

The Lifeboat Fund

(The Communications and
Public Service Lifeboat Fund)



ANNUAL REPORT 2008



The Lifeboat Fund is a fundraising charity that exists solely to support the work of the RNLI in saving lives at sea. The Fund was founded in 1866 and, since then, has provided the RNLI with 49 boats and much other assistance.

Patron: HRH The Duke of Kent

Registered Charity Number: 248421

THE LIFEBOAT FUND ANNUAL REPORT 2008

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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

Honorary Treasurer: Ms Madeline Gunner
199 Kingston Road
London, SW19 3NG
Tel: 020 7988 5432

Website: 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.

Ms Roberta Watson	DRD/DOE/DCAL
Ms Jayne Harbury/Ms Louise Selby	Home Office
Mr Andrew Tate	FCO
Miss Dawn Brown	HM Land Registry
Mrs Sally Bundock	Public Record Office
Ms Liz Campbell	NIO
Mr Paul Clement	DVLA
Ms Mamie Clugston	DETI
Ms Lisa McAnearney	CSA
Ms Linda Pender	Student Awards Agency for Scotland
Mrs Jill Waring	DE
Mr Tony Helliard	Treasury Solicitor's Office
Mr Aidan Hardiment	DCAL
Mr John Jarvis	CSPA
Mr Jim Judge	NAO
Mr Ivor Keates	GCHQ
Mr David Kellett	NAO
Mrs Christine MacGiffin	Northern Ireland Assembly
Mrs Jay Mandalia	HM Revenue & Customs
Mr Philip Jackson	Scottish Government
Mrs Linda McGarty	HM Land Registry
Ms Joy Shearer	DFP/OFM/DFM
Ms Ann O'Neill	DARD
Mr Glenn Palser	MOD
Mrs Pat Shahin/Ms Tracey Orchard	HM Revenue & Customs
Mr Simon Claydon	Department of Health
Mrs Rosina Robinson	
Mrs Pauline Shannon	DSD
Mr Graeme Starkey	DfT, DCLG
Ms Alison Adams	DEL
Mrs Clare Wardle	Royal Mail

The Communications and Public Service Lifeboat Fund

Registered charity number 248421

Trustees Report for 2008

This is the Trustees' annual report and financial statements of The Communications and Public Service Lifeboat Fund (the charity) for the year ended 31 December 2008. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000.

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. In inducting them, the Council requires new members to familiarise themselves with 'The Essential Trustee: What you need to know' a Charity Commission publication designed to provide trustees with a full awareness of their responsibilities and duties. The members who served on the Executive Committee during the year ended 31 December 2008 and members who have been appointed since are shown below with the Department or body that they represent:

Name	Office	Dates acted, if not for whole year
Sir Kevin Tebbit KCB CMG	Chairman	
Sir John Bourn KCB	Deputy Chairman	Resigned April 2008
Sir David Rowlands KCB	Deputy Chairman	
Ms Madeline Gunner	Hon.Treasurer	Appointed March 2008
Mrs Diana Allpress	Hon. Secretary	
Mr John Jarvis	Civil Service Pensioners	
Mrs Rosina Robinson	Serving in a personal capacity	
Ms Pat Shahin	HMRC	
Ms Tracey Orchard	HMRC	
Mr Keith Nurse	Department of Health	Resigned November 2008
Mr Simon Claydon	Department of Health	Appointed November 2008
Mrs Clare Wardle	Royal Mail	
Mr David Kellett	NAO	
Mr Nick Cheetham	DWP	
Mr Ivor Keates	GCHQ	
Ms Jayne Harbury	Home Office	
Ms Louise Selby	Home Office	
Mr Tom Grant	Serving in a personal capacity	
Mrs Jay Mandalia	HMRC	

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 registered address of the Fund is 85 Entry Hill, Bath, NE Somerset, BA2 5LS.

Website: www.thelifeboatfund.org.uk

Secretary: Mrs D Allpress, 85 Entry Hill, Bath, NE Somerset, BA2 5LS

Email: secretary@thelifeboatfund.org.uk; Tel: 01225 835762

Treasurer: Ms M Gunner, 199 Kingston Road, London, SW19 3NG

Email: madeline.gunner@nao.gsi.gov.uk; Tel. 0207 7988 5432

Independent Examiner: Reeves + Neylan LLP, 37 St Margarets Street, Canterbury, Kent, CT1 2TU.

