

No.4 AREA

ROYAL NAVAL ASSOCIATION

Registered Charity No. 1066002
(Dated 20 November 1997)



NOFAMS

Number Four Area Memorandums

NOFAMS

General Notes to Users

1. No. 4 Area Memorandums (NOFAMS) is a reference document for use within the Area, and **does not** supersede or replace the Supplemental Royal Charter Rules and Bye-Laws or Official Guidance as issued by the Royal Naval Association (RNA) Central Office.
2. No. 4 Area Governing Document and Charitable Objects are as per the Supplemental Royal Charter Rules and Bye-Laws (RNA Registered Charity No. 266982 dated 6 February 1974).
3. The RNA logo and crest are registered trademarks (Ref. UK00003206225 under Classes 14, 16, 21, 25 and 26) and, as such, can only be used on official RNA correspondence and official RNA documents, websites and social media. It **may** be used for goods such as clothing, diaries and other engraved products etc. with the prior permission of the General Secretary.

Approved by National Council 09.12.2017.

All official guidance is posted on the RNA and No. 4 Area websites as detailed:

- www.royal-naval-association.co.uk (password 'shipmate')
 - <http://no4arearna.co.uk>
 - General Data Protection Regulation (GDPR) www.gov.uk (Ref:GDPR)
4. NOFAMS are issued as a guide only and at no time should be read as an official definitive document of the RNA.
 5. a) Words importing the masculine gender shall include the feminine gender and vice versa.
b) Words importing the singular number shall include the plural number and vice versa.
 6. On Saturday 6th July 1996 it was agreed at the Area Meeting held in HMS Flying Fox Bristol that the title of '**Vice-Chairman**' be amended to '**Deputy Chairman**' as a Local Rule in accordance with the Bye-Laws for the Administration of Areas para. A16.
 7. Any future amendments required to these NOFAMS should be addressed via the Branch Secretary in writing to the No. 4 Area Secretary for the attention of the respective NOFAM Sponsor to be approved by the Area Committee prior to inclusion.

Disclaimer:

Whilst every care has been taken in the preparation of the content of this booklet, its accuracy cannot be guaranteed.

*Sponsor: Hon. Secretary
Dated: January 2021*

ROYAL NAVAL ASSOCIATION

Number 4 Area

N O F A M S

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ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

AREA COMMITTEE

1.1 Reference:

Area Bye-Laws for the Administration of Areas paras A3-A6 and A16.

1.2 Composition of Committee:

12 Trustees: President; Chairman; Deputy
Chairman: Secretary; Treasurer;
Welfare Adviser. Plus 6 elected
members.

Non-Trustees: **Advisers:**

Ceremonial; PRO; Reunion Chairman; Standard Bearer;
Chaplain.

Area Life Vice Presidents

(Total number at discretion of Area President and Committee)

Deputy Officials and Advisers:

Ceremonial; Standard Bearer; Welfare; Secretary.

Ex Officio:

National Council Member; Deputy National Council Member.

Note: None of the Area Committee are entitled to claim attendance expenses unless under exceptional circumstances when approval should be requested from the Main Committee.

1.3 Eligibility for Committee Trustee Membership:

The Chairman and Deputy Chairman and the majority of the Main Committee must be Full Members and must have been members of the RNA for at least 3 years.

All Members of the Main Committee shall serve for 2 years (half the number to be elected annually) after which time the members shall retire but may be eligible for re-election.

The President is to be a Full or Life Member of the RNA and appointed by the Area Committee.

1.4 Voting Rights:

Ref: A6(f): Rules defining a quorum for a Committee Meeting.

The majority of the quorum must be Full Members and must include the Chairman or Deputy Chairman.

Ref: A12(c):

Non-Trustees may attend as advisers/observers and, at the discretion of the Meeting, may also speak but not vote. They shall **not** form part of the quorum.

Ref: RNA Rules Para 22(a):

In order to carry any vote at Area Committee Meetings it shall be necessary for more than half the votes cast to be in favour. In the case of a tied vote the Chairman may have a second or casting vote.

National Council Member and Deputy:

Ref: Bye-Laws of the Royal Naval Association para 6(a) for voting procedure.

