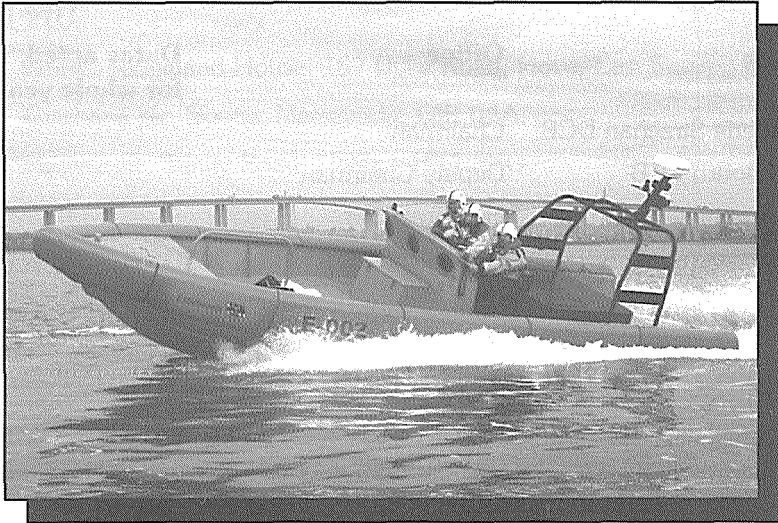




Lifeboats
Royal National Lifeboat Institution

The Lifeboat Fund
(The Communications and
Public Service Lifeboat Fund) *(formerly
the Civil Service, Post Office & British
Telecommunications (CISPOTEL) Lifeboat Fund)*

ANNUAL REPORT 2001



*One of the new E class lifeboats
stationed on the River Thames.*

Founded 1866 - Registered charity number 248421

The Civil Service, Post Office and British Telecommunications Lifeboat Fund (CISPOTEL)

Registered charity number 248421

Trustees' Report 2001

TRUSTEES

The Civil Service, Post Office and British Telecommunications Lifeboat Fund comprises a Council and its governing document is its Constitution. The Council appoints the members of the Executive Committee who act as the charity's trustees. The members who served on the Executive Committee during the year ended 31 December 2001 are shown below with the Department or body that they represent:

Name	Office	Dates acted, if not for whole year
Dame Valerie Strachan DCB	Chairman	
Sir John Bourn KCB	Deputy Chairman	
Mr T P Grant	Hon.Treasurer	
Mrs LC Jones	Hon.Secretary	
Mr A C Bradshaw	CivilService Pensioners	resigned October 2001
Mr J Jarvis	CivilService Pensioners	appointed October 2001
Mrs J Brett	DSS	
Mr R Flanigan	Lord Chancellor's Dept.	resigned October 2001
Mr C Henn	Without portfolio	retired October 2001
Mrs CRingshaw-Dowle	Home Office	
Mr D Screeche-Powell	MOD	
Mr P Walls	HM Customs & Excise	retired February 2001
Mr S Hawkins	HM Customs & Excise	elected March 2001
Mrs C Wardle	Post Office	
Mr J Ludlam	Inland Revenue	appointed October 2001

OBJECTIVES

The object of the Fund is to raise money to further the work of the Royal National Lifeboat Institution (RNLI) by providing from time to time the cost, in whole or in part, of replacement of CISPOTEL lifeboats, or additional lifeboats at other stations. The Fund seeks to achieve this object by issuing an annual appeal to Civil Servants, and Consignia* and BT staff. Also, Payroll and Pension Payroll Giving are actively promoted.

see below*

ORGANISATION

The Council oversees the strategy, and the Executive Committee administers and manages the Fund. Day to day business of the charity is conducted by the Honorary Secretary and the Honorary Treasurer under the direction of the Executive Committee.

The principal address of the Fund is Culver House, Beaconsfield Road, Bickley, Kent, BR1 2BL.

Independent examiner: Reeves and Neylan, 37 St Margarets Street, Canterbury, Kent, CT1 2TU.

Banks: HSBC, Ridgeland House, 167 Dyke Road, Hove, East Sussex, BN3 1TX.

Girobank pie, Bootle, Merseyside, GIR OM.

Halifax pie, Trinity Road, Halifax, HX1 2RG

DEATH OF PREVIOUS CHAIRMAN

It is with sadness that the trustees report the death of Sir Angus Fraser who chaired CISPOTEL from 1986 until he stood down in 1998.

THE NAME CONSIGNIA REPLACES THE NAME OF THE POST OFFICE

On 26 March 2001, the Post Office became a Government owned pie and changed its corporate name to Consignia. This change affects the Fund's full title, as it includes "Post Office" in it, and the trustees agreed to look at a title change that would not require revision should there be further changes to its supporting groups. The trustees agreed to consider a corporate logo that could also be for use on both the Fund's website and Departments' intranet sites. The trustees held a competition (with a closing date beyond 31 December 2001) and full details of the results will be published in a later report

ACTIVITIES AND ACHIEVEMENTS DURING 2001

CISPOTEL's next purchase: Lifeboat and Lifeboat Station on the river Thames

Trustees were invited to attend a meeting at RNLI HQ in January where the improved search and rescue for the River Thames was outlined. Following the enquiry into the

Marchioness disaster where 51 people lost their lives, the Government had asked the RNLi to set up three (now four) new lifeboat stations to provide a 24 hour search and rescue capability which would reach any incident within 15 minutes on the tidal Thames. The new lifeboats went on station on 2nd January 2002.

