

# The Lifeboat Fund

(The Communications and Public Service Lifeboat Fund)



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## ANNUAL REPORT 2004

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The Lifeboat Fund was founded in 1866. It is a fundraising charity and exists solely to support the work of the RNLI in saving lives at sea. The Fund has provided over 40 boats for the RNLI.

Patron: HRH The Duke of Kent

Registered Charity Number: 248421

## THE LIFEBOAT FUND ANNUAL REPORT 2004

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## How to contact us

Honorary Secretary: Mrs Diana Allpress  
85 Entry Hill, Bath  
NE Somerset, BA2 5LS  
Tel: 01225 835762  
Email: [secretary@thelifeboatfund.org.uk](mailto:secretary@thelifeboatfund.org.uk)

Honorary Treasurer: Mr Tom Grant  
1 Cornwall Road  
Cheam, Surrey, SM2 6DR  
Tel: 020 8642 7106

Website: [www.thelifeboatfund.org.uk](http://www.thelifeboatfund.org.uk)

### MEMBERS OF THE COUNCIL (excluding the Officers):

The council of The Lifeboat Fund comprises representatives from Departments of the Civil Service, Royal Mail and British Telecommunications plc, and from other organizations, who act on a voluntary basis.

Mrs Agnes Beers	DRD/DOE/DCAL
Ms Jean Brown	GCHQ
Mr Victor Brown	DHSSPS
Mrs Sally Bundock	Public Record Office
Mrs Eleanor Burns	NIO
Ms Mamie Clugston	DETI
Mrs Michelle Connolly	CSA
Mr Stephen Drewell	Office for National Statistics
Mrs Colette Hagan	DE
Mr Tony Helliard	Treasury Solicitor's Office
Mr John Jarvis	CSPA
Mr Jim Judge	NAO
Mrs Christine MacGiffin	Northern Ireland Assembly
Mrs Jay Mandalia	HM Revenue & Customs
Mrs Linda McGarty	HM Land Registry
Ms Natalie McNally	DCAL
Mr Eugene Murphy	DFP/OFM/DFM
Ms Ann O'Neill	DARD
Ms Tracey Orchard / Mrs Pat Shahin	HM Revenue & Customs
Mr John Pettifer	DCA
Mrs Jill Roberts	MOD
Mrs Rosina Robinson	Home Office
Mrs Pauline Shannon	DSD
Mr Graeme Starkey	DfT, ODPM
Ms Elaine Swinerd	MOD
Mr Clive Tester	National Assembly for Wales
Ms Deirdre Walker	DEL
Ms Claire Wardle	Royal Mail

# The Communications and Public Service Lifeboat Fund

Registered charity number 248421

## Trustees Report for 2004

### TRUSTEES

The Communications and Public Service Lifeboat Fund, whose short title is The Lifeboat Fund, consists 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 2004 are shown below with the Department or body that they represent:

<b>Name</b>	<b>Office</b>	<b>Dates acted, if not for whole year</b>
Dame Valerie Strachan DCB	Chairman	Resigned April 2004
Sir Kevin Tebbit KCB CMG	Chairman	Appointed April 2004
Sir John Bourn KCB	Deputy Chairman	
Mr T P Grant	Hon. Treasurer	
Mrs L C Jones	Hon. Secretary	Resigned November 2004
Mrs D Allpress	Hon. Secretary	Appointed November 2004
Mr S Hawkins	HM Customs and Excise	Resigned November 2004
Mr J Jarvis	Civil Service Pensioners	
Mrs C Ringshaw-Dowle	Home Office	Resigned November 2004
Mrs Rosina Robinson	Home Office	Appointed November 2004
Mrs J Roberts	MOD	
Mr T Roter	DWP	
Ms P Shahin	Inland Revenue	
Ms T Orchard	Inland Revenue	
Mrs C 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 85 Entry Hill, Bath, NE Somerset, BA2 5LS. Telephone: 01225 835762

**Website:** [www.thelifeboatfund.org.uk](http://www.thelifeboatfund.org.uk)

**Secretary:** Mrs D Allpress, address as above;  
Email: [secretary@thelifeboatfund.org.uk](mailto:secretary@thelifeboatfund.org.uk)

