

Wales, Midland and South Western Area Newsletter

One Charity – find out more



The One Charity Working Group Chairman, Dr Bryan Pattison would like to thank branches who have entered the One Charity debate. It is important that all branches engage as the comments and questions posed are useful and are helping shape our investigations.

The working group have produced a “Fact Pack” that provides more in depth details as to how the proposal would affect branches and the association as a whole. The fact sheets are living documents and will be updated as the practicalities to the proposal are understood. They will also be used to answer branch questions.

[Click here](#) to access the “Fact Pack” or go to through the **[Members’ Portal](#)**.

Keep the engagement coming and continue to raise questions using the One Charity email address **onecharity@rafa.org.uk**

Newsletter Articles

In order to keep our membership updated, we would appreciate articles and pictures from our branches.

Please direct all submissions to **ian.campbell@rafa.org.uk** Branch Support Officer by the 28th of each month.

All stories, where possible should be accompanied by an image.

If you have any events coming up then we can add these to the diary section.

All stories can be shared on social media and in particular on the Area Facebook page.

[Facebook.com/RAFAWMSW](https://www.facebook.com/RAFAWMSW)

AREA
MEMBERSHIP
18,358

BRANCHES
80

RMGS
10

CLUBS
20

AREA LAPSED
MEMBERS
834



New contact house for the Robson Resilience Centre Crickhowell

Situated just south of Brecon, the Robson Resilience Centre at Crickhowell provides today's Royal Air Force with an adventurous training environment that helps to develop high performance individuals who can consistently operate, with understanding, in pressurised situations.

Driven by the dedication and enthusiasm of Sergeant Hannah Smith, Physical Training Instructor, Group Captain Del Rowlands, Director of Membership, was pleased to officially open the first Contact House at RRC Crickhowell, the refurbishment of which has been funded by the RAF Association, to provide a safe, welcoming and comfortable environment for families to spend quality time. Hannah is also a trained befriender providing a vital service in a very rural area.



Branch property grants

As branches with property responsibilities are aware, over the last two years the Association has provided support to address property issues with building, fire and asbestos management.

Please do not overlook the opportunity to request a property grant, it has been designed to help you address your outstanding building and fire risk actions.

Attached with this newsletter is a copy of the RAF Association form for Association property grants application. You will require written quotes.

Please contact your respective branch support officer for more information and in particular, when you are ready to apply.

Battle of Britain collections

Please be aware that whilst assisting the RAF Association with Wings Appeal/ fund raising activities, RAF Air Cadet Staff and Cadets are NOT permitted to wear RAF Association badges, stickers and sashes etc on their uniforms, please do not ask them to do so. The only RAF Association Items permitted are wrist bands.

The Dress Regulations are set by the Royal Air Force and are a vital part of RAF Air Cadet Structure, please respect the rules.

I hope all Branch collections go well.

Regards

Jon P Barnes

WO RAFAC

Deputy Regional Warrant Officer

South West Region

News from around the Area

96 year old widow receives husband's service record

Picture shows Sqn Ldr (Rtd) Bill Davies of the Bridport and Lyme Regis Registered Members Group handing Mrs Elaine Tame of Burton Bradstock copies of her late husband's military records which she had recently requested. Her husband, Fred Tame joined the RAF at the beginning of World War Two in December 1939 as an airman in the equipment Branch. Commissioned in 1940 he served overseas, mainly in the Middle East during the war for four years. During this time he was mentioned in dispatches. Mrs Tame accompanied her husband as he served in Holland, Germany and Aden. After extensive training in the USA he also commanded a Thor missile base at RAF Hemswell during the Cold War.

Fred retired in 1968 in the rank of Wing Commander and subsequently worked for 14 years for the RAF Benevolent Fund before final retirement. Further information on obtaining military records can be found on www.gov.uk

For further information on the local Bridport and Lyme Regis RMG contact Bill Davies on 01308 281200 or Alan Kidson on 01308 420135.



