

# RAY-Link

*Issue 65  
October 2008*

The Regular Newsletter of The Radio Amateurs' Emergency Network

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*All correspondence and membership registrations should be sent to:*

Hunters Moon, Station Road,  
Newton-le-Willows, BEDALE, DL8 1SX

**Emergency (24-hour) contact line:**

**0141 621 2121**

**CHAIRMAN:**

Cathy Clark G1GQJ  
01844 351 461

**DEPUTY CHAIRMAN:**

Phil Williams G6AQP  
07973 508590

**ZONE CO-ORDINATORS**

- Z1:** Tom Hanratty G0JRT  
01207 505 315
- Z2:** Post Vacant. Contact  
Brian Tindill G4HVA  
01677 450 387
- Z3:** Roger Beever G6CKR  
01778 342 799
- Z4:** Phil Webber G8KLC  
01582 841 643
- Z5:** Phil Williams G6AQP  
07973 508590
- Z6:** Don Kirkwood G3Y00  
01525 404 700
- Z7:** Chris Hampson G8RXA  
01425 672 002
- Z8:** Kevin Snelling GW7BSC  
0796 7329054
- Z9:** David Green M0HPV  
024 7644 1838
- Z10:** David Hicks G6IFA  
01928 727 197
- Z12:** Post vacant, contact  
David Duff GM4UGF  
01290 421 298
- Z18:** Post vacant, contact  
David Hicks G6IFA  
01928 727 197
- Z22:** David Duff GM4UGF  
01290 421 298

**Emergency Planning:**

Trevor Groves G4KUJ

**Finance:** Brett Rider G4FLQ

**IST:** Jim Andrews G1HUL

**Publicity:** Ron Cowan GM4SRL  
0141 620 1000

**RAY-Link:** Don Kirkwood G3Y00  
[raylink@raynet-uk.net](mailto:raylink@raynet-uk.net)

**Technical:** Greg Mossop G0DUB

**Training:** Paul Farrar G8SJA

**Talk-through & UK General Applications:**  
Ian Jackson G8RWH (Company Secretary)  
5 Vivien Close, Chessington, KT9 2DE

**Raynet Supplies (<http://raynet-uk.net>):**  
Katie Cowan GM0UIG - 0141 638 0732  
85 Eastwoodmains Road, Glasgow,  
G76 7HG

**Membership Subscription Rate.** The annual subscription is inclusive of Personal Accident Insurance cover whilst on RAYNET duties, and is £7.20 per annum (60p per month). Members are also covered by Public Liability Insurance for RAYNET duties.

## EDITORIAL

It certainly does not seem 10 months since I produced my first RAY-Link. In fact now I have become conscious of the fact I am quite alarmed at the speed of the passing of time. When I was young the years were definitely much longer! I did cancel my birthdays when I was 40 in the hope of slowing things down but apparently to no avail.

The more observant amongst you will have noticed that this edition is early (they are usually released towards the end of the month in which they are due). This, of course, is to ensure you have all the information you need to attend the Annual Convention and Annual General Meeting on 1st November.

I get told off if I make RAY-Link too long so I am afraid there is only one article included in this edition! As this relates to insurance it is of particular importance, though regrettably somewhat lacking in excitement.

## AGM—Accommodation and Hospitality

We are most grateful to Merseyside RAYNET for this year's venue and arrangements and also for providing comprehensive information about location, travel and accommodation on their web site—<http://www.merseyside-raynet.org.uk/page4/page4.html>, an abstract of which I reproduce here.

For those RAYNET members in need of accommodation, it is available at the:

Premier Inn (Aintree, Liverpool), Ormskirk Road, Aintree, Liverpool, L9 5AS.

Contact Number 08701 977 157 (Please state that you are part of the RAYNET group).

Delegates wishing to dine on the Saturday night are suggested to meet at "The Rocking Horse" pub which is adjacent to the AGM venue. An allocated area of the restaurant has been reserved for RAYNET delegates.

## AGM—SPECIAL DIETARY REQUIREMENTS

Please notify special dietary needs by  
17th October

The Aintree Racecourse Conference Centre have advised that if any special dietary requirements are necessary they should be advised as soon as soon possible.