CISPOTEL was invited and agreed to become involved with this project and was very pleased to accept sponsorship of the new lifeboat and lifeboat station to be situated near Tower Pier. CISPOTEL is in negotiations for the funding of this project but it is likely to be at a cost to the fund approaching £300,000.

The trustees hope that CISPOTEL supporters will have an opportunity to view the lifeboats on the Thames and see the lifeboat station at Tower Pier funded by their generous donations. A formal Naming Ceremony is scheduled for 2002.

Annual Appeal

The Fund's main activity continued to be its annual appeal for contributions from both serving and retired civil servants, and employees of Consignia and BT. The traditional circulation of a subscription form is the way in which most money is collected from serving staff. Supporters are encouraged to fundraise in many forms depending on the inventiveness of local representatives and supporters.

Payroll Giving and Pension Payroll Giving

Retired Civil Servants, Consignia pensioners, and BT staff mainly subscribe through pension payroll and payroll giving. The Government gives a boost to payroll giving by adding 10 per cent to all donations until 2003. CISPOTEL gained almost £8,500 during 2001 as a result.

The Fund actively encourages donations in this way and is designing forms to be held in Government Departments to simplify support for the Fund. The processing Agents (Charities Trust, Charities Aid Foundation and South West Charitable Giving) also have their own forms which can be used and the CISPOTEL Lifeboat Fund should be quoted if supporters wish to give to the Fund in this way.

CISPOTEL trustees appointed a sub-committee to look into and promote payroll giving by serving officers. Heads of Departments responded to a letter from the Chairman highlighting this valuable way of contributing to the Fund and CISPOTEL hopes that additional revenue can be raised by regular deductions from pay.

Mailing to Consignia pensioners

From, April 2001, retired Consignia employees received a leaflet from CISPOTEL encouraging support for the Fund through the Pension Payroll Giving Scheme. 165,000 pensioners received a leaflet with their pension advices, at a cost of about £10,000. As a result of this appeal, the Fund has increased its revenue by almost £3,000 per month. CISPOTEL trustees are extremely grateful for the generosity of new subscribers and value this regular contribution to funds.

Sponsored Walk

Mr Michael O'Callaghan, at the Woolwich Tax Office, inspired his colleagues to join him in a sponsored walk from Woolwich to the location of the new lifeboat stationed at Tower Pier on the River Thames. He and his colleagues raised a marvellous £677.61 and the trustees warmly thank them for their efforts.

Flora London Marathon

The Fund continues to highlight the Guaranteed Golden Bond places purchased by the RNLI for which CISPOTEL supporters can apply subject to agreeing to raise a certain amount in sponsorship for the Fund.

Sporting Appeal

The CISPOTEL Sporting appeal is advertised when the main appeal is launched and sports enthusiasts are encouraged to participate in a favourite sport and raise money for the CISPOTEL Lifeboat Fund; an attractive Sporting Appeal trophy can be provided if desired. Money collected this way is shown as received in the main appeal unless otherwise stated.

New Gift Aid

CISPOTEL can reclaim tax on all donations if the donor makes a simple declaration that they have paid sufficient income tax and that they wished their donation to be made under the Gift Aid Scheme. For each £1 donated on a properly completed subscription list the Fund could claim 28p. In 2001, the Fund reclaimed £907; this downturn from £1,257 in 2000 reflects the Inland Revenue insistence that home addresses, and not business addresses, are to be shown on the declaration form.

WEBSITE AND INTRANET LINKS

Work continues on the CISPOTEL website: www.cispotel.org.uk. The Inland Revenue and CISPOTEL are developing a CISPOTEL presence on the Inland Revenue Intranet site and we hope to have a CISPOTEL presence on other Intranet sites.

CISPOTEL LIFEBOAT RECORD

There are currently two CISPOTEL boats in the RNLI active fleet: *RNLB Princess Royal* at St Ives and *RNLB Windsor Runner* at Blyth. The relief fleet includes *RNLB Fraser Flyer*, *RNLB St Cybi II* and *RNLB Richard Evans*. During 2001, CISPOTEL lifeboats were launched 39 times, saving 2 lives and giving assistance to a further 46 people.

Three other CISPOTEL lifeboats are in a unique RNLI museum in Kent. The Edward Bridges (at Torbay until 1994), St Cybi (at Holyhead until 1980) and the North Foreland (at Margate until 1978) are all on display in the Lifeboat Gallery at the Historic Dockyard, Chatham, Kent.