**Treasurer:** Mr T P Grant, 1 Cornwall Road, Cheadam, Surrey, SM2 6DR  
Email: [tom.grant@blueyonder.co.uk](mailto:tom.grant@blueyonder.co.uk); Tel. 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 0AA.  
Halifax plc, Trinity Road, Halifax HX1 2RG

## **ACTIVITIES AND ACHIEVEMENTS DURING 2004**

### **Special Recognition for The Lifeboat Fund from RNLI**

A framed Record of Thanks was presented to the Fund by the Irish President at the RNLI's Annual Awards Presentation held in May at the Barbican. The Record of Thanks was given in recognition of the many years of support The Lifeboat Fund has given to the RNLI.

## **FUNDRAISING**

### *Annual Appeal*

Each year, the Fund launches an annual appeal for contributions. Supporters are encouraged to fundraise in many forms and representatives are encouraged to find new and exciting ways to boost their collections.

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 by adding 10% to all donations made up to 31 March 2004. The Fund gained £3,300 during 2004 as a result.

### *Flora London Marathon*

The RNLI has a limited number of 'Golden Bond' guaranteed entries for the London Marathon. To qualify to apply, runners must be committed to raising a minimum of £1,000 in sponsorship through The Lifeboat Fund. Anyone wishing to apply for the ballot for places should contact the Secretary by the end of September for the next year's race.

### *Card Aid*

Card Aid can supply your organization with a corporate Christmas card printed with the address, logo and signatures and most importantly the charity name that you have chosen to support. If you choose The Lifeboat Fund one third of the price of the card is donated to the Fund. The Fund gained £1,300 during 2004 as a result.

### *Gift Aid*

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 2004, the Fund reclaimed £500.

### *Payroll Giving and Pension Payroll Giving*

The Government's ten per cent uplift to all donations made through approved payroll giving schemes continued until March 2004. The Fund actively encourages donations made in this way and has designed 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

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.

Email is now a standard means of communication and collectors and representatives are urged to provide their email address to [secretary@thelifeboatfund.org.uk](mailto:secretary@thelifeboatfund.org.uk).

The Lifeboat Fund wants supporters to be able to donate online and steps are being taken to arrange this.

## THE LIFEBOAT FUND'S LIFEBOATS

	Launches	Lives Saved	Others Given Assistance
2004	196	12	56
2003	45	2	21
2002	68	2	38
2001	39	2	46
2000	56	3	59
1999	55	2	32
1998	74	10	54

Total launches and lives saved by the Fund's lifeboats currently in the RNLI fleets

	Launches	Lives Saved
Windsor Runner	96	15
Princess Royal	153	14
Public Servant	194	13
Hunstanton Flyer	16	0
Fraser Flyer	71	4
St. Cybi II	326	119

There are currently three Lifeboat Fund lifeboats in the RNLI active fleet: *Hunstanton Flyer* at Hunstanton, Norfolk; *Public Servant* at Tower Pier, London and RNLB *Princess Royal* at St Ives. The relief fleet includes RNLBs *Windsor Runner*, *Fraser Flyer* and *St Cybi II*. During 2004, the Fund's lifeboats were launched 196 times, saving 12 lives and giving assistance to a further 56 people.

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 2004, the Fund collected £105,000 for the RNLI. The main sources of these donations were:

	2004	2003
	£	£
Pension payroll giving (net of distribution charges)	79,000	85,000
Payroll giving	12,700	23,000
Traditional appeal	7,300	17,000
Ten per cent Government uplift	3,300	10,000
Legacy		23,300
Gift aid	500	700
Card Aid	1,300	
Miscellaneous	900	1,000
<b>Total</b>	<b>105,000</b>	<b>160,000</b>

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 that ended in March 2004.

The net cost of collecting these donations was £4,300, or about four per cent, all of which relates to the fees charged by the agencies that collect and distribute pay and pension payroll giving on the Fund's behalf. The Fund's administration costs were about £200, or about 0.2 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 2004, after adding this year's net donations of £175,000, and £22,000 of notional interest to the balance brought forward at 1 January 2004, there is a closing balance in the restricted fund of £499,000.