*Sponsor: Hon. Secretary
Dated: January 2021*

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

CEREMONIAL

Reference: Guide to Ceremonial available on the RNA Website

2.1 Ceremonial Adviser:

First point of contact for advice on procedure, protocol and ceremonial when organising Branch parades and functions.

2.2 Area Standard Bearers' Competition:

- a. This is a bi-annual event organised by the Ceremonial Adviser held in February/March at a convenient venue to be notified at the AGM together with all relating information.
- b. Every **odd** numbered year there is an '**Open/Closed**' Competition: the Closed being available to Branch/Deputy and novice Standard Bearers from No 4 Area only; and the '**Open**' Competition advertised through Central Office as being available to all Standard Bearers including those from outside the Area.
- c. All competing Standard Bearers receive an engraved bar.
- d. Training sessions are held each February prior to the Competition available to all.
- e. Every **even** numbered year there is also a Training Session Competition.
- f. Trophies are awarded in both the Competition and Training Sessions as per NOFAM3.

2.3 Area Standard Bearer:

- a. Each year a calendar of events is itemised and agreed which would be subsidised by the Area towards travel expenses.
- b. Other requests for his attendance could be considered with the prior agreement of the Area Committee as to any expenses he could claim.
- c. Retrospective claims made in exceptional circumstances may be considered by the Area Committee for approval.
- d. Requests for his attendance at Branch functions should be financed by the Branch itself (subject to sub-clause b above) unless he is willing to self-fund.
- e. Attendance at the National Standard Bearers' Competition is open to the Area and Deputy Standard Bearer and is subsidised by Central Office (see RNA Bye-Laws para 2(a) Finance).

Sponsor: Ceremonial Adviser/Area Standard Bearer

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

AREA TROPHIES

3.1 STANDARD BEARERS' TROPHIES:

Lilian Florence Cup:

Donated by S/m Charles H Thompson BEM MSM - Weymouth and Portland Branch (former National Ceremonial Officer, Area Chairman and ALVP) and his sister on 6th October 1979 in memory of their parents.

Awarded to No 4 Area winner of the **Open** Standard Bearers' Competition.

Herbert Cup:

Donated as above.

Awarded to 2nd placed competitor in the **Open** Standard Bearers' Competition.

Joe May Cup:

Donated by S/m Joe May - Plymouth Branch (former National Chairman, Area President, Area NCM and ALVP).

Awarded to winner of the **Closed** Standard Bearers' Competition.

Davies Cup:

Donated in early 1980's by S/m Tom Davies - Cardiff Branch (former No. 7 Area NCM and National Chairman) and his wife Joan both regular attendees at Annual Reunion at Barton Hall.

Awarded to 2nd placed competitor in **Closed** Standard Bearers' Competition.

Kennett Shield:

Donated in 1980 by S/m Ken Kennett - Portland Branch (former Area President and ALVP) and his wife Ruth.

Awarded at Standard Bearers' Competition for the competitor from the Area most improved since previous year but has not yet won any cup, to encourage continuous participation.

William Arthur Shield:

Donated by S/m Howard Jeffries - Street Branch (former Area President and ALVP) in memory of his brother.

Awarded to Standard Bearer 'Most Improved in Training from the Previous Year'.

Ray Pearcey Cup:

Donated by Peggy Pearcey in memory of her late husband, Ray - Taunton Branch (former Area Standard Bearer and Ceremonial Adviser)

Awarded to 3rd placed Standard Bearer in the Area **Closed** Standard Bearers' Competition.

John 'Jock' Porteous Cup:

Donated by Margaret Porteous in memory of her late husband (former long-time instructor at the Standard Bearers' training sessions at Bridgwater). Awarded for 'Outstanding Effort in Standard Bearers' training

Strudwick Shield:

Donated by Gordon and Nancy Strudwick - Liskeard Branch.
Awarded to winner of the Area Standard Bearers' Training Sessions In-House Competition.

