

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 28th MARCH 2018 AT 1900 HRS

Present:	Charles Crichton	Chairman
	Tom Luther	Trainer
	Samantha Morcumb	Schools' Liaison Officer and Trainer
	Dave Worrall	Operations Manager
	Robert Hunter	H&S and Risk Assessment
	Brian O'Hara	Treasurer/Secretary
	Victor Barnett	Tournament adjudicator
	Gordy	Workshop carpenter

Apology:	Stephen Carbery	On Honeymoon
	Norman Fookes	Too ill to travel

1. CHAIRMAN'S WELCOME

1.1 The Chairman opened the Meeting by welcoming everyone, especially Gordy, who was too ill to attend our first Meeting. The Chairman, also, thanked RH for obtaining permission for the College venue.

2. MINUTES OF THE LAST MEETING

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

3. MATTERS ARISING

3.1 Item 2.5: On-line fundraising facility. BOH reported that he had checked several on-line facilities, but we needed a charity registration number to be eligible. Once we have been awarded charitable status the Treasurer will try again.

3.2 Item 2.6: Constitution of the FCIO. In response to a CC letter, requesting points of clarification, which the Secretary responded to and which were accepted, with the following exception:

"The objects suggested are not in an exclusively charitable format and will need to be amended. We would suggest the following wording be adopted to replace the current objects in their entirety:

To act as a resource for young people by providing advice and assistance and organising a junior field gun programme which involves physical and educational and other activities as a means of advancing them in life and helping young people by developing their skills,

capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals”.

In addition to incorporating the above into our constitution, two other directions were given:

1. Revised copy of the Constitution to be forwarded.
2. In the covering email provide written confirmation that the amendment has been agreed by all of the trustees named in the application for registration.

In accordance with the second direction Annex A, to these Minutes, was signed by all trustees attending. Signatures from SC and NF will have to be obtained separately. These directions indicate that once we have carried out the CC's wishes our application should be accepted.

3.3 Item 2.7: Striking off the Company from Companies House register. The latter application has been accepted; however, our Company's name has to be listed in a CH gazette for two months. If no one gives reason why the Company should not be struck off, the act is done and I can then apply to close the charitable company.

3.4 Item 4.2: Charging £100 for a 'taster' session. This decision was suggested by SM and has now been implemented. To minimise time-wasting a £100 fee will be requested up-front, with it being deducted from the final cost of a unit. This seems to be working well.

4. CHAIRMAN'S REPORT

4.1 Glancing at the Management Considerations, which were Annex B to the last Meeting Minutes, the Chairman made the following observations:

- That he had attended a formal function, at which Cdre Jamie Miller was, also, a guest and had received his commitment to being FF's Patron. It is hoped that he may be cajoled into attending the Inter-school Tournament.
- Further support must be sought for the Operations' department, headed by DW and ably assisted by Gordy. His continued headache is that, while Gordy can take care of production, should DW be incapacitated - even for a short period - the sales process will come to a standstill. Backup is needed in this area.
- Similarly, and while BOH is coping as Treasurer and Secretary, the Treasurer and Secretary's role should be separate disciplines. Again, a request was made to look out for suitably qualified individuals, who could be persuaded to give of their time.

4.2 The Chairman pointed out that Annex C, to the last Minutes - Operations Manager's TOR - had been circulated for comment and amendment. As neither he nor the Secretary had received any feedback, it was deemed acceptable and, therefore, given official document status.

4.3 The Chairman confirmed that he had written to all our affiliated schools, but had not even received one reply.

4.4 The Chairman reminded the Meeting that there is to be a 'trial' Inter-school Tournament to be held at Crownhill Fort on Sunday 3rd June, followed by the full Tournament on Saturday 30th June, which will be held on Plymouth Hoe.

4.5 The Chairman proposed that each and every trustee hold a spreadsheet copy of all the affiliated schools, and non affiliated schools, in order that everyone is aware of the schools that are associated with FF. BOH has a spreadsheet, which he uses to record the annual invoice date for the affiliation fee renewals. The Operation's department has a similar spreadsheet. BOH to try and coordinate the two and circulate the end result.