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 and the Ministry of Defence in donating the services of the two Honorary Secretaries who served during 2004, 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.

## RISK MANAGEMENT

Apart from the relatively small amounts spent on fundraising and administration, the Fund passes all its receipts onto the RNLI for them to invest and hold in the restricted funds as explained above.

The main risks faced by the Fund are therefore a sudden drop in fundraising. However, as about 80 per cent of the Fund's income comes from pension payroll giving, trustees consider a sudden substantial reduction in this form of receipt to be low risk. And, as this income comes in on a monthly basis, it can be monitored regularly.

As a result of recent changes in the form and culture of the Civil Service, the Fund also faces the risk that its traditional method of circulating an appeal sheet to civil servants and Royal Mail employees is no longer as effective as it once was. As more appeals are now made through departmental intranets, the Fund intends to facilitate online giving to ensure that potential donors have a ready means of contributing. The Chairman has also written to the Permanent Secretaries and heads of departments and agencies to ask them to encourage their staff to support this longstanding charity, which will celebrate 140 years in 2006.

## **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 has discussed 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. It has been agreed that, over the three years from 2005 to 2007, The Lifeboat Fund should aim to sponsor a programme of six inshore, either D-Class or Atlantic, lifeboats for stations at Mudeford, Holyhead, Broughty Ferry, Newquay and New Brighton. It is planned that the Mudeford lifeboat, which will be an Atlantic, and the Holyhead lifeboat, which will be a D-Class, will be the first lifeboats from this programme to go on station in 2005.

The Fund also plans to play a major role in contributing over the next few years to the refurbishment of the floating pontoon at Waterloo Pier to provide a lifeboat station and meeting rooms for the crews of the Thames lifeboats who are on call 24 hours a day.

The Fund will continue to encourage support through Pension Payroll and Payroll Giving. In 2005, the Fund plans to improve its fundraising by writing to Civil Servants who have retired in the last eight years to seek their support through the Pension Payroll Giving Scheme. The Fund is working towards providing the facility to make online donations through the Fund's website.

The Fund will also 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 on volunteers\* to 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. This statement is reflected in the additional note that is included below the Balance Sheet in The Lifeboat Fund's financial statements.

(\* some Thames lifeboats have full time crew)

**Kevin Tebbit**

**Chairman**

**on behalf of the Trustees**

**8 March 2004**



**Independent examiners' report for the year ended 31 December 2004**  
**Independent examiners' report on the accounts.**

Report to the trustees/members for the year ended 31 December 2004 on the accounts set out on pages 11 - 17.

**Respective responsibilities of trustees and examiners**

As described in the Trustees' Report the Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is our responsibility to:

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

**Basis of independent examiners' statement**

Our examination was carried out in accordance with 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 explanations from the 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 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 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.

Signed: Reeves & Neylan, Chartered  
Accountants  
37 St Margaret's Street, Canterbury,  
CT1 2TU

Dated: 24 March 2005

**Statement of Financial Activities for the year ended 31 December 2004**

		<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
	<b>Note</b>		
<b>Incoming resources</b>			
Donations, legacies and similar incoming resources	<b>2</b>	<b>108,520</b>	164,903
Staff sponsorship	<b>3</b>	<b>7,173</b>	15,149
Interest on bank balances		<b>269</b>	399
Lifeboat Fund expenses met by the RNL	<b>4</b>	<b>-</b>	1,198
<b>Total incoming resources</b>		<b><u>115,962</u></b>	<b><u>181,649</u></b>
<b>Resources expended</b>			
Costs of generating funds:			
Fundraising and publicity	<b>5</b>	<b>3,638</b>	4,881
Charitable expenditure:			
Donations to the RNL	<b>6</b>	<b>175,288</b>	83,532
Management and administration	<b>7</b>	<b>7,370</b>	16,430
<b>Total resources expended</b>		<b><u>186,296</u></b>	<b><u>104,843</u></b>
<b>Net incoming resources</b>		<b>(70,334)</b>	76,806
Balances brought forward at 1 January 2004		<b><u>78,657</u></b>	<u>1,851</u>
<b>Balances carried forward at 31 December 2004</b>		<b><u>8,323</u></b>	<u>78,657</u>

The Statement of Financial Activities includes all gains and losses recognized in the year.

