

378 (Mannock) Squadron
Civilian Committee
Annual General Meeting (AGM)
Wednesday 25th April 2022

Start 19:30 hrs

1. Present	Michael Hackett (MH) - Chair	2. Apologies	Tony Sapey (TS)
	Phil Warr (PCW) - Treasurer		Paul Sivers (PS)
	Louise Hackett (LH)		
	Neil Wrighting (NW)		
	Cathy Hill (CH)		
	Phil Warr (OC)		

Minutes: Michael Hackett (MH)

MH welcomed all attendees. He thanked the committee for their support this past year and then presented his report which is attached as Appendix 1, alongside a PowerPoint presentation (not attached – available on request).

3. Matters arising

No matters arising from the 2021 AGM.

4. Chairman's report

See appendix 1

5. Treasurers report

The Finance report up to 25th April 2022 was presented and is attached as appendix 2. Of particular note, this financial period saw a higher expenditure than income, with available Squadron funds down by £1528.84 compared to April 2021.

6. OC report

The OC thanked everyone for attending and proceeded to present his report. OC thanked the Committee for the past year. Squadron has 36 cadets on the books, with a regular parade attendance of approximately 30 cadets.

Cadet NCO structure currently stands at one Sergeant and five Corporals, who are getting through their qualifications in order to progress up the ranks and smooth out the NCO structure.

Two intakes, one in September of twenty four with approximately two thirds retained, with a further smaller intake in February of five cadets of which all are still attending.

Staff on the Squadron, three officers, two Adult SNCO, five active CI, and four CI who help as and when required.

The Squadron has started to come out of Covid and are working well together as a team – both staff and Cadet NCO team, and also the Cadets themselves. Cadets are achieving qualifications and staff are proactive to take part in events.

Events attended include the recent Sywell opening. Cadets on the Beds and Cambs summer camp, spending the week on a base with them also taking having a Chinook flight.

Approximately seven Cadets will be attending Swynnerton Camp at the end of May.

Cadets have attended various Wing courses and events, of which two Cadet NCO attended and received their bronze leadership badge.

Two Cadets are on the Wing road marching team ahead of Nijmegen, and have gained their Bronze road marching badge.

Cadets have also attended field craft camp, OC said it was good to see the newer cadets getting involved.

Weandel Walk is the next event, there is no road marching, but there will be our recruitment stand. Waendel is likely to become the principle cadet qualification route for Nijmegen, which potentially means that large numbers of Air Training Corp would be attending. A good chance to showcase the Squadron across the Corps.

The Queens Platinum parade will be at Northampton in June, hoping to have twenty five cadets and three staff attending. This also involves every cadet force in Northamptonshire as well as regulars also taking part.

Cadet Qualifications are a slow burner, doing what we can to get them through their classifications. Three cadets have their silver Amateur Radio Foundation Licence, and two Cadets have their Bronze Cyber. First Aid has been hampered by the lack of instructors, but principle instructors have been re-qualified recently. A plan has been put together to get cadets their Blue and Bronze badge, and ideally to get a team for Wing Field day.

DofE is another main focus of the squadron and is one of the main selling points to the new cadets. Can deliver this far cheaper than schools. Downside, we are volunteer reliant on but we are linking up with other squadrons for this. Looking for staff to become Low Land Leader and DofE Assessor Instructors qualified so that it can be delivered on Squadron.

OC thanked the committee for their work on the shooting range and hoping to get staff qualified and shooting back on the Squadron.

OC also thanked the Committee for their work on the Commander Board. The Squadron does not have one, which is unusual and it would be good to recognise the history of the Squadron for future cadets and staff.

OC hopes going forward to re-establish and slowly grow cadet numbers. The website will be key to that ahead of September intake.

OC keen to recognise how Staff, Committee members and cadets are rewarded for long service. Ideas are being explored with the Committee.

Squadron infrastructure remains healthy with staff becoming more qualified. OC did ask if any were interested in becoming an instructor for them to approach him.

OC spoke of inter-cadet forces interaction and communication, in particular with the Sea Cadets with them providing kayaking for us. OC hopes that by September that all cadets will have been kayaking at least once. OC is looking at a staff day at Thrapston boat station for kayaking, sailing and rowing.

New Army Detachment Commander in position, continue to maintain relations and seek out opportunities with them. Recent example, the three forces worked well together by providing route lining and escort for the Mayors Church Civic Service. OC is looking to have all three cadet services together on a joint camp.

