

Patrons: Admiral Sir Mark Stanhope GCB OBE ADC,
Vice Admiral Andrew Burns OBE
Cdre Jamie Miller, CBE
Lt.Cdr Stephen Carbery, CEng, RN (Retd)
David Fitzgerald, BBC Presenter and writer
Heather Ogburn, MBE



Foundation Charitable Incorporated Organisation Reg.No. 1177870

**ANNUAL GENERAL MEETING OF TRUSTEES HELD AT
UNIT 8, WESTOVER INDUSTRIAL ESTATE, IVYBRIDGE, PL21 9ES
ON WEDNESDAY 1ST NOVEMBER 2023 AT 1900**

Present:

David Worrall	Operations Manager and Trustee
Robert Hunter	H&S Risk Assessment and Trustee
Sqn.Ldr Francis Reis	Trustee
Samantha Morcumb	Schools Liaison Officer and Trustee
Roger Law (via Team)	Trustee
Mike Deady	Trustee
Lily Greyling	MKC (Heroes)
Brian O'Hara (via Team)	Sec/Treasurer and Trustee (via Team)

ITEM 1 - APOLOGIES

1.1 Jed Stone Work commitments
Peter Lawrence Unwell

ITEM 2 - MINUTES OF LAST MEETING

2.1 SM took the Chair and called for the acceptance of the Minutes of the last Meeting. Acceptance of the Minutes were proposed by Wng Cdr Francis Reis and seconded by Robert Hunter

ITEM 3 - FINANCIAL STATEMENT (INCLUDING ITEM 6 - GRANTS AND FUNDRAISING)

3.1 BOH referred the Meeting to the spreadsheet and email, which he had circulated prior to the Meeting. In summary, the email highlighted the fact that FF's Income and Expenditure were imbalanced, in so far as Expenditure exceeded Income considerably. In short, the 2024 income - including John's donation of £30k - would only allow FF to be financially viable until November. However, as DW pointed out, while John had pledged fixed sum for ten years, he would allow FF to draw down more money if needed. This meant that if it looked as if FF's bank balance would run down during the year, FF could draw down more money as needed. Mike Deady - a new Trustee - asked DW to explain who John was. DW went on to explain that FF's benefactor was a friend of his, who had pledged financial support for FF over a period of 10 years to help FF get off the ground. There were four more years left in the cycle. BOH added that until quite recently FF's bank balance was, extremely, healthy simply because FF occupied premises - courtesy of the Salvation Army - where it paid no rent or utility charges and, as a result, had a viable organisation. When FF moved into its own premises it had to start paying rent and utility charges at the commercial rate, plus other expenses that are visible on the spread sheet (Annex A). SM pointed out that FF had to review the cost of JFG units, for instance, were they were being sold at less than cost and, therefore; in effect, a loss.

DW acknowledged that FF needs to seek sponsorship, in addition to applying for grants. To this end he had approached Babcock, but his contact was unavailable. Clearly the time has come to examine all aspects of Income and Expenditure. DW has informed the Treasurer that he has 9 schools wanting units, which amounts to over £8,000 in income.

3.2 RL asked the Treasurer if the dispute with BES Utilities - the Electricity supplier that FF had inherited when taking on the property and who had tried to take advantage of FF by submitting an estimated invoice of over £4,000. The Treasurer had made a part payment, to indicate that FF was not trying to dodge the issue, in the interim period to lodging a complaint with the Ombudsman. This seemed to concentrate the minds of BES who relented and reimbursed FF with £1506.50. FF's preferred supplier is now Octopus.

3.3 DW informed the Meeting that, instead of purchasing 2nd and 3rd place trophies, he would be applying to Portsmouth's Trophy Store for the loan of spare trophies. The current problem with this idea is that the Store require the return of trophies on loan within days. DW will discuss this issue further with the Store Manager, in order to negotiate a more realistic loan period.

3.4 A short brainstorming was carried out in which several Plymouth organisations were identified as possible sources for grant applications. These included: Screwfit, Co-op and Tesco. RH added that he had contacted Royal British Legion, who agreed that FF could apply for a grant, even though MKC had already received its grant, because FF was a different entity. Other options were also discussed.