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

Alliance and Leicester Commercial Bank plc, Bridle Road, Bootle, Merseyside, GIR 0AA.

Halifax plc, Trinity Road, Halifax, HX1 2RG.

ACTIVITIES AND ACHIEVEMENTS DURING 2008

Naming Ceremony for *Stranraer Saviour*



The Lifeboat Fund's 49th lifeboat, *Stranraer Saviour*, was officially named during a ceremony at the Stranraer Lifeboat Station, Scotland on Saturday 15 November 2008. Diana Allpress, The Lifeboat Fund's Hon. Secretary, handed over the lifeboat on behalf of the Fund.

Stranraer Saviour is a D Class lifeboat. It is small and highly manoeuvrable, making it ideal for rescues close to shore in fair to moderate conditions. It has a single outboard engine and can be righted manually by the crew following a capsized. *Stranraer Saviour* is the Fund's first Scottish lifeboat since 1996.

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 Lifeboat Fund 2008 Competition was won by Peter Solway, a member of the Civil Service Pensioners' Alliance. Peter's prize is a tour of the state of the art RNLI survival centre in Poole including two nights' dinner, bed and breakfast in the onsite hotel where every room has stunning views of the sea.

Marathons

Marathons are a great way to get fit and raise money for a good cause. If you would like to raise money for The Lifeboat Fund, please contact the Secretary, who will be happy to help with fundraising.

Flora London Marathon

The Fund has some guaranteed places in the Flora London Marathon each year. If you are interested, please contact the Secretary for more details.

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.

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 2008, the Fund reclaimed £749.

Payroll Giving and Pension Payroll Giving

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 Fund's website (www.thelifeboatfund.org.uk) provides 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 website has been updated to allow supporters to make online donations.

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

THE LIFEBOAT FUND'S LIFEBOATS

	Launches	Lives Saved	People Rescued (incl. lives saved)
2008	280	9	111
2007	200	6	226
2006	153	5	138
2005	130	7	37
2004	196	12	56

The reason for the substantial increase in the number of launches and lives saved by The Lifeboat Fund's lifeboats in the last three years is mainly because of the Fund's sponsorship of Public Servant, which is one of the lifeboats serving on the River Thames. These are the busiest lifeboats in the RNLI's fleet.

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

	Launches	People Rescued (incl. lives saved)
Stranraer Saviour	2	0
Mudeford Servant	92	119
Angel of Holyhead	46	38
Public Servant	624	203
Hunstanton Flyer	67	43
Princess Royal	210	148
Guardian Angel	26	18
Windsor Runner	138	177
Fraser Flyer	135	184

There are currently five Lifeboat Fund lifeboats in the RNLI active fleet: *Stranraer Saviour* at Stranraer, Scotland; *Mudeford Servant* at Mudeford, Dorset; *Angel of Holyhead* at Holyhead, Wales; *Hunstanton Flyer* at Hunstanton, Norfolk; *Public Servant* at Lifeboat Pier, London and RNLB *Princess Royal* at St Ives. The relief fleet includes RNLBs *Guardian Angel*, *Windsor Runner* and *Fraser Flyer*. During 2008, the Fund's lifeboats were launched 280 times, saving 9 lives and giving assistance to a further 102 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 2008, the Fund collected £132,500 for the RNLI. The main sources of these donations were:

	2008 £	2007 £
Pension payroll giving (net of distribution charges)	68,000	73,000
Legacy	5,000	0
Payroll giving	14,000	17,000
Traditional appeal	42,500	5,000
Miscellaneous	2,000	700
Gift Aid	1,000	1,000
Total	132,500	96,700

This table shows the continuing strength of support from pension payroll giving and the impact that legacies can have on funding. It also shows a substantial increase in fundraising via the traditional appeal. This is largely attributable to the efforts of the Department of Work and Pensions which raised some £30,000 for the Fund.

The in-year cost to The Lifeboat Fund of collecting these donations was £5,200, or about 4 per cent, of which £2,819 relates to fees charged by the agencies that collect and distribute pension payroll giving on the Fund's behalf and £1,651 was the cost of printing appeal leaflets. This, however, does not take into account the original cost (£78,000) of the three appeals in 1997,

2001 and 2005 that triggered the pension payroll giving, nor the value, estimated at £16,000, of the Honorary Secretary's time and expenses that are sponsored by the Ministry of Defence.

