



Edinburgh, Lothians and Borders Branch

“Be Part of Something Special”

TRUSTEES ANNUAL REPORT
(Period from 1 January 2018 to 31 December 2018)

Charity Contact Information

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A charity registered in Scotland: Charity Number SC001190

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www.facebook.com/RAF-Association-Edinburgh-Lothians-and-Borders-Branch

Susan Kidston, Branch Secretary

email: secretary@edinburghrafa.org.uk

Charity Trustees

In post for the reporting year (as at AGM 25 February 2019)

1. Robert William Bertram MBE (Interim Chairman - Elected as Chairman)
2. Lewis Ritchie (Vice Chairman – until 25/2/2019; no longer Trustee or Member of Branch)
3. Susan Kidston (re-elected as Secretary)
4. David Prior (re-elected as Treasurer)
5. George Prentice (re-elected as Trustee and Honorary Welfare Officer)
6. Rev William Mounsey (re-elected as Trustee and Chaplain)
7. George Megahy (re-elected as Trustee)
8. Sue Gillott (re-elected as Trustee)
9. Jim Scott MBE (Branch Life Vice President and re-elected as Trustee)

Non Committee/Trustee ancillary roles

- * Hamish Reid (Assistant Honorary Welfare Officer)
- * Brian Fox (Membership Secretary/Newsletter Editor/Data Protection)
- * Bob Bertram (Facebook Admin)
- * David Prior (Webmaster)
- * Susan Kidston (Wings Organiser/Air Cadet Liaison)
- * George Prentice (Standard Bearer)
- * Sue Gillott (Social Secretary)

Independent Examiner

Norman Steven CA

Law Advisor

Shepherd & Wedderburn LLP

OBJECT

The object for which the Association is established is to promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Our Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently.

PURPOSE

The RAF Association is a membership organisation and registered charity that provides support to the RAF Family.

The Association exists in the recognition that RAF personnel and their immediate families dedicate their lives to their country, and to ensure that such a sacrifice does not result in suffering, poverty or loneliness.

POLICY (extract from RAF Association Rules & By-laws)

The Association shall be democratic, non-sectarian and non-party political and shall not be affiliated, directly or indirectly, to any sectarian organisation or to any political party or party organisation or staff organisation. In no circumstances shall the Association or any of the Area Councils, Regional Committees or Branches publically express any views in connection with any political or industrial dispute or engage in any activities in connection herewith.

Structure, governance and management

By Royal Charter, originally granted 1952 and renewed 2016
(copy available from the charity website)

Trustee Recruitment and Appointment

Those individuals wishing to serve as Branch Committee/Trustees (Branch Officers and additional Committee Members) are required to be nominated and supported by a Proposer and Secunder (who must be members of the association and the branch) – the nominee must also be a member of the association and the branch. The supported nomination will then be put to the Annual General Meeting of the branch which takes place in February. Although not formally required; a similar process is followed for 'Active Committee Supporters' (ie those who do not wish to be Trustees, but provide time and commitment to support the Committee and the Branch). No other external individuals or organisations are permitted to appoint/nominate a Committee Member/Trustee.

All Trustees on election, complete an OSCR Trustee Declaration and a Branch Conflicts of Interest Declaration. Guidance and information about the role of Charity Trustees and Charity Law (Scotland) and the requirements of the Association's Governing Documents i.e.the Royal Charter 2016 and RAFA Rules & By-law and other Branch Governance documentation (including Financial) are made available directly and via the Branch Website.

Succession Planning

It should be noted that the Branch are committed to 'Succession Planning' ie new Members, Trustees and to fill Officer roles, including Chairman and Vice Chairman. This aspiration is to add to the collective skills and experience for the benefit of the Branch, the RAF Association and its beneficiaries.

