apologies: Norman Fookes Trustee & Sponsor - absent owing to ill health.

1. CHAIRMAN'S WELCOME

1.1 Before proceeding to the first Item, CC welcomed everyone to the Meeting.

2. MINUTES OF THE LAST MEETING

2.1 Minutes were agreed as a true reflection of decisions taken.

3. MATTERS ARISING

3.1 There has been no progress regarding school teams from USA for the Mayflower celebrations. It was thought that this was now a non-starter.

3.2 CC suggested that the time was right for an update letter to be sent to HM The Queen.
Action CC & DBW

3.3 The Moorland Hotel has been booked, successfully, for the Charity Dinner at the end of September, this year.

3.4 CC informed the group that Captain Kettlewell was unable to take up the role of Patron, at this time, but that he wished Future Fit well for the future.

3.5 CC suggested that the Board start to look for possible office premises, which could be used in the future as the Future Fit project was growing at a fast pace. **Action CC**

4. CHAIRMAN'S REPORT

4.1 Following the AFD Junior Field Gun Competition, schools were asked for feedback, regarding the day. Five schools have responded. The overall opinion was that the day was a huge success enjoyed by all the children. One or two points were raised and notes have been taken regarding these issues. CC has written a response to all schools that sent in comments. It was suggested that some of the comments from children should be kept, as they would be helpful when drawing up written information given to new schools joining the teams.

4.2 DBW has put forward the idea that, prior to future major JFG events, all schools should be asked to submit information about their schools, so that when commentary is taking place, DBW has some information to talk about rather than just using his local knowledge of the schools.

Action DBW

4.3 It has been proposed that Future Fit have a certificate, which can be given to school trainers once they have completed their training. Coaches would be able to sign off these forms, which would ensure that all schools had a competent trainer for their children.

Action RH

4.4 CC informed the Board that the Charity Dinner (Ladies Night) has a guest speaker organised, a Mr Lee Spencer who is a retired Royal Marine. In addition, Angela Rippon has said that she hopes to be able to make the dinner too.

5. SECRETARY & TREASURE'S REPORT

5.1 Finances are in good order, but we need to be developing a strategy to bring in more income. At the moment we are not bringing enough, although it is understood that there are some units that are now ready for sale. We need to find a way of generating income on a regular basis and not rely on the sponsor's generous support. as this will eventually run. BOH reported that the finance report does not include 'finished' stock that, currently, amounts to around £12,000.

5.2 When any Event is organised that entails a cost, Future Fit should have a signed booking form, on which any agreed support can be referred to should an organisation, subsequently, renege on the agreement.

Action MH

5.3 David Ward has produced an MOU for schools.

5.4 David Ward has reviewed the costs of production and has identified that we are not making a profit. DBW has said that DW's assessment includes labour costs that we do not have and therefore we do receive a small profit but that it is intended to increase the price of units in the future. The large units bring in more profit and do not entail any Coaching, just the manufacture.

5.5 It has been suggested that we have a generic risk assessment form for events. However if the event is school promoted it becomes the school's responsibility. SM suggested that we include information pertaining to this, risk assessment, our Health & Safety, Drill Manual, etc., in an information pack, which can be given, annually, to schools when they pay their affiliation fee.

Action SM

5.6 All Coaches need to have Advanced DBS and this should be attached to a lanyard with identification photo.

Action BOH

5.7 The Board decided that it would be wise to have a Risk Assessment form for Events when using a new arena.

Action RH

5.8 It was proposed that the Operations Manager should hold monthly meetings with the Operation's Group. Minutes should be taken at these Meetings and issues raised or dealt with reported back to the Board at their regular Meetings.

Action DBW

5.9 BOH reported that the Trustees' Annual Return was ready to go.

6. OPERATIONS MANAGER REPORT

- 6.1 CCP students have helped to produce three full sized units and one on the production line. Two of these are going to CCF North of Birmingham.
- 6.2 Nine small units ready to go out.
- 6.3 The sale of these units is set to bring in £8400.
- 6.4 Gordy is now back working in the Workshop that is a huge help. Should we consider putting him on the pay role?
- 6.5 RH has found space for us to use as storage in Pique Barracks. Thank you RH.
- 6.6 Anniversary of D Day Landings in Portsmouth – Future Fit were asked to take two teams to these celebrations. As a result of this we now have a few schools in Portsmouth interesting in junior field gunning. Taster days and presentations are in progress.
- 6.7 Armed Forces Day 2019 very successful. Seventeen teams competed and indeed two of the schools provided two teams each!
- 6.8 There were some issues on the day, i.e. the sound system was not very good, and some of the drill rules were changes at the last minute causing a few issues. This will not happen next year. RH and DBW re-writing the drill manual.
- 6.9 Following AFD we have five more schools presently interested in becoming affiliated.
- 6.10 Armed Forces Day 2020 & Mayflower 400. Both of these dates fall on weekdays, which will make organisation difficult for schools. DBW is reminding the schools about these days each time he goes in to a school. CCFs with field guns should be informed, Wellington College, Mount Kelly and RHS Ipswich and Taunton. **Action MH**
- 6.11 'Kings Camp', Future Fit held training sessions on two days of Kings Camp this year. This is an organisation, which helps to occupy children when long school holidays are here.
- 6.12 The van has had a few problems recently - new tyres needed and the towing arrangements. These are going in for repair.
- 6.13 There is a meeting at Ballard House on 30th October 2019 to discuss Mayflower 400. both RH and DBW will attend.
- 6.14 DBW asked if MH would help out with the Auction by listing the buyers and amount of money paid. MH said he was unable to attend the dinner.
- 6.15 On Sunday 14th September 2019, we are working with OPM's Rugby Club Juniors. This is a 'thank you' to Steve Pooly, who has helped with car passes and a base in South Yard.

6.16 Next year (2020) is going to be busy. VED Day; HMS Drake – Collingwood; Mayflower 400 and further events at Albion Rugby Club and even Exeter Chiefs.

6.17 DW submitted a suggested 'League for Schools'. BOH expressed his concern that this will entail too much work for DBW and team, but DBW reassured BOH that this could be done during regular visits to schools. Suggest a trial to see how it goes and if it is too much then review.

6.18 SM suggested looking at School Sport Activity Plans to ascertain whether this could be helpful to Future Fit. **Action SM**

7. AOB

7.1 CC said that he was considering retirement from Future Fit at some time in the near future.

7.2 SM is to cease being a Trustee as she is now a paid member of the Operation Team.

8. DATE OF NEXT MEETING

8.1 December 2019 - ? Moorland Hotel. CC to confirm