Please contact Mike Hampson with details by 17 October either by telephone on 0151 638 5879 or by email at [myk.hammo@btinternet.com](mailto:myk.hammo@btinternet.com)



# The Radio Amateurs' Emergency Network

Registered Charity No. 1047725

Limited by Guarantee, Registered in England No. 2771954

Registered Office: Hunters Moon, Station Road, Newton-le-Willows, BEDALE. DL8 1SX

Please reply to: Hunters Moon, Station Road, Newton-le-Willows, BEDALE. DL8 1SX

Notice is hereby given to  
all Members that

## The Annual General Meeting of The Radio Amateurs' Emergency Network

(part of the 2008 RAYNET Convention)

will take place on  
**Saturday 1st November 2008**

At the Aintree Racecourse Conference Centre, Omrskirk Road, Aintree, Liverpool, L9 5AS

<b>09.00</b>	<b>AGENDA and Programme</b> <b>Doors open &amp; Registration</b> Refreshments on arrival	
<b>09.45</b>	<b>Welcome &amp; Introduction</b>	
<b>10.05</b>	<b>Police Communications</b>	
<b>10.30</b>	<b>Strategic Planning Feedback.</b>	by Phil Williams, G6AQQ. Dept.Chairman or Tunnel Communications
11.00	Refreshment Break	
<b>11.15</b>	<b>RAYNET Insurance.</b>	by David Heap, FCII, (our insurance broker) or Tunnel Communications
<b>11.45</b>	<b>Tunnel Communications</b>	
<b>12.30</b>	<b>Emergency Vehicles Exhibition</b>	(available from 1100 to 1400)
<b>13.00</b>	<b>Buffet Lunch</b>	
<b>13.45</b>	<b>Tunnel Communications</b>	
<b>14.30</b>	<b>AGM</b> Minutes of AGM 2007 Chairman's Report Presentation of Accounts Special Resolutions	
15.00	Refreshment Break	
<b>15.15</b>	<b>Open Forum</b>	
<b>16.30</b>	<b>Close</b>	

RAYNET Supplies will be in attendance at the AGM, but some items will only be available if pre-ordered. To ensure that the items you require will be available, please contact Supplies as soon as possible.

Ian Jackson

## Annual Report of the Committee of Management for the Year Ending 31 December 2007

The Committee of Management presents its report and the financial statements for the year ending 31 December 2007.

### Reference and Administrative Details

#### The trustees serving during the year, and since the year end, were:

C.M. Clark	(G1GQJ)	Chinnor, Oxfordshire	Chair
T. Hanratty	(GOJRT)	Consett, Co. Durham	North East England
R.N. Beever	(G6CKR)	Peterborough, Cambs	East Midlands
P.G. Webber	(G8KLC)	St.Albans, Herts	East of England
P.A. Williams	(G6AQP)	Bromley, Kent	Greater London
D.M. Kirkwood	(G3YQO)	Bedford	South East England
<sup>1</sup> C.G. Hampson	(G8RXA)	Christchurch, Dorset	South West England & Channel Islands
<sup>2</sup> K. Snelling	(GW7BSC)	Newport, Gwent	South & Mid-Wales
D. Green	(M0HPV)	Coventry, West Midlands	West Midlands
D.G.C. Hicks	(G6IFA)	Chester	North West England & IOM
<sup>3</sup> T. Stewart	(GM0BKX)	Cumnock, Ayrshire	South of Scotland
<sup>1</sup> D.W. Duff	(GM4UGF)	Dundee, Angus	North of Scotland
<sup>4</sup> J.C.B. Rider	(G4FLQ)	North Shields, Tyne & Wear	Treasurer

<sup>1</sup> Until 31 December 2007

<sup>2</sup> From 1 March 2008

<sup>3</sup> Until 31 January 2007

<sup>4</sup> From 12 January 2008

The charity being a company limited by guarantee is prevented from issuing any shares. Consequently no director holds any shares in the company.

#### Other non-voting members of the committee were:

G.M. Hampson	(GOJIL)	Christchurch, Dorset	Note taker
I.R. Jackson	(G8RWH)	Chessington, Surrey	Company Secretary

#### Registered Office (and principal address of the Charity)

Hunters Moon, Station Road, Newton-le-Willows, Bedale, North Yorkshire. DL8 1SX

#### Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. ME19 4TA  
Northern Rock plc, Northern Rock House, Gosforth, Newcastle, NE3 4PL.  
Royal Bank of Scotland, 70 John Street, Dunoon. PA23 8BL

#### Advisors

##### Insurance:

David K Heap, FCII, Business Insurance Solutions Ltd, Unit 10 Ridings Business Park, Hopwood Lane, Halifax, HX1 3TT

#### Other

RAYNET Supplies  
raynet-uk.net (Registered Internet domain name)  
raynet-uk.org  
raynet.org.uk  
raynet.uk.org

**2 Charity number:** 1047725  
**Company number:** 02771958

## STRUCTURE & GOVERNANCE MANAGEMENT

### **Status**

The organisation is a private company, limited by guarantee, registered in England. It was incorporated on 8 December 1992, and was registered as a charity on 4 July 1995.

