



CISPOTEL

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

ANNUAL EPO T -1998



A Severn Class lifeboat

CISPOTEL needs to raise a further £199,000 to complete the purchase of its new Severn class boat.

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

Registered charity number 248421

Trustees Report 1998

Trustees

The Civil Service, Post Office and British Telecommunications Lifeboat Fund is comprised of 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 1998 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 Angus Fraser KCB	Chairman	Until March 1998
Sir John Bourn KCB	Deputy Chairman	
MrTPGrant	Hon.Treasurer	
Mrs LC Jones	Hon.Secretary	
Mr AC Bradshaw	CS Pensioners	From October 1998
Ms J Brett	DSS	From October 1998
MrC Henn	Without portfolio	
Mrs C Ringshaw-Dowle	Home Office	
Mr D Screeche-Powell	MOD	
MrPWalls	HM Customs & Excise	
Ms CWardle	Post Office	From February 1998
MrD Bowers	DSS	Until September
MrD Dixon	DETR	Until September
Mr J Morrison	Post Office	Until January

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 Civil Service, Post Office and British Telecommunications lifeboats, or additional lifeboats at other stations. The Fund seeks to achieve this object by issuing an annual appeal to civil servants, and Post Office and British Telecommunications staff. Also, Payroll and Pension Payroll Giving are actively promoted.

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 Honorary Treasurer under direction of the Executive Committee.

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

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

Banks: Midland Bank, Ridgeland House, 167 Dyke Road, Hove, East Sussex, BN3 1TX.
Girobank plc. Bootle, Merseyside, GIR 0AA.

Activities and achievements during 1998

Fundraising

The Fund's main activity continued to be its annual appeal for contributions from both serving and retired civil servants, and employees of the Post Office and BT. These can take many forms depending on the inventiveness or entrepreneurial abilities of local representatives for raising funds, e.g. HM Customs and Excise raised over £500 with a Great Balloon Race held at their Sports Day on 20 August. However, probably the traditional circulation of a subscription form is the way in which most money is collected from serving civil servants and Post Office staff. Retired civil servants and BT staff mainly subscribe through pension payroll, and payroll, giving.

The Fund continued to promote its sporting appeal by encouraging sports enthusiasts to participate in a favourite sport and raise money for the CISPOTEL Lifeboat Fund. Money collected this way is shown as received in the main appeal unless otherwise stated. Sportsmen who helped the Fund during 1998 included Mr Rod Burton, HM Customs and Excise, who raised £900 by seeking sponsorship for his first race in the London Marathon and Gerry Carpenter who raised £428 through sponsors for his half-marathon race in Windsor Great Park in September 1998.

CISPOTEL Lifeboat Record

There are currently three CISPOTEL boats in the RNLI active fleet: the Richard Evans at Portrush, the Princess Royal at St Ives and the Windsor Runner at Blyth. The relief fleet includes the Fund's latest boat, Fraser Flyer, which is currently serving in the Scilly Isles, St Cybi II currently serving at Teesmouth, and Percy Garron serving at Lamlash. During 1998, CISPOTEL lifeboats were launched 55 times, saving 2 lives and giving assistance to a further 32 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

The Fund raised its donations to the RNLI by £3000 in 1998, from £126,000 to £129,000, despite not benefiting from legacy income of £17,000 as it did in 1997. This was a substantial achievement, mainly owing to a splendid increase of some £27,000 in pension

giving by retired civil servants who raised their contributions to almost £80,000 in 1998. The traditional appeal raised some £48,000, an increase of over £4,000. and other subscribers gave about £1.400 through charitable payroll giving.

The main expenditure continued to be the printing and distribution of appeal literature and the CISPOTEL annual report. Expenditure in the year amounted to £6.000, a saving of £11,000 from 1997 mainly because there was no need in 1998 to print and distribute leaflets to 570, 000 retired civil servants.

When CISPOTEL hands over its donations. the RNLI holds them in a restricted fund where they accrue interest until there is sufficient to purchase a new lifeboat under the sponsorship terms arranged with the RNLI. In 1998 these accumulating funds earned over £47,000 in notional interest. As a result. at the end of 1998, CISPOTEL had accumulated £680,000 towards its next purchase. As we need £879,000 to purchase the Severn class lifeboat that we have agreed to sponsor, this leaves us with a balance of £199,000 to raise.