7. Election of Committee members

MH noted that LH had submitted her resignation from the position of secretary in advance of the meeting, and that no nominations had been received prior to the meeting for the role of Executive positions, or to the committee.

CL asked if all members were willing to stand in their present roles. All members agreed to remain on the committee. CL elected all en-masse. All were in agreement.

Executive Positions;

Chair – MH

Treasurer – PCW

Secretary – Vacant.

MH will stand in temporarily for the Secretary until this position is filled.

Cathy thanked everybody for all their work especially during lockdown.

8. A.O.B.

- Committee discussed current subs, and voted that they should remain at £10 per month. This will be reviewed at the next AGM. Proposed by NW, seconded by PCW.
- Committee discussed current maximum OC spend limit. Committee unanimously agreed the current figure of £100 is reasonable and should remain for a further year, to be reviewed at the next AGM. Proposed by LH, seconded by NW.

Closing statement

MH gave his closing statement, see appendix 3

D.O.N.M.

Next meeting 16th May 2022

Meeting closed at 20:45 hrs

Appendix 1 – Chairman's report

For my 2021 and the 2022 period I'm going to run through my report alongside a number of slides.

A few W's for you. Who, where, why – and what?

Easy one first – the who.

We are the Squadrons committee which stands at 7 members, and comprises of the elected officer roles, myself, Michael Hackett as Chairman, Treasurer Phil Warr Senior, and Secretary Louise Hackett.

Andrew Wright as Vice-Chair, and Neil Wrighting, Tony Sapey, and Paul Sivers.

Some of the committee have in their younger years, been a cadet, a member of Staff, and some are family members of both past and present cadets. Between us, we have 35 years of committee experience.

I would just now like to thank the committee for their most valued and continued support that they have given to me, the staff and to the squadron over another year.

So where does the Committee fit in with the Squadron and the organisation?

This is the organisational structure of the Air Cadets. As you can probably see – we're down here on the right hand side.

Note that we are completely separate to the Staff side of the tree; we don't set policy or dictate how the squadron is run. And equally the Staff side do not dictate how we operate. We report upwards directly to the Wing Committee, which is through our Wing Chair, who most of you know and have met, Janet Greasley. We may report separately through our chain of command, but we are still an integral and important part of the Squadron.

Why are we here? I'm sure we've asked this of ourselves!

One of our primary functions is to act as trustees and account for the Squadrons non-public funds such as subscriptions, donations and grants etc – i.e. all monies not received through the MOD (RAF). We work alongside the Squadron staff to help ensure that the cadets are both safeguarded and we also have a duty of care to both cadets and staff, and are to monitor their morale.

One of most important functions we are responsible for is to provide the much needed financial support required to help the squadron run effectively and to ensure cadets receive the funds needed to help them achieve the cadet experience.

We are also here to support the Commanding Officer by all means possible to increase the effectiveness of the squadron.

What do we do?

Lots!

We plan and arrange squadron social events. Such as BBQ's, trips out to museums, places of interest or activity centres, and we assist on the more formal events such as the squadron awards night. I have completed the Media Course which has allowed me to write up events we have undertaken, and to post them to our social media platforms. This also helps to share the workload with Staff. We also arrange fundraising events. These provide a much needed source of income for squadron funds and have ranged from bag packs to pulling an aircraft.

We look to work with the local community to support events and to also find new opportunities to promote the Squadron.

We also help with logistical support, and are the main drivers of the Squadron minibus. Myself and, just recently, Andrew, drive the minibus in order to provide cadet and, or, equipment transport for trips and events. We are also looking to add Paul to this list shortly as well.

Taking an interest in Squadron activities is also part of our role. Both the Treasurer and I usually attend at least one parade night a week, and in addition to financial duties – repayments of claims etc – we also talk to both cadets and staff, to listen, support and to feedback ideas.

We do end up helping out with some of the back ground activities on a night – be it (often) I.T support, visitor assistance, or to give any other help that we can.

We also take the lead on some of the projects that can assist the Squadron in its aims; this allows the staff to keep their focus on the cadets and running of the squadron.

At least once a year we come down to the squadron and tidy up the grounds, Basically, anything we can do to help – we will.

And that's pretty much us!

2021/22 has been a continued period of uncertainty, both in terms of Covid but also from the financial perspective. Both of which have affected our lives and will continue to give us challenges going forward and how we manage them.