Reserve Policy

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. The balance brought forward in this restricted fund at 1 January 2008 was £383,000, and by adding this year's net donations of £95,000 and £23,000 of notional interest less purchase of the Stranraer lifeboat (£29,000) and some minor expenditure, the restricted fund has a closing balance at 31 December 2008 of £470,000.

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 Ministry of Defence in donating the services of its Honorary Secretary, of Reeves + Neylan LLP in donating their services as the Honorary Independent Examiner and of Finmeccanica UK in providing meeting facilities for the Executive Committee.

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 has facilitated online giving to ensure that potential donors have a ready means of contributing.

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 next two years, The Lifeboat Fund would aim to fund the provision of two inshore lifeboats, either D-Class or Atlantic, for stations at New Brighton and Portrush. It is planned that the New Brighton lifeboat, which is an Atlantic class, will go on station in 2009.

The Fund also wishes to arrange that the funds raised in Northern Ireland, some £1,600 in 2007, are deployed for the benefit of Northern Ireland's lifeboat crews, probably through assisting their training. Final plans have still to be agreed with the RNLI as to how best to achieve this objective.

The Fund will continue to encourage support through Pension Payroll and Payroll Giving.

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. Her Majesty's Revenue and Customs 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 most substantial expenditure by the Fund out of restricted funds, held as explained above, subject to the approval of the Fund's Executive Committee. At the end of each financial year, the RNLI provides the Fund with a Statement of Account, which agrees the amount held by the RNLI in a restricted fund on behalf of The Lifeboat Fund and which is reflected in the additional note set out below the Balance Sheet in The Lifeboat Fund's financial statements.

(* some Thames lifeboats have full time crew)

The Fund's Chairman, Sir Kevin Tebbit, is a member of the RNLI Council.

Kevin Tebbit

Chairman

on behalf of the Trustees

10 March 2009

Independent examiner's report for the year ended 31 December 2008**Independent examiner's report on the accounts**

I report to the trustees/members for the year ended 31 December 2008 on the accounts set out on pages 11 to 15.

Respective responsibilities of trustees and examiner

As described on pages 1 to 7, 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 my responsibility to:

- examine the accounts under section 43(2) 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 my attention.

Basis of independent examiner's statement

My 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

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

1. which gives me 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 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Dated: 10 March 2009

G Jones
Reeves + Neylan LLP
Chartered Accountants
37 St Margaret's Street
Canterbury, Kent CT1 2TU

Statement of Financial Activities for the year ended 31 December 2008

	Note	Unrestricted Funds 2008 £	Unrestricted Funds 2007 £
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2	153,123	117,791
Investment income		24	15
Lifeboat Fund expenses met by the RNLI		1,615	16,806
Total incoming resources		154,762	134,612
Resources expended			
Costs of generating funds			
Costs of generating voluntary income	3	20,857	22,529
Charitable activities	3	110,694	95,283
Governance costs	3	1,000	1,000
Total resources expended		132,551	118,812
Net incoming resources for the year		22,211	15,800
Reconciliation of Funds			
Total funds brought forward at 1 January 2008		21,469	5,669
Total funds carried forward at 31 December 2008		43,680	21,469

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

The notes on pages 13 to 15 form part of these financial statements.

Balance Sheet as at 31 December 2008

		2008	2007
		£	£
	Note		
Fixed Assets			
Tangible fixed assets	6	-	156
Total fixed assets		-	156
Current assets			
Prepayments: London Marathon		-	15,000
Cash at bank and in hand		43,680	6,313
Total current assets		43,680	21,313
Liabilities			
Creditors: Amounts falling due within one year		-	-
Net current assets		43,680	21,313
Net assets		43,680	21,469
The funds of the charity			
Unrestricted income funds		43,680	21,469
Total charity funds		43,680	21,469

The financial statements were approved by the Trustees on 10 March 2009 and signed on their behalf by:

Madeline Gunner
Honorary Treasurer

Kevin Tebbit
Chairman

The notes on pages 13 to 15 form part of these financial statements.