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

Remuneration to charity trustees

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

Future Events

The main event of 1999 is to be in June when the Fund will formally hand over its 43rd lifeboat for the RNLI at a Naming Ceremony at RNLI HQ in Poole. Dorset. This will anticipate the completion of our collection of the £879,000 needed. but is necessary to meet the RNLI's operational requirements.

In 1999, subject to the agreement of the Council, we also plan to amend the Fund's Constitution with the aim of:

updating the objectives to match our present circumstances:

determining that the Executive Committee, and not the Council. should form its trustees; and

enabling the Council to choose whether to have an independent examination or an audit of our accounts - the Charity Commission considers that the present Constitution only allows the accounts to be audited.

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 Fund is soon to provide its 43rd lifeboat for the RNLI.

The Fund passes over all its donations at frequent intervals to the RNLI who places them in restricted funds and gives the Fund notional interest on the accruing balances until there is sufficient to fund a new lifeboat As a result. the RNLI pays for all substantial expenditure by the Fund out of these restricted funds. 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.

CISPOTEL's Chairman, Dame Valerie Strachan, is a member of the RNLI's Committee of Management and Executive Committee.

signed Dame Valerie Strachan

date 16 March 1999

MEMBERS OF THE COUNCIL (excluding the Officers):

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

Mrs J Dacosta, Ministry of Agriculture, Fisheries and Food

Ms K. Battson, Cabinet Office

M Dorman, Central Office of Information

N. Kelleher, Crown Estate Office

P. Walls, HM Customs and Excise

D. J. Screeche-Powell, Ministry of Defence

Miss K. Rowe, Department for Education and Employment

P. D'Costa, DETR

Mrs L Clemitson, Foreign and Commonwealth Office

Ms V. Collier, Government Communications Headquarters

Mrs E. Dainty, Department of Health

Mrs C. Ringshaw-Dowle, Home Office

Mrs A. Johnson, House of Lords

Mrs A. Roy, Board of Inland Revenue

Mrs C. Airey, Intervention Board

Mrs A. McDermot, HM Land Registry

R. Flanigan, Lord Chancellor's Department

D. Kennedy, National Audit Office

A. G. Ladd, National Investment and Loans Office

Mrs Williamson, Northern Ireland Office

Mrs S. Hill, Office for National Statistics

Ms S. Warne, Overseas Development Administration

S. J. Hurrell, Parliamentary Commissioner's Office

Ms C Wardle, Post Office

Mrs S Bundock, Public Record Office

P. Palmer, Royal Mint

Mrs J Brett, Department of Social Security

Miss P. Morris, Department of Trade and Industry

Mrs E. Wright, HM Treasury

Ms H. Donelly, Treasury Solicitor's Department

C. Tester, Welsh Office

Miss Dickey, Crown Office, Scotland

J. Macdonald, Scottish Court Service

Mrs C. Wilkinson, Department of the Environment, Northern Ireland

Mrs Williamson, Northern Ireland Office

Mrs A. O'Neil, Northern Ireland Social Security Agency

ANNUAL GENERAL MEETING 16 MARCH 1999

Toe Annual General Meeting was held on Tuesday 16 March at 2.30 pm in the Board Room of the Crown Estate Office, 16 Carlton House Terrace, London, SW1. The Guest speaker was Mrs Sue Clifton, Greater London Regional Manager, RNLI.

Chairman's opening remarks

WELCOMES

Toe Chairman greeted and thanked everyone for attending. A warm welcome was extended to Mrs Sue Clifton, the guest speaker from RNLI, who was supported by Mrs Jerutlfer Bush, RNLI. Sir Angus Fraser, the previous Chairman, was also warmly welcomed.

APOLOGIES

Apologies had been received from Mrs Jayne Brett. DSS.

NAMING CEREMONY FOR FRASER FLYER

Toe Chairman advised the Council that RNLB Fraser Flyer was to be formally named at a ceremony on Wednesday 16 June at Poole Quay, Dorset. Sir Richard and Lady Wilson were to perform the ceremony and formally hand over the new lifeboat to RNLI on behalf of the Fund. Fraser Flyer Joined the relief fleet in February but would be at Poole for the Naming Ceremony and take part in the flotilla of lifeboats on 23rd June to mark the RNLI's 175th birthday.

