

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 17th JANUARY 2018 AT 1900 HRS

Present:	Charles Crichton	Chairman
	Tom Luther	Social Secretary
	Samantha Morcumb	Schools' Liaison
	Dave Worrall	FF Operations Manager
	Robert Hunter	H&S and Risk Assessment
	Brian O'Hara	Company Secretary
	Victor Barnett	Guest
Apology:	Paddy Carbery	Work commitment
	Norman Fookes	Too ill to travel
	Gordy	Too ill to attend

1. CHAIRMAN'S WELCOME

1.1 The Chairman welcomed everyone to Future Fit's inaugural Meeting and expressed his thanks to RH for arranging FF's first Meeting to be conducted in such a prestigious seat of learning.

1.2 The Chairman informed the Meeting that he had received notice of DFGA's first Meeting, which he had responded to, as follows:

'Thank you for letting me see the agenda for the first meeting of the new DFGA. As the one-time Chairman of the now dissolved DFGA Ltd may I send my best wishes for a successful and productive first meeting and every success in the future.'

'Fred, as past Chairman of DFGA, it would be much appreciated if you could pass on my grateful thanks to the team of Field Gunners who worked so hard to clean up and remove material and rubbish from those parts of Crownhill Fort formerly occupied by the DFGA Ltd. This meant that the Devonport Field Gunners left the Fort in good order ready for Captains Rounds. Your personal leadership in meeting the transition challenge is very much appreciated. The Trustees of "Future Fit-Junior Field Gun" will be holding their first meeting on Wed 17 Jan and you will know that I have agreed to be Chairman. DFGA and Future Fit will now sail into calmer waters and we all look forward to a period of planning and development as the two organisations bring forward their new and exciting plans and programmes for the future.'

2. SECRETARY AND TREASURER'S REPORT

2.1 With his Treasurer's hat on, BOH apologised for circulating a Cash Flow statement that had a formula fault in the bottom totals. A more up-to-date statement is at Annex A to these Minutes.

2.2 However, and despite a faulty Cash Flow statement, BOH was able to inform the Meeting that the bank balance stood at £2,615.91, £500 of which had been deposited by Norman Fookes. In accordance with Norman's instructions, half of that amount would be transferred to DFGA and the remaining £250 be accepted as a donation to FF. On behalf of the Trustees, the Chairman expressed his thanks to NF for his generosity.

2.3 BOH went on to remind the Meeting that Plympton primary had, erroneously, sent their £850 cheque to DFGA. This mistake had been noted by their Treasurer, who had confirmed that when he got around to dividing the final balance, between DFGA and FF, he would add the £850 to our share, bringing in a further £1,000+.

2.4 DW stated that he had two cheques, one for £850, a donation from Mr and Mrs Robinson for Drake's Sea Cadet Corps. Another £850 as a deposit from Drakes Sea Cadet Corps for a Senior Unit. Also, Riverside Primary will receive a Junior Field Gun donated by Roper James Solicitors. Presentation to be on Wednesday the 31st January.

2.5 While still discussing financial matters, BOH received the Meeting's approval to organise an on-line donation facility, which would allocate Gift Aid to donations immediately, thereby making it unnecessary to make a formal claim at the financial year end.

Action BOH

2.6 Switching hats, BOH sought the Meeting's approval to formally accept the following as FF's official documents, which were accepted unanimously:

- Constitution of Foundation CIO
- Business Plan
- Trustee's Rule Book

The above documents cannot now be altered without the Board of Trustees' approval.

2.7 BOH added that he had:

- Submitted Form DS01 (Company Striking off application) to Companies House.
- Once confirmed, BOH will complete the on-line form to close the Charitable Company.
- Application for FF to become a Foundation Charitable Incorporated Organisation has, already, been submitted. Owing to the volume of recent applications, approval could take up to 12 weeks.

Action BOH

3. CHAIRMAN - FF MANAGEMENT STRATEGY - PROPOSALS AND DISCUSSION

3.1 The Chairman circulated copies of his 'FF-JFG Management Considerations for 2018' paper for discussion (Annex B). Under Patrons it was exciting to learn that, in addition to our two, confirmed, Patrons, Mr David Fitzgerald had agreed to act as Patron, with Cdre Jamie Miller considering his invitation. Angela Rippon, it was thought, may decide to remain as DFGA's Patron.

Action CC

3.2 Under Board of Trustees, there are 8 Trustees confirmed, not 5. Meetings will be held every 6 weeks, or as close to that time-scale as individual circumstances will permit.

3.3 Under FF Project Management Plan the Chairman took the Trustees through the content step by step. Some of the points itemized were accepted as read, while others attracted comment and were debated. However, this document will be fleshed out in due course.

3.4 Some concern was expressed when debating 'Volunteers and Volunteer Management'. However, SM and DW had, jointly, composed a letter for the attention of School Heads, in which it was explained how much freedom 'Heads' had on deciding whether to retain existing volunteers and how their decision would affect their relationship with FF and FF Events. A copy of the letter is at Annex C.

3.5 The Chairman, also, presented a second document, 'FF - JFG: Operation Manager's Terms Of Reference' (Annex D). This document was submitted for consideration by the Trustees and amendments were invited where it was deemed necessary. Any suggested amendments to the Secretary please, if possible, before the next Meeting.

4. FF MANAGER'S REPORT

4.1 This Report is at Annex E.

4.2 In the last few days DW and SM had given a presentation to Totnes Rotary Club, which had been, extremely, well received. However, SM came away with the distinct impression that in certain circumstances FF were missing a trick. For instance, she added, offering a workshop (in-house known as a taster) was time consuming and was no guarantee that a sale would follow. Rather, a workshop happens after an agreement to pay a workshop fee (how much to be decided), which would be deducted from the sale price on placing an order. This not only ensures some income - even if no sale transpires - it, also, minimises time wasters. No decision was taken whether to pursue this option, but it was, definitely, food for thought.

4.3 The Chairman reminded the Meeting of the following fixtures:

1. Crownhill Fort tournament on Sunday 3rd June, and
2. Armed Forces Day Inter-school tournament on Saturday 30th June.

4.4 DW added that he would be having a meeting with the Captain of the Base, on Wednesday 24th January, re MAYFLOWER 400 week, which will take place in two years time.

4.5 SM suggested that FF could engage in some free publicity and PR if one of its Trustees became a nominee for the Devon Sports' Award. The Secretary to look at the website supplied.

5. DATE AND TIME OF NEXT MEETING

5.1 Wednesday 7th March, to be held at City College, Plymouth.