The notes on pages 14 to 17 form part of these financial statements.

**Balance Sheet as at 31 December 2004**

	Note	£	2004 £	£	2003 £
<b>Fixed assets</b>	8		-		-
<b>Current assets</b>					
Cash at bank and in hand		8,337		78,706	
<b>Current liabilities</b>					
Creditors	9	<u>(14)</u>		<u>(49)</u>	
<b>Net current assets</b>			<u>8,323</u>		<u>78,657</u>
<b>Net assets</b>			<u>8,323</u>		<u>78,657</u>
<b>Unrestricted Funds</b>					
General Funds			<u>8,323</u>		<u>78,657</u>
<b>Total Funds</b>			<u>8,323</u>		<u>78,657</u>

The financial statements were approved by the trustees on 8 March 2005 and signed on their behalf by:

T P Grant  
Honorary  
Treasurer

Kevin Tebbit  
Chairman

The notes on pages 14 to 17 form part of these financial statements.

**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 2004, the position of these Restricted Funds was as follows:

	2004 £	2003 £
Lifeboat Fund balances held in RNLI Restricted Funds at 1 January 2004	<b>301,793</b>	303,837
Less: Payment for 45th lifeboat	-	(100,000)
The Lifeboat Fund's donations to RNLI in 2004	<b>175,288</b>	83,532
Notional interest received in 2004 on Restricted Fund balance	<b>21,810</b>	15,622
Less: Lifeboat Fund expenses paid direct by RNLI (see Note 4)	-	(1,198)
Lifeboat Fund balances held in RNLI Restricted Funds at 31 December 2004	<u><b>498,891</b></u>	<u><b>301,793</b></u>

## Notes to the financial statements for the year ended 31 December 2004

### 1. Accounting policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and SORP Update Bulletin 1 issued in December 2002 and applicable accounting standards.

#### 1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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

#### 1.4 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.

#### 1.5 Cash flow

The financial statements do not include a cash flow statement because, as a small reporting entity, the charity is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities.

#### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Office Equipment - 25% straight line over 4 years

**2. Donations, legacies and similar incoming resources**

	<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
Donations received gross of cost of distributing payroll and pension-giving costs	<b>90,555</b>	105,602
Legacies	-	23,913
Government uplift for pension payroll giving	<b>3,313</b>	10,316
Card Aid	<b>1,309</b>	-
Gift Aid	<b>555</b>	721
Donations received via RNLI	<b>12,788</b>	24,351
Total	<u><b>108,520</b></u>	<u>164,903</u>

The donations received direct by the RNLI include some payroll giving that relates to the period April to December 2003.

**3. Staff sponsorship**

	<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
Salaries	<b>6,764</b>	14,266
Employer's National Insurance contributions	<b>409</b>	839
Lifeboat Fund's telephone costs	-	44
Total	<u><b>7,173</b></u>	<u>15,149</u>

Two government departments meet the part time salaries and associated costs of a member of The Lifeboat Fund's staff.

The Honorary Independent Examiners also donate their services free.

**4. Lifeboat Fund expenses met by the RNLI**

The Lifeboat Fund's expenses met by the RNLI in 2004 are not available. (They would not have been very different from the previous year).