Llandudno first anniversary

August saw the Llandudno Registered Members Group (RMG) hold its First Anniversary Dinner at Maesdu Golf Club. The Guest speaker was Wing Commander Nicci Parr OC Base Support Wing at RAF Valley. Also attending was Llandudno Mayor Cllr Angie O'Grady and Mayor's Consort Cllr Janet Jones Nee Geeson. The dinner was also attended by members of the Anglesey Branch of the Association.

Chairman James Paddy Paddington gave a leaving speech and stepped down to hand the reins to Vice Chairman Graham John Jones. As a thank you for his work in reenergizing the RAF Association in Llandudno, the new Chairman with the agreement of the committee appointed James as President. Also stepping down was Beckie Paddington Secretary who was presented with a bouquet of flowers as a thank you for all her hard work.

A wonderful night was had by all with over £400 raised for the Wings Appeal.

Please send all branch news articles to Ian Campbell (BSO) ian.campbell@rafa.org.uk

Recruiting in Barry

Members of the Barry branch booked the Area exhibition trailer and pitched up in Barry town centre to speak to members of the public about the work of the Association locally.

The community came and supported the branch, buying a duck (or three) as well as taking away membership forms and details of the branch socials and meetings.



Calne showcase the 'shop in a box'

Calne and District branch recently attended their annual town bike meet and were one of the first branches to trial the 'shop in a box' from RAFATrad.

The day was very well attended and the branch spoke to passers-by about the work they doing and how to join them. Well done to the branch who raised £300 and we wish them well for 75th anniversary this year!

Bridport & Lyme Regis 'Brew up'

Bridport and Lyme Regis RMG Brew for the Few was held on 24 August at the Salt house & Salt house Green, West Bay Dorset. The Uplyme Morris Side On the Green performed on a very hot afternoon. One of our members, Bill Davies is a member and they performed four sets much to the delight of the many holiday makers at the Bay.



During the day tea, coffee cakes and squash were sold from the Salt house while they could participate in Quizzes and watch various films including the bouncing bomb trials done on the nearby Fleet Lagoon. The team chatted with those attending about joining the group and the work of the Association in the region.

Battle of Britain service at Shepton Mallet

A Service commemorating the Battle of Britain and the Royal Air Force's contributions to subsequent conflicts will be held at St Peter and St Paul's Church Shepton Mallet at 09:15 a.m. on Sunday 15 September 2019. The Service which is being organised by the Mid-Somerset Branch of the Royal Air Forces Association, will be led by the Rector the Reverend Doctor Jonathan Hunter Dunn and will be held in association with local RAF Air Cadet Squadrons. The Service will incorporate the laying-up of the Standard of the Royal British Legion Shepton Mallet Women's Branch. The Service will be followed by a Wreath Laying Ceremony at the Shepton Mallet Cenotaph. This is the principal Royal Air Force Memorial Ceremony of the year in the Mid-Somerset Area and the Lord-Lieutenant of Somerset as well as the Mayors of Wells and Glastonbury and the Chairs of Mendip District Council and Shepton Mallet Town Council will attend. All are welcome at the Service and the wreath-laying. Dress: Uniform or Civilian Clothes, with medals.

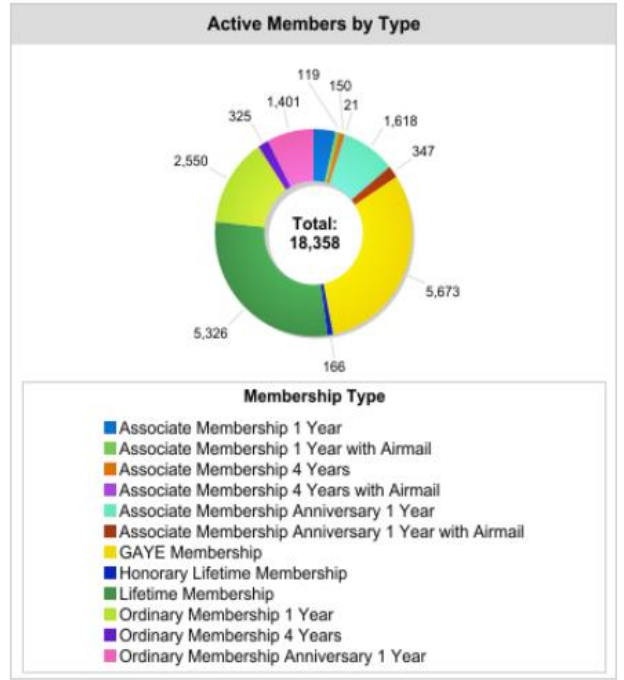
Further details available via the Branch website <https://www.rafa.org.uk/mid-somerset/events/battle-of-britain-church-service-sunday-15-september-2019>