Our 2021 AGM was for the first time held on line as we hadn't yet returned back to face to face. I think it is probably fair to say most of us had had enough of online meetings or Virtual Parade Nights by then, so it is with some degree of relief that we are all here tonight in person.

However, just because we weren't all physically on site, we still had to be active in our committee duties. Our continued concern, as always, has been the welfare of both cadets and staff, and to support them as best we can, both during the lockdown and the return.

For example, we had helped significantly preparing the squadron building in order to adhere to the Covid restrictions that would come with our return. Outside of the building we cut back the hedges, overhanging tree branches and cleared the far end of the car park so once again the full ground could be used. Off site, we were still responsible for the payment of insurances – contents, minibus and trailer – as well as standard minibus outgoings, tax, MOT and servicing, and the scheduling and payment of these.

The month of June was an important milestone for the Squadron – we had received our approval for a return to face to face parade.

Very shortly after our phased return, we had the opportunity to support local. With relatively short notice, Morrison's had asked for any cadet forces to hold a stall outside their store for Armed Forces

Day. After we had scoped the site for suitable location for the marquee, met with their community contact and planned the day's timings, two cadets and two staff, along with myself, were able to do this event. In fact, we were the only cadet force to be present on that day, and although it wasn't particularly busy, it was great to get back out in the real world after lockdown.

July saw the squadron invited by 1101 to participate in meeting the crew of a Royal Navy Wildcat and being given a tour of the aircraft. I travelled up the short distance along with CI Lyddall and three cadets to Kettering where we were briefed on the day's timings, before taking part in the FOD (clearing of debris, so as not to get sucked up into the engines and make it a very expensive visit) walk prior to landing. We also helped to secure the area by keep the public at a safe distance, both prior to landing and during take-off, and, which is always welcomed, answering quite a few questions from the general public as well.

We headed off to RAF Halton mid-August to participate in the high ropes course there. I had thought I was just going to be the minibus chauffer for the day – but no. I literally got roped into joining the cadets as well. It was great fun, taking part and scaling the course, working alongside the cadets as a team, and at heights – which really doesn't seem that high from the ground. You put your trust in them to hold that rope, your life line, and vice-versa when it's your turn. It does make for a great team building – and some sore muscles the next day.

We usually run a BBQ following Wing Field Day in July, but this year it was a just about having a relaxed social evening and get the cadets back together. This is one of the few opportunities that cadets get to see most, if not all, of the committee at one time.

September saw a welcome return of Wicksteed At War. This year, the squadron was invited to support 1101 in a special Cadet Zone. Activities were set up and run by cadets and staff, such as laser clay shooting, flight simulator and a media zone. A fund raising stand was also being run by 1101 Civilian Committee, which myself, CI Lyddall and CI War assisted on Saturday. But we did also spent time helping on some of the activity stands with the cadets. I returned on the Sunday to help again, but this was a quieter day and most of the stands fundraising items were sold so only stayed until midday. I found it very useful to work with another Squadrons Committee and hope we can do this again in the future.

April saw us on a road trip. We had planned a social day out for cadets to take in a Nuclear Bunker and also the National Memorial Arboretum. It was quite a long day, with a relatively early (well, for some) start of 7:30am, some 250+ miles driven, along with very entertaining singing by the cadets. The bunker was very interesting, but also quite sobering given what its purpose was.

We then travelled cross county to the arboretum, where we viewed some of the many and really very different and interesting memorials. We also made a point of visiting the Gulf War memorial, which was designed by an ex-Mannock Committee member.

The weather was fantastic so that also helped to make it a really enjoyable day out for everyone involved.

Sywell museums Easter opening is one our regularly supported community events. It is generally also our first event of the year with the marquee stand and interaction with the general public. This can often be a cadet's first experience on the stand and being in the public's eye, and it gives the cadets a taster of how to set up the marquee and the displays, along with what to expect from, and how to talk to, the general public. Given it's quite a relaxed affair, this event works well for us to start the year.

We purchased new First Aid equipment in February 2020, which had been planned for introduction that year. However, that was not to be. But I am very happy to say that this month saw CI Anderson finally get to trial the new Brayden. This special teaching tool shows the blood path illuminate round the body if compressions are being performed correctly.

