

Trustees' Annual Report for the period						
Period start date			To	Period end date		
Day 01	Month 04	Year 2021		Day 31	Month 03	Year 2022

Section A Reference and administration details

Branch name Edinburgh, Lothians and Borders Branch

(referred to hereinafter as either the "Branch" or the "Charity")

Other names / number Branch is known by 217

Registered charity number (if any) SC009110

Branch's principal address

64 Stenhouse Avenue	
Edinburgh	
Postcode	EH11 3DF

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee)

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Kidston	Interim Chair/Secretary/Trustee	Interim Chair – with effect from 24/06/2021	
2	Dave Prior	Treasurer/Committee/Trustee		
3	George Prentice	Chair/Hon Welfare Officer/Committee/Trustee	Chair – 01/04/2021-24/06/2021	
4	George Megahy	Committee/Trustee		
5	Sue Gillott	Wings Appeal Officer/Committee/Trustee		

6	Bobbie Prentice	Committee/Trustee	With effect from 27/04/2021	
7	Steve Garden	Committee/Trustee	With effect from 27/01/2022	
8	Derek Read	Committee/Trustee	With effect from 24/02/2022	
9	Robbie Sharpe	Committee/Trustee	01/04/2021-24/06/2021	
10				
11				
12				
13				
14				
15				

Names of any other trustees for the Branch (for example, any custodian trustees in relation to branch property)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Norman Steven CA	On file
Law Advisor	Shepherd&Wedderburn	On file

Section B Structure, governance and management

Description of the branch's trusts

Type of governing document
(e.g. trust deed, constitution)

Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.

How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated association
Trustee selection methods (e.g. appointed by, elected by)	Elected by the branch membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the branch’s organisational structure and any wider network with which the charity works;
- relationship with any related parties (including branch club);
- trustees’ consideration of major risks and the system and procedures to manage them.

<p>Charity’s organisational structure</p> <p>The charity is a branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 (“the Association”). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.</p> <p>Trustee induction and training</p> <p>Recruitment Recruitment of Branch Volunteers, including Committee/Trustees is carried out by internal Membership communication, Website, Facebook, local and other media. Those RAFA Branch Members wishing to serve as Committee/Trustee are required to be nominated and seconded by Members who must be Members of RAFA and the Branch. Supported nominations are put to the Annual General Meeting of the Branch which takes place in March. It should be noted that no other external individuals or organisations are permitted to appoint/nominate a Committee Member/Trustee.</p> <p>All Trustees (post AGM elections) will complete an OSCR Declaration, a Branch Conflicts of Interest Declaration, in addition to signing RAFA’s Form 1056 (Annual Branch Governance Return).</p> <p>Guidance and Information about the role of a Charity Trustee, Charity Law in Scotland and the requirements of the Association’s Governing Documents (including Financial) are readily available in the Branch’s Governance Section of the website. Trustees when completing the RAFA Form 1056 complete a section confirming that this information has been brought to their attention and how to access it.</p>

Various Training opportunities are available for Branch Trustees, either from RAFA resources or from resources identified by Branch Trustees.

Related party relationships – club (if operated)

N/A

Risk management

It should be noted the Branch Committee Trustees are committed to 'Succession Planning' on an ongoing basis. This aspiration is designed to refresh and add to the collective skills and experience of individuals for the benefit of the Branch, RAFA and it's beneficiaries. Although we have lost 1 Trustee for personal reasons this year, we have been successful in recruiting 2 new Trustees.

The Branch follows RAFA's policies and guidelines with regard to Data Protection and has developed it's own GDPR Policy to compliment and support the Association's Policy for Branch purposes.

Registered ICO Data Controller for 'non Member' data protection management and permissions.

The Branch follows RAFA's policy and guidelines with regard to Health and Safety and has developed it's own Health and Safety Policy to compliment and support Association Policy for Branch purposes.

Section C

Objectives and activities

Summary of the objects of the branch set out in its governing document

To promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Her Majesty's Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Good Governance
During the course of the year we have continued to ensure we conform to the standards and requirements of the Good Governance Award. We have reviewed and updated all our Policies to ensure we are all aware of our roles and that we uphold the standards set by these.

Welfare
Despite the continuing restrictions caused by the pandemic, our Welfare Officer continues to ensure that his welfare cases are undertaken in as prompt and caring manner as possible. It should be noted that welfare cases are allocated by our Area Office so a considerable number of cases are dealt with out-with the framework of the Branch, however, the important part of this is cases are dealt with and our RAF family receive the help they need. As a Branch we have dealt with several cases and have facilitated £37000 in funding for our beneficiaries’.