3.2 AREA TROPHIES:

Sponsor: Ceremonial Adviser Dated: January 2021

Mary and Mike Hannen Trophy:

Donated in 2012 by S/m Charles H Thompson BEM MSM - Weymouth and Portland Branch (former National Ceremonial Officer, Area Chairman and ALVP) and family in memory of his sister and brother-in-law replacing the former Mary Hannen Memorial Cup.

Awarded to the Branch that has enrolled the highest number of Full Members during the previous year.

Jacqui Ward Memorial Trophy:

Presented in 1991 by ALVP Chris Hore on behalf of the Delabole Branch in memory of S/m Jacqui Ward (former Branch Social Secretary and enthusiastic supporter of the RNA).

Awarded to **any** female Area Shipmate who has done the most to further the aims and objects of the RNA during the past year. Nominations scrutinised by the **Deputy Chairman** and **ALVP Chris Hore (Delabole Branch)** and presented at the Annual Reunion.

Cornwell Trophy:

Donated by Bodmin Branch in memory of S/m Vic Cornwell (former Branch Secretary and Branch Delegate).

Awarded to any male **Associate** Shipmate who has done the most to further the aims and objects of the RNA during the past year. Nominations scrutinised by the **Bodmin Branch** and presented at the Annual Reunion.

Tremlett Cup:

Donated in 1970-1980's by Ron Tremlett - Bristol Branch (former Area NCM, and National and Area Life Vice President).

Awarded to winner of an Inter-Branch Skittles Competition in the North-East of the Area organised to foster friendship among those Branches.

Sponsor: Hon. Secretary

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

GUIDE TO DONATING TO CHARITABLE FUNDS

**Reference: Rules and Bye-laws of the Royal Naval
Association (Incorporating new Rules changes
December 2018)**

Registered Charity Number: 266982

4.1 In furtherance of the objects of the Association:

- a) To assist youth organisations which have a specific nautical connection especially to the Sea Cadet Corps.
- b) To afford financial assistance in the form of grants or donations to all serving and former members of Our Naval Forces and their dependents who are in conditions of need, hardship or distress.
- c) To make grants, pay subscriptions or make donations to any charity having among its objects the succour in sickness of members or former members of Our Naval Forces or their relief from conditions of need, hardship or distress.
- d) To assist any charity when its support is to the benefit of the reputation and best interests of the Service or advances the objects of the Association.”

4.2 The Legal Position:

Branches that registered in their own right should check their account with the Charity Commission on-line to confirm that their charitable objects are as laid down in the Supplementary Royal Charter of the RNA Charity No. 266982 which is also their governing document. Most Branches **are not** ‘stand-alone’ charities but founded on the RNA Royal Charter.

4.3 Use of Income for the benefit of other local Charities

- Potential problems will only arise where the funds of a branch itself are used to support another non-naval charity.
- Branch funds should **not** be applied for the benefit of a charity which has absolutely **no** connection with the RN/RNA (e.g. animal welfare or a charity for the protection of the environment).
- Any branch can properly apply its funds for the benefit of another charity which itself furthers all or any of the objects of the Association.
- If a branch wishes to help any other non-naval organisation then they are quite at liberty to do so by setting up a specific appeal for that purpose.

NOFAM 4 (cont'd)

- i) Branches may make a general collection which may be a bucket collection, raffle or event to raise money. If no mention is made of any particular charity that the collection is for, then the donor is entitled to assume that the collection will be used for the charitable purposes of your own charity's objects and governing document.

When you generate charitable money, it must be clear to the donor where the money is to go (e.g. note on a programme, ticket, menu, sign, poster that 'all proceeds are for the Air Ambulance' etc.).

- ii) Donations **may** be given to a non-naval organisation where members of the RNA or their dependants will receive some help, or where help and support has been previously received (e.g. a local branch of Help the Aged, Age UK or a local Hospice, Macmillan Nurses, Marie Curie Support or similar which is caring or has cared for one of the membership or their family). The arrangements must be such that the donor is completely clear that the collection is for the nominated charity and **not** the RNA

Sponsor: Hon. Treasurer

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

ANNUAL REUNION

5.1 *Background:*

The Area Annual Reunion is held in March each year organised by its own committee comprising a Chairman, Secretary and Treasurer with support from others if required. The membership of the Reunion Committee should be reviewed every 2 years at an Area Meeting following Reunion.