3.5 SM informed the Meeting that a teacher had contacted her, who had run two crews; and, having moved schools, was now in a position to start training a new Crew. Unfortunately, her current school did not have the funds to buy a new Unit. However, when she broached the subject with DW they came up with a plan that was agreeable to the teacher, which was a loan of the equipment at £50 per month. If at any time they decided to purchase the Unit the money paid to-date would be deducted from the purchase price. If this goes ahead and succeeds, it could become a further means of attracting cash strapped schools.

ITEM 4 - MKC SUMMARY

4.1 Mrs. Lily Greyling, who had been asked to revive the 'Military Kids Choir', by the Royal British Legion and Aggies, introduced herself for the benefit of the new trustees. As Lily pointed out, her main task was to revive the Kids Choir, but this was proving very difficult, as the school children were no longer inclined to joining a choir. As a result, Lily had made a decision to put less emphasis on the choir and instead engage with the children via visits to Plymouth's Snowsports Centre and shows, including Pantomimes. MD introduced himself and stated that the Music teacher, at Yealmpstone Farm Primary, is an inspirational teacher, who had already established a school choir that was, actually, giving recitals. MD added that he would give Lily his contact number.

4.2 On the Wellbeing side, Lily informed the meeting that she was supplying gift bags to children of Service Families, which gave them comfort and a sense of being special. Lily added that she had arranged for 19 Service children to visit the outdoor ski slope and had bought tickets to the Christmas pantomime for Service children attending Eggbuckland and Marine Academy Primary schools. A visit to the Donkey Sanctuary was, also, being arranged.

4.3 Lily informed the Meeting that many Plymouth schools had an MKC Club, which she had meetings with, during her networking visits. The work Lily is doing with the children resonated with the trustees as she was given a resounding 'well done' by the trustees.

ITEM 5 - RETIREMENT OF DW & BOH

5.1 DW informed the Meeting that he needs to reduce the hours he works, as his work load is taking its toll on his health. Happily, and quite by chance, City College Plymouth have taken on 20 apprentices, who need work experience. Making guns and limbers combine the work skills that they need to progress. DW and RH would, therefore, visit CCP on the following day, taking assorted gun and limber parts to discuss what FF needs as an end product. Hopefully, if CCP can make the units from scratch, with FF supplying the material, the savings in time and labour would be significant.

Action DW & RT

5.2 BOH will continue in his present role, but a search for a replacement must continue.

ITEM 6 - GRANTS AND FUNDRAISING

6. This Item as discussed along with Item 3.

ITEM 7 - RISK ASSESSMENT AND SAFEGUARDING UP-DATE

7.1 RH reminded the Meeting that FF's Risk Assessment document is reviewed every year. In view of the 2023/24 document having had significant changes, he had circulated the revised document to trustees prior to the Meeting (Changes highlighted at Annex B).

7.2 RH reminded all trustees that they need to complete an annual safeguarding update.

ITEM 8 - 2024 LADIES' NIGHT

8.1 Following agreement that FF should hold a Ladies' night in 2024, DW stated that he suggests the trustees organise a team to organise the Event.

Trustees

ITEM 9 - AOB

9.1 RH informed the Meeting that, as a result of the blatant disregard to the spirit of the Drill Book, observed at this year's AFD Competition, he had reviewed the penalties and listed the reasons for the changes and the action to be taken. Trustees' 2023/24 Penalties Review rationale at Annex C. Revised Penalties Sheet at Annex D.

9.2 SM informed the Meeting that she had created an Incident and Feedback form that can double as a 'Complaints' form. This form had already been seen and agreed by the trustees.

9.3 SM reminded the Meeting that a Chairman is needed to replace FF's late departed Cdr. Charles Crichton. At present DW is carrying out the role until such time as a replacement is found.

