

<b>Trustees' Annual Report for the period</b>						
Period start date			<b>To</b>	Period end date		
Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

## Section A Reference and administration details

**Branch name** RAFA Cheltenham Branch  
 (referred to hereinafter as either the “Branch” or the “Charity”)

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

**Registered charity number (if any)** 231667

**Branch's principal address**

	1 Royal Crescent
	Cheltenham
<b>Postcode</b>	GL50 3DA

**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	Mike Bryant	Chair		
2	Angela Hawley	Secretary		
3	Rick Oldham	Treasurer		

4	Moyne Blake	Branch Welfare Officer, Wings Appeal Organiser		
5	Keith Baalham	Membership Officer		
	Dermot McCarthy	Building Custodian	Until March 2022	
6	John Welham	Building Custodian	From March 2022	
7	Sir Dusty Miller	Branch President	Until March 2022	
8	Nick Price	Member	From September 2022	
9	Steve Poulton	Member	From December 2022	

**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
RAFALO	Sgt Andy Molloy	Via MoD
Property manager	David Turner	Young and Gilling First Floor Suite, 1 Royal Crescent, Cheltenham, GL50 3DA
RAFA Branch Relationship and Engagement Officer	Charlotte McGuin	RAFA HQ, Leicester

## **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.

**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.

**Related party relationships**

The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday mornings. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch’s partnership with the Guardians is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.

The Branch Welfare Officer also belongs to the Royal British Legion and helps coordinate welfare activities between the 2 charities.

Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch is actively engaged with the county-wide Armed Forces Covenant Partnership in a project to develop an Armed Forces Hub.

The RAFALO team set up a Wings Appeal display at a local government agency to highlight the work of the Branch and collect donations. This realised the sum of £325.

### **Risk management**

The Branch has a Strategic Plan that was reviewed during the year and is due to be renewed or replaced in February 2023. The Branch also has a Personal Information Protection Policy and various other policies or protocols to underpin good governance.

## **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)**

Branch members participated in local ceremonies and functions to mark Armed Forces Day, the Withdrawal From Aden and Remembrance Day. The period of National Mourning following the death of Her Majesty The Queen precluded holding the customary Parade and Service to commemorate the Battle of Britain but the Branch President and Branch Chairman joined the Chairman of the local Royal British Legion branch in laying wreaths at the town War Memorial.

The RAFALO, who acts as the Branch standard bearer, together with members of the committee continued to support local military and RAF-associated functions.

Thursday Wings coffee mornings continued throughout the year and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch Aviation History Group meets on alternate Thursdays in the Branch lounge.

The Branch continues to support the RAFA HQ OP CONNECT initiative.

Of particular note, the Branch donated in tranches a total of over £12,000 to the Association's project to convert its Rothbury House into a residential home for RAF veterans.

The Branch also donated £2000 to the Association's Wings Appeal.

The Branch Welfare Officer provided support for members in the local area needing stair lifts and mobility scooters and advice on benefit entitlements.

The Branch Committee continued to employ a sympathetic policy towards rent payments from commercial and residential tenants in the RAFA premises for the duration of Covid-19 restrictions, but income was maintained for the most part from all tenants.

The Branch Committee held regular Zoom committee meetings since Covid-19 restrictions were introduced and also held an AGM by Zoom on 3 March 2022. Subsequently, monthly Committee meetings were physical ones.

The Branch committee held a social event to commemorate the 100th birthday of one of its beneficiaries and, in addition, held a series of 'Sandwich Lunches' and ran a Quiz Night – all aimed primarily at combatting loneliness and social isolation amongst Branch members and beneficiaries.

The Branch President and Branch Chairman participated in the unveiling ceremony for a memorial to the mixed Canadian and British crew of a Halifax bomber that crashed near Cheltenham during World War 2.

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**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.

The Branch committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

## Section D

## Achievements and performance

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

The main activity undertaken by the Branch this year has been to continue the process of corporate recovery from the Covid-19 pandemic and its consequences.

The Committee recognised that it was well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the “Summary of the main activities” section above were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year.

The Branch Committee discussed resolutions for the Association Area and National Conferences and provided voting guidance to the Branch Conference Delegate. He attended both Conferences and reported back to the Committee.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the Thursday morning Wings Café and phone calls.

In the absence of an Association on-line forum for members of this and other Branches to exchange views and information, a Branch Facebook page has been created and, to facilitate use of this and other digital media, a broadband wifi service has been set up in the Branch premises.

**Section E Financial review**

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

With approved planned expenditure the Branch had approximately £97,000 in its accounts at the end of 2022 against an estimated required reserve of £97,000.

However, the Branch Building Custodian along with our Building Management Agent is undertaking a major review of essential projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2023

**Details of any funds materially in deficit**

No funds are in deficit

**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 Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £50.5k per annum.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax are deducted falls to about £16k per annum.

In December 22 the Branch Account held £97,005 and the Welfare Fund held £7,046.

The cost of the maintenance and refurbishment work for 2022 to date has been £15,641 and further expenditure of £17,500 to address damp in the Rissington Room and the Main Building entrance and stairs has also been approved.

Expenditure on the Branch area of the building will be directed towards essential maintenance, upgrading the kitchen and the improvement of disabled facilities for the convenience and enjoyment of all Branch members.

## 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)



<b>Full name(s)</b>	Michael K Bryant	
<b>Position (eg Secretary, Chair, etc)</b>	Branch Chairman	

**Date**