5.2 *Financial Accountability:*

The Reunion account was taken out of the main Area accounts following 'Barton Hall Reunion 2000' and became the full responsibility of the new Reunion Committee. Although raising money for charity in the name of the Area, they **do not** have charitable status for tax purposes.

The Reunion accounts have to be independently examined by 2 impartial scrutineers and presented for approval at the Area AGM together with the annual appointment of the 2 scrutineers. The accounts have to be prepared individually as they **do not** form part of the official No 4 Area Accounts.

The Reunion Committee is an Area sub-committee and, as such, ultimately answerable to the Area Committee.

5.3 *Programme:*

Reunion usually takes place at the beginning of March for a weekend from Friday to Sunday with the option of extension to Monday.

Friday night is informal based on buffet dinner, dance and entertainment with a raffle of wines and spirits raising funds towards the Charity Chest. The weekend programme will state the charities to benefit from the raffles.

Saturday is free for your own pursuits, be it shopping, sightseeing or exercise. For those remaining in the hotel, entertainment/competitions may be organised subject to facilities.

There is a formal Gala Dinner Saturday evening with Guest of Honour, followed by dancing. Dress of the day: D.J.'s with miniatures or bars, lounge suits or RNA rig all worn with insignia. Ladies should mirror the attire accordingly, be it RNA rig, cocktail or evening dress or smart evening trouser suit.

Again a raffle is held in aid of the Charity Chest. All Branches attending Reunion are requested to donate a prize which enables them to propose a deserving cause for a share of the net proceeds of the following year's Charity Chest.

There is a Church Service Sunday morning with Standards, the collection going to the Area Welfare Fund. This is followed by entertainment, lunch and a Rum Raffle. For those staying the extra night, there is an evening buffet followed by a cabaret and dancing.

Monday heralds the journey home after a full breakfast.

NOFAM 5 (Cont'd)

5.4 *Booking and Payment:*

On receipt of the booking form each Branch attending should nominate a representative who will be present at the weekend to act as the only contact responsible for gathering, collating and forwarding all bookings and payments to the Reunion Committee as stated on the booking form. The Branch Rep will be the only contact with the Reunion Committee and the hotel management.

All monies should be paid into and out of the Branch account, if appropriate, to ensure accountability but personal cheques are also acceptable.

Booking forms and advertising flyers are sent out to all Branches in July; names with deposits payable in November; and final balances together with requirements mid-January.

It is recommended that attendees take out personal insurance in the event of cancellation.

It is the responsibility of the Reunion Committee to keep a complete record of the prizes donated by Branches to the Saturday night raffle for future reference on their entitlement when considering and approving the final distribution of the Charity Chest.

Any bouquets or brickbats post the weekend should be directed to the Reunion Secretary in writing/email. Constructive criticism is always appreciated.

Please note: This NOFAM is for guidance only and can be amended at any time by the Reunion Committee at their discretion.

Sponsor: Reunion Committee

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

AREA REUNION CHARITY CHEST

6.1 Purpose

To provide a significant sum for donations to deserving Naval related charities within Number 4 Area raised through the net proceeds of the raffles held during the Annual Reunion weekend.

6.2 Applications

Only Branches who contribute a prize for the Reunion Saturday raffle can nominate a deserving cause.

Applications to be forwarded to the Reunion Committee by a closing date prior to the Reunion weekend for their consideration and endorsement, with advance notification to all Reunion attendees of the charities benefitting from their support.

6.3 Reunion Chairman's Responsibilities

The Chairman of the Reunion Committee to advise the Number 4 Area Committee prior to Reunion of the charitable recipients who may benefit from the Charity Chest to be reported to the delegates at that Area General Meeting. This may be included in the Committee Report or as an individual report on behalf of the Reunion Committee.

6.4 Distribution

The sums raised and donations available will be agreed and finalised by the Reunion Committee and confirmed to the Area Committee and delegates at the next Area Meeting following Reunion.