Membership Matters

Here's our latest membership status.

Please continue to do all you can locally to attract new members to your branch. More members will provide more eyes and ears for our RAF community.

The more members you have the larger your rebate and the more support you can get for fundraising and events.

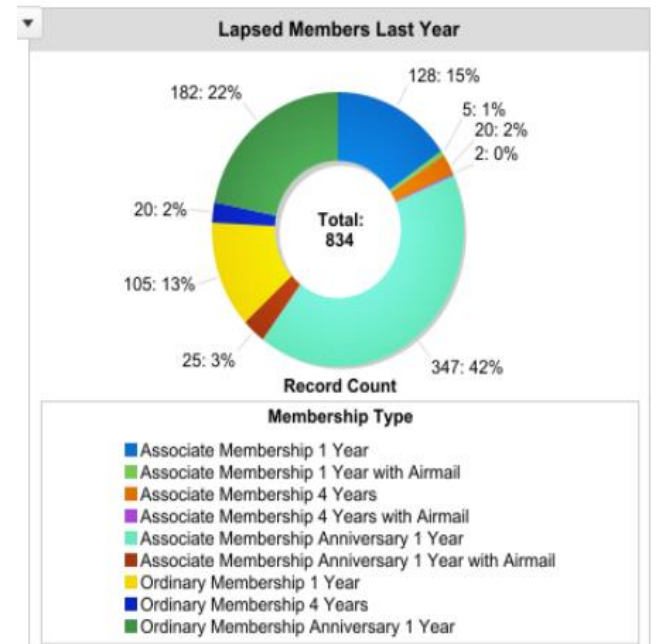


This 'doughnut' represents our biggest challenge – lapsed members.

If we can work to drive this number down together, then we will be doing exceptionally well.

So how can we reduce this number?

- Keep in regular contact with all of your members via letters, emails, social media and in person
- Request membership lists from your BSO to make sure you regularly know what is happening with your members
- Keep meetings relaxed and enjoyable to harness your members' interest in the work of the branch and the wider Association



Dates for your diary

For more information please contacts detailed below -

- **Tribute at Sea (Bodmin) – Sunday 22 September**
whippet258@btinternet.com or 01208 76373
- **Evesham Branch 1940s Dance – Saturday 28 September**
Jenny Johnson 01386 442264
- **Calne & District Branch 75th Anniversary Dinner – Saturday 2 November**
Geoff Bridgman 01249 658373
- **London Remembrance Parade – Sunday 10 November**
Emma Houghton - emma.houghton@rafa.org.uk

Property Grant Application Form

CONTACT DETAILS	
Branch Name	
Address of Property	
Contact details (Name, position, contact email)	
Date application discussed and approved by Branch Committee	

SURVEY & FRA FINDINGS			
Date of fire risk assessment		Overall risk rating of FRA	
Actions already taken by branch to reduce risk			
Date of building survey		Overall summary of findings of building survey	

DESCRIPTION & COSTS OF WORK	
Priority 1 Works	Works required to comply with statutory requirements eg electrical checks, fire alarm repairs and servicing and other cost items highlighted as red risks on the fire risk assessment
Description of works planned by Branch to be supported by grant (please provide a numbered list and attach quotes)	
Cost of works planned based on best quote for each element	