FINANCIAL REVIEW

In 2001, the Fund collected £127,000 for the RNLI. The main sources of these donations were:

	2001	2000
	£	£
Pension payroll giving (net of distribution charges)	81,000	73,000
Traditional appeal	22,000	25,500
Payroll giving	11,000	11,500
Ten per cent Government uplift	8,000	4,000
Legacy	3,000	75,000
Gift aid	1,000	1,000
Miscellaneous	1,000	1,000
Total	127,000	191,000

This table shows the continuing strength of support from pension payroll giving and the useful boost it gets from the Government's ten per cent uplift. Sadly, it also reflects a continuing decline in support from the annual appeal.

The net cost of collecting these subscriptions was £14,500 or about 11.4 per cent. Of this, about £10,000 relates to a one-off cost for distributing an appeal to Consignia pensioners; and most of the remainder relates to the fees charged by those organisations that collect and distribute pay and pension payroll giving on the Fund's behalf. The Fund's administration costs were about £1000 or about 0.8 per cent of receipts.

The Fund does not hold any reserves. As necessary, it retains sums required to meet planned expenditure. The Fund transfers all income it raises to the RNLI who holds CISPOTEL donations in a restricted fund, accruing notional interest, until there is sufficient to purchase a new lifeboat or such other purchase as the Fund agrees, under its sponsorship arrangements, with the RNLI. Adding this year's donations of £99,000 and £16,000 of notional interest to the balance brought forward gives a closing balance in the restricted fund of £335,000.

The Fund is wholly dependent on the services of unpaid volunteers and donations in kind. As such, it would wish to acknowledge the generosity of the Department of Transport, Local Government and the Regions in donating the services of the Honorary Secretary, and of Reeves and Neylan in donating their services as the Honorary Independent Examiner.

The Fund's financial statements and a summary of contributions are part of this annual report.

REMUNERATION TO CHARITY TRUSTEES

No remuneration or other benefits were paid from the charity to a charity trustee.

FUTURE PLANS AND EVENTS

Payroll Giving

The Fund will continue to encourage support through Pension Payroll and Payroll Giving. The Fund was not able to write to recently retired Civil Servants in 2001 because of an internal enquiry at the Cabinet Office. CISPOTEL will continue its negotiations to facilitate this mailing and significant costs will be incurred for this activity; full details will be published in the next report together with costs for the leaflet sent to Consignia employees.

Tax reclaim through the Gift Aid Scheme

The Fund will continue to encourage donors participating in the main appeal to make their donations under the Gift Aid Scheme so that tax can be reclaimed. Supporters are urged to provide their home address on the declaration form so that tax can be reclaimed. The address is only retained for Inland Revenue Audit purposes and is not passed on to other agencies or organisations.

Legacy Gifts

The Fund will remind supporters how a legacy can help lifeboat crews long into the future.

RELATIONSHIP WITH OTHER CHARITIES

Since its foundation in 1866, the Civil Service, Post Office and British Telecommunications Lifeboat Fund has been and still is the biggest single supporter of the Royal National Lifeboat Institution. The RNLI is a registered charity which saves lives at sea. It provides, on call, the 24-hour service necessary to cover search and rescue to 50 miles out from the coast of the United Kingdom and the Republic of Ireland. It depends entirely on voluntary contributions and legacies for its income, and for volunteers to man its lifeboats.

The RNLI normally pays for all substantial expenditure by the Fund out of restricted funds, held as explained above, subject to the approval of the Fund's Executive Committee. The RNLI provides the Fund with a Statement of Account at the end of the Fund's financial year.

CISPOTE[s Chairman, Dame Valerie Strachan, is a member of the RNLI's Committee of management and Executive Committee.

Valerie Strachan
Chairman on behalf of the Trustees

20 February 2002

How to contact us

Honorary Secretary : Mrs LJones
Culver House, Beaconsfield Road
Bickley, Kent, BR1 2BL
Tel: 020 8466 1150
Fax: 020 8313 0167
E-mail: [secretary\(a\)thelifeboatfund.org.uk](mailto:secretary(a)thelifeboatfund.org.uk)

Honorary Treasurer: MrT P Grant
1 Cornwall Road
Cheam, Surrey, SM2 6DR
020 8642 7106

Website: www.thelifeboatfund.org.uk

MEMBERS OF THE COUNCIL (excluding the Officers):

The Council of the Fund comprises representatives from Departments of the Civil Service, Consignia and British Telecommunications pie, and from other organisations, who act on a voluntary basis.