Just recently I sat in on a First Aid lesson and viewed the cadets using this new instructional tool. This is the Brayden, and you can see the red blood paths. The cadet is using the new Brayden – let's see if it works and they are performing CPR correctly! (MH showed a video clip of Cadet using Brayden)

As I mentioned at the start, we can and are, leading several projects. These include, the indoor shooting range - where the final assembly sections are in progress. Commanding Officers Board – with the final design in the process of being confirmed and budgeted. We will be moving to on-line banking - which is a necessity, and one which will make everyone's life much simpler. A brand new fresh and up to date in-house designed squadron website – which is on course to be rolled out for next month. And we're also looking at Squadron branded clothing options. Following the ease of lockdown and our transition back to face to face parading, we started with, as to be expected, low cadet numbers. But with two recruitment intakes to date this has started to return the numbers to a more healthy level. I had commented in my 2021 report that we would be facing a shortfall and limited fundraising options again this year. With Covid infections still high, and shops and companies still finding their way, along with the financial implications, we have not undertaken any fundraising at this time. Our biggest of these fundraising incomes – bag packs – are still nonviable at the moment, and if they return, it will be an unknown quantity in their effectiveness. This aside, we do however still have a healthy bank balance.

With healthy funds in the squadron account, we have comfortably been able to still purchase items and services where and when required. Some of the larger outgoings this financial year include a new multifunction printer for the admin office. This was to replace the previous that had finally given up printing.

We authorised the purchase of MTa Kit. This consists of 4 bags of large plastic like mecano parts and an instruction folder which is used on leadership tasks. Materials for the shooting range were also purchased. This is being done by the committee so no external contract costs are involved in its manufacture. The squadron minibus has also taken its usual fair share of funds, and we have also cleaned and fitted new decals to the trailer for the first time.

Of particular note for this year, the management of the minibus has been transferred to the Committee. This means that we are now responsible for its upkeep, and to ensure that all maintenance, repairs and servicing are carried out.

We also now have an additional cost going forward of mandatory scheduled safety checks. These are in addition to regular MOT and Servicing and will further increase the running costs of this asset.

We have been faced with making budget decisions for 2022 and will continue to do so. You can be fully assured though that we closely manage the squadron's finances and are not afraid to make tough decisions.

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Finance Report.

1. Subsequent to the effects of Covid and the advised precautions having been taken the squadron has now resumed virtually normal activity.
2. Cadet numbers have now stabilised at 33 with new recruits replacing those leaving through age or other reasons. This has had the beneficial effect of monthly subscriptions totalling £330:00p. being paid by standing order into the squadron account. Payment for additional activities eg. trips, summer camp etc. are also being paid directly into the account
3. Expenditure was reduced at the beginning of the financial year through lockdown and minimal activity though investment has been made in materials for facilitating the construction of an indoor air rifle range being constructed by Civilian Committee members. The work on the project is ongoing.
4. On April 1 of 2021 the balance in the account was £17,477:95p. and at 31 March 2022 the balance was £15,949:11p. HMRC reimbursed the squadron with £566:46p. gift aid. This was based on the amount paid by parents for cadet subscriptions.
5. Telephone, internet and broadband services cost £321:37p.
6. Payments into the account totalled £7,421:61p. Refunds and payments from the account totalled £8,950:45p. Outgoings in the main were for refunds of equipment deposits, overpaid subscriptions and cancelled activities to a total of £2,240:00p.
7. Significant items of expenditure were £1,194:00p. for training equipment, £362:40p. for a new printer and £621:60p. for contents insurance. Revaluation is to be scheduled for this year.
8. To conclude this report the squadron is financially sound.

Appendix 3 – Closing comments

In closing. It's been another pretty tough year for everyone. Covid still continues to affect our lives in one form or another - our personal or our family life, work life, but it has also impacted on the Organisation and the Cadets and Staff. Although we are making a return to some degree of normality, we are still seeing some restrictions or limitations in place and the wider opportunities are somewhat lacking when compared to a normal year. We can look to offset these by generating our own activities and will where we can continue to do so.

As a committee we will be aiming to close the projects we have open as soon as possible. We can then look to start any new ones.

We have as can be seen started to get back out with visits and events, and our next supporting event will be the Waendel walk next month. We will again be providing logistical support, by transport and setting up the marquee and stand, and by also providing cover on the Saturday.

June will see us taking cadets to the Cosford air show again, and the following month we will be laying on the post Wing Field Day BBQ. More socials and trips out are already in progress of being planned and towards the end of the year we will assist with the Awards night.

Alongside our normal duties we would look as ever to provide support to Cadets, Staff and the CO.

Our next regular Committee meeting is scheduled for Wednesday 16th May at 19:30hrs.

On behalf of the committee, I thank you all for your attendance this evening and wish you a safe journey home.