**5. Fundraising and publicity**

	<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
Cost of distributing payroll and pension-giving donations	<b>3,638</b>	4,026
Printing and distribution of appeal leaflets (see Note 4)	-	855
Total	<b><u>3,368</u></b>	<u>4,881</u>

**6. Direct charitable payments**

	<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
Donations passed to the RNLI	<b>162,500</b>	45,210
Donations received direct by the RNLI	<b>12,788</b>	38,322
Total	<b><u>175,288</u></b>	<u>83,532</u>

**7. Management and administration**

	<b>Unrestricted Funds 2004 £</b>	Unrestricted Funds 2003 £
Miscellaneous	<b>197</b>	545
Printing and distribution of annual report (see Note 4)	-	343
Donated services	<b>7,173</b>	15,149
Depreciation	-	393
Total	<b><u>7,370</u></b>	<u>16,430</u>

**8. Tangible fixed assets**

	<b>Office equipment £</b>
<b>Cost</b>	
At 1 January 2004 and 31 December 2004	<u>1,572</u>
<b>Depreciation</b>	
At 1 January 2004 and 31 December 2004	<u>1,572</u>
<b>Net book value</b>	
At 31 December 2004	<u>-</u>
<i>At 31 December 2003</i>	<u>-</u>

<b>9. Creditors and accruals</b>	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
Amounts falling due within one year	<b>14</b>	<b>49</b>
	<u>          </u>	<u>          </u>

**10. Trustees' expenses**

During the year, one trustee was reimbursed £165 (2003: £372) and another trustee was reimbursed £30 (2003:£0) for sundry expenses.

**SUMMARY OF CONTRIBUTIONS TO THE FUND**  
**Recorded during the year ended 31 December 2004**

	£
DEFRA	197.48
Ministry of Defence	1,278.00
GCHQ	915.72
Home Office	719.07
Inland Revenue	1,767.44
HM Land Registry	157.32
National Archives	41.05
National Audit Office	31.00
<b>NORTHERN IRELAND</b>	
NI Department of Agriculture	910.52
NI Department of Finance and Personnel	551.37
NI Office	154.70
NI Social Security Agency	341.83
Department for Regional Development	75.00
Department for Social Development	43.50
Department for Employment and Learning	103.85
<b>PAYROLL GIVING (including £11,872.41 from BT)</b>	<b>12,695.79</b>
<b>PENSION PAYROLL GIVING (Civil Servants and Royal Mail)</b>	<b>79,062.87</b>
<b>GOVERNMENT'S 10% UPLIFT</b>	<b>3,313.02</b>
<b>CARD AID</b>	<b>1,308.89</b>
<b>TAX RECLAIM ON GIFT AID DONATIONS</b>	<b>555.33</b>
<b>OTHERS</b>	<b>314.66</b>

Produced by THE LIFEBOAT FUND

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**THE LIFEBOAT FUND ANNUAL GENERAL MEETING - MINUTES OF THE MEETING HELD ON 8 APRIL 2005**

<b>Chairman</b>	Sir Kevin Tebbit KCB CMG	MOD
<b>Members</b>	Mr Tom Grant	Honorary Treasurer
	Mrs Diana Allpress	Honorary Secretary
	Mrs Jill Roberts	MOD
	Mr John Jarvis	CSPA
	Ms Tracey Orchard	Inland Revenue
	Ms Pat Shahin	Inland Revenue
	Mrs Rosina Robinson	Home Office
	Ms Elaine Swinerd	MOD
<b>In Attendance</b>	Mr Stuart Willson	RNLI
	Mr Michael Vlasto	RNLI
	Mr Denis Screeche-Powell	Previous MOD Representative
	Mr Clinton Shaw	Previous Inland Revenue Representative
	Dame Valerie Strachan	Previous Chairman
	Mr Ralph Groves	Rep. Civil Service Pensioners' Alliance

**Item 1: Chairman's Opening Address**

1. Sir Kevin welcomed everyone to the meeting. He gave a special welcome to Michael Vlasto, RNLI Operations Director, and guest speaker. Apologies were received from David Rowlands, Sir John Bourn, Clare Wardle, Lynda Jones and Tony Barker.

**Item 2: Treasurer's Report**

2. The Hon. Treasurer presented the 2004 Trustees' Report and Accounts to the meeting. He pointed out that Public Servant (stationed at Tower Pier) was the Fund's busiest lifeboat and it had helped to greatly increase the 2004 figures for lifeboat launches and number of lives saved. The Trustees' Report includes a section on Risk Management (a subject which the Charity Commission wishes to be included). The Hon. Treasurer set out the Fund's future plans up to 2007 to sponsor a programme of six inshore (either D-Class or Atlantic) lifeboats for stations at Mundeford, Holyhead, Broughty Ferry, Newquay and New Brighton. It is planned that the Mundeford and Holyhead lifeboats will be the first lifeboats from this programme to go on station in 2005. The Fund is also playing a major role in contributing £400,000 to the refurbishment of the floating pontoon at Waterloo Pier to provide a new lifeboat station.