Details of due diligence carried out on each contractor (whose quote you are wishing to accept)	
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Priority 2 Works	Immediate structural repairs affecting the structural integrity of the building eg roof leaks, damp, rot, windows and doors
Description of works planned by Branch to be supported by grant (please provide a numbered list and attach quotes)	
Cost of works planned based on best quote for each element	
Details of due diligence carried out on each contractor (whose quote you are wishing to accept)	

Priority 3 Works	Improving access to ensure the building is fully accessible
Description of works planned by Branch to be supported by grant (please provide a numbered list and attach quotes)	
Cost of works planned based on best quote for each element	
Details of due diligence carried out on each contractor (whose quote you are wishing to accept)	

Priority 4 Works	Refurbishment of building facilities eg toilets, kitchens etc
Description of works planned by Branch to be supported by grant (please provide a numbered list and attach quotes)	
Cost of works planned based on	

best quote for each element	
Details of due diligence carried out on each contractor (whose quote you are wishing to accept)	

Priority 5 Works	Modernisation and renovation, "the look" of the building eg new carpets, painting etc.
Description of works planned by Branch to be supported by grant (please provide a numbered list and attach quotes)	
Cost of works planned based on best quote for each element	
Details of due diligence carried out on each contractor (whose quote you are wishing to accept)	

Total costs of works			
Funds to be provided by Branch (if applicable)		Percentage of total	
Funds to be provided by Branch Club (if applicable)		Percentage of total	
Funds to be provided from other sources (please state)		Percentage of total	
Grant funds being applied for		Percentage of total	

MAINTENANCE HISTORY & FUTURE MANAGEMENT	
How has the branch / branch club managed and / or maintained the property in the past?	
How does the branch / branch club plan to maintain the	

property in future and fund this?	
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GENERAL BRANCH ACTIVITIES	
Explain how the branch supports and grows membership	
Explain how the branch delivers welfare	
What fundraising has the branch carried out in the past 12 months	
Explain how the branch champions the interests of the Association in its local areas	
Any other information that you think is relevant to your application	

For Area Office Use Only

Area Director Recommendation:	
Comment, including any conditions to be set:	
Area Director Name:	
Date:	

For HQ Use Only

Date of EMG meeting	
Decision	
Date communicated to Area Director	

Property Grant Application Process

Introduction

To ensure the safety of our members, visitors and employees, our premises must be compliant with fire, health and safety and all other legislation. We must also ensure that the buildings meet the standards of repair that the Association's membership would expect and are financially viable for their ongoing use. In late 2017 Council therefore ordered surveys and fire risk assessments of the branch and club properties. The Association has the power under the Charter to make grants or loans to branches to assist in undertaking essential repairs or to comply with statutory requirements subject to such terms and conditions as may be decided by Council. Council has designated funds for this purpose and agreed its overarching approach to the making of grants from these designated funds as follows:

1. Responsibility for building upkeep and meeting statutory requirements lies with the Branch Committee, (unless there is a lease in place to the occupier (who may be the Branch Club) which imposes full repairing liability on the tenant).
2. Where the fire risk assessments and building surveys have identified work which is in the ordinary course of general maintenance then it should be paid for by the Branch. This would include, for example and without limitation;
 - a. fixed wiring electrical inspections
 - b. PAT testing
 - c. gas servicing
 - d. alarm servicing and maintenance.
3. Where, based on a review of the latest accounts of both Branch and Club, the Branch and/ or its Club is not able financially to meet all the costs, the Association will decide whether to make a grant to the Branch and on what terms. The Association is mindful that Branches and Branch Clubs which have not maintained healthy finances should not be seen to benefit disproportionately in terms of grants compared to those that have been more financially efficient. As a condition of the grant the Association may require that property be transferred to the Association and / or managed by the Association's HQ Estates Team.
4. Where there is significant expenditure required which the Branch and / or Club cannot afford then any investment by the Association will be based on the following considerations:-
 - a. The cost of remedial action / refurbishment action will be analysed against the viability of the Branch in terms of its membership, welfare output, standard of branch and club governance as well as the need to maximise the value of charity assets.
 - b. Where the cost of remedial work or refurbishment cannot be justified in relation to the value of the property, relocation of the Branch and / or Branch Club will be considered.
 - c. Where, as a result of relocation, a property becomes vacant, primary consideration will be given to a change of use whilst retaining it as a charity asset. Sale of properties will only be considered as a last resort and the requirements of Charities Act 2011 will be followed.