The governing documents of the company are its Memorandum and Articles of Association. The company has no share capital, however in the event of the company being wound up, its members guarantee to contribute a maximum of £5 towards its assets.

### **Committee of Management**

The organisation is governed by a Committee of Management. The directors of the charitable company are its trustees for the purpose of charity law and are collectively referred to as the trustees in this report.

The trustees are elected by the membership on a geographical electoral college voting system based on groups and counties/Scottish regions. These trustees then elect a chairman who, like the other trustees, serves for 3 years and can be re-elected. To support them, the committee appoints a company secretary and a treasurer.

The committee met three times during 2007, twice in Beaconsfield, Buckinghamshire and once in Chinnor, Oxfordshire.

### **Groups**

RAYNET is now widely accepted as a term encompassing all UK amateur radio emergency communications.

The organisation encourages its members to form self managing unincorporated members associations. These local RAYNET Associations (groups) may hold funds, but these funds are independent of those of The Radio Amateurs' Emergency Network.

Some 99 Groups existed at 31 December 2007 of which the following are also registered charities;

Coventry Radio Amateur Emergency Network Association

Mid-Herts RAYNET Group

Mid-Thames RAYNET Group

North London RAYNET

North Wiltshire RAYNET

South West London RAYNET

Staffordshire RAYNET

The Barnsley Area RAYNET Group

West Devon RAYNET

Wirral RAYNET Group

The organisation and its members also liaise and co-operate with some 61 other known RAYNET Groups some of which are also registered charities.

### **Teams**

To support the national work of the organisation, various teams have been appointed by the Committee of Management and report to the Chairman. The membership of these teams was as follows;

Emergency Planning: **Trevor Groves (G4KUJ)**, Cathy Clark (G1GQJ), Bob Bloodworth (G4VWP), Ron Cowan (GM4SRL), Martin Green (G4PMG), Greg Mossop (G0DUB), David Smith (G8IDL)

Information Services: **Jim Andrews (G1HUL)**, Brian Tindill (G4HVA), Mike Barker (G8CAC), Geoff Griffiths (G3STG), Dave Green (M0HPV), Phil Webber (G8KLC)

Media Relations: **Ron Cowan (GM4SRL)**, Cathy Clark (G1GQJ), Don Kirkwood (G3YQO)

80m News Team: **Geoff Griffiths (G3STG)** Eddie Ogden (G0EWO), Peter Langtree (G0KBA), Ron Horsley (G0MRH), John Stacey (G0VPJ), Don Kirkwood (G3YQO), Trevor Groves (G4KUJ)

Supplies: **Katie Cowan (GMOUIG)**

Technical: **Greg Mossop (G0DUB)**, Jim Andrews (G1HUL), Ray Clark (G8GQJ), Alan Hopkinson (G8OJQ)

Training: **Paul Farrar (G8SJA)**, Dave Hicks (G6IFA), Geoff Griffiths (G3STG), Geoff Darby (G7GJU)

## Responsibilities

Company law requires that the trustees prepare financial statements for each financial year which give a true and fair view of the state of the charitable company and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to;

- select suitable accounting policies and apply them consistently
- make judgement and estimates that are reasonable and prudent; and
- prepare financial statements on the on going basis unless it is inappropriate to presume that the organisation will continue on that basis

The trustees are responsible for maintaining proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## OBJECTIVES AND ACTIVITIES

### *Objects & Public Benefit*

The Charities Act 2006 requires charities to operate for the benefit of the public. One of the new 13 charitable purposes is the '*Advancement of health or the saving of lives*' which the Charity Commission specifically interprets as including assisting the emergency services with radio communications.

The Radio Amateurs' Emergency Network fulfils this requirement as it assists the UK's

- Statutory and voluntary emergency and rescue services
- Public utilities

Local and national government with emergency radio communications in times of need.

To achieve this, it enrolls members into local groups and acts as their national umbrella organisation by providing them with support and guidance as well as representation and the co-ordination of services at national level. Details of these activities and how they benefit the public are given elsewhere in this report.

The Radio Amateurs' Emergency Network makes no charge to the recipients of its service. The organisations it assists do not limit their help to any section of the general public.