9.4 RL offered to help lay out the track on AFD 2024. This helpful gesture was applauded by the Meeting.

ITEM 10 - DATE AND TIME OF NEXT MEETING

10.1 The next Meeting will take place at this venue on Wednesday 7th February 2024.

Actual entries from 1st January - 31st October 2023

"Future Fit - Junior Field Gun"

<u>Receipts</u>													Totals by
<u>Description</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Type</u>
Sale of JFG (-Refund)	125.00				950.00	500.00				950.00			2525.00
Sale of SFG							2648.96						2648.96
Gift Aid refund							572.04						572.04
Affiliation Fees					1625.00		125.00		125.00	375.00			2250.00
Donations/Grant	50.00				706.00	32522.37	1775.00	402.39	400.00				35855.76
Electricity refund										1506.50			1506.50
Royal British Legion							24060.00						24060.00
	175.00	0.00	0.00	0.00	3281.00	33022.37	5121.00	24462.39	525.00	2831.50	0.00	0.00	69418.26
<u>Description</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	
Van fuel		141.25	235.52	104.77	233.96	247.37		49.45	123.55	350.65			1486.52
Travel (fuel)		88.72	460.80			64.13	249.30						862.95
Admin/Misc		107.65		53.53	129.86	20.00	58.86	88.00		39.60			497.50
Contract services	1174.50	1116.00	846.00	2496.00	1008.00	2379.00	1276.20		975.00	1864.96			13135.66
Cost of JFG sales	578.88	965.60	149.23	355.70	483.10	327.41	365.18	2686.11	129.30	1638.15			7678.66
Workshop purchases	8.90			167.99	48.00			44.75		42.92			312.56
Rent storage	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00			650.00
Workshop rent	1450.00	1450.00	1450.00	1450.00	1450.00	1450.00	1450.00	1450.00	1450.00	1450.00			14500.00
Service charge			933.30										933.30
Utilities - Elec/Water/Service chg							2255.15	235.11	8.56				2498.82
Insurance - General+Workshop					1428.20								1428.20
Van/Trailer costs	229.01					862.16	54.85	609.98		31.22			1787.22
Trophies/Medals				20.00	130.00	34.99	3557.40						3742.39
Advertising/Photographic	54.90												54.90
Accountancy/Audit	26.40	26.40	26.40	28.80	19.20	14.40	14.40	14.40	1046.64	15.84			1232.88
Tool purchase & repair(Misc)						19.66	61.71			82.46			163.83
Accommodation/Refreshments					347.50	338.86							686.36
Travel expenses										352.80			352.80
Assets purchased									428.99				428.99
Security deposit													0.00
Business Rates													0.00
MKC						1188.92	3029.05		299.00	4003.83			8520.80
Pens and other(promotional)						1622.88			442.80				2065.68
Website costs													0.00
	3587.59	3960.62	4166.25	4741.79	5342.82	8634.78	12437.10	5242.80	4968.84	9937.43	0.00	0.00	63020.02
Balance +/-	-3412.59	-3960.62	-4166.25	-4741.79	-2061.82	24387.59	-7316.10	19219.59	-4443.84	-7105.93	0.00	0.00	6398.24
Balance b/f	34775.05	31362.46	27401.84	23235.59	18493.80	16431.98	40819.57	33503.47	52723.06	48279.22	41173.29	41173.29	
Balances c/f	31362.46	27401.84	23235.59	18493.80	16431.98	40819.57	33503.47	52723.06	48279.22	41173.29	41173.29	41173.29	

Owe Lily £0.04

Risk Assessment Changes

The Future Fit Risk Assessment has been reviewed and updated with some additions and changes for 2023/2024. A summary of the changes can be seen in Appendix to these minutes. The Risk assessment was approved by trustees.

Appendix

Header

1. Added: curricula activity, school competition leagues.
2. Added statement: 'Once trained, teachers will receive a certificate of competence and be recorded as qualified Future Fit Trainers'.

Working without supervision section

1. Changed the word guidance to instructions.
2. Added: and should not change or deviate from the drill manual.

Child Safeguarding

1. Updated responsibilities under: KCSIE 2023
2. Added: All FF staff to undertake annual safeguarding update.

Risks associated with working with young person's section.