The Chairman advised the Council that there was still some way to go to complete funding for the new boat; a further £199,000 needed to be raised, hopefully, by the end of the year and she acknowledged that this was a testing target.

PENSION PAYROLL GIVING SCHEME

The Council was reminded that in 1997 all retired civil servants received a leaflet about the Fund inviting support for CISPOTEL by Joining the Pension Payroll Giving Scheme and thus providing the Fund with regular donations. There had been a tremendous response and 1998 was the first full year of pensioners' contributions which amounted to an extremely valuable £79,597. The Chairman said that this was a brilliant initiative that had really paid dividends, and retired civil servants were to be warmly thanked for their generosity.

PROPOSED AMENDMENTS TO THE CONSTITUTION

The Honorary Secretary's paper dated 17 February, a draft Scheme submitted by the Charity Commissioners, and a proposed revised Constitution, all circulated in advance, were considered. The paper stated why the Council was to be asked to agree to make a Scheme and detailed the revisions to the Constitution. One amendment to the revised Constitution had been received which would further amend the Objects of the charity to

reflect the fact that CISPOTEL partly funded new boats (CISPOTEL was to provide 51% of the cost of Fraser Flyer); this was amendment 1 as follows:

Amendment 1. 3. Objects. Line 3. after "cost" insert", in whole or in part,".

The Council proceeded to consider amendment 1 and the three resolutions in the paper as follows:

Amendment 1 moved and agreed. Resolution 1 moved and agreed. Resolution 2 moved and agreed. Resolution 3 moved and agreed.

Conclusions: 1.The Council had agreed to apply to the Charity Commissioners to make a Scheme which, if made, would permit amendment to the objects of the charity; allow the annual accounts to receive independent examination or audit as necessary; and make members of the Executive Committee the charity's trustees. 2.The Council had approved the draft Scheme submitted by the Charity Commissioners. 3.The Council had agreed, that when the Scheme had been made, that the Constitution appended to the resolutions should be adopted.

The Hon.Secretary's paper dated 12 February, the draft Scheme proposed by the Charity Commissioners, and the revised Constitution are appended to this report.

Treasurer's Report

The annual accounts for 1998 were circulated and considered. The Honorary Treasurer was pleased to report a modest increase in contributions to £129,000 from £126,000 in 1997. Retired civil servants had provided a very significant amount of £79,597 and the Fund very much appreciated their donations. No legacies were recorded for 1998, and expenditure had returned to pre-1997 levels as there was no need in 1998 for extraordinary expenditure for the production and distribution of 570,000 leaflets to retired civil servants.

The Honorary Treasurer explained that the RNLi held money collected and passed to them by CISPOTEL, in restricted Funds accruing interest until there was sufficient to buy a lifeboat. Notional interest on this money amounted to £47,362 in 1998 and there was £680,298 accumulated for the Fund's 43rd boat at 31 December 1998. It would be vital to retain this accumulating balance to go towards the final payment of Fraser Flyer. The Hon. Treasurer reminded colleagues that a further £199,000 would need to be raised to reach the £879,000 required to complete payment for Fraser Flyer; he confirmed that it was the Fund's wish to raise this sum by the end of 1999.

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 CISPOTEL LIFEBOATS

The Honorary Secretary reminded the Council of the lifeboats in RNLi's active fleet (details are given in the trustees report). The CISPOTEL boats were called out 55 times in 1998, saving 2 lives and assisting a further 32 people. During the long association with RNLi, the CISPOTEL boats have been launched over 6,000 times saving over 4,400 lives.

The Honorary Secretary informed the Council that RNLB Richard Evans went to Portrush Lifeboat station in 1981 and was now nearing the end of its active service. The people of Portrush had expressed their wish to launch their own appeal to finance a replacement for Richard Evans. Also RNLB St. Cybi II had been moved from Holyhead to the relief fleet. CISPOTEL lifeboats were well represented in both the RNLi's active and relief fleet with the addition of RNLB Fraser Flyer to the relief fleet where she would be helping to save lives at sea while the station lifeboats underwent seaworthy tests or repairs.

RNLi 175th ANNIVERSARY BADGE APPEAL

1999 was the RNLi's 175th anniversary and special fundraising initiatives included the sale of a commemorative badge; CISPOTEL had been invited to join this special badge appeal. The Honorary Secretary reported a good response with eleven volunteers prior to the launch of the appeal and more than 30 volunteers had responded to a letter from RNLi's Director, Andrew Freemantle, to several CISPOTEL representatives. Money raised this way would go towards the final payment of Fraser Flyer.