The cheques would be presented personally by the nominating Branch where appropriate to promote as much publicity for the RNA as possible.

If the donation were to be presented at a distance, a formal letter should be sent informing the recipient of the nominating Branch.

Sponsor: Reunion Committee

Dated: January 2021

ROYAL NAVY ASSOCIATION – NUMBER 4 AREA
WELFARE and WELLBEING

7.1 INTRODUCTION:

The RNA is not structured or resourced to provide financial **WELFARE** support to its members. However, members can be the eyes and ears to be able to assist those in need, that is, find the required support from partner charities and organisations who are funded and able to operate in this space.

Welfare and Wellbeing are to be viewed as two separate entities (see definition below). As such, for Welfare, the RNA provides a handrailing service to charities, funded and equipped to support our members. For Wellbeing, all the camaraderie of the association contributes to the happiness, comfort and general wellbeing of knowing we all belong, simply being a shipmate and looking out for each other helps to contribute to Wellbeing.

7.2 WELFARE / WELLBEING DEFINITION:

WELFARE is the material and physical state of people in need and as such, expert procedural effort is required to assist in meeting their needs, either by the state or third-party charities. Areas covered would include but are not limited to the following:

- Mental and physical health
- Personal finance and accommodation
- Urgent and immediate intervention to prevent serious risk to health or safety

WELLBEING is about feeling good and functioning well. Aspects include being satisfied with their life, having positive emotions and whether they feel their life has meaning. It is a state of being comfortable, secure, healthy and happy. They can deal with the normal stresses and strains of life. They connect with others positively, work productively and contribute to the community. Benefits are:

- Adds years to life
- Improves recovery from illness, also protects against illness
- Builds mental health resilience

7.3 WELFARE AND WELLBEING VOLUNTEERS DOCUMENTATION:

Central Office have produced a Welfare and Wellbeing Volunteers guide. This provides an overarching strategy and direction for the RNA's Welfare and Wellbeing support, in line with the Royal Charter objects relating to Welfare and Wellbeing.

Other documentation to be used in conjunction with Welfare and Wellbeing has also been produced, these include a Welfare and Wellbeing Activity Reporting Form, Welfare and Wellbeing Lone Worker Guidance and Telephone Buddy Guidance. All are available on the RNA's website.

7.4 NUMBER 4 AREA WELFARE AND WELLBEING STRATEGY

Number 4 Area will adopt the National strategy and structure as outlined in the Welfare and Wellbeing Volunteers Guide and supporting documentation. Branches are to utilise the structure and the role descriptions as provided (Only if they have a member who has volunteered to take on the Welfare and Wellbeing role. It is not a requirement for branches to have a Branch Welfare and Wellbeing Officer BWVO).

Reports of Welfare and Wellbeing activity, including nil returns from BWVO's, are to be forwarded to the Area Welfare and Wellbeing Officer (AWVO), ideally monthly. Returns to be done using the provided reporting form on the RNA's website. Reports will then be collated for onwards transmission to Central Office by the AWVO. The area's return will be done within the first three days of the month, detailing the previous months Welfare and Wellbeing activity from all the returns.

This data, which will have nothing appertaining to personal information, will be then utilised to provide evidence to the RNA's supporting charities of the good work that the association does and encourage their continued financial support.

7.5 AREA WELFARE FUND

The Area has a **Welfare fund**, previously financed by contributions from Shipmates, Branches and the Annual Reunion for the benefit of shipmates and dependants in the Area. Unfortunately, this fund is no longer maintained but this agrees with what is stated in the introduction to this NOFAM. It remains extant for possible emergency use. As it is used, it will eventually be drained to nothing.

The fund is administered by the AWVO in conjunction with the Area Hon. Treasurer. They, along with any third member of committee, will form a triumvirate and will decide on Welfare cases eligibility for financial help of welfare cases. They have authority to provide financial support of up to £500 (funds availability enduring) for WELFARE and which meets the Welfare objects as stated in the Royal Charter. This will be minuted at the following Area Committee meeting. Anything above £500 requires the prior authority of the full Area Committee.

All requests to draw on the Area Welfare Fund must be made via branches, not individuals.

