

FUTURE FIT - JUNIOR FIELD GUN

Patrons: Admiral Sir Mark Stanhope GCB OBE ADC - Cdre Ian Shipperley, OIC HMNB Devonport
Cdre Jamie Miller, CBE - David Fitzgerald, BBC Presenter



MINUTES OF THE TRUSTEES' MEETING HELD AT PLYMOUTH CITY COLLEGE ON WEDNESDAY 6TH JUNE 2018 AT 1900

Present: Charles Crichton Chairman
Samantha Morcumb Schools' Liaison Officer & Trainer
Dave Worrall Operations Manager & Trainer
Robert Hunter H&S and Risk Assessment
Gordy FF Carpenter
Margaret Worrall Temp Minutes Secretary

Apologies: Brian O'Hara Treasurer/Secretary
Norman Fookes Trustee and Sponsor
Tom Luther Trustee and Trainer
Steven Carbery Trustee

1. CHAIRMAN'S WELCOME

1.1. The Chairman opened the Meeting by thanking RH, FF's very own PCC representative, for arranging the use of a room in which to hold the Meeting. The Chairman also thanked Gordy for attending the meeting and giving his support.

2. MINUTES OF THE LAST MEETING

2.1 The Chairman proposed that the last Meeting Minutes be recorded as a true representation of what was discussed and decisions taken. This was seconded by DW.

3. MATTERS ARISING

3.1 Item 4.5. It was decided that all Trustees should have a copy of affiliated schools. DW to discuss with BO'H. This list to include the name of the School, the Trainer, the Coach, contact address, telephone numbers and how many units have been supplied or are on order.

Action DW/BOH

3.2 Item 5.1 - Treasurer's report. As a matter of course, DW to supply the value of completed stock for inclusion in the Treasurer's. This has been implemented.

3.3 Item 6. All present acknowledged having read the report regarding Charitable Status. The Chairman complimented BOH on the hard work he had undertaken, in order to achieve this.

3.4 Item 7.2 - Support trainers. DW has tried to contact the Council without success. DW to continue to try as this support would be essential moving into the future.

Action DW

3.5 Item 8.1 – Magnetic memorabilia and signs. SM was delayed attending the meeting so the answer to this point was not completed.

3.6 Item 8.2. The Business Cards that BOH had forwarded to PCC for printing had a font that was too small and, therefore, illegible. BOH has forwarded a BC with large font, but is awaiting comments.

Action RH/BOH

4. CHAIRMAN'S OPENING ADDRESS AND REPORT

4.1 The Chairman expressed his thanks for the hard work carried out by DW and his team. This included Gordy, Mike and RH, plus other volunteers helping out at the Salvation Army Workshop.

4.2 The Chairman also wished to pass on his grateful thanks to BOH for all his hard work associated with FF leaving DFGA. This includes dissolving the charitable company and applying for FCIO status.

4.3 The Chairman also wished to pass on his most grateful thanks to NF for his most generous pledge of £10,000. Subsequent to the Meeting, NF has informed BOH that he wishes to transfer this money in sums of £2,000 over a twelve month period.

4.4 The Chairman wished to congratulate DW, TL, RH, VB and TL for their exceptional contribution to the successful pre AFD 'Trials', held at Crownhill Fort, where five schools completed five competitive runs each.. Great fun was had by the teams of children and their families, who made a real day out of the event by bringing in picnics, etc. The enthusiasm shown by the children was extraordinary and it was clear that their Trainers thoroughly enjoyed the experience also. The Chairman, also, commented on the FF runs that took place at Plymouth Albion's Rugby Ground. He emphasised that all events that encourage competition, between the children, is important.

4.5 The Chairman suggested that FF needed a Project Group to support DW and his team. DW reported that, while he is keeping everyone informed about what is happening, things move so quickly. A suggestion to have a spreadsheet diary, which DW could populate with everything that is happening during the week, may be beneficial. RH said he would be happy to supply the spreadsheet.

4.6 SM informed the Meeting that she knows someone who has expressed a wish to consider the role of Treasurer, freeing BOH to concentrate on just the one role as Secretary.