Mrs J Dacosta, DEFRA

Mr M Davis, Cabinet Office

Ms C Wardle, Consignia

Mr N. Kelleher, Crown Estate Office

Mr S Hawkins, HM Customs and Excise

Ms J Roberts, Defence, Ministry of

Ms A O'Neil, Department of Agriculture for Northern Ireland

Mr G Starkey, DfT and ODPM

Mrs L Clemitson, Foreign and Commonwealth Office

Ms J Brown, Government Communications Headquarters

Ms F Hassan, Department of Health

Mrs C Ringshaw-Dowle, Home Office

Mrs M Pieroni, House of Lords

Mr J Ludlam, Board of Inland Revenue

Mrs A. McDermot, HM Land Registry

Mr J Anderson, Lord Chancellor's Department

Mr D Kennedy, National Audit Office

Mrs Williamson, Northern Ireland Office

Ms A O'Neill, Northern Ireland Social Security Agency

Mrs D Cameron, Office for National Statistics

Mrs S Bundock, Public Record Office

Mrs J Brett, Department for Pensions and Work

Mrs M Evans, Rural Payment Agency

Mr J Burnett, Treasury Solicitor's Department

Mrs W Ellis, Scottish Court Service

Mrs C Wilkinson, Department of the Environment, Northern Ireland

ANNUAL GENERAL MEETING

20 March 2002

The Annual General Meeting was held on Wednesday 20 March at 2.30 pm in the Board Room of the Crown Estate Office, 16 Carlton House Terrace, London, SW1.

Chairman's opening remarks

WELCOMES

The Chairman greeted and thanked everyone for attending. A warm welcome was extended to the visitors from the RNLI, Mr Stephen Baker, Mrs Jennifer Bush, and the guest speaker from the RNLI, Ms Janet Kelly, accompanied by Mr Eamonn French.

APOLOGIES

Apologies had been received from Mrs Jayne Brett, DWP; Ms Clare Wardle, Consignia; Mr Steve Hawkins, HMCE; and Mr John Jarvis, CSPA.

DEATH OF PREVIOUS CHAIRMAN

It was with regret that the Chairman announced the death last year of Sir Angus Fraser. Sir Angus had been Chairman of the Fund for twelve years and had been a strong advocate for the Fund.

NEW LIFEBOAT AT TOWER PIER, RIVER THAMES, LONDON

The Chairman was pleased to report that the Fund's 44th new lifeboat for the RNLI went into service on 2nd January at Tower Pier on the river Thames. She said that the Fund's supporters were proud to be involved with the improved search and rescue on the Thames and that the Fund was providing the new lifeboat, an E class Tiger Marine fast response craft, the new lifeboat station plus some start up costs for the lifeboat station and some initial training costs. Overall the Tower Pier project would cost the Fund £270,000 and sufficient money had been accumulated to cover these costs.

The Chairman said that each new lifeboat was formally named and the name "Public Servant" had been chosen to reflect the type of work the Fund's supporters undertook. She was very pleased that Sir Kevin Tebbit, Permanent Secretary at the Ministry of Defence, and Lady Alison Tebbit, had agreed to perform the formal naming. The Fund's guests were to meet on Tuesday 11 June and take part in the service of dedication and naming of the lifeboat. Nominations for invitations were being sought by the Hon. Secretary and these would be issued in April by the RNLI. This would be a very good occasion for supporters of the Fund.

OTHER FUNDING OPPORTUNITIES

The Chairman said that the Fund were to provide an Atlantic class lifeboat in the next couple of years. The RNLI had confirmed that Hovercraft were set to join the RNLI lifeboat fleet and the current inland waterway stations would continue to operate. The Fund had expressed interest in these new initiatives and would discuss funding opportunities with the RNLI. Supporters would be advised about the outcome of discussions.

CHANGE IN TITLE FOR THE FUND

The Chairman reported that in 2001 the name Consignia replaced The Post Office which affected the long title of the Fund. She advised that a competition had been held for suggestions for a new title and some interesting responses had been received. At the recent Executive Committee meeting, a suggestion for the long title of the Fund which faithfully reflected the work of all supporters was accepted, namely "The Communications and Public Service Lifeboat Fund", and this was commended to the Council. It was considered that a short title was needed and Executive Committee Members had chosen two suggestions made, namely "Launch!" and "The Lifeboat Fund".

Members of the Council were invited to agree the long title of the charity and choose which short title was preferred. A notice of resolution had been circulated prior to the AGM and is annexed.

Resolution A: Moved and agreed.

Resolution B1: Moved. There were no votes in favour of this resolution.

Resolution B2: Moved. This resolution was passed unanimously.

Resolution A was passed and Resolution B2 was adopted. The Constitution would be amended as follows:

1. Title

The Fund shall be known as "The Communications and Public Service Lifeboat Fund". A short title "The Lifeboat Fund*" may be used.

The revised Constitution is annexed.

Treasurer's Report

The annual accounts for 2001 were circulated and considered. The Honorary Treasurer reported that subscriptions overall amounted to £127,000 compared with £191,000 the previous year (see the Trustees Report above showing how this figure was reached). The apparent downfall was due to there being a legacy gift of £75,000 in 2000 and the residue of £3,000 falling in 2001.

The Honorary Treasurer reported an upturn of £8,000 in Pension Payroll Giving. Consignia pensioners had received a direct mailing in April 2001 which resulted in an increase of nearly £3,000 per month. Civil Service and Consignia pensioners contributed a marvellous £81,000 in 2001 which was increased by £8,000 with the Government's 10% addition. Payroll Giving had remained steady at £11,500.