Assessing Priorities

- | | |
|------------|---|
| Priority 1 | Works required to comply with statutory requirements eg electrical checks, fire alarm repairs and servicing and other cost items highlighted as red risks on the fire risk assessment |
| Priority 2 | Immediate structural repairs affecting the structural integrity of the building eg roof leaks, damp, rot, windows and doors |
| Priority 3 | Improving access to ensure the building is fully accessible |
| Priority 4 | Refurbishment of building facilities eg toilets, kitchens etc |
| Priority 5 | Modernisation and renovation, "the look" of the building eg new carpets, painting etc. |

Preconditions for Applications

- Branches must ensure that signed accounts for branch and club have been sent to the Area Office together with a fully completed 1056/1056a.

- Branches must ensure that their Charity Commission registration is up to date, including that all current Branch Committee members are recorded as charity trustees.

Application process

1. Branch business case

- The Branch should submit a single application to the Area Office to cover all works for which it is seeking a grant.
- The application must be submitted using the correct form and all elements must be completed.
- Copies of quotes (2 quotes for works up to £10k and 3 quotes for works over £10k) must be attached – Branches should ensure that appropriate due diligence is carried out on contractors (to include
 - References
 - Statutory certification or other accreditations (eg NICEIC, GasSafe etc)
 - VAT registration
 - Insurance cover (including employers and public liability)

2. Review and recommendation by Area Director

- The Area Director will review the application and ensure it fully completed, with quotes attached.
- The Area Director will make a recommendation to HQ regarding the grant, including whether any conditions should be attached – this may include resolving issues over:-
 - Branch / Club committee memberships, including any conflicts of interests;
 - Property ownership (the Association must be the custodian trustee or in the process of being registered as such);
 - Transfer of management of residential / independent commercial leases to the Estates Team;
 - Resolution of any financial issues identified from the accounts; and
 - Any other areas where the Branch and/or Branch Club is not currently meeting the requirements of the Governance Handbook.

3. Association decision

- Decisions on grant applications will be made by the Estates Management Group (“EMG”), which includes the Secretary General, Director of Membership, Director of Finance and Director of Governance and Risk.
- Prior to making a decision the EMG may require an up to date market valuation of the property. Where an independent valuation has been carried out within the past 3 years this will suffice, alternatively a valuation will be carried out internally by the Estates Manager.
- The final decision by the EMG will take into account the following:
 - Recommendation of the Area Director
 - The level of priority of the works
 - Total grant required and whether there are any other sources of funding
 - Property value & any occupancy complications
 - General management of the Branch / Branch Club and the extent to which to committee have maintained the property in the past and are equipped to do so in the future
 - Branch membership profile, its welfare output and how well the Branch delivers its charitable objectives
 - The need to ensure optimal use of the Association’s limited funds across all properties
- The EMG may award all, some or none of the grant funds requested. Where a grant is awarded it may be conditional on the Branch / Branch Club undertaking certain actions.

4. Communication of decision and reporting

- The EMG will advise the Area Director of the decision, including any conditions of the grant if these are imposed.

b. The EMG will report to Council on applications received, decisions made and conditions imposed.

5. Payment of grant

a. Payment of the grant will be made by the Finance Department to the Branch's general bank account upon receipt of a copy of the contractor's invoice to the Branch.

b. Grant payments will only be made to the Branch, not direct to the Branch Club or the relevant contractor.

June 2018