Action SM

4.7 The Chairman expressed his regret that he had not yet found time to visit Leslie, the late R.Adm Thomas' wife. He hoped to rectify this shortly.

Action CC

4.7 The Chairman informed the Meeting that he intends to write to the Patrons, to bring them up to-date with FF's progress.

Action CC

4.8 The Chairman will contact St Paul's School, in order to check whether the school Administration Office has been receiving FF emails, containing information about FF events, as the school did not attend the AFD Trials. In addition, the Chairman will discuss the role of Andy Pearce as a Coach and not a Trainer. Andy Pearce is a volunteer at the school and not a teacher. We need to differentiate between Trainer and Coach. Coaches are to be accountable to DW, while Trainers should be part of the school employees i.e. teacher. Coaches are there to

train the Teachers, who then withdraw, in order to take on another school and only return, periodically, to check on progress, especially prior to competitions/events. We need to aim for 6 Coaches, but realise that this is not an easy task. DW says that at the moment he Coaches 4 schools each week and considers that manageable, because once the Teachers/Trainers are competent he can step away. DW says that Anna Clook, from the Plymouth City Council, may be able to help with the supply of Coaches.

Action CC/DW

4.9 The Chairman highlighted the importance of Terms of Reference for FF Coaches and Trainers, in order that there can be no misunderstanding with regards to the purpose and timescale of the training process.

Action DW/BO'H

4.10 The Chairman has a copy of the DFGA Corporate Plan which he will review and change in order for it to accommodate the new FCIO status. This will include actions and targets.

Action CC

4.11 A copy of the new Communications spreadsheet to be forwarded to the Trustees.

Action DW

5. SECRETARY AND TREASURER'S REPORT

5.1 See Annex A.

5.1 SM reported that she knows of someone who may be interested in taking over the role of Treasurer. SM was tasked to contact this person with a view to arranging a dialogue between BOH, so that a decision can be reached on whether the candidate has the time, etc., to take on the Treasurer's role..

Action BOH/SM

5.2 Accounts looking good. All credit checks required to open up a new bank account have been completed.

5.3 NF will honour his pledge of a £10k donation to FF once the new account is opened.

6. OPERATIONS MANAGER REPORT

6.1 See Annex B.

6.2 DW discussed the Mayflower 400 Celebrations and the request from Plymouth City Council that FF run a field gun festival for a whole day on the Hoe during the celebrations. This to include FF, schools, cadets, Brickwoods, etc. DW said that he would need the help of the RN in orchestrating this, CC agreed. RN will need to run a Steering Group to cover this as it is a huge project.

Action CC/DW

6.3 CC is to discuss the issue of FF and junior field gun with the head teacher at Morice Town Primary School, since they have failed to pay subscriptions for three years.

Action CC

6.4 DW says that there is a drive to have a league of junior field gun competitions between schools. DW says that it is not in his remit to arrange this. Schools supporting such a league will have to organise this themselves. It was agreed that this project was a good idea, as

competition is what FF is all about.

6.5 DW informed the Meeting that the RN Cadets are looking to purchase 12 large field gun units. DW added that he is at an early stage in the negotiations, but will keep the Trustees informed of progress, as this could bring in quite a large sum of money to FF. CC asked about training. DW said that no plans had been made so far, but if necessary he would be willing to carry out initial training in the normal way.

Action DW

7. AOB

7.1 To check with NF how he would like his £10k spent before making plans of what the Trustees feel is needed.

7.2 SM suggested getting in touch with 'Digital Mum's' which is an organisation of women wanting to get back into the work field, but needing practical experience to do this. Perhaps FF could off £500 for six weeks work that would include advertising, marketing and PR work, etc. Use them as a tool for recruitment and marketing. DW's only concern would be that FF would grow more quickly than its stretched resources could cope with at the moment.

7.3 Another idea tabled was whether FF could tap into the Sports Leadership award scheme and use these students to help with Training schools?

7.4 RH offered to discuss help coming from Babcock's trainees.

7.5 DW said that Dan Heart, who is the Community Sport's Officer from Albion might also be able to help with recruitment.

