



Lifeboats

The Lifeboat Fund
(The Communications and
Public Servicelifeboat Fund)

Founded 1866

ANNUAL REP RT 2002



Patron: HRH The Duke of Kent

- Registered charity number 248421

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The Communications and Public Service Lifeboat Fund

(The Lifeboat Fund)

Registered charity number 248421

Trustees' Report 2002

TRUSTEES

The Communications and Public Service 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 2002 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	
Sir Kevin Tebbit KCB CMG	Deputy Chairman elect	Appointed October 2002
MrT P Grant	Hon.Treasurer	
Mrs LC Jones	Hon.Secretary	
Mrs J Brett	DWP	Resigned October 2002
Mr S Hawkins	HM Customs and Excise	
Mr J Jarvis	Civil Service Pensioners	Elected March 2002
Mr J Ludlam	Inland Revenue	Elected March 2002
Mrs C Ringshaw-Dowle	Home Office	
Mrs J Roberts	MOD	Appointed October 2002
MrT Roter	DWP	Appointed October 2002
Mr D Screeche-Powell	MOD	Resigned March 2002
Mrs (Wardle	Royal Mail	

OBJECTIVES

The object of the Fund is to raise money to further the work of the Royal National Lifeboat Institution (RNLI) by providing lifeboats or other items agreed with the RNLI. The Fund seeks to achieve this object by issuing an annual appeal to staff of the Civil Service, Royal Mail and BT and by promoting Payroll and Pension Payroll Giving.

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 the direction of the Executive Committee.

The principal address of the Fund is Culver House, Beaconsfield Road, Bickley, Kent, BR1 2BL.
Website: www.thelifeboatfund.org.uk

Contact details:

Secretary: Mrs L Jones, address as above; email: secretary@thelifeboatfund.org.uk;
phone: 020 8466 1150; fax 020 8313 0167

Treasurer: Mr T P Grant, 1 Cornwall Road, Cheam, Surrey SM2 6DR;
email: tom.grant@blueyonder.co.uk; phone: 020 8642 7106.

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 plc, Bootle, Merseyside, GIR OAA.
Halifax plc, Trinity Road, Halifax, HX1 2RG.

A CHANGE IN TITLE FOR THE FUND

The change in title from The Post Office to Consignia in 2001 prompted a change in title for the Fund. A competition was held and the trustees selected a long title, "The Communications and Public Service Lifeboat Fund", and two short titles, "launch!" and "The Lifeboat Fund", from the entries. The Council adopted the long title and chose the short title "The Lifeboat Fund" at the Annual General Meeting held on 21 March 2002. The Constitution was amended accordingly.

Congratulations go to Michael Staples who suggested "The Communications and Public Service Lifeboat Fund" and Alun Runswick who suggested "The Lifeboat Fund"; they both received a magnum of champagne for their winning entries and both work for the Inland Revenue.

Consignia changed its title to Royal Mail in 2002 but no further change to the Fund's title is required.

ACTIVITIES AND ACHIEVEMENTS DURING 2002

Naming Ceremony for *Public Servant*

The Naming Ceremony took place on Tuesday 11 June at St. Katherine's Dock, London, on a bright but breezy day. About 60 Lifeboat Fund guests attended and were pleased to watch Sir Kevin Tebbit who, on behalf of the Fund's supporters, handed over the lifeboat to the RNLI. Lady Tebbit named the lifeboat "*Public Servant*" with the customary bottle of champagne. After the ceremony and service of dedication conducted by the Padre of The Tower of London, invited guests enjoyed tea in the Armoury of The Tower of London courtesy of the Governor of The Tower of London.

Public Servant is the Fund's 44'h new lifeboat for the RNLI and is an E-class fast response

craft designed to operate at 40 knots. Between January and May 2002*, it was launched 31 times, making it the busiest of all the Fund's boats. The Lifeboat Fund provided *Public Servant*, the Tower Pier lifeboat station and start up costs, which together amounted to £263,000. For the first time, the RNLI have full time crew for three of the Thames lifeboats including *Public Servant*. Other RNLI lifeboats are crewed by volunteers.

* see below (The Lifeboat Fund's Lifeboats)

Fundraising

Annual Appeal

The Fund's main activity continued to be its annual appeal for contributions from Civil Servants, and employees of Royal Mail and BT. Supporters are encouraged to fundraise in many forms and representatives are encouraged to find new and exciting ways to boost their collections. The traditional circulation of a subscription form is the way in which most money is collected from serving Civil Servants.

