



115 (Peterborough Squadron)
AIR TRAINING CORPS
Squadron Headquarters
Saville Road Westwood
PETERBOROUGH Cambs

 **ROYAL
AIR FORCE**
AIR CADETS
the next generation

Charity Exception No 947/81

Honorary President: Group Captain B S Morris OBE AFC RAF (retd)

115 (PETERBOROUGH) SQUADRON ASSOCIATION

Minutes of the Annual General Meeting held at the Squadron HQ on Wednesday 8th July 2019

<u>Present:</u>	Chairman	Dave Ellis
	Hon Secretary	Rob Henson
	Hon. Treasurer	Stephen Dalton
	Supported by:	Mike Holborn
		Mandy Dalton
		Louise Denney
		Peter Melkowski
		Taryn Carnchan
		Tracy Macullum
		Simon Macullum
	CO	Flt Lt Karen Barfield
	Beds & Cambs Wg	Tim Brain
		Eight Parents/Guardians (see attached list).

Item 1 – Opening Remarks

- The Chairman welcomed everyone present and was pleased Tim Brain from Beds & Cambs Wing was able to join us and oversee the elections and carry out the Annual Assurance Review.
- He also thanked those members of the ‘Squadron Association’ for attending without whom we cannot conduct the business of the AGM. Our Constitution and further information can be found under the Governance tab on the Squadron website at www.115atc.org.uk

Item 2 - Apologies

- Apologies were received from Stuart Yallup (Trustee), Charron Pugsley-Hill and Zara Cochrane.

Item 3 - Minutes of Previous Meeting

- There were no matters arising from the previous AGM.
- The minutes of the AGM held on the 18th July 2018 were agreed and signed by the Chairman. This was proposed by Rob Henson and seconded by Mike Holborn.

Item 4 - Chairman's Report

I am pleased to report that we still fully meet all the requirements of the governance for ATC committees. Your trustees continue to undertake on your behalf the management of the Squadron Welfare Fund and its assets.

We are mandated to have between 5 and 12 committee members and we currently have 10. We welcomed Tracy & Simon Macallum (parents) & Taryn Carnichan (Ex cadet) who joined us as trustees. We also continue to be well supported by our Squadron President, the Commanding Officer and Squadron Chaplain who are all ex-officio members of the committee.

The squadron continues to flourish under the leadership of Flt Lt Karen Barfield along with the commitment and hard work of her staff. As always, we remain committed to support them in delivering the best possible cadet experience available here in Peterborough and within Beds & Cambs Wing. I continue to be a Registered Civ Com Member and we have four more trustees to be appointed so that we will be well placed to support even more activities.

The CO will cover events in more detail in her report but during the last year we have attended numerous occasions and parades in and around Peterborough and I continue to represent the unit at civic events. All this was recognised recently with the award of the Citizenship Trophy at the Beds & Cambs Wing Field Weekend for the 5th time.

Rob Henson and Mike Holborn our very long serving members and will be due their 24 year long service certificates in 2021 and Mandy Dalton a 12 year certificate next year.

Earlier this year the Sqn celebrated its 80th Anniversary with a gala dinner for those present and past members. All cadets, staff & trustees received a commemorative memento to mark the occasion.

Once again, thank you for the support that you and the committee have given both to me and the squadron. As always, I look forward to your continuing support of the squadron between now and when we meet again.

Item 5 – Treasurer’s Report

a. Presentation & Adoption of Accounts FY16/17

Our annual return; The Summary of Receipts and Payments, HQAC Accts Form 60 has been completed, independently examined and submitted to WHQ. The Accounts for FY2018/19 are presented for your approval.

In the financial year 2018/19 there was an increase in our year-end balance of £1226.27. Our main source of income has been from cadet subscriptions, Gift Aid and donations from local organisations, including the Deeping Raft Race.

This year we are hoping for a donation from the latter organisation and we will use any such monies to purchase a Science, Technology, Engineering and Mathematics (STEM) kit for use by the cadets.

The largest expenditure has once again been on sport and training equipment.

In addition we spent £650 on holding a ball to commemorate the 80th Anniversary of the squadron.

Some of the monies appear as receipts and payments e.g. camps, as they are collected from the cadets and then paid out again.

From the income generated we have been able meet our running costs, the purchase of office, general and adventure training equipment. In addition, the cost of covering subscriptions and activities for welfare cases where required.

The Chairman stated that the accounts had been approved by the committee in April 2019 and checked by Tim Brain. He then asked whether anyone had any questions, however, no one had.

Stephen Dalton proposed that the accounts be adopted, this was seconded by Dave Ellis. This motion was carried and, therefore, the accounts were adopted.

b. Current State of Accounts

	Welfare Fund as of 8th July 2019	£13583.84
Ring Fenced		
Annual PlusNet Charges	£200.00	
Subscriptions to Wing	£1400.00	
Insurance	£550.00	
	Total Payments	£2150.00
Outstanding payments:		
AGM BBQ Bank Transfer	£80.96	
	Total	£80.96
	Working Capital	£11352.88

c. Any Other Financial Business

- There was no other financial business.
- A copy of the Account Statement for the year 2018/19 is included with these minutes.

Item 6 – CO's Report

The past twelve months has seen the squadron continue to achieve, aspire and excel.

We took the time to stop and reflect over the squadron history by celebrating our 80th anniversary with past and present cadets and staff and associates of the squadron, marking the occasion.

The squadron has continued to attract new members and the bi annual recruiting is working well. The average parade night strength is around 55 including staff.

