

# 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



Foundation Charitable Incorporated Organisation Reg.No. 1177870

## MINUTES OF THE TRUSTEES' MEETING HELD AT PLYMOUTH CITY COLLEGE ON WEDNESDAY 19<sup>TH</sup> SEPTEMBER 2018 AT 1900HRS

**Present:**

Charles Crichton	Chairman
Samantha Morcumb	Schools Liaison Officer & Coach
David Worrall	Operations Manager & Coach
Robert Hunter	H&S and Risk Assessment
Brian O'Hara	Treasurer/Secretary
Margaret Worrall	Temp Minutes Secretary

**Apologies:**

Norman Fookes	Trustee & Sponsor
Tom Luther	Trustee & Coach
Steven Carbery	Trustee

### 1. CHAIRMAN'S WELCOME

1.1 The Chairman opened the Meeting by thanking RH for arranging the use of a room in CPC in which to hold the Meeting. The Chairman also thanked BOH for all the paperwork he had submitted and MW for assisting in taking the minutes.

1.2 The Chairman stated 'well done' to DW for being the driving force and keeping everyone moving forward.

### 2. MINUTES OF THE LAST MEETING

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

### 3. MATTERS ARISING

3.11 tem 3.1 The list of affiliated schools has been produced. It was confirmed that it should include the names and telephone numbers of each school's Coach and Trainer. The Trainer being a member of staff, or volunteer, at the school, which ensured that they were covered by the school's insurance. Once the Coaches (FF) are confident that Trainers (school) can take over the training of their Crews, the Coach can then move on to the next school. The trustees would find this list very helpful.

**Action DW/BO'H**

3.21 tem 3.4 Support Trainers. DW informed the Board that Jed Stone had rejoined the Service and would be available to train with another person. H4H would like to help with the schools too. Now three to four Coaches are available plus RH, who may, also, be spared.

3.3 Item 4.6 Treasurer volunteer. SM informed the Board that this person is still interested and she will be meeting with him in the next couple of weeks to discuss his availability.

**Action SM**

3.4 Item 4.7 Visit to Leslie. Still to be done.

**Action CC**

3.5 Item 4.8 Visit to St. Paul's school. CC has not yet completed this action.

**Action CC**

3.6 Item 4.9 TOR for Coaches. *Still to be completed ???*

3.7 Item 4.11 Names of the Coaches and Trainers should be added to the school list.

**Action DW/BO'H**

3.8 Item 6.2 Mayflower 400 – ongoing. The next meeting is 20/09. It has been suggested that FF should have a branding for Mayflower 400. USA Embassy letter has been received regarding schools being involved with Mayflower 400. The letter went to Col Chapman and he will deal with it. The school in Amsterdam will not be involved. However once the dates for Mayflower 400 are known BOH will try to contact other schools in Amsterdam.

**Action BO'H**

#### **4. SECRETARY & TREASURE'S REPORT (circulated Report at Annex 2)**

4.1 The Management Report shows a bank balance of £2,066.19 (Annex 1). This does not include an outstanding £850 sales invoice sent to Stowford School, or the £131 donated via Wonderful.org. The Chairman asked if the Total Net Assets of £14,246.19 was what FF was worth? BOH answered in the affirmative. For clarification, the following is that sum's breakdown:

Fixed assets: Van £7,930 + Trailer £1,650 =	£9,580.00
Bank balance:	£2,066.19
Sales invoices outstanding:	<u>£2,600.00</u>
Net worth:	<b>£14,246.19</b>

Subsequent to the Meeting, DW has informed BOH that completed stock amounted to £10,300, bringing FF's total net worth to: £14,246.19 + £10,300 = **£24,546.19**.

