



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



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 using Microsoft Teams on Monday 12th July 2021

<u>Present:</u>	President	Syd Morris
	Chairman	Dave Ellis
	Hon Secretary	Rob Henson
	Hon. Treasurer	Stephen Dalton
	Supported by:	Mike Holborn
		Mandy Dalton
		Louise Denney
		Stuart Yallup
	Chaplain	Revd Geoffrey Keating
	Beds & Cambs Wg	Tim Brain

Item 1 – Opening Remarks

- The Chairman welcomed everyone present and said that he was pleased Tim Brain, from Beds & Cambs Wing was able to join us to oversee the elections.
- He mentioned that it had not been possible to hold an AGM over the past 2 years owing to the pandemic and it was decided by the trustees to delay until now under the guidance issued by the Charity Commission.
- He also expressed his disappointment that no parents had decided to join us for 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 have been received from Flt Lt Karen Barfield (CO) who is feeling unwell and the Chairman said that he hoped that she would be feeling better soon. In addition, apologies have been received from Peter Melkowski (Trustee), and Lesley Braybrook (parent).

Item 3 - Minutes of Previous Meeting

- There were no matters arising from the previous AGM.
- The minutes of the AGM held on the 8th July 2018 were agreed by those present and will be signed by the Chairman when practical.
- This was proposed by Dave Ellis and seconded by Rob Henson

Item 4 - Chairman's Report

I am pleased to report that despite the very difficult period since the first lockdown 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 8. Taryn Carnichan (Ex cadet) who joined us as a trustee has now become a civilian instructor with the Sqn and also Simon Macallum has stood down. 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.

Events are covered in more detail in the OCs report but throughout this challenging period she and her staff team have kept the Sqn going with a mixture of VPNs and F2F activities as restrictions have allowed. As always, we remain committed to support them in delivering the best possible cadet experience available here in Peterborough and within Beds & Cambs Wing. Louise Denney and myself continue to be Registered Civ Com Members so we remain well placed to support activities as and when required.

Our very long serving members Rob Henson and Geoffrey Keating our Chaplain have received their 24 year long service certificates and Mike Holborn is due his 24 year certificate very soon. Mandy Dalton has received a 12 year certificate so very well done to all.

In 2020 I was honoured to receive the inaugural Ian Todd Memorial Award. This is in recognition as the top civilian committee member across the whole of RAFAC.

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.

If anyone is interested in becoming a trustee, then I am happy to have a chat about what's involved. New blood is always welcome, and should you feel that you can help I can be contacted via the parent Facebook page or via the Sqn Website.

- The Hon. Treasurer offered his congratulations to the Chairman on his award.

Item 5 – Treasurer’s Report

a. Presentation & Adoption of Accounts FY20/21

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 FY2020/21 are presented for your approval.

In the financial year 2020/21 there was a decrease in our year-end balance of £2955.14, however, our balance is still very healthy. Our main source of income has been from cadet subscriptions and donations from local organisations.

The largest expenditure has once again been on sport and training equipment, although any opportunities to use this have been forestalled by Covi-19

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.

We have incurred the unexpected cost of purchasing cleaning equipment that was used to ensure that the HQ was Covid-19 safe for the return of face to face meetings.

As face to face meetings and activities were curtailed by Covid-19, parents/guardians were offered a refund of their subscriptions for the past year. We would like to thank the generosity of those who chose to donate their subscriptions to the squadron.

The Chairman stated that the accounts had been approved by the committee in April 2021 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 11th July 2021	£13680.04
Ring Fenced		
Broadband	£280.00	
Subscriptions to Wing	£2500.00	
	Total Payments	£2780.00
Outstanding payments:		
	Total due out	0.00
Outstanding receipts:		
	Total Due in	0.00
	Working Capital	£10900.04

c. Any Other Financial Business

- There was no other financial business.
- A copy of the Account Statement for the year 2020/21 is included with these minutes.
- The Chairman told the meeting that the MOD were updating all computers and that the old equipment would be offered for sale to the squadrons at £120 per laptop and £30 per desk top unit.
- The CO has requested four laptops and one desktop, which we hope will be accepted by the MOD.
- This request was agreed by those present.

Item 6 – CO's Report

The past year has been a challenging one for the air cadet organisation and the squadron due to the impacts of COVID.

During the lockdowns, we managed to deliver a virtual training programme that covered nearly all aspects of the training syllabus that could be delivered in this manner. Some weeks we were delivering upwards of four sessions per week. This couldn't have been achieved without the staff and cadet dedication and commitment. We had help from external sources with guest speakers involving the army, police and Air Force. The cadets have enjoyed quiz nights, escape room challenges and we also delivered our annual awards night virtually.

There have been virtual promotions and also the challenge coin competition.

Whilst we have all supported the NHS and lockdowns, it has taken a toll on our staff numbers and also the cadet numbers. As we are now in the recovery phase and back at the squadron, restrictions are still enforced upon us, with bubble limitations meaning we are still delivering virtual sessions alongside activities that can be run with social distancing.

The cadets have shown great resilience during this time, a lot struggling with school commitments and balancing their work load alongside cadets. Mental health and confidence have been impacted but with being back at the squadron, we hope that it will bring some sort of normality back into the cadets' lives.

The Civ Com has supported us during this time with funding for tablets that have been loaned out to enable cadets who did not have the technology to be able to join us virtually, ensuring no cadet missed out. They have also provided funding to ensure we met all of the guidelines of the organisation for returning to a COVID secure environment.

Staff have work tirelessly to engage with cadets and build an interactive training programme throughout this time. Since returning to the squadron, we have been working on getting all cadets to a base point in their development, such as the recruits who joined us a week before lockdown. This will help us moving forward in devising the training programme for the coming months.

We have drawn strengths from the cadet NCO cadre in delivering classification training and this support has been invaluable.

Looking forward we are starting to get requests in for assistance at public events as the community starts to return to the new normal. This includes assistance at the RAF Wyton families' day and the Peterborough Rowing Regatta in August, Race for Life in October. More details to come about these events.

There is the possibility of a bronze/silver DofE practice expedition and assessment being run by the north sector squadrons in September - once dates are finalised, these opportunities will be opened up to the cadets and I hope they take every advantage of this.

We have a healthy new recruit list ready for the September intake and it is hoped that with the easing of restrictions that we will be able to welcome a new generation into the squadron family, the first intake for almost 18 months.

Thank you for all of your support over the past two years since the last AGM and I hope that this support will continue into next year.

- The Chairman thanked the CO and all her staff for their hard work during the past year.

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 2020/21, which were the only ones received, were 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
- The Hon. Treasurer proposed putting a post on Facebook asking whether any parents/guardians were interested in joining the committee

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, however, the Chairman thanked Tim Brain for his attending the meeting and overseeing the elections.

Item 11 – Date of next AGM

- The next AGM will be held in July 2022. 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
Stephen Dalton	Hon. Treasurer / Trustee
Amanda Dalton	Trustee
Mike Holborn	Trustee
Louise Denney	Parent / Guardian / Trustee
Tim Brain	WHQ (Stand in Wing Chairman)
Reverend Geoffrey Keating	Squadron Chaplain
Rob Henson	Hon. Secretary / Trustee