## Activities

The principal activities of the organisation were the radio communications provided by its 1508 volunteer members at in excess of 500 events throughout the UK during 2007.

To support them the Committee of Management made available:

- A national RAYNET photographic ID Card
- A national telephone number for emergency call-outs
- Public liability insurance
- Personal accident insurance
- Various specialist items for safety, identification or technical standardisation sold on a low margin basis through RAYNET Supplies
- Talk-through permits to facilitate radio operations over difficult or extended areas
- The RAYNET Manual which provides recommended procedures and guidance on emergency planning and operations

A periodic newsletter '*RAY~Link*' and weekly news transmissions by amateur radio and e-mail to keep members informed of the latest news and developments.

The committee also liaises at a national level on emergency planning matters with the user services (the beneficiaries), notably during 2007 with the Cabinet Office, and with other organisations.

Many of these facilities are supported directly or indirectly through its Internet web site [www.raynet-uk.net](http://www.raynet-uk.net)

## Financial Review

The Network made an excess of income over expenditure of some £7,100 in 2007. Although the Trustees had set a deficit budget at the beginning of the year, planned projects took much longer to develop to the stage at which expenditure was incurred. Unlike other sectors, the Trustees wish to spend the funds carefully and prudently. They will only sanction expenditure when it is appropriate on worthwhile items, rather than spend it simply to benefit the financial statements. The Trustees nevertheless recognise the surplus and so have set another deficit budget for 2008, but as many projects are already underway, it is likely that the surplus will start to decline.

The strong results arise mainly from an increase in donated resources. Particular thanks are due to Dorset RAYNET for their generous donation of £500. Also to anonymous benefactors who continue steadfastly to

make regular monthly contributions under 'Give as you Earn' via the Charities Aid Foundation. To both the Trustees give their public thanks!

The Trustees adopted a formal expenses policy which has provided a solid foundation for the repayment of volunteers out of pocket expenses and has removed a few minor inconsistencies

The Charity now reclaims Gift Aid from HM Customs & Excise on much of the donations it receives. Based on the procedure published in HMRC's charity Guidance Notes, many volunteers who previously did not wish to incur a cost to the charity chose not to claim. Though extremely laudable, it did disguise the true cost of running the organisation. Those that find themselves in this position have been encouraged to claim the expenses, then as a separate transaction donate some or all of it back to the charity as they see fit under the Gift Aid rules. This has resulted in some £600 of tax being reclaimed in Gift Aid.

It was thought in previous years that it might be possible to reclaim tax via Gift Aid on membership subscriptions. However detailed study of the regulations revealed that a coherent audit trail from tax payer to charity was needed and there are important rules which limit the amount of benefit that a member might receive for their subscription. Consequently the Trustees decided that reclaiming the gift aid was not practical given the Network's current subscription and membership model.

The charity continues to take active treasury measures so as to maximise its bank interest which in 2007 produced some £1,700 in the bank interest it received. In late 2006, the charity opened a Business Reserve account with Northern Rock. This provided a good rate of interest, however although the trustees were confident in the government's 100% deposit guarantee, they had a concern that any new owners may not offer such good interest rates in future. Consequently the amount of money deposited with Northern Rock has been substantially reduced pending a decision to open a suitable investment account elsewhere.

During 2006 and 2007, the Committee of Management carried out a review of its insurance policies. This resulted in transferring policies to Business Insurance Solutions Ltd, the publication of a statement of policy by the Committee on when it would extend public liability cover to its members, the announcement RAYNET Best Practice in mixed Network and non-Network operations and the Committee's experiences in carrying out its review.

After discussion at the 2006 Annual Meeting, the Committee of Management decided to provide Personal

Accident Insurance to all its members as part of their annual subscription. This change was implemented on 1 November 2007 and as the subscription had to be adjusted to 60p per member, per month from 1 January 2008. Due to the nature of subscription accounting, the overall cost of making this change will be about £1,800 spread over 3 years.

The Network now has a robust balance sheet, with Member's Funds currently standing at some £41,000. Our stakeholders should take comfort in this figure as providing some surety for the long term continuity of the UK's premier amateur radio emergency communications organisation.

### Reserves Policy

The Trustees continue to seek a strong reserves policy given the specialised nature of the charity and to protect its long term well-being.

The Trustees recognise that much of the funds slowly built over the years have arisen in major part from the direct contributions of its members. These members have already made a very substantial non-financial contribution by donating their time and use of the equipment in providing the communications service. Consequently the Trustees wish to make use of some investment income, so that in the long term members would be insulated from some of the financial burdens of the charity.