1. Added: programme and the drill manual instructions.

Multiple types of injuries section

1. Added: Ambassadors to those affected.

Splinters from shavings of wood section

1. Added: visual check before use and annually.

Manual Handling section

1. Added: ambassadors

Exposure to weather section

1. Added: ambassadors.

Child falling under the gun wheel section

1. Added: Position additional personal around the track or arena where there is a perceived or identified additional risk during training or competitions.

Increased risk of injury through not following drill procedures section

1. Changed the word guidance to instructions.

Trustees 2023/2024 Penalties review rationale

The trustees reviewed the penalties for 2023/2024 and made some additions and changes that will be implemented for the 2024 Armed Forces Day competition. These will be sent out to all schools so they are aware. The rationale for the changes can be seen below.

1. New penalty added – **Not fielding a crew of 16 team members deemed to be an advantage. 5 secs per team member missing.** This penalty has been added to ensure fairness to the teams who field 16 crew members. It was deemed an advantage to have less team members.
2. **Crossing the start line before the start signal or leaving the drag ropes before the un-limber is given. 2 secs per team member.** Clarified penalty to ensure that all teams deploy drag ropes at the start to pull the equipment and all team members are in position at the start. It was observed that one crew at the 2023–Armed Forces Day competition did not follow the drill manual and did not deploy the drag ropes at the start.
3. **Crew member not passing through the hole in the wall. 10 secs per team member.** Penalty has been increased to 10 secs.
4. **Pins not passing through the hole in the wall. 5 secs per pin.** Penalty has been increased to 5 secs per pin from 2 secs.
5. Shells are not passed and presented correctly (no throwing of shells). Number 16 to pass one shell at a time. Added that shells are to be passed one at a time by number 16.
6. Gun trail not in contact with the ground when passing through the hole in the wall. 20 secs. Penalty has been increased to 20 secs to discourage teams from carrying the gun through the hole in the wall that was observed at the 2023–Armed Forces Day.
7. Crew member or equipment crossing onto the opponents track during the run. Added during the run to clarify the penalty.

A note has been added at the bottom of the penalty sheet to clarify: The judge's decision is final and once the penalty sheet has been submitted by the judge there will be no changes to the penalties awarded during the run.

Not fielding a crew of 16 team members deemed to be an advantage.	5 Secs per team member missing
Crossing the start line before the start signal or leaving the drag ropes before the un-limber is given.	2 Secs per crew member

Future Fit Junior Field Gun Score and Penalties sheet

Annex D of Meeting Minutes 011123

Name of School

Time before Penalty

Total Penalties

Final time including penalties.

Penalty	Penalty Points
Trainer touching any piece of gear, unless judged necessary to prevent accident or injury.	5 secs
Not fielding a crew of 16 team members deemed to be an advantage.	5 Secs per team member missing
Crossing the start line before the start signal or leaving the drag ropes before the un-limber is given.	2 Secs per crew member
Crew member not passing through the hole in the wall	10 Secs per crew member
Gun or Limber not passing through the hole in the wall	10 Secs
Pins not passing through the hole in the wall	5 Secs for each pin
Gun and Limber axles failing to straddle the centre line	5 Secs
Gun and Limber axles not over the action line	3 Secs
Minimum of 1 metre gap between gun and limber wheels at action.	2 Secs
At the 'Down Fire' all crew should be kneeling down on one knee behind the axles. (except crew member passing shells)	2 Secs per team member
Shells are not passed and presented correctly (no throwing of shells). Number 16 to pass one shell at a time.	2 Secs per shell
Gun and limber not buttoned up on crossing finishing line.	5 Secs
Gun and Limber wheels passed through the hole in the wall before the gun and limber.	5 Secs per wheel
Wheels not touching the floor when passed through the hole in the wall.	5 Secs
Gun trail not in contact with the ground when passing through the hole in the wall.	20 Secs
Crew member or equipment crossing onto the opponents track during the run.	5 Secs
Display penalty for incorrect drill. (for example running with wheels on the wrong way round) NOTE: display penalties will apply to incorrect drill, equipment not deployed correctly and drill not carried out in the spirit of JFG.	3 Secs

Note:

The judge's decision is final and once the penalty sheet has been submitted by the judge there will be no changes to the penalties awarded during the run.