7.6 OTHER FUNDS AVAILABLE FROM CENTRAL OFFICE:

Central Office have two funds available that can be used to assist in meeting WELLBEING aspects. The details and application forms are found on the RNA website. Branches/individuals make applications direct to Central Office. They are:

- **1000 Good Deeds Fund** (offers small grants to enhance quality of life, remove barriers to enable shipmates to look after each other, or for a one-off extraordinary event, individuals can apply as well as branches).
- **Branch and Club Support Fund** (to provide financial support to branches and clubs to improve facilities and accessibility for meetings, encourage participation in Area/National events, assist branches in recruiting, purchase standards and support clubs).

Sponsor: Area Welfare and Wellbeing Officer / Area Hon. Treasurer

Dated: Mar 2025

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

AWARDS

8.1 *Area Life Vice President (ALVP)*

Reference RNA Bye-Laws for the Administration of Areas.

- a) The Area Committee may honour members who have given long and beneficial service to the Area by conferring on them the award of ALVP.
- b) ALVP's shall not be Trustees or members of the Area Committee but may attend Area Meetings as observers and, at the discretion of the Meeting, may also speak. They shall not form part of the quorum.
- c) The number of ALVP's at any one time is at the discretion of the President and Area Committee.

8.2 *Full Life Membership*

- a) A Full Member who has given long and dedicated service to the Association may be awarded the honour of Life Membership through the National Council on conditions provided in the Bye-Laws.
- b) This can be awarded at Branch, Area and National level.

8.3 *Certificate of Appreciation*

- a) A Certificate of Appreciation bearing the signature of the National President and Chairman and the Seal of the Association, may be awarded by the Council to any Member who has given meritorious service to the Association.
- b) Recommendations may be made by a Branch or Area Committee and approved by the Area NCM.
- c) Associate members who have been awarded a Certificate of Appreciation will have voting rights as prescribed.

8.4 *Gifts to a Trustee who is Retiring*

Reference Charity Commission CC11: Trustees' Expenses and Payments

It is difficult to assess what is an acceptable value of gifts in these situations. It is up to the Trustees to judge whether a person's length of service and quality of contribution to the charity should be acknowledged with a leaving gift out of charity funds, taking account of any possible effect on the charity's reputation. The Trustees should agree that the amount expended is acceptable in recognition of the shipmate's lengthy and dedicated service to the Branch or Area.

Sponsor: Hon. Secretary

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

SEA CADET UNIT ASSISTANCE

9.1 *Introduction*

Following discussions at the Area Committee and General Meeting on 9th July 2016 at Frome, NOFAM 9 was revised by former ALVP Charles H Thompson BEM MSM and delivered and approved unanimously at the January 2017 AGM in Weymouth both by the Area Committee and the delegates at the General Meeting. The Minutes show that copies of the proposed revised memorandum were distributed to all at the meetings.

9.2 *Background*

Further to the demise of the TS Royalist Berth Award Scheme, it was agreed in January 2015 that a sum (initially £750 being the cost of the 3 billets previously funded) would be set aside from the raffle proceeds raised at the Annual Reunion each year. This would be held as a separate Unrestricted Fund for the primary benefit of Sea Cadet Units in the Area.

Monies not allocated may be carried forward to subsequent years. Any accumulation of donations placed in the Unrestricted Fund can be used primarily for that specific purpose, but could be used for other more deserving causes if thought appropriate.

9.3 *It must be noted that:*

- a) The onus is on Branches to nominate their preferred Unit based on the Branch's previous assistance and regular support.
- b) Only Branches that donate a draw prize to that year's Reunion may forward bids for their preferred Unit.
- c) The sum of £750 is not a set figure and is entirely contingent on the success of the funds raised at the Reunion weekend.
- d) Awards for grants are to be submitted prior to the Reunion weekend and will be considered by the current Area Reunion Sub-Committee following completion of the weekend. Area Committee to be notified of all successful applications for regulatory purposes.
- e) Branches are reminded that any nomination for a Grant for a Unit will require the nominating Branch to contribute at least as much themselves unless in exceptional circumstances (e.g. small branches supporting local Units)
- f) Although Branches usually support only local Units, consideration could be given to other requests within the Area if the nominating Branch is confirmed to be a known supporter of that Unit.
- g) The decision of the Reunion Committee will be final.