SPORTING APPEAL

The Honorary Secretary was pleased to report that Rod Burton, Customs and Excise, raised a marvellous £900 following his successful London Marathon race last year, and Customs and Excise' "MGreat Balloon Race", had raised a further £500. Grateful thanks were extended to Rod Burton, and everyone involved with organising the balloon race at the Customs and Excise sports day. Other fundraising events had been held as a result of the promotion of the Sporting appeal and others were planned.

1999 ANNUAL APPEAL

The Honorary Secretary said that the appeal literature was being revised to give a new look and hopefully prove more eye-catching. The appeal or collection sheet had been given a modern look and the information sheet would be in columns with bolder headings.

The Honorary Secretary would be encouraging representatives to make an early start to the appeal as a millennium appeal for children's charities was expected in the autumn. The Honorary Secretary wished every success for the 1999 appeal and the special badge appeal.

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

Messrs Henn, Screeche-Powell and Walls, and Mrs Ringshaw-Dowle were re-elected for the next year. Mrs J Brett. DSS; Mr R Flanigan. Lord Chancellor's Department; Mrs C Wardle, The Post Office; and Mr Alan Bradshaw, representing Civil Service pensioners, were elected to the Executive Committee.

Deputy Chairman's address

The Deputy Chairman warmly thanked everyone involved with raising money for CISPOTEL and he praised the efforts made in 1998 which had resulted in more donations than the year before. He said he was pleased that people were showing initiative with their fundraising reminding the Council about the success of the marathon racer and sports day organisers. He was aware of the time devoted to fundraising for CISPOTEL and said this was truly valued especially as staff were constantly being asked for support by other charities raising money for children or african aid projects etc., plus our own educational institutions were in *real* need of funds.

The Deputy Chairman reaffirmed the Funds two main fundraising approaches. He said the traditional appeal was still a vital part of revenue but payroll giving and pension payroll giving provided extremely valuable regular contributions to the Fund. The other approach was the imaginative way that individuals or groups used..an event or sport as a fundraising opportunity for CISPOTEL. These events should be encouraged. He mentioned that the Lifeboat! Gallery at Chatham was a good way of highlighting the past work of the Fund as there were three CISPOTEL boats on display at the museum, and that current links with the Fund could be evident there.

Finally, he thanked everyone who had supported the Fund for their generosity, and encouraged all the fundraisers to help CISPOTEL reach its target by the end of the year.

Guest Speaker

MRS SUE CLIFTON. GREATER LONDON REGIONAL MANAGER. RNLI

Sue Clifton said that the RNLI was grateful for the tremendous support given by the CISPOTEL Lifeboat Fund over the years. She advised that the RNLI had been looking at the profile of their supporters and found that young people were good supporters as seen by the response to *Blue Peter's* special appeal during RNLI's 175th anniversary. Support from mature people was very good but it was the 18 to 35 age group that appeared to be the missing generation and the RNLI were looking at new ways to attract support from that age group. Initiatives to encourage this generation included the arctic challenge, where cyclists take part in a challenge and raise money for the lifeboat service: guaranteed places had been purchased for the London Marathon and participants would be asked to raise a substantial sum for the RNLI in return for a guaranteed place: in the autumn Battersea Park, London, would see a Sail Safari where teams would be asked to build a boat and run flintstone style" around the park while gaining sponsorship for the RNLI.

The RNLI wanted to stress that supporting them was as relevant today as in past years, especially with more and more people enjoying water sports. Sailors in difficulty still needed the skills of the dedicated volunteer crews to save them and it was vital that the lifeboat crews had efficient well-equipped lifeboats to assist their work. The lifeboat service was funded entirely by voluntary contributions and as each day it cost £200,000 to run the RNLI donations were always needed. Sue Clifton concluded by wishing CISPOTEL continued success with its fundraising.

Close of Annual General Meeting

The Chairman drew the AGM to a close by thanking Sue Clifton for her informative address. 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 which enabled the Fund to continue to support the work of the RNLI.

Civil Service, Post Office and British Telecommunications Lifeboat Fund

1. Proposed amendments to the Constitution (1999)

This paper explains why the Council is being invited to agree to make a Scheme which would then permit changes to the Fund's Constitution that are considered desirable but not previously possible.

