

FUTURE FIT – JUNIOR FIELD GUN

MINUTES OF THE TRUSTEES' MEETING HELD AT PLYMOUTH CITY COLLEGE ON WEDNESDAY 24TH JANUARY 2019, AT 1900HRS

Present:	Charles Crichton	Chairman
	Samantha Morecombe	Schools' Liaison Officer & Coach
	David Worrall	Operations Manager & Coach
	Robert Hunter	H&S and Risk Assessor & Coach
	Brian O'Hara	Treasurer/Secretary
	Margaret Worrall	Temp Minutes Secretary
	Norman Fookes	Trustee & Sponsor
	Mike Hawkes	Volunteer

Apologies: Tom Luther Trustee & Coach

1. CHAIRMAN'S WELCOME

- 1.1 CC welcomed Mike Hawkes to the meeting.
- 1.2 The Chairman also thanked RH for arranging use of a room in City College Plymouth for our Meeting.
- 1.3 The Chairman wished to recognise the continuing efforts by DW in taking Future Fit forward at an amazing pace.

2. APOLOGIES

- 2.1 TL could not attend the Meeting on medical grounds.
- 2.2 SM could not join the meeting at the start, but would join via a conference call later on.

3. CHAIRMAN'S REPORT

- 3.1 CC reported that Admiral Sir Mark Stanhope remains very interested in Future Fit and would like to continue as Patron.
- 3.2 CC had been in contact with Commodore Jamie Miller (retired) and will send him a copy of the Newsletter No. 2. He is very interested in being able to help and would value a list of functions and the dates.

4. MINUTES OF THE LAST MEETING

- 4.1 BOH proposed that the Minutes of the last Meeting were a true representation of matters discussed and agreed. Seconded by DW.

5. MATTERS ARISING

- 5.1 (3 1.1) The list of Coaches and Trainers has almost been completed.
- 5.2 (3 1.4) This point has been taken over by time and events and CC has decided to leave it unless any issue arises in the future.

5.3 (3 1.8) Mayflower 400 – DW reported that Colonel Chapman has had very little communication with Future Fit over this Event at present. CC suggested that BO'H send a DVD with a covering letter to Colonel Chapman. **ACTION BO'H.**

5.4 BO'H reported that the RAF base at Fairfield, which has a small US contingent, will be enlarged, this year, when the even larger number of US personnel will redeploy from RAF Menwith Hill to RAF Fairfield. The number of families and children moving also, may result in the local primary school having enough US children to make up a JFG Crew. BO'H will write to the US contingent Commanding Officer in the hope that they would be interest enough to field a US Crew to take part in Mayflower 400 Junior Field Gun. **ACTION BO'H.**

5.5 The possibility of a school from the Netherlands coming over for Mayflower 400 seems unlikely, unless accommodation is made available. MH informed the Meeting that he has contacts at Wyvern Barracks in Exeter, where such accommodation may be available, and that he would make enquiries to that effect. . **ACTION MH**

5.6 Plymouth City Council are beginning a year long celebration of Mayflower 400, starting in November 2019. However, FF's part in the celebrations will be on Monday 14th September 2020.

5.7 DW reported that Jeremy Churcher sat in at the Mayflower meeting in place of Colonel Chapman, and he was not keen on using field gun from the Hospital School or anything associated with Command Field Gun. CC suggested that Future Fit set out a programme for Junior Field Gun at Mayflower 400 celebrations. **ACTION CC & DW.**

5.8 Sea Cadets are not participating in Junior Field Gun at the moment but asked if they could partake in Mayflower 400 with a running crew.

5.9 (4 1.4) Barney has put Future Fit on to Wonderful.org, which is a fundraising site. This is now up and running.

5.10 (4 1.5) BO'H stated that he had sent a CC email that directed trustees to their duties, but would circulate a more detailed document in the coming days. **ACTION BO'H**

5.11 (5 1.1) The forms used for marking the schools on Armed Forces Day need editing. DW also asked if we could purchase a Gala Tent for use on Armed Forces Day. This was agreed.

6. SECRETARY'S REPORT

6.1 The Secretary informed the Meeting that all charities with income exceeding £25,000 are required to submit a Trustees' Annual Return (TAR), as a matter of course, and that he would embark on that document with the help of other Trustees. The TAR is a formal expression of the charity's raison d'être, which must include a copy of the charity's accounts that detail how the charity supports itself in pursuit of its objectives. In addition to Event information, of further importance are details of how the charity interacts with other organisations and how these contacts enhance the charity's image and effectiveness. I will attach the Christmas Newsletter as an example of FF's community interaction. As I draft each section I will circulate to trustees for their comments and input.