Action BOH

5. TREASURER'S REPORT

5.1 Accounts. The Treasurer had circulated his Report prior to the Meeting, so there was very little to debate. However, TL enquired whether the value of completed units was included in the accounts? The Treasurer pointed out that, while FF's accounts package was capable of recording stock transactions, FF was too small an organisation to warrant doing so. RH supported the need to manually enter the value of units as they became ready for sale. It was a process that he carried out at the College and thoroughly recommended it. The Treasurer took note of his advice and has added the value of completed units to the figures below.

See Mgt Report Bal Sheet (Annex B) 'cash at bank' as £4,274.69, which agrees with Cash Flow statement (Annex C) bottom line for March.

The Bal. Sheet also shows Debtors at £2,050. This is the sum of sales outstanding, as follows:

Drake Sea Cadets have paid a down payment on senior G&L and now owe:	£1,650
Oakhampton Primary owe £200 (gaiters) and £100 Affiliation:	£ 300
Boringdon Primary owe £100 Affiliation fee:	<u>£ 100</u>
Total	£2,050
Completed Junior units x 7 @ £850 =	£5,950
Completed Senior units x 2 (less one included above)=	£2,500
Plus balance at bank	<u>£4,275</u>
Total liquid assets	<u>£14,775</u>

The bottom line of the Cash Flow statement, circulated to Board members, indicated that we are down on our annual projection by £4,032.21 in March. This is because the Treasurer had projected a sale of 2 senior field guns at £5,000, which didn't happen and, therefore, deleted them instead of moving the sales to April and May. This the Treasurer has now done. The Cash Flow statement at Annex C reflects this. The money for the outstanding invoice of £1,650 may be donated by Babcock. DW to investigate.

Action DW

6. SECRETARY'S REPORT

6.1 The Secretary reminded the Meeting that the recent CC's email, which he had circulated, effectively, approved our application to be awarded charitable status, subject to implementing their recommendations, which are:

1. The CC has condensed our list of Objects into one paragraph, which the Board approved by signing Annex A to these Minutes. In due course this Object change will be inserted into all all documents where our Object will appear, starting with our Constitution, which I have, already, circulated to each Trustee.
2. The second condition is that I forward proof that ALL our Trustees agree with the change in our Object. Annex A to these Minutes bear the signatures of all the attendees. Paddy and Norman's signature I will obtain separately. I will forward these when I send the revised copy of our new Constitution.
3. The third condition is that we send them a copy of our amended Constitution and in a certain format.

6.2 Sub-paragraphs 1 - 3 will be actioned by the Secretary.

6.3 £10,000 donation. The Secretary disclosed to the Meeting that the mystery donor was no other than Norman Fookes who, as reported at the last Meeting, laid down one condition and that was that the money was used, wholly, for the benefit of “FF - JFG”. At the last Meeting the Trustees were tasked to come up with ideas of how best to use the money. A combined list of suggestions, presented by VB and DW, was discussed and the following front runners were chosen:

1. Replacing part of the ‘wrap’ on the van to cover the reference to DFGA by replacing it with “FF - JFG” logo. DW has already invited a quote for this work.
2. To purchase “FF - JFG” polo shirts to be worn by volunteers at the Inter-school Tournament. On completion the shirts can be returned, washed and used again at other Events.
3. Providing ‘free’ units to schools in deprived areas, where much of their budget is spent improving the lot of their school children, leaving them with no money to pay for luxuries, such as JFG units. As it is not yet known how many schools fall into this category no specific figure can be even guessed at. Suffice it to record that if such a school is identified - and there are funds available - then it will be the Board’s decision to release the funds for that donated unit.
4. At the two previous Inter-school Tournaments, held on Plymouth Hoe, trophies have been awarded to the winning team in each category, as follows:
 - Points Cup
 - Aggregate Time Cup
 - Fastest Time Cup
 - Penalties Salver

To be in a position to present a ‘Runner’s Up and Third Place’ trophy was always FF’s intention. However, with the value of the above trophies being well in excess of £2,000, it was always a non starter. Nevertheless, DW visited a trophy store, and, glancing through a catalogue that he brought to the Meeting, it was evident that cheaper, but presentable, trophies were available from £20 upwards. Someone mentioned a figure of £50 per trophy, which SM confirmed was a significant sum to be spent on a school trophy. It was therefore decided to purchase trophies in this price range.