The Council is invited to approve three resolutions at 5. below.

2. Background

a. Last year, the Council approved procedural amendments to the Constitution. Other amendments were desirable to the objects of the charity to reflect current practice, and to include a new procedure, following the 1993 Charities Act, that would permit an independent examination of the annual accounts rather than an audit, as the Fund's income was below a certain level (an audit is required if income exceeds £250,000).

b. Advice from the Charity Commission states that the Fund's governing document dated 8.7.1949 does not permit any amendment to the objects of the charity and requires the annual accounts to be audited.

c. The Charity Commission regards the members of the Council as the charity's trustees, and charity trustees have important legal duties. It would appear both practical and sensible to regard members of the Executive Committee as the charity's trustees. Indeed, following the Charities Act 1992, we had been treating members of the Executive Committee as charity trustees not realising the restrictions of our Constitution.

3. The way forward

Making a Scheme: CISPOTEL has applied to the Charity Commission for a power to enable amendments to the Constitution, and agreement has been reached to seek the approval of the Council to make a Scheme to give the necessary power (it is the charity's trustees who apply for a Scheme). A draft Scheme has been drawn up by the Charity Commission. The Council is invited to resolve to **make a Scheme and approve the draft Scheme (resolutions 1 and 2 below)**. The Hon. Sec. will then arrange to publicize the draft Scheme by displaying notices inviting representations to be made.

When the Scheme is made, the Council can agree amendments to the Constitution to make members of the Executive Committee the charity's trustees, to revise the objects of the charity, and to include independent examination of the annual accounts. Also, any future changes deemed necessary should be more straightforward.

Revised Constitution: The Constitution has been redrafted to incorporate the anticipated changes and, if the Council agrees, this can be adopted immediately after the Scheme is made. The draft follows the Charity Commission's model constitution for a charitable unincorporated association. The Charity Commission is content with the revised Constitution. **The Council is invited to approve the revised Constitution (resolution 3 below).**

4. The Council is being asked to consider the revisions to the Constitution as follows:

(The proposed revised Constitution and a copy of the 1998 Constitution are attached for ease of reference)

Clause 1. same as 1998 edition.

Clause 2. Administration: A new provision

Clause 3. Object of the Fund: This is a new draft. (Clauses 2.b. and 2.c. (of the 1998 edition) are deleted as the Fund no longer makes these payments. There was an earlier agreement with RNLI whereby the Fund would be shown as providing a notional amount covering aspects of 2.b and 2.c. which broadly covered the costs incurred by RNLI for CISPOTEL's printing requirements; these printing costs are now shown in the accounts.)

Clause 4. Powers: A new provision that sets out clearly the powers of the Executive Committee. 4.(ii) and 4.(iii) are considered useful sub-clauses.

Clause 5. Membership:= clause 3.a. (1998 edition) is included here.

Clause 6. Management: 6.a. = clause 3.b. (1998 edition) is included here with the words "and its affairs shall be governed by" deleted. The members of the Executive Committee are now regarded as the charity's trustees.

Clause 6.b. 6.c. 6.d 6.e. = 3.c. 3.d. 3.e. 3.f. (1998 edition) except at 6.d. "Executive Committee" replaces "Executive Committee of the Council."

Clause 6.f. = clause 3.g. (1998 edition) amended to include "the trustees' report, the financial statements and" inserted after "incorporating" in the last sentence.

Clause 6.g. = clause 3.h. (1998 edition) with "5" amended to "8" in first sentence.

Clause 7. Finance: Clause 7.a. & 7.c = 4.a & 4.c (1998 edition).

Clause 7.b. = 5.b. (1998 edition) with "independently examined or" inserted before "audited". This means that if the charity's income is below £250,000 in any year, the annual accounts for that year can be independently examined rather than a full audit.

Clause 8. Annual General Meetings: Sa. = 5.a. (1998 edition) amended to read "to receive the Trustees' report.

Sc. Sd. = 5.c.5.d. (1998 edition) **Sb.**= 5.b (1998 edition) with "independently examined or" inserted as per 7.b. above.

Clause 9. Constitutional Amendment: expanded to include more specific voting arrangements.