Additional note

The RNLI hold the money donated to them by The Lifeboat Fund in Restricted Funds, accruing notional interest, until there is sufficient to buy a lifeboat or to contribute to a RNLI project approved by the Fund's Trustees. At 31 December 2008, the position of these Restricted Funds was as follows:

	2008	2007
	£	£
Balance in RNLI Restricted Funds for The Lifeboat Fund at 1 January 2008	382,881	284,114
Less: payments towards RNLI projects or lifeboats	(29,000)	-
The Lifeboat Fund's donations to RNLI	95,422	95,221
Notional interest received in year on Restricted Fund balances	22,751	20,352
Less: Lifeboat Fund expenses paid direct by RNLI	(1,615)	(16,806)
Balance in RNLI Restricted Funds for The Lifeboat Fund at 31 December 2008	470,439	382,881

Notes to the financial statements for the year ended 31 December 2008

1. Accounting policies

1.1 Basis of preparation of accounts

The financial statements have been prepared under the historical cost convention with the exception of investments, which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

1.2 Fund accounting

Unrestricted funds are funds that are available for use at the discretion of the trustees to advance the general objectives of the charity and that have not been designated for other purposes.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when The Lifeboat Fund is entitled to the income and the amount can be measured with sufficient reliability. 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.

Where incoming resources have related expenditure, as with fundraising, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Donations are only included in the Statement of Financial Activities when The Lifeboat Fund has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Donated services and facilities are only included in incoming resources, with an equivalent amount in resources expended, where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

1.5 Value Added Tax

Value Added Tax is not recoverable by the charity and, as such, is included in the relevant costs in the Statement of Financial Activities.

1.6 Tangible fixed assets and depreciation

These are capitalized if they can be used for more than one year, and cost more than £500. They 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. ANALYSIS OF INCOMING RESOURCES	Unrestricted Funds 2008 £	Unrestricted Funds 2007 £
Voluntary Income		
Donations, legacies and similar incoming resources		
Donations received gross of cost of distributing payroll and pension-giving costs	115,294	80,629
Legacies	5,000	-
Gift Aid	749	946
Donations received via RNLI	<u>15,422</u>	<u>18,221</u>
	<u>136,465</u>	<u>99,796</u>
 Donated services		
Salary (met by a government department)	13,289	14,749
Employer's National Insurance contributions	1,284	1,318
Miscellaneous support costs (met by a government department)	1,085	928
Cost of services of the independent examiners	<u>1,000</u>	<u>1,000</u>
	<u>16,658</u>	<u>17,995</u>
 Total Voluntary Income	 <u>153,123</u>	 <u>117,791</u>
 3. ANALYSIS OF RESOURCES EXPENDED		
Cost of generating voluntary income		
Cost of distributing payroll and pension-giving donations	2,819	3,015
Printing and distribution of appeal leaflets	1,615	1,906
Miscellaneous	609	457
Salary and support costs	15,657	16,994
Depreciation	<u>156</u>	<u>157</u>
	<u>20,857</u>	<u>22,529</u>
 Charitable activities		
Donations passed to the RNLI	80,000	77,000
Donations and legacies to The Lifeboat Fund received by the RNLI	15,422	18,222
Purchase of Marathon places	15,000	-
Attendance at the launching and naming lifeboats	<u>272</u>	<u>61</u>
	<u>110,694</u>	<u>95,283</u>
 Governance costs		
Independent examiners	<u>1,000</u>	<u>1,000</u>
	<u>1,000</u>	<u>1,000</u>

4. NET INCOMING RESOURCES

This is stated after charging

Depreciation of tangible fixed assets owned by the charity	156
Independent examiner's fees	1,000

During the year no trustee received any remuneration (2007 - £0)

During the year no trustee received any benefits in kind (2007 - £0)

During the year one trustee received reimbursement of administrative expenses of £1,085.14 (2007 - £928)

5. STAFF COSTS

Staff costs were as follows:

Wages and salaries	13,289	14,749
Employers' national insurance costs	1,284	1,318
	<u>14,573</u>	<u>16,067</u>

The average number of employees during the year was one (2007 – one)

6. TANGIBLE FIXED ASSETS

	Office equipment £
Cost or valuation	
Balance brought forward	626
Additions	0
Balance carried forward	<u>626</u>
Accumulated depreciation	
Balance brought forward	470
Depreciation charge for the year	155
Balance carried forward	<u>626</u>
Net Book Value:	
Brought forward	<u>156</u>
Carried forward	<u>-</u>

SUMMARY OF CONTRIBUTIONS TO THE FUND
Recorded during the year ended 31 December 2008