4.2 Business Cards – in progress.

4.3 BOH will ask Barney to put Wonderful.org on the Facebook site.

**Action BO'H**

4.4 Charity Commission's advice on the duties of a trustee to be sent to all Trustees

**Action BO'H**

4.5 Cash Flow Statement at Annex 4.

#### **5. OPERATIONS MANAGER REPORT (circulated Report at Annex 3)**

5.1 Successful Armed Forces Day on Plymouth Hoe. However 200 bottles of water was insufficient for the number of children needing water due to the very hot weather. Plymouth City Council were unable to supply water due to their 'no plastic' policy. The camber on the track caused a few issues but they were dealt with and did not have an adverse effect on the day. Damaged equipment was expertly and quickly repaired by Gordy. Thanks are passed on to him. Some schools need to ensure that they carry out the correct drill during the run as changes can give unfair advantages. Drill to be made clearer for next year's tournament. SM suggested purchase of two way radios to help the flow of the day. DW suggested a larger Gala tent for use

by staff and a barrier chain to keep members of the public out of the timekeepers tent. The marking form also needs some changes, review to be undertaken before next year.

**Action SM/DW/MW**

5.2 Schools attended Babcock's Family Day in HMS Drake.

5.3 Coaches went to spend a day with children at Plymouth City Council Fit and Fed day during the school holidays.

5.4 DW had a meeting with COB to discuss 2020. COB suggested having a brand name for the Mayflower 400 celebrations. Also there is a need to change the dockyard passes in order to get access to both the Mess and the Store.

5.5 DW is in discussions with Plymouth City Council ref Piazza demonstration run.

5.6 DW is working with City College Plymouth on a DVD to go with the drill manual.

5.7 School field gun teams have been asked again to provide mid game field gun runs at Plymouth Albion.

5.8 The annual recruiting of new schools, who have shown an interest in FF Junior Field Gun, continues.

5.9 The Board suggested that it would be a good idea to have inter schools competitions other than on AFD. DW said this is a good idea and has tried to promote it with school trainers, who will have to take responsibility for this and not FF.

## **6. AOB**

6.1 PC has said that he will have to step down from the Board as his workload is too heavy at present. The Board agreed to contact PC and ask if he would become a Patron.

**Action BO'H**

6.2 The loan of the trailer to DFGA was again discussed. The Chairman of DFGA has not responded to the request for £100 donation for the use of the trailer.

6.3 The Board discussed the generous donation from John McAndrew and how best to take this forward. It was suggested that FF use some of this donation to employ someone (part-time) and to this end a job description would be needed.

**Action DW/SM/BOH**

6.4 2019 will be a year when FF holds a Ladies Night dinner, discussions need to begin regarding organisation of this.

**Action CC/DW**

## **7. DATE AND TIME OF NEXT MEETING**

7.1 CC suggested that FF's Board of Trustees should hold it somewhere where it could be followed by a Christmas Dinner. The Garden Hotel Yelverton was suggested. Awaiting a date so that bookings can take place for dinner and accommodation if required.

### Secretary's Report 19/9/2018

1. I tried to get Business Cards printed through the City Plymouth College print room, but I submitted it in the wrong format and they were rejected. I forwarded a Business Card in a different format, which Tab will forward to the Print Room Manager for comment.
2. An invitation has been forwarded to ex-Cdre Shipperley to remain a Patron and, also, to the new Cdre. I'm still awaiting a reply.

### Treasurer's Report 19/9/18

1. At present FF has two bank accounts – on learning that we had been charitable status the bank insisted that we open a different type of account, to reflect our new status as a charity. The new account's title is: **Future Fit Junior Field Gun**. The old account will be closed at the end of this month.
2. A Management Report will accompany this email, which shows a bank balance of £2,066.19. This does not include an outstanding £850 Sales Invoice sent to Stowford Primary School.
3. We are due another tranche of £2,000 from Norman; but, as he spent 2 weeks in hospital, and is still not fully recovered, I'm not pressing him for it.
4. An application has been agreed for a fundraising page on **Wonderful.org**. Once on that site you click on the right-hand box marked DONATE. Type in Future Fit and a drop-down box will appear with our name on which you click to select our fundraising page. We have already received £115 in donations (£131 including Gift Aid). Any amounts donated are paid into our account at the end of each month. Wonderful.org is a charity itself and does not make a percentage charge on money donated. I suspect that this organisation collects together all monies received and places the money on the money market for 24 hours, or more, giving them an income.