Over the past year, we have seen some notable achievements, such as our first Qualified Air Instructors Course (QAIC) Qualification and another prestigious flying scholarship being awarded. As such, our ground flight school is now being well utilised.

Our regular bookings are being fulfilled, such as the rowing regattas, Deepings raft race and feel the force. We continue to display the light blue footprint, with the heritage festival and armed forces day. Formal parades are well attended along with the civic events as freemen of the city.

We get numerous requests from organisations within the area but unfortunately are unable to support all worthy causes. This can be due to pre existing commitments or wing activities along with logistics or staff coverage. We always look to incorporate more activities into our already busy schedule.

Sporting activities have been good to us this year, having two cadets who represented the region at corps athletics and gaining medals. Staff and cadets continue to support wing activities, such as road marching, shooting, training and development and communications.

D of E continues each year with bronze and silver being available to all cadets. We are struggling to get gold expeditions now that Bavaria is no longer an option, with cadets potentially having to look outside the corps to be able to complete this section.

Staff development continues and we have moved to integrate STEM activities into the squadron training programme and are looking at ways to drive this forward. We have seen some small changes to the staff team over the past 12 months and we are now down to one officer on books, however, our SNCO team has grown to three with a potential one more in the future.

One ex cadet has just been recruited into the Army, so whilst we are portraying the light blue footprint, the skills learnt during the time in the air cadets is transferable to all services.

Looking forward to the next 12 months, we are hoping to continue our working relationship with the Peterborough fire service where this year, they encompassed their search and rescue training at our HQ and the cadets were able to watch them at work whilst giving valuable first aid skills to members of staff who were rescued from a smoke filled building.

We have been very fortunate with flying this year and have had the means to secure more slots at RAF wittering. The local jet simulator school has been utilised and cadets have been getting the opportunity to be passengers and captains. It is nice to see the 'air' being brought back into the organisation and hope that this will continue.

Wing Field this year was an amazing achievement in some tough conditions. The cadets did not allow the stifling 34 degrees heat to achieve a very credible 8th position across the

wing. The citizenship trophy returns back to 115 again this year along with the CWO Cup and medals for aero modelling and media. Thank you to the Civilian Committee for funding requests and manual assistance across the weekend to ensure that the weekend went as smoothly as possible.

I would like to thank all of the parents who support the squadron by allowing their children to attend parade nights and activities as without the cadets, there would not be a squadron. The staff team work tirelessly in the background to ensure that parade nights are educational and purposeful and organise numerous events behind the scenes for the cadets to get involved in, alongside their day jobs and family commitments. The Civilian Committee work quietly behind the scenes offering financial support and guidance to myself and the squadron, especially our Civilian Committee Chairman, Mr Dave Ellis, who has been a huge support to myself as OC - thank you to all and I look forward to welcoming our soon to be registered CI Civilian Committee into the staff team once all paperwork and requirements are processed.

Here is to another successful year for 115 (Peterborough) Squadron.

Item 7 – Election of Officers

- The Officers of the Committee stood down, and Tim Brain then oversaw the election of officers for the forthcoming year.
- The following nominations for Officers of the Committee for the year 2019/20, which were the only ones received, where as follows:

Office	Nominee	Proposer	Seconder
Chairman	Dave Ellis	Stephen Dalton	Rob Henson
Honorary Treasurer	Stephen Dalton	Dave Ellis	Rob Henson
Honorary Secretary	Rob Henson	Dave Ellis	Stephen Dalton

- A vote was taken which was unanimous in favour of the election of the above officers of the committee.
- The re-elected Chairman thanked Tim for overseeing the election of officers.

Item 8 – Election of Committee Members

- The current committee was proposed by Dave Ellis and seconded by Rob Henson and re-elected unanimously.
- In addition to the officers of the committee, the following are now members of the Civilian Committee:
 - Peter Melkowski
 - Mandy Dalton
 - Mike Holborn
 - Stuart Yallup
 - Louise Denney
 - Taryn Carnichan
 - Tracy Macullum
 - Simon Macullum

Item 9 – Confirmation of the Appointment of the Honorary President & Sqn Chaplain

- Gp Capt Syd Morris was re-appointed as the Honorary President.
- The Reverend Geoffrey Keating was confirmed as the squadron chaplain

Item 10 – Any Other Business

- There was no further business

Item 11 – Date of next AGM

- The next AGM will be held in July 2020. The Hon. Secretary will confirm the date, time and place nearer the time.

Signed: _____ Chairman

Appendix A – List of attendees

Distribution:

All Committee Members

Hon President

Commanding Officer

Hon Chaplain

Wing Chairman

Wing HQ

All other attendees

Sqn website

File Copy

Appendix A

The following people attended the AGM:-

Name	Capacity
Dave Ellis	Squadron Chairman / Trustee
Syd Morris	Squadron President
N. Brewer	Parent
Stephen Dalton	Hon. Treasurer / Trustee
Amanda Dalton	Trustee
Mike Holborn	Trustee
S. Beattie	Parent
Poonam Anandaraj	Parent
Peter Simpson	Parent
Louise Denney	Parent / Guardian / Trustee
A. Guest	Parent
J. Guest	Parent
Tracy Macallum	Parent / Trustee
Simon Macallum	Parent / Trustee
Tim Brain	WHQ (Stand in Wing Chairman)
Reverend Geoffrey Keating	Squadron Chaplain
Peter Melkowski	Parent / Trustee
Claire Cobourne	Parent
Flt Lt Barfield	OIC
Rob Henson	Hon. Secretary / Trustee
Lesley Braybrook	Parent