OSCR Public Benefit Statement
The Trustees are aware that ‘Public benefit in a charitable sense is only provided by activities which are undertaken to advance an organisation’s charitable purposes’.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Expenditure is about spending to carry out the objectives of RAFA within the area of ELB. Our biggest expenditure is on distributing the Newsletter as this is how we communicate with all our Members throughout our Area. Again, our Accounts will have more detail.

The Wings Appeal got going as COVID restrictions permitted outdoor events.

We had 3 fundraisers, a stall at the Military Museum of Scotland Open Weekend, a collection in Edinburgh during Battle of Britain Week and a Tesco store collection in Edinburgh where we were assisted by 1143 (Portobello) Sqn and 870 (Dreghorn) Sqn ATC. The latter was held after the Wings money had been returned to HQ and the money raised has been banked for the Wings Appeal 2022.

The Wings Appeal 2021:

• Military Museum stall	£86.80
• Edinburgh street collection	£161.45
• 603 Sqn premises tins	£24.87
• Donations: newsletter readers	£50.00
Members of Church of Good Shepherd	£100.00
West Lothian members	£25.00
• Carried forward from 2020	£33.83
• Vis JustGiving directly to HQ	£27.00

Total **£508.95**

Section D Achievements and performance

Summary of the main achievements of the branch during the year

Through the commitment of the Honorary Welfare Officer, a creditable number of welfare cases have resulted in good outcomes for the beneficiaries. Our HWO was shortlisted for Caseworker of the Year. In addition, our HWO took the Remembrance Service in Coldingham together with his wife who laid our wreath.

3 Branch Members visited Rothbury House to view the work currently being undertaken to provide a new lease of life to Rothbury as retirement homes for veteran's and their spouses.

The Branch participated this year in RAFA's OpConnect with each Committee member contacting most of our over 60's members by telephone. This resulted in some wonderful conversations and catch ups.

Despite the restrictions of the pandemic, Branch Members together with the assistance of other Service Organisations marked 2021 Remembrance by laying 7 wreaths, one in every local constituency with the Branch boundaries and laid single Poppies on 7 RAF war graves in Dalkeith cemetery (an annual informal event).

We have continued to enhance our Branch communications via our website, our Facebook page and the email and distribution of approximately 2000 quarterly Branch Newsletters annually.

We sent Christmas Cards and Gift Vouchers to RAF veteran residents of Whitefoord House. Whitefoord House being where we held our face to face meetings pre COVID19.

Our Wings Appeal Officer has been providing talks virtually to several of the ATC Units within our boundaries. In addition, Our Wings Appeal Officer and Honorary Welfare Officer, as a result of a recent Partnership with 603 RAuxAF Squadron made a presentation to all in 603 which was received with great interest. On September's 2021 Battle of Britain Day, our WAO organised a successful Wings collection on a lovely sunny day in St Andrew Square, Edinburgh.

We have sent cards to our Members who have celebrated their 100th Birthdays.

We have welcomed a new Standard Bearer whom we trust will carry the Standard on all occasions going forward.

Unfortunately, and again due to the pandemic, we had to postpone our 90th Anniversary celebrations, however, these are now in place for April this year.

Congratulations to our Branch Life President has been awarded the role and title of President of 869 RAFAC Squadron in Penicuik.

We have successfully continued to hold our Monthly meetings via Zoom and we hope to be able to commence face to face meetings in the not too distant future.

Section E Financial review

Brief statement of the branch's policy on reserves

The invested money and General Account balance as of the beginning of the 2022 financial year leaves usable funds to be utilized by both General and Welfare accounts for the remainder of 2022 with reserve funds sufficient to sustain the Branch for a minimum period of three years.

Details of any funds materially in deficit

An "operational difference" between Income & Expenditure in 2021 shows minus £546.06. This in the Trustees view evidences an efficient and effective use of charity funds through the year; therefore, the Trustees do not deem this difference to be a "deficit" as such.

It should be noted that the Branch's efforts in providing a welfare delivery service resulted in spend of £715.00 from Branch "Restricted Funds".

It should be noted that 2021 saw the majority of Welfare RAFA allocation being controlled centrally, however, we have actively attracted a total of

circa £37000 in grants for RAF Family beneficiaries which have already been disbursed to the benefit of those in need.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the branch’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the branch;
- investment policy and objectives including any ethical investment policy adopted.

The following donations have been made by the Branch/Charity during 2021, with a total of £5,359.61 being disbursed as donations during the year:

£327.61 for Christmas Cards and vouchers to those of the RAF Family as a gesture of “Friendship, Help and Support”.

£5,000 to RAFA CHQ to assist with COVID related donations.

£32 for remembrance Wreaths.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the branch’s trustees

Signature(s) Susan Kidston

Full name(s)	Susan Kidston	
Position (eg Secretary, Chair, etc)	Interim Chair/Secretary/Trustee	
Date	29/03/2022	