The main appeal had raised £22,000 in 2001, down £3,500 compared with 2000. The £22,000 included a late payment from the 2000 annual appeal which depressed the 2001 appeal still further. The Honorary Treasurer pointed out that the main appeal had fallen by £34,000 against the 1995 collection.

Expenditure for fundraising and publicity in 2001 was about £14,500. The main cost had been payment to Consignia Transaction Services for the mailing to Consignia pensioners which had amounted to £10,000.

Balances at year end in the restricted account at the RNLI amounted to £334,743 with £270,000 to be expended on the new Lifeboat, Lifeboat Station and start up costs at the Tower Pier Lifeboat Station.

The Honorary Treasurer reported that while the main appeal to serving staff was down, overall results had been good.

After discussion, it was agreed that Consignia pensioners had responded generously to the direct appeal and that while there were limited opportunities to write directly to potential supporters, *every* chance should be taken to send direct mailings.

The financial statements for the Fund and summary of contributions are annexed.

TRUSTEES REPORT

The Council approved the report of the Trustees which appears at the front of this report.

Secretary's report

NEWS OF THE FUND'S LIFEBOATS

The Honorary Secretary reminded the Council of the lifeboats in RNLI's active fleet (details are given in the TRUSTEES REPORT). The Fund's lifeboats were called out 39 times in 2001, saving 2 *lives* and assisting a further 46 people. During the long association with RNLI, the Fund's lifeboats had been launched *over* 6,000 times saving *over* 4,400 *lives*.

2002 ANNUAL APPEAL

Next purchase: The Honorary Secretary said that the focus for the appeal would be the provision of the 45th new lifeboat for the RNLI although the precise type and location of this lifeboat were to be decided. She confirmed the allocation of an Atlantic craft currently costing a little *over* £83,000 expected in the next couple of years.

Gift Aid: This would still be important revenue for the Fund and a poster cum subscription sheet would still operate. The Hon. Secretary stressed the importance of completion of the declaration forms including giving a home address, and assured donors that this information was held only by herself and the Inland Revenue and not given to any other parties.

LONDON MARATHON

The Honorary Secretary reported that Ian Allen, Ministry of Defence, had secured a guaranteed place in the Flora London Marathon through the RNLI and the Golden Bond scheme. Mr Allen was committed to raising £1,000 for the Fund and the Council wished him success with his race.

WEBSITE

The website went *live* in April 2000. This simple site would require more work but was another tool for the Fund to raise awareness and seek support.

PENSION PAYROLL GIVING

Consignia pensioners had responded well to the direct appeal in 2001 (see Treasurers' report above).

Negotiations were still in hand to persuade Paymaster that a direct mailing to Civil Servants who had retired since the last mailing in 1997 could go ahead. Action had been halted by Paymaster until an issue involving the Information Commissioner had been resolved.

CARDAID

The Hon. Secretary advised the Council about a cheque for £975 that had been received through the sale of Christmas Cards issued by Cardaid. Civil Servants had bought cards via the Card Aid Business Initiative which was open to all Departments. The Hon. Secretary said she would promote Cardaid in the 2002 appeal.

LEGACY GIVING

The Hon. Secretary reported that she had been in touch with the Legacy Giving Campaign whose aim was to increase legacy giving to charities. She advised that the Fund would investigate whether joining the campaign would be beneficial as costs would be involved.

Election of Officers

Dame Valerie Strachan was re-elected Chairman; Sir John Bourn was re-elected Deputy Chairman; and the Honorary Secretary and Honorary Treasurer were re-elected into office for a further year.

Confirmation of Executive Committee

Mrs Clare Ringshaw-Dowle, Home Office; Mrs Jayne Brett, Department for Work and Pensions; Mrs Clare Wardle, Consignia; and Mr Steve Hawkins, HMCE, were re-elected to the Executive Committee. Messrs. Jim Ludlam, Inland Revenue, and John Jarvis representing retired Civil Servants, were elected.

The Chairman warmly thanked the Committee for their service over the past year and warmly welcomed new Executive Committee members. Denis Screeche-Powell stood down having represented the Ministry of Defence since 1995, the Chairman thanked him for all his commitment to the Fund and hoped a successor to him would be found without delay.

Deputy Chairman's address:

Sir John Bourn said he was grateful to have the opportunity to address the AGM and to thank everyone for their efforts and enterprise in their continued commitment to fundraising for The Lifeboat Fund. He recognised that everyone had busy schedules which made the fruits of their fundraising so welcome. He referred to the Civil Service and changes in its structures with reorganizations, Departments emerging and then disappearing; small wonder that continuity of the main appeal was proving much more challenging. He went on to say that imagination and ingenuity were required to sustain the fundraising in Departments and that was what must be done. He urged supporters to look at new ways to encourage support and highlighted earlier references

to the reclaim of tax by use of the declaration forms on the reverse of the appeal poster; to look at how Cardiad would work in the various Departments and to consider challenges like the sponsored walk by Woolwich Tax office that had raised nearly £700.

