

## Trustees' Annual Report

### for the period

Period start date			<b>To</b>	Period end date		
01	January	2023		31	December	2023

## Section A Reference and administration details

**Branch name**

RAFA Hartlepool

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

**Other names / number Branch is known by**

Branch No. 0637

**Registered charity number (if any)**

231584

**Branch's principal address**

100 Marine Drive

Hartlepool

**Postcode**

TS24 0DT

**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	Mr S Davis	Chairman/Membership	Trustee	AGM 2023
2	Mr D Stacey	Treasurer/Welfare	Trustee	AGM 2023
3	Mr P Rodway	Vice Chairman/Publicity	Trustee	AGM 2023
4	Mr I Fraser	Secretary	Trustee	AGM 2023
5	Mr D Gillespie	Branch Standard Bearer	Trustee	AGM 2023
6	Mrs H Davis	Wings Appeal & Social Organiser	Non Trustee	AGM 2023
7	Mr P McGraghan	Assistant Welfare Officer	Non Trustee	AGM 2023
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**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

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

## **Section B Structure, governance and management**

**Description of the branch's trusts**

Type of governing document	Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.
How the Branch charity is constituted	Unincorporated association
Trustee selection method	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.

### Charity's organisational structure

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.

### Trustee induction and training

All Trustees are reminded annually by the Branch Secretary of their responsibilities following the Annual General Meeting. All Trustees are aware of their responsibilities required by the RAF Association and Charity Commission Governance Rules.

### Related party relationships – club (if operated)

### Risk management

## 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 His 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)**

Branch and Assistant Welfare Officers busy with local and area visits.

We have maintained contact with our more vulnerable members via telephone conversation by our Branch Welfare Officers and our Social Secretary. These calls have been very well received by those members we have been able to contact resulting in some cases to being referred for assistance to statutory, community agencies and the RAF Association Welfare Team

We have an Active Social Calendar which helps to promote Comradeship, Social Inclusion and fund raising. Our Social Inclusion Programme includes a monthly Breakfast Club, quarterly meal at local restaurant and a Summer & Christmas function. We look forward to continuing our social activities in 2024.

The Branch sent Delegates to both the RAFA National and Area Conferences

**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.

Grant making is based on the eligibility of beneficiaries and their need for assistance based on their financial and personal circumstances. During 2023 the Branch made ten welfare grants for urgent assistance totalling £810.

The Branch Welfare and Assistant Welfare Officers have continued to provide a high level of support and assistance to the eligible beneficiaries and families. Many visits have been made and numerous wellbeing telephone calls made to ensure all is well with our vulnerable members and welfare beneficiaries.

Our Branch Welfare Officers also act as Caseworkers for RAFA Northern Area Welfare Office visiting and preparing applications for financial assistance for beneficiaries across the whole of the Tees Valley Area (TVA) and on occasions beyond the TVA area.

**Summary of the main achievements of the branch during the year**

We continue to produce a Quarterly newsletter and have a Branch website for Branch members to keep them updated of our social activities and Branch meetings.

As a Branch we managed to organise seven Wings Appeal collections at local Supermarkets and Shopping Centre. Hartlepool was involved in the Tall Ships Race 2023 and the Branch manned a stall in the Military Village which was set up to cover the event over the 4 days the event was open to the public. Together with individual donations from members the Branch raised £5113 for RAF Associations Wings Appeal funds. This represented a lot of hard work by the small number of members who were available to assist with the collections.

Unfortunately, we have an ageing membership and as such there are a lot of members who are unable to assist with the collections. Whilst we appreciate the constraints of the current Cost of Living hardship, we will endeavour to maintain and hopefully increase our Fundraising activities.

Branch Membership has been maintained at the current level of 259 exactly the same figure as end of 2022.

**Section E Financial review**

**Brief statement of the branch's policy on reserves**

Reserve funds currently £16293 held at RAF Association Headquarters (CHQ) and are administered and invested for best return by headquarters staff. In 2023 the Branch, to achieve better returns invested £8000 of our total reserves (£16293) in the CHQ managed Rothschilds New Court Fund It is anticipated that the reserve funds will give financial stability in excess of five years.

**Details of any funds materially in deficit**

None

**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 principal source of income are donations from the public and rebates received from our National Headquarters membership subscriptions and fundraising levels.

The Branch has spent £2392 on delivering the provision of welfare support and activities to our members and eligible beneficiaries as recorded in the Annual Accounts. The expenditure includes ten individual hardship grants and Social Inclusion Programme costs

The Branch spent £1428 on the Branch general running costs

**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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Stephen Geoffrey Davis	Ian Fraser
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Secretary

**Date** 12 Feb 2024