Retired Civil Servants, Royal Mail pensioners and BT staff mainly subscribe through pension payroll and payroll giving, respectively. The Government gave a boost to payroll giving in 2002 by adding 10 per cent to all donations. The Fund gained £10,608 during 2002 as a result.

Sporting Appeal

The Flora London Marathon took place on 14 April 2002, and Iain Allen, who is with the Ministry of Defence, ran a very good first race completing in 4 hours and 24 minutes. Iain raised a tremendous £1,163.00. The Fund expresses grateful thanks for his efforts in the Marathon and his success in raising such a marvelous sum, from friends and colleagues, for The Lifeboat Fund

Gift Aid

Important tax changes to charity giving meant that since April 2000 the Fund can reclaim tax on all donations if donors make a simple declaration that they have paid sufficient income tax and that they wish their donation to be made under the Gift Aid Scheme. Supporters are invited to complete the declaration form on the reverse of the appeal poster so that tax can be reclaimed. In 2002, the Fund reclaimed £1,245

Payroll Giving and Pension Payroll Giving

The Government's 10 per cent supplement to all donations in approved payroll giving schemes will continue until 2003. The Fund is actively encouraging donations in this way and is designing forms to be held in Government Departments to simplify support for the Fund. The charity processing agents (Charities Trust, Charities Aid Foundation and South West Charitable Giving) also provide forms that can be used and The Lifeboat Fund should be quoted if supporters wish to give to the Fund in this way.

Website and e-mail links

Following the change in title, www.thelifeboatfund.org.uk was registered and the new website went live in July. Registration cost £53 but disappointingly the service provider

went into liquidation at the end of the year. Registration with another service provider was made and the website was restored in January 2003 for a cost in 2003 of £80. The website gives full details of the Fund's activities and shows pictures of the Fund's lifeboats currently in service. Visitors to the site can download a Gift Aid form and send it to the Honorary Secretary with their contribution should they wish.

The Lifeboat Fund's Lifeboats

There are currently three Lifeboat Fund lifeboats in the RNLI active fleet: *Public Servant* at Tower Pier, London; RNLB *Princess Royal* at St Ives and RNLB *Windsor Runner* at Blyth. The relief fleet includes RNLBs *Fraser Flyer*, *St Cybi II* and *Richard Evans*. During 2002, the Fund's lifeboats were launched 68 times, saving 2 lives and giving assistance to a further 38 people. These statistics include *Public Servant*, which went on service on 2 January 2002, and for which they show 31 launches (to date figures from RNLI are only to May 2002), one life saved and five others given assistance and this is clearly the Lifeboat Fund's busiest lifeboat.

Three other lifeboats previously provided by the Fund 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. This is well worth a visit.

FINANCIAL REVIEW

In 2002, the Fund collected £198,000 for the RNLI. The main sources of these donations were:

	2002	2001
	£	£
Pension payroll giving (net of distribution charges)	91,000	81,000
(net of distribution charges)		
Annual appeal	16,000	22,000
Payroll giving	17,000	11,000
Ten per cent Government uplift	10,500	8,000
Legacy	60,500	3,000
Gift aid	1,000	1,000
Card Aid	1,000	
Miscellaneous	1,000	1,000
Total	198,000	127,000

This table shows the continuing strength of support from pension payroll giving and the very useful boost that The Lifeboat Fund gets from the Government's ten per cent uplift. The

table also reflects the valuable impact that legacies can have on fundraising. Sadly, it also shows a yet further decline in support from the annual appeal.

The net cost of collecting these donations was £4,700, or about 2.3 per cent, most of which (£3,800) 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 £900, less than 0.5 per cent of receipts.

The Fund does not hold any reserves. As necessary, it retains any sums required to meet planned expenditure, and transfers all other income as it arises to the RNLI, which holds The Lifeboat Fund's donations in a restricted fund, accruing notional interest, until there is sufficient to purchase a new lifeboat or such other purchase as the Fund decides on, under its sponsorship arrangements with the RNLI. In 2003, as reported above, the Fund paid £263,000 for its 44'h lifeboat, a lifeboat station, accompanying stores and training for the new crews. After deducting this expenditure from the balance brought forward at 1 January 2002, adding this year's net donations of £219,000, and £13,000 of notional interest, there is a closing balance in the restricted fund of £304,000.