Sponsor: Reunion Committee

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

GUIDE TO HOSTING AN AREA MEETING

No 4 Area Meetings are held on the 3rd Saturday in January, May and September each year. The Annual General Meeting is incorporated before the January Meeting. The actual date can be moved in exceptional circumstances, notified to the Hon. Secretary in good time for onward distribution to the Area.

Please ensure the chosen venue has adequate parking and disabled access both for the meetings and toilet facilities. Delegates and observers who require assistance should notify the host Branch in advance.

10.1 Post the previous Area Meeting, depending on e-mail accessibility of host Branch, and taking into account the General Data Protection Regulation covering disclosure of personal information:-

oHost Branch produces pro-forma (Word format) which is sent by e-mail to Area Secretary for him to forward by e-mail to all Branches and all members of the Area Main Committee.

oA hard copy pro-forma is distributed by the Area Secretary to all Branches and the members of the Main Area Committee who are not registered as e-mail recipients.

Pro forma to include:-

- Date, venue and timings for the meetings;
- Map showing location and car parking facilities, plus local shops, refreshment outlets and overnight accommodation as required;
- Request for numbers of each Branch attending the meeting, with contact information for replies;
- If providing lunches, menu and cost with requirements to be returned to Branch nominated contact by a designated date together with appropriate payment;
- Return slip and/or e-mail details for replies (**including nil replies**) to be received by a specified date.

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NOFAM 10 (cont'd)

- 10.2** On conclusion of the preceding Area Meeting, collect the Branch Name Plaques and the Area 'Lifebuoy and Stand' ready for your Meeting.
- 10.3** Area Secretary to be kept up to date with all arrangements and any amendments to note and circulate.
- 10.4** On the day of the Area Meeting you are hosting, a separate room should be made available for an Area Committee Meeting accommodating a maximum of 30 to start at **11.00**.
- 10.5** The main room for the Area Meeting should be able to accommodate up to 100 delegates and observers (seating with tables if possible) plus a top table for 6 together with microphones (supplied by Area Secretary if PA not available). The Meeting will start at **14.00** for a General Meeting or **13.30** for the **AGM** which is then followed by the General Meeting.
- 10.6** It is customary to invite the Mayor or a local dignitary to open the proceedings; also the Area or local chaplain to conduct opening prayers and notices.
- 10.7** The Branch may run raffles during the day to supplement the costs of hosting the Meeting. Attending Branches are kindly requested **not** to promote their own Branch fund raising raffles.
- 10.8** On conclusion of the Meeting, 'Tea & Stickies' are provided by the host Branch for all present. This is usually prepared by the Branch itself. A cheque is provided by the Area towards expenses.
- 10.9** If desired, evening entertainment may be organised as a Branch fund raising event. Details and costs may be included in the pro-forma.

Sponsor: Hon. Secretary Dated:

January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

GIFT AID : GIFT AID DECLARATION

The form has the great advantage that it lasts until the declarer notifies otherwise.

11.1 Benefits to Donors:

Remember that Gift Aid is designed to apply to donations where no benefit is rewarded to the donor in return for their gift. Gift Aid cannot be used on payments made for goods or services (e.g. for an event or dinner), but a small token of appreciation (such as a charity newsletter or low value Gift) is perfectly acceptable. The rules about the maximum level of any benefit you can reward donors with are as follows:

Donation £0 to £100	Benefits Value: Up to 25% of donation
Donation: £101 to £1,000	Benefits Value: Up to £25
Donation: £1,000 to £10,000	Benefits Value: Up to 5% (maximum £500)

These limits apply to each donation and if they are breached then the donation becomes trading income.

HMRC publishes comprehensive benefit rules guidance on its website
www.hmrc.gov.uk

including many helpful examples such as ‘Claiming Gift Aid as a charity’.