	£
DWP	29,823.22
Ministry of Defence	1,135.85
DfT/DCLG	384.00
GCHQ	2,001.60
HM Revenue & Customs	1,785.50
National Archives	12.03
National Audit Office	125.00
NORTHERN IRELAND	
NI Department for Education and Learning	462.51
NI Department for Regional Development	1,114.27
NI Office	180.58
NI Social Security Agency	622.60
NI Department of Environment	1,114.27
NI Department of Culture, Arts and Leisure	1,114.27
Department of Agriculture	31.00
Department for Social Development	91.90
DETI	362.22
PORTRUSH APPEAL	1,219.00
PAYROLL GIVING (including £14,059.58 from BT)	14,350.33
PENSION PAYROLL GIVING (Civil Servants and Royal Mail)	67,846.75
LEGACIES (given in memory of Ms Sheila Elspeth Illingworth)	5,000
TAX RECLAIM ON GIFT AID DONATIONS	748.78
OTHERS	1,977.26
TOTAL	131,503.93

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**THE LIFEBOAT FUND ANNUAL GENERAL MEETING - MINUTES OF THE MEETING HELD
ON 28 APRIL 2009**

Chairman	Sir Kevin Tebbit KCB CMG	Chairman
Members	Sir David Rowlands Mrs Madeline Dugmore Mrs Diana Allpress Ms Louise Selby Mr Nick Cheetham Mr Tom Grant Mr John Jarvis Ms Tracey Orchard Mrs Pat Shahin Mr Ivor Keates	Deputy Chairman Honorary Treasurer Honorary Secretary Home Office DWP CSPA HMRC HMRC GCHQ
In Attendance	Mr Stuart Willson Mr Clinton Shaw Mr Gordon Jones	RNLI Previous Inland Revenue Representative Reeves + Neylan LLP

ITEM 1 – Chairman’s Opening Address

1. The Chairman welcomed everyone to the meeting. Apologies were received from Sir John Bourn, Mrs Margaret Smith, Ms Alison Hoffman, Mrs Brenda Weston, Ms Mamie Clugston, Dame Valerie Strachan, Mrs Sally Bundock, Ms Cheryl Openshaw, Ms Janice Marshall, Mrs Christine Didier, Mr Graeme Kenyon, Ms Jill Waring, Mr Tony Barker, Ms Jay Mandalia, Ms Janine Jackson and Ms Jayne Harbury.

ITEM 2 – Treasurer’s Report

2. The Hon. Treasurer reported that the Fund raised £132,500 in 2008, compared with £96,700 in 2007. Pension payroll giving was down by £5,000. The traditional appeal to serving civil servants was up by £37,500 from £5,000 in 2007 to £42,500 in 2008. This was largely attributable to contributions from DWP. The Fund received one legacy of £5,000, which also contributed to the increased income.

3. In 2008 the Fund received notional interest from the RNLI of over £20,000. Fundraising costs were £21,800, of which some £15,500 was sponsored by the MOD and some £2,800 of which related to the charges made by the agencies that collect and distribute pension payroll giving. This meant that the direct cost to the Fund of raising some £130,000 was about £2,400 or 1.8 per cent. During the year, the Fund gave £95,000 to the RNLI. Of the £383,000 brought forward balance on the Restricted Funds, £29,000 was used to purchase the Stranraer Saviour.

4. At the end of 2008, The Fund had a balance of about £470,000 towards its programme of expenditure agreed with the RNLI, which was estimated to cost about £300,000 (for Poole, Portrush and New Brighton lifeboats). The only other outstanding commitment was an, as yet, unspecified intention to help fund the training of lifeboat crews in Northern Ireland. The Hon. Treasurer expected the Fund to be able to fulfil its agreed programme with the RNLI to the end of 2010. The Hon. Treasurer had been grateful to the independent auditors, Reeves + Neylan LLP for their help in preparing the accounts.

5. The Chairman thanked the Hon. Treasurer and Reeves + Neylan LLP for their work in preparing the financial accounts. The Council approved the 2008 Trustees Report.