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 Office of the Deputy Prime Minister 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

The Lifeboat Fund is discussing with the RNLI future opportunities for the deployment of the Fund's donations with the broad aim of funding lifeboats as evenly as possible throughout the UK

The Fund will continue to encourage support through Pension Payroll and Payroll Giving. The Fund is approaching Capita, which processes pensions for retired Civil Servants, and BT for their permission to write to pensioners enlisting support through the Pension Payroll Giving Scheme. Significant costs would be incurred for both the mailings and details will be published if mailings take place.

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. The Inland Revenue will not accept Gift Aid declarations without a home address and supporters are urged to give this information.

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 Communications and Public Service Lifeboat Fund has been and still is the biggest single supporter of the Royal National Lifeboat Institution. The RNLI is a registered charity that exists to save lives at sea by providing, 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 mostly volunteers man its lifeboats.

The RNLI 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.

The Fund's Chairman, Dame Valerie Strachan, is a member of the RNLI's Council and its Personnel Committee.

Valerie Strachan
Chairman

on behalf of the Trustees

26 February 2003

Independent Examiners' Report to the Trustees of the Communications and Public Service Lifeboat Fund

We report on the accounts of the Charity for the year ended 31 December 2002, which are set out below.

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
28 March 2003

Statement of Financial Activities for the year ended 31 December 2002

	Note	Unrestricted funds 2002	Unrestricted funds 2001
		£	£
Incoming resources			
Donations, legacies and similar incoming resources	2	201,806	130,248
Lifeboat Fund expenses met by the RNLI		1,371	3,576
Investment income		459	443
Donated services	10	14,539	14,074
Total incoming resources		218,175	148,341
Resources expended			
Costs of generating funds			
Fundraising and publicity	3	4,694	13,460
Charitable expenditure			
Donations to RNLI	4	220,336	98,656
Management and administration	5	16,042	15,111
Total resources expended		241,072	127,227
Net incoming resources for the year		(22,897)	21,114
Balances brought forward at 1 January 2002		24,748	3,634
Balances carried forward at 31 December 2002		1,851	24,748

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

The notes form part of these financial statements.

Balance Sheet at 31 December 2002

	Note	Unrestricted funds 2002 £	Unrestricted funds 2001 f
Fixed Assets	6	393	786
Current assets			
Cash at bank and in hand	7	1,578	31,090
Current Liabilities			
Creditors	8	(120)	(7,128)
Net current assets		1,458	23,962
Net assets		1,851	24,748
Funds			
Unrestricted		1,851	24,748

The notes form part of these financial statements.

Approved by the Trustees on 26 February 2003 and signed on their behalf by:

T P Grant
Honorary
Treasurer

Valerie Strachan
Chairman

Additional Note

The RNLI hold the money donated to them by The Lifeboat Fund in Restricted Funds, accruing interest, until there is sufficient to buy a lifeboat. At 31 December 2002, the position of these Restricted Funds was as follows:

	2002 £	2001 £
Balance in RNLI Restricted Funds for The Lifeboat Fund at 1 January 2002	334,743	223,773
Less: payment for 44th Lifeboat	(263,000)	
The Lifeboat Fund's donations to RNLI in 2002	220,337	98,656
Notional interest received in 2002 on Restricted Fund balances	13,129	15,890
Less: Lifeboat Fund expenses paid direct by RNLI	(1,371)	(3,576)
Balance in RNLI Restricted Funds for The Lifeboat Fund at 31 December 2002	303,837	334,743

Notes to the financial statements for the year ended 31 December 2002

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' issued in October 2000 and applicable accounting standards.

(b) Incoming resources

Income is recognised in the period in which The Lifeboat Fund is entitled to receipt and the amount can be measured with reasonable certainty. Legacies are included when the Fund 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

All expenditure is accounted for on an accruals basis under headings that aggregate all costs related to the heading. It is inclusive of any VAT that cannot be recovered.