5. Resolutions by the Council of the CISPOTEL Lifeboat Fund

1. That the Council of the Civil Service, Post Office and British Telecommunications Lifeboat Fund agrees to apply to the Charity Commissioners for a Scheme.
2. That the Council approves the draft Scheme provided by the Charity Commissioners.
3. That when the Scheme is made, the Council agrees to adopt the Constitution of the Civil Service, Post Office and British Telecommunications Lifeboat Fund as appended to this resolution and dated 16 March 1999.

DRAFT

FOR OFFICIAL USE

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THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

[DATE]

the following

SCHEME

will affect the governing document of the charity known as

**CIVIL SERVICE, POST OFFICE AND BRITISH
TELECOMMUNICATIONS LIFEBOAT FUND (248421)**

Commissioners' References:

Sealing:

Case No: 92762

SCHEME

I. Definitions

In this scheme:

"the charity" means the charity identified at the beginning of this scheme.

the "governing document" of the charity is the Objects and Method of Management as approved 8th July 1949

"the trustees" means the Council of the charity.

2. Administration

The charity is to be administered in accordance with its existing governing document as affected by this scheme.

3. Power of amendment

- (1) Subject to the provisions of this clause, the trustees may amend the provisions of the governing document.
- (2) Any amendment must be made by a resolution passed at a meeting of the trustees of which not less than 21 days' notice has been given. The notice of the meeting must include notice of the resolution, setting out the terms of the amendment proposed.
- (3) The trustees must obtain the prior written approval of the Commissioners before making any amendment which would:
 - (a) vary the objects of the charity;
 - (b) vary the name of the charity; or
 - (c) vary the trustees' powers of investment.
- (4) The trustees must:
 - (a) promptly send to the Commissioners a copy of any amendment made under this clause; and
 - (b) keep a copy of any such amendment with the governing document and this scheme.

4. Questions relating to the Scheme

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
 - (2) the propriety or validity of anything done or intended to be done under it.
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**CIVIL SERVICE, POST OFFICE AND
BRITISH TELECOMMUNICATIONS
LIFEBOAT FUND**

(Registered Charity Number 248421)

CONSTITUTION

adopted on the 16th day of March 1999

1. TITLE

The Fund shall be known as the "CIVIL SERVICE, POST OFFICE AND BRITISH TELECOMMUNICATIONS LIFEBOAT FUND." This title may be contracted to the acronym CISPOTEL Lifeboat Fund.

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 Civil Service, Post Office and British Telecommunications boats and/or of additional Lifeboats at other stations; and in any other related manner that may be agreed between the CISPOTEL 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 the Post Office 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 a CISPOTEL 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 CISPOTEL 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: CISPOTEL Executive Committee

Date: 16 March 1999

Auditors' Report to the Trustees of Civil Service, Post Office and British Telecommunications Lifeboat Fund

We have audited the financial statements on pages 2 to 5 which have been prepared under the historical cost convention and the accounting policies set out on page 4. We have carried out our audit under Section 43 and in accordance with regulations under section 44 of the Charities Act 1993.

Respective responsibilities of trustees and auditors

As described on page 4 the trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error; In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 December 1998 and of the incoming resources and the application of the resources of the charity for the year then ended and complies with the requirements of regulation 3 of the Charities (Accounts and Reports) Regulations 1995.



Reeves & Neylan
Chartered Accountants and Registered Auditors
37 St Margaret's Street
Canterbury
Kent CT1 2TU
29 April 1999

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Statement of financial activities
for the year ended 31 December 1998

	Note	Unrestricted fund 1998 £	Unrestricted fund 1997 £
Income and expenditure			
Incoming resources			
Subscriptions	3	131,837	110,208
Legacies			17,392
Printing and other expenses incurred direct by RNLI		2,905	15,135
Investment income		165	147
Total incoming resources		134,907	142,882
Resources expended			
Direct charitable expenditure	4	129,536	126,586
Fundraising and publicity	5	5,408	16,710
Management and administration of the charity	6	592	604
Total resources expended		135,536	143,900
		===;==	---
Net outgoing resources for the year		(629)	(1,018)
Balances brought forward at 31 December 1997		1,129	2,147
Balances carried forward at 31 December 1998		500	1,129
		---	---

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

The notes on pages 4 to 5 form part of these financial statements.

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Balance sheet
at 31 December 1998

	Note	Unrestricted funds 1998 £	Unrestricted funds 1997 £
Current assets			
Cash at bank and in hand	7	500	1,129
Net current assets		500	1,129
Funds			
Unrestricted		500	1,129

The notes on pages 4 to 5 form part of these financial statements.