Sir John encouraged everyone present to visit the Tower Pier lifeboat station and to view the latest lifeboat provided by the Fund and to use it as a way to raise awareness of the Fund's lifesaving work. He thanked everyone for their time and continued efforts for the Fund. He asked supporters to go away and consider new and exciting ways to raise revenue and get the excitement of succeeding.

Guest Speaker

Ms Janet Kelly, Station Manager Tower Pier Lifeboat Station

Ms Janet Kelly opened her address by saying how delighted she was that The Lifeboat Fund was the sponsor of the Lifeboat and lifeboat station at Tower Pier. Janet Kelly explained that four lifeboat stations became operational in January 2002 and her knowledge of London and the River Thames after 30 years in the police service had helped her in her new job as station manager at Tower Pier. She explained that she was responsible for smooth operation of the lifeboat station. There were six helmsmen and four mechanics at the station all of whom were full time; the third seat on the lifeboat was manned by a volunteer. The RNLI had been overwhelmed by the number of volunteers who were drawn from all walks of life. Janet Kelly said the Teddington lifeboat had been called out 19 times so far that year, Chiswick 60 times, Tower Pier 54 times and Gravesend 17 times. A remarkable number of calls for lifeboat assistance for such a short period.

Eamonn French described the capabilities of the Tower Pier lifeboat saying that it was an E class state of the art fast response boat capable of 40 knots. It had two turbo diesel engines that could reach 230 hp and had Hamilton water jets to avoid being caught in debris in the river. It also had UHF radio which could be in contact with the police which was the first time that this was possible on RNLI lifeboats. There was a radar scanner for use in bad weather and a global positioning system and depth sounder. Also, four liferafts and 30 lifejackets were on board. The crew were very pleased with the lifeboat and equipment.

Janet Kelly concluded by saying that there had been a lot of media interest in the improved search and rescue on the Thames. A Carlton film crew were following her over a period of months with a programme scheduled for the Autumn. They would also be filming the Naming Ceremony planned for June.

Close of Annual General Meeting

The Chairman drew the AGM to a close by thanking Janet Kelly and Eamonn French for their interesting presentations. She thanked the Executive Committee for their work over the past year, and extended thanks to everyone for all their support throughout the year. She also extended heartfelt thanks to everyone, both serving and retired, for their generous contributions and to the legacy gifts which enabled the Fund to continue to support the work of the RNLI.

**Civil Service, Post Office and British Telecommunications
(CISPOTEL) Lifeboat Fund**
Registered Charity number 248421

Resolutions to be moved at a General Meeting of the Council of the Civil Service, Post Office and British Telecommunications (CISPOTEL) Lifeboat Fund on 20th March 2002 to effect a change of title of the charity. The Council are invited to agree the long title, to decide the short title of the Fund based on the two options set out below. A decision on the change of title should be passed by not less than two thirds of Council Members present at the meeting.

Resolution A: That the Council of the Civil Service, Post Office and British Telecommunications Lifeboat Fund agrees to a change in title and the Fund shall henceforth have the long title "The Communications and Public Service Lifeboat Fund".

Resolution B1: That the Council of the Civil Service, Post Office and British Telecommunications Lifeboat agrees that the short title shall henceforth be "Launch!"

Resolution B2: That the Council of the Civil Service, Post Office and British Telecommunications Lifeboat Fund agrees that the short title shall henceforth be "The Lifeboat Fund".

If Resolution A is passed and either Resolution B1 or B2 adopted the Constitution would be amended as follows:

1. Title

The Fund shall be known as "The Communications and Public Service Lifeboat Fund". A short title "Launch!/ "The Lifeboat Fund*" may be used.

* deleted as necessary.

LJ
Hon. Secretary CISPOTEL

THE COMMUNICATIONS AND PUBLIC SERVICE LIFEBOAT FUND

**(formerly the Civil Service, Post Office and British Telecommunications
(CISPOTEL) Lifeboat fund**

(Registered Charity Number 248421)

CONSTITUTION

adopted on the 20th day of March 2002

1. TITLE

The Fund shall be known as the "COMMUNICATIONS AND PUBLIC SERVICE LIFEBOAT FUND." A short title "The Lifeboat Fund" may be used.

2. ADMINISTRATION

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 6.d. of this constitution ("the Executive Committee"), and acting as the charity's trustees.

3. OBJECTS

The objects of the Fund shall be the preservation and protection of life at sea by raising money to further the work of the Royal National Lifeboat Institution (RNLI) by providing from time to time the cost, in whole or in part, of replacement of Communications and Public Service Lifeboat Fund Lifeboats and/or of additional Lifeboats at other stations; and in any other related manner that may be agreed between The Lifeboat Fund and the RNLI.

4. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

(i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

(ii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

(iii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

(iv) power to do all such other lawful things as are necessary for the achievements of the objects.