(d) Intangible income

The financial statements do not include the value of services provided by volunteers

(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

	2002	2001
	£	£
2. Donations, legacies and similar incoming resources		
Donations received gross of cost of distributing payroll and pension-giving costs.	110,309	106,731
Legacies	60,440	2,685
Government uplift for pension payroll giving	10,608	8,465
Gift Aid	1,245	907
Donations received direct by the RNLI	19,204	11,460
	201,806	130,248
3. Fundraising and publicity		
Cost of distributing payroll and pension-giving donations	3,790	3,356
Printing and distribution of appeal leaflets	904	10,104
	4,694	13,460
4. Donations to RNLI		
Donations passed to the RNLI	190,693	87,196
Donations received direct by the RNLI	29,644	11,460
	220,337	98,656

	2002	2001
	£	f
5. Management and administration		
Miscellaneous	856	305
Printing and distribution of annual report	254	339
Donated services	10 14,539	14,074
Depreciation	393	393
	16,042	15,111

6. Tangible Fixed assets

Computers and other office equipment

Cost	£
At 1 January 2002	1,572
Additions	
At 31 December 2002	1,572
Depreciation	
At 1 January 2002	(786)
Charge for the year	(393)
At 31 December 2002	(1,179)

Net Book Value:

At 31 December 2002 **393**

At 31 December 2001 **786**

	2002	2001
	£	f
7. Cash at bank and in hand		
Bank accounts	1,578	31,090

8. Creditors and accruals

Amounts falling due within one year	120	7,128
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9. Trustees' expenses

During the year, one trustee was reimbursed £606 for sundry expenses.

10. Staff Sponsorship

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

Salary	13,687	13,163
Employer's National Insurance contributions	749	759
The Lifeboat Fund's telephone costs	103	152
	4,539	14,074

The Honorary Independent Examiner also donate their services free.

SUMMARY OF CONTRIBUTIONS TO THE FUND
Recorded during the year ended 31st December 2002

	f
DEFRA	1,633.70
Customs and Excise, HM	269.05
Defence, Ministry of	951.26
Transport, Department for /Office of the Deputy Prime Minister (formerly DTLR)	263.00
Education and Skills, Department for	30.00
GCHQ	1,015.74
Home Office	1,262.10
Inland Revenue, Board of	4,856.03
Land Registry, HM	153.61
Lord Chancellor's Department	5.00
National Audit Office	175.00
National Savings Department	100.00
Public Record Office	99.00
Rural Payments Agency	280.00
Work and Pensions, Department of	249.00
Northern Ireland	
Department of Enterprise, Trade and Investment	200.00
Department of Agriculture and Rural Development	1,062.20
Department of Finance and Personnel	1,039.83
Department of Health and Social Security	23.00
Social Security Agency	775.30
Department for Regional Development	1,280.00
Department for Social Development	32.10
Payroll giving (including £16,988.30 from BT)	17,315.30
Pension payroll giving (Civil Servants and Royal Mail)	90,581.85
Government's 10 per cent uplift	10,607.88
Legacies (£50,000 in memory of Mr. Leonard Victor Howard, and £10,440 in memory of Sir Angus Fraser (a previous Chairman of the Fund))	60,440.00
Card aid and card sales	975.00
Tax reclaim on gift aid donations	1,245.48
Others	1,253.27
Total	198,173.70

ANNUAL GENERAL MEETING

1 April 2003

The Annual General Meeting was held on Tuesday 1 April at 12.15 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 at the earlier time. A special welcome was made to Sir Kevin Tebbit, Permanent Secretary at the MOD, attending for the first time, and a warm welcome was extended to the visitor from the RNLI, Mr Stephen Baker.

APOLOGIES

Apologies had been received from Sir John Bourn.

LIFEBOATS ALLOCATED FOR THE FUTURE AND NEW FUNDING OPPORTUNITY

The Chairman was pleased to announce to the Council that the Fund was to provide several lifeboats over the coming years, and that the Fund had been invited to consider providing fund's for a floating property at Waterloo Pier.

Over the Fund's 137 years 44 lifeboats have been provided for the RNLI. The most recent purchase, *Public Servant*, was stationed at Tower Pier, but St. Cybil II and Princess Royal had been working in the RNLI fleets since the 1980s. The Chairman said that one of the first Hovercrafts to enter the RNLI fleet would be purchased by the Fund at a cost of £122,000; it was due to be stationed at Hunstanton later in the year.

Over the period 2004 to 2007 the Fund had been invited and agreed to purchase seven lifeboats, most of which would be the new design inshore lifeboats needed at Mundeford, Holyhead, Poole, Broughty Ferry, Newquay and New Brighton. This package of lifeboats would cost about £565,000 and hard work by the Fund would be needed to achieve this.