7. TREASURER'S REPORT

7.1 Regrettably, Mike Hawes, who had expressed interest in becoming Treasurer (Designate) gave his apology for declining the invitation. He had examined examples of the accounting software, he would be expected to use, and considered that he would be out of his depth, as he didn't have a background in accounting. That was disappointing, but Mike was enthusiastic about helping the charity in other ways.

7.2 BOH had circulated a copy of the End-of-Year Management accounts, which displayed the Income and Expenditure for the year ending 31st December 2018. The Report was in two parts:

Financial Activities. Lists the Income and Expenditure cost centres that identify how the charity's income was generated and what costs were incurred in that process. Under Income donations amounted to: £64,445 on which FF could claim Gift Aid on, perhaps, £63,000. If this claim was accepted by HMRC, without amendment, FF Gift Aid claim could be worth £15,750.

Balance Sheet. Gives details of the charity's Fixed (a & b) and liquid (c) Assets, as follows:

a.	Value of van at the beginning of the year -	£7,930	
	Less depreciation of 20%	<u>£1,586</u>	
	Value of van at 1 st Jan 2019		£6,344
b.	Value of trailer at the beginning of the year	£1,650	
	Less depreciation of 20%	<u>£ 330</u>	
	Value of trailer at 1 st Jan 2019		<u>£1,320</u>
	Total value of Fixed Assets as at 1 st Jan 2019		<u>£7,664</u>
	Bank balance at 31 st December 2018	£58,916.87	

7.3 In addition to the end-of-year Mgt Report, BOH had circulated a January 2019 Cash Flow Statement, which showed a current bank balance of £56,981.13. BOH added that none of the above figures includes the value of finished units held in stock. This figure currently stands at, approximately, £12,000. Effectively, this means that if these units were sold in the next few days our bank balance would rise to £68,981.

7.4 BOH has invited 'Number One' accountants, Plymouth to audit the annual accounts. They are the same accountants that have audited DFGA Ltd's accounts. This, of course, is subject to cost.

8. OPERATIONS MANGER REPORT

8.1 Winter months are quiet for Junior Field Gun.

8.2 New crews under training. Burraton School is being trained by TL and Oggie Orgaki who are coaching the teachers to become Trainers. Knowle School have not yet paid for their field gun and at present only have 9 children volunteering, so we will wait and see what happens.

8.3 Widewell School and Stowford School have now both received their 2nd field gun units and are training well.

8.4 Blundell's School in Somerset has shown and interest in senior field gun sport.

8.5 DW has organised two Armed Forces field gun training days at Brickfields. All schools are interested. Both days are scheduled during May 2019. Brickfields have offered the use of their premises free of charge.

8.6 DW chasing details of performing junior field gun in the Plaza in Plymouth as several schools have shown an interest.

8.7 Review of the drill carried out on Armed Forces Day last year identified drill being used by a couple of schools as being unsafe and not in accordance with the Drill Manual. RH has made some changes to the Drill Manual Risk Assessment and will send this out to all schools.

8.8 RH says that Risk Assessment should be reviewed 6 monthly. ***ACTION RH.***

8.9 DW suggested that perhaps it was time another letter should be sent to Her Majesty The Queen. CC agreed. ***ACTION CC & DW***

8.10 The Board agreed that staff should be using two way walkie talkie systems during Armed Forces Day in order to improve communication between the track and the adjudicators.

ACTION KH.

8.11 CC asked if DW could provide a weekly programme of activities because things move so fast that it is difficult to keep up. DW said that he would try but he was extremely busy just keeping up with the processing and had little time for administration. However he would endeavour to write up a plan for each week but this would be updated the following week as events overtake the schedule.

8.12 DW has heard from Portsmouth City Council who are very interested in setting up Junior Field Gun as a sport in their schools. DW has been asked to attend a meeting with the Sports Council and Lord Mayor.

ACTION DW & SM.

8.13 SM is looking at working one day a week for Future Fit on a paid basis. The Board all agreed to fund the position that SM will fill. The details of this role to be discussed and put in writing.

ACTION DW & BO'H.

9. AOB

9.1 No other business.

10. DATE AND TIME OF NEXT MEETING

10.1 Wednesday 24th April 2019, 1900 at City College Plymouth.