5. MEMBERSHIP

a. Civil Servants, employees of Consignia and British Telecommunications, employees of other bodies as listed in the Civil Service Year Book, employees of other organisations which support the Fund, and retired employees of all these organisations, shall be given the opportunity of making contributions to the Fund of such amounts and in such ways as they may wish; all such contributions shall be voluntary. For this purpose the Fund shall appoint its representative in each such organisation to arrange an annual collection or any other appeal for funds. When a new representative needs to be appointed, the Fund will consult with the appropriate organisation.

6. MANAGEMENT

a. The Fund shall be comprised of a Council consisting of a Chairman, up to two Deputy Chairmen, an Honorary Secretary and an Honorary Treasurer (all the foregoing being the Officers), together with the Fund's representatives appointed in 5.a. above (without limit as to numbers), plus up to two retired members from the organisations set out in 5.a. above. The offices of Honorary Secretary and Honorary Treasurer may be combined.

b. On the occurrence of vacancies among the Officers the appointments shall be filled by the Council either from within or from without its number.

c. The Council shall appoint the Vice-Patrons of the Fund.

d. The Council shall appoint annually an Executive Committee consisting of the Officers and not less than eight ordinary members of the Council to meet as necessary to administer the Fund, to receive the interim statements of accounts and to transact any other business requiring immediate attention.

e. The Honorary Secretary and the Honorary Treasurer shall be empowered to conduct day-to-day business acting under direction of the Executive Committee. Unforeseen vacancies in these offices may be filled by the Executive Committee pending the next meeting of the Council.

f. Minutes of the meetings of the Executive Committee (approved in the usual manner) shall be kept by the Honorary Secretary and circulated to members. The Honorary Secretary shall prepare and publish an Annual report incorporating the trustees' report, the financial statements and an account of the most recent Annual General Meeting.

g. The Council shall meet once a year as prescribed in 8. below. It may be summoned on other occasions by the Chairman or either of the Deputy Chairmen or the Executive Committee or any ten members of the Council.

7. FINANCE

- a. The financial year shall end on 31st December each year.
- b. Accounts of the Fund shall be prepared annually and shall be independently examined or audited by professional accountants appointed by the Council.
- c. The arrangements for transmission to the Honorary Treasurer of all moneys collected and the Honorary Treasurer's banking arrangements shall be such as are prescribed from time to time by the Executive Committee in consultation with the Honorary Treasurer and ratified by the Council.

8. ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held each year before 30 April for the following purposes:

- a. to receive the Trustees' Report;
- b. to receive the independently examined or audited accounts for the past year;
- c. to elect the Officers and Executive Committee;
- d. to transact any other agreed business.

9. CONSTITUTIONAL AMENDMENT

(i) The Constitution may be altered by a resolution passed by not less than two thirds of the Council members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(ii) The Executive Committee should promptly send the Commission a copy of any amendments made.

Issued by: The Lifeboat Fund Executive Committee

Date: 20 March 2002

**Independent examiners' report to the trustees of
Civil Service, Post Office and British Telecommunications Lifeboat Fund**

We report on the accounts of the Charity for the year ended 31 December 2001, which are set out on pages 2 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is our responsibility to :

- examine the accounts (under section 43 (3) (a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the 1993 Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiners' report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking any explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with our examination, no matter has come to our attention:

-1 which gives us reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 41 of the 1993 Act;
and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

-2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Reeves & Neylan
Chartered Accountants
Canterbury**

Date 11 March 2002

**Civil Service, Post Office and
British Telecommunications Lifeboat Fund**

**Statement of financial activities
for the year ended 31 December 2001**

	Note	Unrestricted fund 2001 £	Unrestricted fund 2000 £
Incoming resources			
Subscriptions	2	130,248	191,213
Cispotel expenses incurred direct by the RNLI		3,576	2,952
Investment income		443	109
Donated services	10	14,074	13,653
Total incoming resources		148,341	207,927
Resources expended			
Costs of generating funds			
Fundraising and publicity	3	13,460	3,885
Charitable expenditure			
Donations to RNLI	4	98,656	186,856
Management and administration of the charity	5	15,111	14,465
Total resources expended		127,227	205,206
Net incoming resources for the year		21,114	2,721
Balances brought forward at 31 December 2000		3,634	913
Balances carried forward at 31 December 2001		24,748	3,634

The above statement of financial activities includes all recognised gains and losses.

The notes on pages 4 to 6 form part of these financial statements.

Civil Service, Post Office and British Telecommunications Lifeboat Fund

Balance sheet at 31 December 2001

	Note	Unrestricted funds 2001 £	Unrestricted funds 2000 £
Fixed Assets	6	786	1,179
Current assets			
Cash at bank and in hand	7	31,090	2,455
Current Liabilities			
Creditors	8	(7,128)	
Net current assets		23,962	2,455
Net assets		24,748	3,634
Funds			
Unrestricted		24,748	3,634

The notes on pages 4 to 6 form part of these financial statements

Approved by the trustees on 20 February 2002 and signed on their behalf.