The Chairman referred to a very new fundraising project. She said that the RNLI had gained much experience over the last year about how best to operate Search and Rescue on the Thames. Lifeboats were patrolling the river Thames as well as responding to callouts and the RNLI were looking at ways of operating the Fleet in a more flexible manner. This meant that *Public Servant* was not necessarily to remain at Tower Pier but would serve at the other stations on the Thames. Also, the life expectancy of *Public Servant* was likely to be reduced because of the rigorous work it was called upon to do and the lifeboat could be moved to lighter duties by 2007.

The RNLI was aware that the Fund valued its association with the Thames lifeboats and, as many Civil Servants still work or visit Central London, *Public Servant* was a visible reminder

of its fundraising achievements. To retain this Central London focus when *Public Servant* was likely to be moved elsewhere, the RNLI had invited the Fund to consider sponsoring the refurbishment of a floating pier near Waterloo Bridge which would be used as a Lifeboat station providing quieter accommodation for the crew than that at Tower Pier. The RNLI were still negotiating the purchase of Waterloo Pier, which was a listed structure, but it was hoped that the sale would go ahead.

The recently neglected structure required some refurbishment to enable it to be used as a lifeboat station and have meeting rooms, and this was likely to cost in the region of £400,000. The Fund was proposing to allocate this amount from about three years' annual appeals to meet the costs of the refurbishment, and the RNLI would allow the Fund to name this Lifeboat Station and have a commemorative sign or plaque.

The Fund was hopeful that with the support it received through the main appeal, payroll giving and pension payroll giving, it would be able to provide the RNLI with the lifeboats allocated over the next few years and the important new lifeboat station at Waterloo Pier but the Fund would need to review its progress following each appeal and discuss this with the RNLI.

In the event that the purchase of Waterloo Pier did not proceed, the Fund would wish to reallocate the £400,000 towards a new all weather lifeboat.

The Chairman commended the Waterloo Pier project and the purchase of lifeboats to the Council.

Treasurer's Report

The Trustees' Report and Annual Accounts for 2002 were circulated and considered. The Honorary Treasurer reported that the Fund collected £198,000 in 2002 compared with £127,000 the previous year. The increase was attributed to the two legacies amounting to £60,500 received in respect of the late Leonard Victor Howarth and Sir Angus Fraser.

The Honorary Treasurer pointed out that pensioners were again the main fundraisers; Civil Service pensioners contributed £58,000 and Royal Mail pensioners contributed £33,000. The Government added a 10% boost to payroll giving which amounted to £10,500 but, unfortunately, this would cease in April 2003. The Hon. Treasurer was pleased to report an increase in payroll giving received from BT staff, which, for the first time in 2002, included an element of matching, by BT.

The main appeal had raised £16,000 compared with £22,000 in 2001, sadly a continuing decline.

Expenditure for *Public Servant* had amounted to £263,000. Fundraising costs were down on the previous year as no direct mailing took place in 2002.

Balance at year end in the restricted account at the RNLI amounted to £303,837 after payment for *Public Servant* which was a good result for the Fund.

The financial statements for the Fund and summary of contributions follow the Trustees Report for 2002 at the front of this report.

TRUSTEES' REPORT

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

Secretary's report

NAMING CEREMONY FOR *PUBLIC SERVANT*

About 60 Lifeboat Fund guests assembled at St. Katherine's Dock for the Naming Ceremony of Public Servant on 11 June last year. Guests were pleased to watch Sir Kevin Tebbit who, on behalf of the Fund's supporters, handed over the lifeboat to the RNLI. Lady Tebbit named the lifeboat "*Public Servant*" with the customary bottle of champagne. After the ceremony and service of dedication conducted by the Padre of The Tower of London, invited guests enjoyed tea in the Armoury of The Tower of London courtesy of the Governor of The Tower of London.

2003 ANNUAL APPEAL

Next purchase: The Honorary Secretary said that the focus for the appeal would be the provision of the 45'h new lifeboat for the RNLI which was to be a hovercraft due to go on station at Hunstanton later in the year.

Gift Aid: This would still be important revenue for the Fund and a poster with a Gift Aid declaration form would be distributed again. 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 Council expressed their thanks to Ian Allen who ran the Flora London Marathon in 2002. He completed the race in 4 hours and 24 minutes and raised a splendid £1,163 for the Fund.