Approved by the trustees on 16 March 1999 and signed on their behalf.

TPGrant Honorary
Treasurer

Dame Valerie Strachan
Chairman

Additional note

The RNLI hold the money collected by CISPOTEL and passed to the RNLI in restricted funds accruing interest until there is sufficient to buy a lifeboat. At 31 December 1998, the position of these accrued funds was as follows:

	1998 £	1997 £
Balances held in RNLI Restricted Funds for CISPOTEL at 1 January 1998	506,305	362,047
CISPOTEL donations passed to RNLI in 1998	129,536	126,586
Notional interest received in 1998 on Restricted Fund balances held by RNLI	47,362	32,807
Less: CISPOTEL expenses paid direct by RNLI	(2,905)	(15,135)
Balance held in RNLI Restricted Funds for CISPOTEL at 31 December 1998	<u>680,298</u>	506,305

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Notes to the financial statements
for the year ended 31 December 1998

Responsibilities of the trustees for the preparation of financial statements

The trustees are responsible for preparing annual financial statements, for maintaining proper accounting records, for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

2 Accounting policies

(a) Basis of accounting

The financial statements have been prepared in accordance with Accounting Standards applicable to the United Kingdom including the Statement of Recommended Practice No 2 'Accounting by Charities' issued in 1995 under the auspices of the Accounting Standards Board.

(b) Donations received :

Income is accounted for when received.

(c) Other resources

The financial statements do not reflect non-cash resources, including the time of volunteers, donated to the charity.

3 Subscriptions

	1998	1997
	£	£
Subscriptions received gross of cost of distributing payroll and pension-giving costs	121,911.7	102,140
Donations received direct by RNLI	9,850	8,068
	131,837	110,208

4 Direct charitable expenditure

	1998	1997
	£	£
Payments made to RNLI	119,686	118,518
Payments made direct to RNLI	9,850	8,068
	129,536	126,586

Civil Service, Post Office and
British Telecommunications Lifeboat Fund

Notes to the financial statements
for the year ended 31 December 1998

5 Fundraising and publicity

	1998	1997
	£	£
Cost of distributing payroll and pension-giving donations (see note 2)	2,939	2,013
Cost of distributing appeal leaflets	192	7,794
Printing etc by RNLI	2,m	6,903
	5,408	<u>16,710</u>

6 Management and administration of the Charity

	1998	1997
	£	£
Postage, stationery and telephone	251	249
Travelling		19
Printing etc by RNLI	341	336
	592	604

7 Cash at bank and in hand

	1998	1997
	£	£
Bank accounts	416	1,089
Petty cash	84	40
	500	1,129

8 Trustees' expenses

During the year two trustees were reimbursed £156 for sundry petty cash items.

SUMMARY OF CONTRIBUTIONS TO THE FUND
Recorded during the year ended 31st December 1998

	£
Agriculture, Fisheries and Food, Ministry of.....	1,171.00
BT (excluding payroll giving*).....	48.00
Central Office of Information	44.40
Customs and Excise, HM	4,836.22
Defence, Ministry of.....	1,926.00
DETR.....	789.50
Education and Employment, Department for	524.74
GCHQ.....	812.40
Health, Department of.....	469.81
Home Office.....	431.43
House of Lords.....	257.91
Inland Revenue	4,805.92
Intervention Board	248.00
Land Registry, HM.....	809.62
Lord Chancellor's Department	458.69
National Audit Office.....	636.00
National Investments and Loans Office.....	16.00
National Savings Department.....	125.00
Office for National Statistics.....	360.12
Office of the Parliamentary Commissioner	42.27
Ordnance Survey.....	132.90
Post Office.....	84.63
Public Record Office.....	54.01
Social Security, Department of	14,483.81

NORTHERNIRELAND

Agriculture for Northern Ireland, Department of	654.45
Economic Development, Department of	479.65
Education for Northern Ireland, Department of	104.17
Finance and Personnel (NI), Department of	703.96
Environment, NI, Department of the	2,265.00
Health and Social Services, Department of	8.66
NI Office	210.63

PAYROLL GIVING (including *£8,882.55 from BT) 10,425.12

PENSIONERS' PAYROLL GIVING 79,597.32

OTHERS 1,146.99