Brief history of the RAF Association

In 1929, in the Sergeants Mess at RAF Andover Vernon Goodhand, Joe Pearce and Warrant Officer Bartlett met to discuss the formation of a single organisation dedicated to the welfare of serving and ex-serving RAF personnel: one which would replace the many smaller organisations that had grown to keep former servicemen in touch since the end of the First World War.

By 1930 a provisional committee had been formed called '**Comrades of the Royal Air Forces Association**' (CRAFA) and the first general meeting of the new organisation took place at the Queens Hotel Leicester Square London.

Air Ministry support for the CRAFA came in 1933 when the Air Council officially recognised the organisation and Lord Trenchard accepted the Presidency.

In 1936 King George VI gave his patronage – and the Association has been honored with Royal Patronage ever since.

'The Women's Royal Air Force Old Comrades' (created in 1919) re-formed and opened its membership to all ranks of the new female air service. In 1941, the two Old Comrades organisations for airmen and airwomen merged, resulting in a combined membership of nearly 20,000 (currently circa 70,000). In 1943 the organisation's name was changed to the 'Royal Air Forces Association, a National Council was formed and the charity's present structures were laid down during the remaining wartime years and beyond.

“The origins of the Edinburgh, Lothians and Borders Branch' of RAFA go back to 16 October 1931 when it was formed as a branch of the 'Comrades of the RAF Association'; therefore it is fair to claim the EL&B (previously Edinburgh Branch) is one of the founder branches of the Royal Air Forces Association.



Introduction

With a Branch area covering “the whole of the South East of Scotland” and a membership currently of 530, maintaining contact and keeping them (and others who support us) informed and engaged is a formidable task for the branch. However, we believe our quarterly newsletter, branch website, Facebook page, use of email, SKYPE, social events, wings fundraising and welfare delivery reaches out to our widespread serving and veterans community.

Membership

At the end of 2018 branch membership stood at 522 members, an increase of about 120 brought about by the transfer of RAFA members from the now dis-established Dunfermline and Stirling Branch. The make-up of our membership was as follows:

Ordinary (full)	-	173	(33%)
Associate	-	42	(8%)
Life Members	-	141	(27%)
Serving	-	162	(31%)
Honorary	-	4	(1%)

Remembrance

As in previous years, the branch has laid at least one RAFA Wreath within each of its constituent local authority areas i.e. City of Edinburgh, West Lothian, Midlothian, East Lothian and the Scottish Borders. In addition, the services of the branch have been requested at individual funerals at the request of families, this for our Standard Bearer, RAFA representation and provision of a RAFA Coffin Drape.



Parade of Branch Standard at East Lothian Remembrance Service Haddington on 10 November and RAFA wreath laid on behalf of S&NI Area at City Chambers Edinburgh on Remembrance Sunday.

Comradeship

As mentioned above; the branch continues to publish its quarterly and widely read newsletter reaching around 2,000 annually - this via post, email and also available on the branch website. The newsletter circulation includes Members, others of the RAF Family, Churches, Royal British Legion Scotland Clubs, Libraries and Employers. In addition; as in previous years we reach out to approximately 70 members of the RAF Family who we believe will benefit most from a Christmas Card. In addition; the branch is committed to participating in the wider world of the veterans community and to this end continues its links with Legion Scotland, Poppy Scotland and the growing number of 'Veterans Breakfast Clubs' spread around our branch territory.



Regular gathering of 'East Lothian Veterans Breakfast Club' , where a show of support from the branch took the form of a cheque presentation.

As well as the Veterans Breakfast Clubs mentioned above; the Branch continues to develop partnerships with the 17 RAF Air Cadet units within its branch territory; also 603 (City of Edinburgh) Squadron Royal Auxiliary Air Force, The Church of the Good Shepherd Edinburgh, The Military Museum Scotland and Scottish Veterans Residences Whitefoord House Edinburgh.