GREETING CARD SALES

Staff in Customs and Excise supported the Fund when buying Christmas Cards and raised £618 through help with a Greeting Ltd. Previously support through CardAid had raised over £1,000. Providing specific cards would be costly to the Fund and proceeds from RNLI cards go to RNLI whoever buys them. The Hon. Sec. encouraged supporters to raise money through greeting cards sales.

DIRECT MAILINGS TO RETIRED SUPPORTERS

The Fund had hoped to write to Civil Service pensioners who had retired since the earlier mailing in 1997 but pension payments to Civil Service pensioners were now undertaken by a company called Capita. They were dealing with the transfer of data from Paymaster and could not undertake any mailings in the immediate future. Capita had advised that they would be in a much better position to arrange a mailing later in the year and discussions about the Fund's mailing would continue.

The Hon.Secretary advised that an approach to e-people serve who administer the BT pensioners' payroll had been made about a possible mailing and a reply was awaited.

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.

WEBSITE

www.thelifeboatfund.org.uk went live last summer following the charity's change in title. Unfortunately the service provider went into liquidation and the site went down for a while. It was now fully restored and topical issues such as Paul Hoedemaker's Marathon race could be highlighted with ease.

Several Departments now had The Lifeboat Fund featured on their intranet sites and this would become increasingly important as the circulation of paper campaign material became more difficult.

Election of Officers

Sir Kevin Tebbit was elected Deputy Chairman. 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 Clare Wardle, Royal Mail; Messrs. Steve Hawkins, HMCE ; Jim Ludlam, Inland Revenue; and John Jarvis representing retired Civil Servants, were re-elected to the Executive Committee. Mrs Jill Roberts was elected to represent the MOD and Mr Tim Roter was elected to represent the DWP.

The Chairman warmly thanked the Committee for their service over the past year and warmly welcomed new Executive Committee members.

Guest Speaker

Mr Steve Baker, Fundraising and Development Manager

Mr Steve Baker addressed the Council on the topic of legacy gifts. He explained that legacy gifts were an extremely important part of RNLI income amounting to 70% of all donations. As running costs for the RNLI amounted to £105m each year, David Brann, Head of Fundraising at the RNLI, had recognized the need to encourage legacy income and was personally involved with the launch of Legacy Giving Campaign which promotes gifts to charity in wills.

Steve Baker explained about different legacies: pecuniary (a specific sum) and residuary (the amount remaining after all other bequests are settled), and described how the RNLI profiled supporters and identified those who would be the most likely to provide a legacy gift. Sensitive approaches had been made to people likely to make a legacy gift.

Steve Baker invited the Fund to develop a Legacy Giving policy and suggested four steps to achieving additional income through legacy gifts. These included a legacy giving strategy; some investment in publicity materials ie leaflets and bequest forms; carefully worded proposals to potential legators; and integration of the legacy giving message in all communications to supporters. The Chairman thanked Steve Baker for outlining an important area of giving for the Fund's focus.

Close of Annual General Meeting

The Chairman thanked everyone who worked so hard to raise money for the Fund. She hoped that supporters would rise to the challenge and help to raise the money needed to purchase the seven lifeboats mentioned above and also to help provide the funds needed for the refurbishment of the Waterloo pier structure.

She went on to say that payroll giving, and especially pension payroll giving, provided an extremely valuable regular income. The Fund was very grateful for the contributions from retired supporters and wanted to enlist the support of many more retired Civil Servants and approach BT pensioners.

The Fund valued the commitment from people who run the Flora London Marathon and wished Paul Hoedemaker a successful race. Sponsored events work well and provide welcome income for the Fund. Staff at the Criminal Records Office in Liverpool raised £706 last year when they wore casual clothes and paid £1 for the privilege. The Chairman encouraged good ideas for raising money.

Finally, the Chairman's thanks went to everyone who helped with fundraising, and she wished them luck with the 2003 appeal.

The Lifeboat Fund raising money to buy lifeboats for the RNLI

Over the past five years, The Fund's lifeboats have been launched 292 times, saving 19 lives and helping a further 229 people. We can only buy new lifeboats for the RNLI with YOUR help.

Visit www.thelifeboatfund.org.uk
for more information

Email: secretary@thelifeboatfund.org.uk
with your pledge

Thank you to all our supporters