T P Grant
Honorary Treasurer

Dame Valerie Strachan
Chairman

Additional note

The RNLI hold the money donated to them by Cispotel in Restricted Funds accruing interest until there is sufficient to buy a lifeboat. At 31 December 2001, the position of these Restricted Funds was as follows:

	2001 £	2000 £
Balances held in RNLI Restricted Funds for Cispotel at 1 January 2001	223,773	906,610
Less: payment for 43rd Lifeboat		(879,750)
Cispotel donations to RNLI in 2001	98,656	186,856
Notional interest received in 2001 on Restricted Fund balance	15,890	13,009
Less: Cispotel expenses paid direct by RNLI	(3,576)	(2,952)
Balance held in RNLI Restricted Funds for Cispotel at 31 December 2001	334,743	223,773

Civil Service, Post Office and British Telecommunications Lifeboat Fund

Note to the financial statements for the year ended 31 December 2001

1 Accounting policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2000) issued in October 2000.

(b) Incoming resources

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

In accordance with this policy, legacies are included when the charity is advised by the personal representative of an estate that payment will be made or property transferred and the amount involved can be quantified.

(c) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Expenditure is directly attributable to specific activities and has been included in those cost categories.

(d) Intangible income

The value of services provided by volunteers has not been included in the financial statements.

(e) Depreciation

Fixed assets are held at cost and depreciated as follows:

Computers and other office equipment - on a straight line basis over four years

2 Subscriptions

	2001	2000
	£	£
Subscriptions received gross of cost of distributing payroll and pension-giving costs	106,731	98,565
Legacies	2,685	75,000
Government uplift for pension payroll giving	8,465	4,220
Gift Aid	907	1,257
Donations received direct by RNLI	11,460	12,171
	<u>130,248</u>	191,213

**Civil Service, Post Office and
British Telecommunications Lifeboat Fund**

**Note to the financial statements
for the year ended 31 December 2001**

3 Fundraising and publicity		2001	2000
		£	£
Cost of distributing payroll and pension-giving donations		3,356	2,841
Printing and distribution of appeal leaflets		10,104	1,044
		13,460	<u>3,885</u>
4 Direct charitable expenditure		2001	2000
		£	£
Donations passed to the RNLI		87,196	174,685
Donations received direct by the RNLI		11,460	<u>12,171</u>
		98,656	<u>186,856</u>
5 Management and administration of the Charity		2001	2000
	Note	£	£
Miscellaneous		305	269
Printing and distribution of annual report		339	150
Depreciation		393	393
Donated services	10	14,074	<u>13,653</u>
		15,111	<u>14,465</u>
6 Tangible fixed assets		Computers & other office equipment	
Cost			
At 1 January 2001		1,572	
Additions			
At 31 December 2001		<u>1,572</u>	
Depreciation			
At 1 January 2001		393	
Charge for the year		393	
At 31 December 2001		<u>786</u>	
Net book value			
At 31 December 2001		<u>786</u>	
At 31 December 2000		<u>1,179</u>	

**Civil Service, Post Office and
British Telecommunications Lifeboat Fund**

**Note to the financial statements
for the year ended 31 December 2001**

7 Cash at bank and in hand	2001	2000
	£	£
Bank accounts	31,090	2,422
Petty cash		<u>33</u>
	31,090	<u>2,455</u>

8 Creditors	2001	2000
	£	£
Amounts falling due within one year	7,128	<u> </u>

9 Trustees' expenses

During the year, one trustee was reimbursed £128 for sundry petty cash items.

10 Staff Sponsorship

A government department meets the following part time salary and associated costs of a member of Cispotel's staff.

	2001	2000
	£	£
Salary	13,163	12,656
Employer's National Insurance contributions	759	849
Cispotel telephone costs	<u>152</u>	<u>148</u>
	14,074	<u>13,653</u>

The Honorary Independent Examiner also donated their services free.

SUMMARY OF CONTRIBUTIONS TO THE FUND

Recorded during the year ended 31st December 2001

	£
DEFRA	1,256.70
Customs and Excise, HM	1,537.58
Defence, Ministry of	1,502.40
DTLR	236.60
Education and Skills, Department for	689.78
GCHQ	894.96
Health, Department of	25.00
Home Office	915.00
Inland Revenue	5,360.51
Land Registry, HM	313.57
Lord Chancellor's Department	505.00
National Audit Office	584.00
National Savings Department	60.00
Public Record Office	83.00
Work and Pensions, Department of	6,146.44
NORTHERN IRELAND	
DETI	364.22
NI Office	107.65
NI Social Security Agency	264.56
Department for Regional Development	1,780.00
Department for Social Development	10.00
PAYROLL GIVING AND CONSIGNIA PENSIONERS' PAYROLL GIVING	
(including £10,154 from BT)	29,327.75
PENSION PAYROLL GIVING (CIVIL SERVANTS)	
	64,374.78
GOVERNMENT'S 10% UPLIFT	6,027.87
OTHERS	1,016.30
LEGACY (in memory of the late Miss Edale Wilkinson)	2,685.14
TAX RECLAIM ON GIFT AID DONATIONS	906.89

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