7.6 As an afterthought it was suggested that students from Marjon could, perhaps, shadow DW as Trainers?

8. DATE OF NEXT MEETING

8.1 The Meeting considered September 2018, although no specific date was identified at this stage.

Future Fit – Junior Field Gun

Treasurer/Secretary's Report for Meeting 6th June 2018

Accounts

Circulated with this Report is a Cash Flow statement, as at 31st May 2018. The May bottom line of the Cash Flow statement equals the bank balance at the end of May.

At the end of May our bank balance was £3378.83. However, I accidentally counted a £150 invoice twice, so the true balance should be £3528.83. This overpayment was made to DW, who has agreed that I deduct £150.00 from his next batch of expenditure invoices, which will correct the accidental overspend.

Outstanding sales invoices are, as follows:

| | |
|---|----------------|
| Drake Sea Cadet's balance owed on senior G&L: | £ 1,650 |
| Affiliation fees: | £ 700 |
| Sponsored unit by Roper James solicitors: | £ 850 |
| 1. Total sales invoices outstanding: | £ 3,200 |
| 2. DW's estimate of completed units in storage: | £11,750 |
| 3. Bank balance | <u>£ 3,529</u> |
| Total liquid assets | £18,479 |

Administrative action

The Business Cards have been completed and submitted, but it would seem the print is too small for the card size and needs to be enlarged. I'm now liaising with Tam to get this right.

Despite having problems collecting each Trustee's signature, recommending the change to our Object, I was able to submit the required documents to HMRC in time to meet their deadline - just! We are now recognised as a charity by the HMRC and can claim Gift Aid.

Our current bank account was set up when we were an unregistered charity. Now that we are a registered charity we are a different type of business entity in the eyes of the bank. It is necessary, therefore, to close the existing current account and open a new one. Before the change can be made the bank needs address details and dates of the move. I have now got all the details I need to open the new bank account, on completion of which I will pass the new bank details to Wonderful.org, who will become our on-line collection agency.

Companies House have confirmed that DFGA Ltd is now dissolved. I have, also, completed the on-line form to close the charity.

Annex B to Minutes of Meeting held on 6th June 2018

Future Fit Project Manager Report – June 2018.

1. Busy training schools for AFD. The new schools – Stowford Primary, Ernesettle Primary and Okehampton Primary are ready for competition, although they have only been training for a short time.
2. Western Mill Primary and Shakespeare Primary did a competitive run at the Plymouth Albion stadium.
3. I have ordered trophies and they have been delivered to the Trophy Store awaiting engraving.
4. Carried out a display in HMS Drake after a lot of discussion and changes in plans! It was a great success with a trophy presented by Plymouth City College and organised by Tab Hunter. A letter to be forwarded to the Principle of the College re: thanks.
5. Crownhill Fort event held on Sunday 3rd June was a great success with several of the schools expressing their thanks for the opportunity to run in competition prior to AFD. We had our very first failure of gear, two axles broken. Five schools all achieved five or more runs. I feel this is a must do event for the sake of the schools, it gives them a great chance to hone their drill and understand penalties. I think a letter to Orange Chillie thanking them for supporting us would be appropriate.
6. I have had a conversation with Captain Alex Howard (Army) re: our full sized field guns, quoting £2700 per unit. We have a very good chance of selling the Royal Navy 12 units. If this is the case we will need additional help in the workshop. Tab Hunter has said that he will organise help through the Princess Yachts apprentices.
7. Tab Hunter and myself had a meeting with Karen Walker re: Mayflower 400. They have asked us to help organise a Field Gun Festival on Plymouth Hoe during the Mayflower week. Two tracks, arena for junior field gunning and seniors – indeed all aspects of field gunning. I will be in contact with Wellington College, RN Brickwoods. I have already had a meeting with Colonel Simon Chapman the RN rep here in Plymouth. Next meeting in October 2018.
8. I have a meeting scheduled with Commodore Ian Shipperly on 18th June. I have been invited to a meeting with the new Admiral Sea Training on the following day.
9. Stowford Primary School have requested a 2nd field gun unit and I may have already found a sponsor.