5. SM suggested that the Board should look beyond our immediate financial situation and proposed that some of the money could be used by contracting a professional Bid Writer to prepare a bespoke ‘bid’ template for use when considering and submitting Grant bids, etc. No decision was taken whether to pursue this option, but it is now on record, to be taken off the shelf if need arises

6.4 The Secretary stated that Insurance cover is still an issue, at the moment. He added that he had contacted another insurance broker other than Besso, with whom we have had cover for the last four years, who was looking into providing, mainly, Public Liability cover. The Secretary had been forced to seek an alternative broker, because he had been quoted £1,100 by Besso, for less cover than we had had previously - no museum and contents, for instance.

7. OPERATION MANAGER’S REPORT

7.1 As usual DW had circulated his diary of events to Trustees, prior to the Meeting, as follows:

- First the bad news – Riverside primary and Chaddlewood had to cancel their deliveries of field guns due to lack of a trainer.
- Stowford Primary have taken delivery of their field gun and are now at the stage of being able to complete a ‘run out’.

- Okehampton Primary have taken delivery after a successful taster-session. Training at Okehampton obviously involves mileage, which will be covered at 49p per mile.
- Plymouth Albion Rugby Club have opened their doors to displays at half time. We have carried out two events with more to follow.
- Cubs and Scouts have taken delivery of their second unit.
- Talks with Totnes Rotary Club have progressed to a taster session with Stoke Gabriel Primary School at the end of April.
- Carried out a Safe Guarding Course provided by Babcocks and paid for by Widewell Primary School.
- Had a meeting with Enesettle Primary School, progressing to taster session. Tim Roper, a friend of DW's, and a partner in Roper James Solicitors - who are seeking to donate a small unit - may wish to consider Enesettle as a recipient? DW to follow up.

7.2 DW stated that he was concerned that he is going to be shorthanded in the 'trainer' department once TL departs for Brittany, France in a couple of weeks time. While TL agreed to return for the AFD weekend, it still places extra pressure on him. RH suggested contracting a part-time Trainer, who could be trained and be called upon to stand in as a Trainer, on the occasions when in-house support is not available. This was considered a good idea, which DW will follow up, first by contacting the Council, to see if they have someone they could recommend.

Action DW

7.3 DW reported that the RMCC are returning their unit. It would appear that they have been supplied with a Tournament Command Gun and Limber, which they have been ordered to use at HMS COLLINWOOD's annual tournament. DW will seek a deserving school, who would be delighted to receive it.

8. ANY OTHER BUSINESS

8.1 SM informed the Meeting that her school was now producing magnetic signs, that can be attached to the side of a car to advertise any type of Event. This in addition, to the type of memorabilia that can be attached to fridges, etc. This was an exciting advertising opportunity that the Board should consider prior to AFD, for instance. If SM could supply more information, this could be a cheap and effective advertising option.

Action SM

8.2 The Secretary presented to the Meeting a copy of a Business Card format, which he had circulated prior to the Meeting, The format was accepted, but before going to print it was decided to delay the latter until we had gained charitable status. It would be advantageous to have a charity registration number clearly displayed on the card. RH added that the college's printing and graphics department could carry out the printing at very good rates. BOH agreed that once he has a charity registration number he will complete the 9 card teplates required and forward them to RH for necessary action.

Action BOH/RH

9. DATE AND TIME OF NEXT MEETING

9.1 At 1900 on Wednesday 6th June, to be held at City College, Plymouth.