**Brian O'Hara 18/9/2018**

**Armed Forces Day**

1. The weather was the main contributable fact – very hot! The pop up tents were invaluable not only as a base for each school but also for shelter from the sun.
  - a) Two hundred bottles of water were insufficient. I spoke to Plymouth City Council for a donation of bottles but they stated they have a none plastic policy! So no water was forthcoming. Tab Hunter, although new to the warm up arena did a fine job and slowed me down in my haste to gain time. The programme works and I personally need to have more trust in our timetable.
  - b) The camber on the track created problems with the gun and limbers turning over. We overcame this by having Tom and TG on the turn also by explaining to the crews how to overcome the problem.
  - c) The Sea Cadets on each wall gave us firm support, I have thanked them for their help and hopefully they will attend next year.
  - d) With Sam arriving late due to unforeseen circumstances I had no way of liaising with the control in the Judges tent which did cause a few problems.
  - e) We supplied two extra units in case of damage. Just as well as we used both the limbers! Gordy provided two spare axles, both were used thanks to Gordy's quick repairs.
  - f) Perhaps we should purchase a 'Gala' tent for next year and indeed any future events. They are bigger and it would be easier to prevent people who are not staff members from entering. I will look into purchasing one in the new year.
  - g) The results board was a total success and I have managed to find and even larger board which will be fitted – Gordy assures me – to an easel.
  - h) For once we had very few problems with the starting pistols. Initially I thought we should go without however someone said it was very effective. I took their advice and it worked.
  - i) Some schools – not all – have written and said what a success it had been. I have not heard any detrimental statements. If anyone has please let it be known.
  - j) Some schools were not carrying out the correct drill, an appendix to the penalties has been issued to all schools.

Taking everything into account we should be pleased with the successful outcome. Letters of thanks – where appropriate - have been written and posted by BO'H.

**Drake Babcock's Day**

A little confusion at Drake Main Gate with some names not on the Master Copy initiated by Babcock's. The problem created by the school not forwarding everyone's names, I believe. Next year we will know the ropes and ensure everything is in place.

Both schools carried out their runs to a high standard. I have thanked the schools for attending and the teachers for giving their precious holiday time up in order to allow the children to attend.

### **Fit & Fed**

Event organised by Plymouth City Council. Tom, Jed, Mike and myself attended. The 16 children, in one hour, eventually completed a full run! Amazing!

### **Meeting with COB**

To discuss 2020 and the Sea Cadets. More will be forthcoming after the 20<sup>th</sup> September 2018. Sea Cadets are moving to a building at Crownhill and will help when called upon.

Captain of the Base has been very helpful in more ways than one, he will be leaving in March 2019 and will be replaced by a RN Captain who CC is acquainted with!

Colonel Chapman suggested we have Mayflower 400 branding. The necessary paperwork has been submitted by BO'H.

Dockyard Passes are to be changed from social to contractors to allow better access.

### **Piazza**

Discussions with PCC reference a junior field gun demonstration in Plymouth. This can be arranged at the cost to us of £190 for barriers. Will be making more enquires within the next week.

### **Trophies**

All have been engraved and returned to the Trophy Cabinet in the WO's Mess.

### **DVD**

Working on a DVD with City College Plymouth. More filming required and will be carried out this week.

Have received footage by Lovejoy of AFD. This at the moment can only be used on a Drill DVD. Over 2 hours of footage will be available next year.

### **Plymouth Albion**

We have been asked to provide field gun runs at half time again. Discussions regarding this to take place within the week.

### **Recruiting Schools**

We have begun the annual recruiting of schools. So far the net has been cast over four more schools – currently awaiting responses.