11.2 Gift Aid Small Donations Scheme (GASDS)

This allows charities to claim a top-up payment of cash donations of £30 or less, without the need to collect Gift Aid declarations. Charities will generally be able to claim payments on small donations of up to £2,000 each tax year. For example, cash donations received in collection boxes, bucket collections and during religious services. (See HMRC ‘GASDS’)

11.3 Record Keeping:

HMRC has a duty to ensure that the Gift Aid scheme is used properly and has the right to inspect your Gift Aid records. Your charity must be able to demonstrate an audit trail from Gift Aid declarations to the donations you are claiming Gift Aid on. Although the HMRC guidelines differ for charities registered as a trust to those registered as a company, the Institute of Fundraising recommends that you keep Gift Aid records for a minimum of six years.

For declarations that allow you to claim Gift Aid on all future donations, it is recommended that you keep evidence of the declaration indefinitely for audit purposes.

The amount of information required by Central Office, Area or Branch on the Gift Aid Declaration Form is kept to the minimum consistent with the proper administration of the tax relief and the need to be able to show an audit trail.

(cont’d...)

11.4 RNA Headquarters (Central Office)

- a) Forms can be requested by mail, or downloaded from the RNA webpage.
- b) Complete the form; forward with the donation by cheque or bank transfer to Central Office.
- c) The forms are then retained and can be used in future for all amounts including subscriptions,
i.e. to cover a single donation or any number of donations.
- d) Central Office reclaims tax from HMRC on an annual basis.

11.5 RNA Area/Branch

- a) All Area/Branches who receive donations or who charge a local subscription and are registered as a **separate** charity with their own Charity Number can claim a tax refund under Gift Aid (Forms obtained as above).
- b) i. Before you make a claim, you must be registered with HMRC and have an HMRC Charities reference number. You will need to show that you are authorised by the charity to make a claim as an individual (i.e. Hon. Secretary or Treasurer) by completing the HMRC Charities Application Form online.
For advice on registration/forms, go to their website at www.hmrc.gov.uk/charities or phone their helpline on **0300 123 1073**.

ii. To make a claim, either:

- **On-line:** Sign up and enrol on www.hmrc.gov.uk/charities/online/claims/htm.
There is no need to enrol each time as subsequent claims can be made at any time.
- **Charities with no access to the Internet:** You can claim by applying for Form ChR1 available through the Charities Helpline on: **0300 123 1073** and returning the completed form to them by post. The form is specifically designed to be scanned by them. Details of all donors can be included on each claim.

A separate schedule is required for each accounting period claimed (i.e. to 31 December)

Completed forms to be sent to:

Charities, Savings and International
2 HM Revenue and Customs
BX9 1BU
United Kingdom

For help or further information go on-line or phone their helpline details as above

- 11.6** All Gift Aid Declaration Forms completed for Area/Branch use **must be retained** by the Authorised Official (i.e. Hon Sec/Treasurer) of that Area/Branch to enable an audit trail. **Do not** send them with the claim to HMRC.

In its simplest form an audit trail for Gift Aid would contain a copy receipt of the donation being received, a declaration, and a copy of a bank paying-in slip.

Sponsor: Hon. Treasurer

Dated: January 2021

ROYAL NAVAL ASSOCIATION - NUMBER 4 AREA

SCHEME FOR GIVING TO CHARITY

THROUGH THE SELF ASSESSMENT TAX RETURN

Gift Aid by Self-Assessment Tax Return

Shipmates who complete a Self-Assessment Tax Return are able to nominate a charity to receive all or part of any repayment due to them.

The scheme has real advantages for the benefit of the Area:

- The donation will be paid direct to the Area's bank account.
- The form will incorporate a Gift Aid Declaration.
- Gift Aid tax will be paid without the Area having to make a claim.
- The Area will benefit from Gift Aid on anonymous donations.

Visit the **HMRC** website for help or further information, or telephone their help-line on: **0300 123 1073**

For the purposes of this scheme, our Area Charity's unique code is:

WAE29JG

This scheme does not replace the existing Gift Aid Scheme and you should continue to make good use of Gift Aid to benefit the Area.

Sponsor: Hon. Treasurer

Dated: January 2021