3. The Hon. Treasurer reported that the Fund raised £105,000 in 2004, compared with £160,000 in 2003. The drop in revenue was due to a number of factors: legacy income (an unpredictable source) was down by £23,000; payroll giving was down by £10,000 due to 2003 being an extraordinary year (BT's contribution covered 21 months); the traditional appeal was down by £10,000 because the format of the appeal is no longer working; the ten per cent government uplift was down by £7,000 because the Government closed that particular scheme at the end of March 2004; pension payroll giving was down by £6,000 as is the natural way of this source of contributions. Despite the figures, the Hon. Treasurer declared that he was confident the Fund was still on target to meet the planned lifeboat programme.

4. The Chairman pointed out that the Fund was looking at new ways to encourage more donations, such as sending a mail shot to retired civil servants and making the annual appeal more relevant in Northern Ireland.

### **Item 3: Secretary's Report**

5. The Hon. Secretary gave details to the meeting of the Fund's lifeboats. In 2004, the boats had been launched 196 times, 12 lives had been saved and 56 people had been given assistance. The figures showed a dramatic rise from previous years, mainly due to the work of Public Servant, which is one of the busiest lifeboats in the RNLI fleet.

6. The naming ceremony for the Hunstanton Flyer (the Fund's 45<sup>th</sup> lifeboat) will be held on Saturday 21 May 2005 at 1400hrs in Hunstanton, Norfolk. David Rowlands (Deputy Chairman) will be performing the ceremonials.

7. The Hon. Secretary announced that the 2005 Appeal will be launched in late spring. The campaign material will be available in both hard copy and electronic format. The 2005 Appeal will be raising money for the Fund's programme of lifeboats up to 2007 and the Waterloo Pier project. The Fund has decided this year to put the money raised by departments in Northern Ireland towards Crew Training in Northern Ireland. The change has been made in response to concerns expressed by NI representatives that prospective supporters were unhappy the money raised was not being spent locally. The Hon. Secretary encouraged all department representatives to ensure the 2005 Appeal is advertised as widely as possible.

8. Gift Aid is still a good source of revenue but the Fund reclaimed £500 of tax last year compared to £700 in 2003. Donors need to provide a home address if the Fund is to reclaim the tax. The Hon. Secretary encouraged supporters to fill in the declaration on the appeal sheets or download the form from the website.

9. The RNLI has a limited number of 'Golden Bond' guaranteed entries for the 2006 London Marathon. To qualify to apply, runners must be committed to raising a minimum of £1,000 for the Fund. Anyone wishing to apply for the ballot of places should contact the Hon. Secretary by September 2005.

10. Card Aid can supply organisations with a corporate Christmas card and one third of the price of the card is donated to the Fund. Card Aid raised £1,300 in 2004 for the Fund and it is hoped more can be achieved.

11. Payroll Giving and Pension Payroll Giving are valuable sources of income for the Fund and the Hon. Secretary asked department representatives to encourage these methods of support where possible.

12. The Hon. Secretary explained her plans to update the Fund's website. Her intention was to make the website eye-catching and thereby encourage people to find out more about the Fund. The updated website will include the facility to make online donations to the Fund. The Hon. Secretary planned to launch the updated website in late spring. As part of the planned update of the website, the Hon. Secretary would be making the 2004 accounts available online. She intended to enter these accounts in the 2005 Charities Online Accounts Award competition in the summer.

13. The Fund has been given permission to write to Civil Service pensioners who have retired since the earlier mailing in 1997. A personal letter will be sent to about 100,000 retired Civil Servants asking the recipient to make a regular monthly contribution to the Fund. The total cost of the mailing is around £48,000 and the Hon. Secretary planned to start the mailing in late spring.