WELFARE

Our small welfare team continued to deliver support to many beneficiaries throughout 2018, both via our accredited welfare officers and our Branch Visitors. A total of 107 face to face visits were made, 439 non face to face contacts carried out and 22 financial applications made. A total of £35,308 was disbursed through our welfare account on behalf of the RAF Association, RAF Benevolent Fund and Poppy Scotland.

A total of 2,374 miles was traveled by our welfare team and £1,158 of branch funds expended in supporting our welfare delivery.

WINGS APPEAL

In addition to contributing to the RAF100 fundraising event in Edinburgh and the East Fortune Air Show, various other 'Wings' fundraising was carried out with the help of our local RAF Air Cadets, 603 (City of Edinburgh) Squadron Royal Auxiliary Air Force and the Church of the Good Shepherd Murrayfield Edinburgh. A total of £3,013 was remitted to the RAFA Wings Appeal by the branch.



Members of the Branch and supporting local RAF Air Cadet Squadron 287 (Stenhouse) during Wings Fundraising on the High Street Edinburgh



GOOD GOVERNANCE

Continuing our endeavor to ensure the branch committee/trustees manage our commitment to 'good governance', various branch policies and good practice have been developed during this last year. These include; GDPR, Conflicts of Interest and reviewing our Branch Funding Policy (ie donations), all in conjunction with existing RAF Association policies. In addition, the branch Committee/Trustees have commenced a programme of 'Trustee' training with '**Edinburgh Voluntary Organisations Council**' (**EVOC**), with one course completed and two others registered for January 2019.

In furtherance of these commitments; the branch has registered with '**Dundee Voluntary Action (DVA)**' and is currently developing a portfolio for submission and (hopefully) subsequent award of the the "**Good Governance Award (Introduction)**" which is 'The Quality Standard for Scottish charities' and specifically designed for charities such as ourselves ie with no employee responsibilities. At the time of writing; the first of 12 Criteria has been submitted and signed-off towards the final award by the Assessor with 2 others pending.

VALUING VOLUNTEERS

Interestingly, one of the criteria for the Good Governance Award is an assessment on how we as an organisation (branch and the wider Association) values our volunteers.

During the year, the branch and some individuals were recognised by City of Edinburgh and Midlothian Councils through the 'Inspiring Volunteers' initiative. In 2019 it will be our intention to do something similar within our other constituent local authority areas of East Lothian, West Lothian and Scottish Borders.

Looking forward to 'national' Conference in Birmingham in 2019; Branch Honorary Welfare Officer/Area Caseworker and Branch Standard Bearer George Prentice and myself will be pleased to presented with a 'National Presidential Certificate' for our commitment to the Association.



In Memory of Brian Fox died 10th March 2019

Financial Review

As a branch we adhere to the Code of Fundraising Practice set out by OSCR. Our Trustees and members have visibility of Oscar's Fundraising Guidance for Charity Trustees and e-links are published on our Branch website along with our annual accounts.

Statement of charity's policy on reserves

"The invested money and General Account balance as of the beginning of the 2019 financial year leaves usable funds to be utilised by both General and Welfare accounts for the remainder of 2019 with reserve funds sufficient to sustain the Branch for a minimum period of six months".

Details of any 'deficit'

It should be noted that the end of year accounts show a 'Surplus' for 2018; this being brought about by a generous and thoughtful bequest from a late member of the branch.

Donated facilities and services

(copies of Annual Accounts and IE Report attached for information)

Future Plans

As well as continuing to progress our Welfare, Fundraising, Remembrance and Comradeship aims, the charity will ensure that we make every effort to comply with the RAF Association Royal Charter Rules & By-laws; thus enhancing our good governance efforts. In addition, the charity will ensure good stewardship and accountability for its funds and focus on succession planning and social/friendship activities.

Declaration

Signed on behalf of the charity trustees:

R.W. Bertram MBE
Branch Chairman

Date: 25 March 2019

www.edinburghrafa.org.uk

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Patron: Her Majesty The Queen
Registered Charity 226686 (England & Wales), SC037673 (Scotland).