ITEM 3 – Secretary’s Report

6. The Hon. Secretary gave details to the meeting of the Fund’s lifeboats. In 2008, the boats had been launched 280 times, 9 lives had been saved and a further 111 people had been rescued.
7. The Lifeboat Fund’s 49th lifeboat, *Stranraer Saviour*, has been officially named during a ceremony at the Stranraer Lifeboat Station, Scotland on Saturday 15 November 2008. Diana Allpress, The Lifeboat Fund’s Hon. Secretary, handed over the lifeboat on behalf of the Fund.
8. The Lifeboat Fund’s 50th lifeboat would be officially named during a ceremony at the Poole Lifeboat Station on Saturday 6 June 2009. The lifeboat would be named Sgt. Bob Martin after a Chelsea Pensioner who was a lifetime supporter and fundraiser for the RNLI. The Poole lifeboat is an Atlantic class lifeboat.
9. The competition held last year was very successful in raising the profile of the Fund in departmental magazines and intranets. There was a good response to the competition (117 entries) and the winner was Peter Solway from Civil Service Pensioners Alliance. The Hon. Secretary would be running the competition again in 2009, linked to the annual appeal. The first prize will be a 2-night stay in the RNLI College, Poole.
10. DWP held an extremely successful Appeal Day last year, which raised over £30,000 for the Fund. Building on DWP’s success, it was agreed at the last Executive Committee meeting that all departments would be invited to take part in the 2009 Lifeboat Fund Appeal Day on 25 Sep 09. If this date was inconvenient or departments would prefer to hold an ongoing appeal, they would be given the option to choose a more appropriate date. The Hon. Secretary was working with Stuart Willson to produce a new set of appeal material to advertise the Appeal Day.
11. The Chairman wrote to Permanent Secretaries and Heads of Agencies (including Northern Ireland) in 2008 asking them to nominate an individual to take responsibility for promoting the Fund in their department. The letters had received a generally positive response and resulted in 13 new department representatives for the Fund.
12. Last year the Hon. Secretary produced several articles for the CSPA Pensioner magazine advertising the Portrush Lifeboat Appeal which brought in £1278. She planned to advertise the New Brighton Lifeboat Appeal in the CSPA magazine this year.
13. Gift Aid remained a good source of revenue and the Fund reclaimed £945 of tax last year. Donors needed to provide a home address (including postcode) for the Fund 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.
14. Marathons were also being promoted as a great way to get fit and raise money for a good cause. Members willing to raise money for The Lifeboat Fund in this way were being asked to contact the Hon. Secretary.
15. Card Aid was also an advertised method of fundraising. It could supply organisations with a corporate Christmas card, with one third of the price of the card donated to the Fund.
16. Payroll Giving and Pension Payroll Giving were still valuable sources of income for the Fund and the Hon. Secretary asked department representatives to encourage these methods of support where possible.

17. As regards the future procurement programme, The Fund aimed to fund the provision of four inshore lifeboats, either D-class or Atlantic, for stations at New Brighton and Portrush. It is planned that the New Brighton lifeboat, an Atlantic class, would go on station in 2009.

ITEM 4 – Election or Re-election of Officers

18. The following Officers were re-elected:

Sir Kevin Tebbit KCB CMG	Chairman
Sir David Rowlands KCB	Deputy Chairman
Mrs Madeline Dugmore	Honorary Treasurer
Mrs Diana Allpress	Honorary Secretary

ITEM 5 – Election or Re-election of Members of the Executive Committee

19. The following Member was elected:

Mr Simon Claydon	DH
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20. The following Members were re-elected:

Mr John Jarvis	Representing Civil Service Pensioners
Ms Pat Shahin	HMRC
Ms Tracey Orchard	HMRC
Ms Jayne Harbury	Home Office
Ms Louise Selby	Home Office
Mr Ivor Keates	GCHQ
Mr David Kellett	NAO
Ms Clare Wardle	Royal Mail
Mrs Rosina Robinson	Serving in a personal capacity
Mr Tom Grant	Serving in a personal capacity
Mr Nick Cheetham	DWP
Mrs Jay Mandalia	HMRC

21. The Chairman thanked the Executive Committee for their service over the past year.

ITEM 6 – Chairman’s Closing Address

22. The Chairman closed the formal part of the meeting by thanking everyone present and all the many people who have worked so hard to raise money for the Fund. 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 2009 Appeal.

Item 7: 1st Guest Speaker – Nick Cheetham, DWP

23. The Council was briefed by Nick Cheetham on the key elements that helped to make the DWP Appeal Day in 2008 such a success. Nick pointed out that obtaining senior level support within DWP was fundamental to the success of the Appeal Day. Extensive use had also been made of the intranet to publicise the event and keep in touch with volunteers.

Item 8: 2nd Guest Speaker – David Brann, RNLI Fundraising and Communications Director

24. The Council was briefed by David Brann on the highlights of the RNLI year.

Item 8: Any Other Business

25. No issues were raised against this item.