14. The Hon. Secretary announced that she was investigating various fundraising opportunities for the Fund, in particular raising the profile of the Fund by including a leaflet on The Lifeboat Fund in induction material for new recruits. She was also planning to investigate the feasibility of putting a leaflet or message in employees' payslips to encourage payroll giving to the Fund.

#### **Item 4: Election or Re-election of Officers**

15. The following Officers were elected:

- a. Mr David Rowlands Deputy Chairman
- b. Mrs Diana Allpress Honorary Secretary

16. The following Officers were re-elected:

- a. Sir Kevin Tebbit KCB CMG Chairman
- b. Sir John Bourn KCB Deputy Chairman
- c. Mr Tom Grant Honorary Treasurer

#### **Item 5: Election or Re-election of Members of the Executive Committee**

17. The following Member was elected:

- a. Mrs Rosina Robinson Home Office

18. The following Members were re-elected:

- a. Mr John Jarvis Representing Civil Service Pensioners
- b. Ms Tracey Orchard Inland Revenue
- c. Mrs Jill Roberts Ministry of Defence
- d. Ms Pat Shahin Home Office
- e. Ms Clare Wardle Royal Mail

19. The Chairman thanked the Executive Committee for their service over the past year. The Hon. Secretary noted that Rosina Robinson was due to retire in September 2005 and would have to stand down as Home Office representative. The Chairman said he hoped Rosina would continue as a member of the Executive Committee, serving in a personal capacity.

#### **Item 6: Chairman's Closing Address**

20. Before introducing the guest speaker, the Chairman thanked everyone present and all the many people who have worked so hard to raise money for the Fund. He thanked the Executive Committee for their work over the past year. He extended thanks to everyone, both serving and retired, for their generous contributions which enable the Fund to continue to support the work of the RNLI. Finally, the Chairman wished everyone good luck for the 2005 Appeal.

#### **Item 7: Guest Speaker – Michael Vlasto, Operations Director RNLI**

21. Michael Vlasto explained that 2004 had been the second busiest year ever for the RNLI. 7,507 people had been rescued; 7,656 lifeboat services and 8,010 lifeguard services had been carried out. The Lifeboat College and adjacent Survival Centre in Poole had been opened on 28 July 2004 by the Queen, and these facilities have helped to improve the training given to lifeboat crews.

22. He went on to explain the various replacements planned for ageing lifeboats and lifeboat stations. The lifeboats operating on the River Thames (including the Fund's Public Servant) are kept very busy and the RNLI is looking at possible replacements for the E Class lifeboats used there. Ten per cent of the total work carried out by the RNLI's lifeboats is done on the Thames.

23. Work to refurbish Waterloo Pier is expected to be complete in October 2005; the total cost will be £800,000-£900,000. Janet Kelly, RNLI, has suggested a name for the pier – **Lifeboat Pier**. The Chairman said the Executive Committee would consider this name at the next meeting.

**Action: Hon. Secretary**

24. Michael Vlasto concluded his talk by thanking everyone involved with The Lifeboat Fund for all they did to support the RNLI.

25. Denis Screeche-Powell pointed out that the Royal Fleet Auxiliary had carried out fundraising for the Tenby lifeboat in the past. He suggested the Hon. Secretary should contact the RFA to see if they wished to get involved with the Fund.

**Action: Hon. Secretary**

**Item 8: Any Other Business**

26. The Chairman drew the meeting to a close by thanking Michael Vlasto for an inspiring talk. He thanked the Executive Committee for their work over the past year and extended his thanks to everyone involved with the Fund. The Chairman wished everyone success with the 2005 Appeal.

## **The Lifeboat Fund**

Supporting the work of the RNLI by raising money from serving and retired staff from the Civil Service, Royal Mail and British Telecom.

Over the past seven years, the Fund's lifeboats have been launched 533 times, saving 33 lives and helping a further 306 people. We can only buy new lifeboats for the RNLI with **your help**.

Visit [www.thelifeboatfund.org.uk](http://www.thelifeboatfund.org.uk) for more information.

**Thank you to all our supporters**