

Trustees' Annual Report for the period	
Period start date	Period end date
01 January 2025	31 December 2025

## Section A: Reference and administration details

<b>Branch Name</b>	SHETLAND		
<b>Other names / number Branch is known by</b>			
<b>Registered charity number (if any)</b>	SC037855		
<b>Branch's principal address</b>	Shetland Royal Air Forces Association		
	11 Charlotte Street		
	Lerwick, Shetland		
	<b>Postcode</b>	ZE1 0JL	

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee) (Please include all trustees for the Branch including custodian trustees in relation to branch property) *(Note: Details required are for the period 1 Jan – 31 Dec 24 only)*

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Duncan Swainson	Chair	
2	Callum Smedley	Secretary	
3	Elizabeth Ratter	Treasurer	
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## Section B: Structure, governance and management

### Description of the branch's trusts

Type of governing document (e.g. trust deed, constitution)	Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.
How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated association
Trustee selection methods (e.g. appointed by, elected by)	Elected by the branch membership

### Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <p>Policies and procedures adopted for the induction and training of trustees;</p> <p>The branch's organisational structure and any wider network with which the charity works.</p> <p>Relationship with any related parties (including branch club).</p> <p>Trustees' consideration of major risks and the system and procedures to manage them.</p>	<h4>The Charity's Organisational Structure</h4> <p>The charity is a branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.</p>
	<h4>Trustee Induction &amp; Training <i>(Please insert any induction training or training courses completed by Trustees)</i></h4> <p>Duncan Swainson, Elizabeth Ratter and Callum Smedley are all fully aware of their roles and responsibilities.</p>
	<h4>Related Party Relationships <i>(e.g. Club if operated)</i></h4> <p>We work closely with our Club.</p>
	<h4>Risk Management <i>(include details of any Risk Management documents held)</i></h4> <p>The trustees consider any major risks and work together to manage these. This includes our updated fire risk assessment.</p>

## Section C: Objectives and Activities

<p>Summary of the objects of the branch set out in its governing document</p>	<p>To promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Her Majesty's Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently.</p>
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## Section D: Achievements and performance in 2024

Summary of the main achievements of the branch during the year	<h3>Chair Report</h3> <p>The chairman gave a verbal report at the AGM. Where he stated that he was pleased that we have managed to get another year under our belts. The branch carried out its duties for wings week, remembrance Sunday organised the Christmas dinner. This was Duncan's first year as chairman, with Norman staying on as Vice chair.</p>
	<h3>Treasurer Report</h3> <p>The treasurer gave a written report to at the AGM. This highlighted the figures from wings week, total raised £4709.</p> <p>Income from the club, cards club, the family of the Laurence Anderson. These totalled £7393.</p> <p>Renewals and repairs £2658, Telephone and internet £445, Heating, Lighting and cleaning £3124</p> <p>The fixed term deposit generated £695 in interest.</p> <p>Branch had a surplus of £159</p>

Summary of the main achievements of the branch during the year (cont)

## Branch Welfare Officer Report

- The two welfare accounts are in good order.
- There is currently £10238.64 in the main Welfare account and a further £848.48 in the Ann Mustard memorial account.
- Total expenditure for 2024 was £1687.50, which was £490 on flowers/cards, £1000 donation to Dowding house, £100 to start a veterans breakfast club and 95.50 on bank charges.
- Total income for 2024 was £773.08, all to the main account with all from the wings week appeal.
- There are currently 19 members/widows on the visiting list.

## Fundraising Report *(please insert details of the Branch Fundraising activities i.e. Wings Appeal events)*

Please see treasurers report

## Membership Engagement Report *(please insert details of the Branch Membership Engagement (newsletters, social media etc.)*

Regular meetings first Thursday of each month. Social activities such as the regular cards nights, Bingo, as well as formal meals for Wings week and Christmas.

Summary of the main achievements of the branch during the year (cont)	<b>Wellbeing / Social Report</b> <i>(please insert details of the Branch Wellbeing and Social events/activities)</i>
	Social activities such as the regular cards nights, Bingo, as well as formal meals for Wings week and Christmas.
	<b>Commemoration Report</b> <i>(please insert details of the Branch Commemoration events/activities (Remembrance, Standard Bearers Attendance at Funerals etc.))</i>
	The branch held its annual wings week activities, this includes wreath laying at the country memorial. The colours were also paraded at remembrance Sunday. Members also attended the memorial at Sullom Voe. A former airfield.
	<b>Community Engagement Report</b> <i>(please insert details of the Branch Community Engagement activities (other groups you connect with, joint events such as Veterans Breakfasts))</i>
	The branch engages with the air cadets, Royal British Legion and Merchant Navy association. Veterans Breakfasts should be starting next year, held in the club.

## Section E: Financial Review

### **Statement on Branch Expenditure** *(How has branch expenditure supported the key objectives of the branch)*

The branch has remain solvent this year. Mainly thanks to donations. There has been no unusual expenses this year.

### **Statement on Branch's Reserve Policy** *(Branch Regulations stipulate that any Branch with total assets amounting to more than £5,000 should have a reserves policy and any Branch with assets over £10,000 should consider transferring excess funds across to the Branch Deposit Fund held at Association HQ. A template reserves policy can be found on the Branch Portal)*

In the event of the Branch closing all our assets would revert to the National Royal Air Force Association

### **Statement on Branch's Investment Policy** *(Please include a statement on Branch investments and holdings and how these are managed (if applicable))*

The branch does have an investment. The money has just been reinvested for a period of 12months. This is a safe investment at a bank.

## Section F: Declaration

We confirm that trustees have had regard to the guidance issued by the Charity Commission on public benefit

The trustees declare that they have approved the trustees' report above.

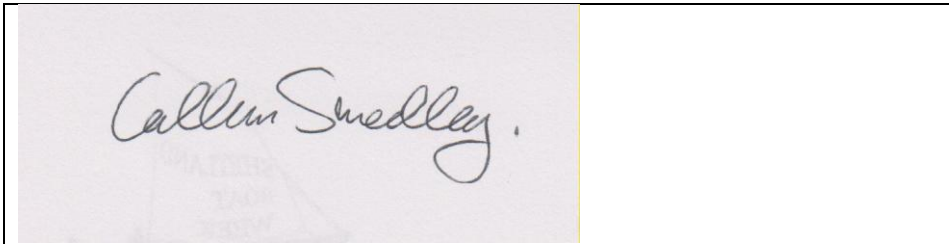
Signed on behalf of the branch's trustees

We confirm that trustees have had regard to the guidance issued by the relevant Charity Regulator on public benefit.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the branch's trustees

**Signature**



**Full Name**

Callum Smedley

**Position (eg. Chair, Secretary)**

Secretary

**Date**

27/03/2026