The Trustees recognise that the charity has reached a stage in its development whereby many of the objectives stated in the 1991 UMIST Green Paper have been substantially achieved and a new direction is required. Consequently from 2008 the trustees will add an extra strategic planning meeting to their normal schedule of 3 meetings a year. This will lead to the identification of new long and medium term objectives and these in turn will lead to a revised reserves policy.

### Future Plans

- Continue liaison and interoperability tests with the military
- Continued discussion with OfCom to further enhance licensing for emergency communications
- New display material

The committee will, through its Emergency Planning Team, continue its liaison with the Cabinet Office as part of UK Resilience.

This report was approved by the Committee of Management on 30<sup>th</sup> August 2008 and signed on its behalf by



C.M. Clark  
Chairman

# STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating an income and expenditure account)  
For the year ending 31 December 2007

	Notes	Unrestricted Fund	RAYNET Supplies Fund <i>(designated fund)</i>	Training Fund <i>(designated fund)</i>	Total Funds 2007	Total Funds 2006
		£	£	£	£	£
<b>Incoming Resources</b>						
<b><i>Incoming Resources from generated funds</i></b>						
Donated Resources	2, 3	4,561	0	0	4,561	2,789
RAYNET Supplies		0	90	0	90	0
-sales of fund raising goods						
Investment Income – bank interest		1,510	103	91	1,704	989
<b><i>Incoming resources from charitable activities</i></b>						
Membership subscriptions		8,608	0	0	8,608	7,543
Personal accident insurance premiums collected obo BIS		1,835	0	0	1,835	1,704
RAYNET Supplies - sales of charitable items		0	6,729	0	6,729	6,271
<b>Total Incoming Resources</b>		<b>16,514</b>	<b>6,922</b>	<b>91</b>	<b>23,527</b>	<b>19,296</b>
<b>Resources Expended</b>						
<b><i>Costs of generating funds</i></b>						
Publicity	4, 5	13	0	0	13	211
RAYNET Supplies -cost of fund raising goods		0	71	0	71	0
<b><i>Charitable Activities</i></b>						
Emergency Planning		729	0	0	729	1,005
Registrations & ID Cards		2,164	0	0	2,164	1,789
Personal accident premiums paid to BIS		1,827	0	0	1,827	1,808
Other Insurance		1,995	0	0	1,995	1,968
RAYNET Supplies	6	-	5,192	0	5,192	5,606
- Costs of charitable items						
Talk-through		52	0	0	52	76
Technical Advice		133	0	0	133	72
Training		0	0	0	0	186
Zonal Co-ordination Costs		532	0	0	532	0
<b><i>Governance Costs</i></b>						
Annual Meeting & notice costs	7	822	0	0	822	1,870
Committee of Management Meetings	8, 9	2,687	0	0	2,687	1,522
Accountancy Costs	10	55	0	0	55	0
Registration, licence & affiliation fees		154	0	0	154	120
<b>Total Resources Expended</b>		<b>11,163</b>	<b>5,263</b>	<b>0</b>	<b>16,426</b>	<b>16,233</b>
<b>Net incoming resources – Net income for the year</b>		<b>5,351</b>	<b>1,659</b>	<b>91</b>	<b>7,101</b>	<b>3,063</b>
<b>Reconciliation of Funds</b>						
<i>Totals funds brought forward from 2006</i>		<i>21,360</i>	<i>12,283</i>	<i>690</i>	<i>34,333</i>	<i>31,270</i>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>26,711</b>	<b>13,942</b>	<b>781</b>	<b>41,434</b>	<b>34,333</b>

**BALANCE SHEET**  
**As at 31st December, 2007**

All incoming resources and resources expended derive from continuing activities.

	Notes	Unrestricted Fund	RAYNET Supplies Fund <i>(designated fund)</i>	Training Fund <i>(designated fund)</i>	Total Funds 2007	Total Funds 2006
		£	£	£	£	£
<b>ASSETS</b>						
<b>Tangible Assets</b>	11	0	0	0	0	820
<i>Current Assets</i>						
Stock		0	9,300	0	9,300	7,387
Debtors	12	1,991	0	0	1,991	1,772
Cash at bank and in hand		31,849	4,642	781	37,272	31,625
<b>Total Current Assets</b>		<b>33,840</b>	<b>13,942</b>	<b>781</b>	<b>48,563</b>	<b>40,784</b>
<b>LIABILITIES</b>						
Creditors - amounts falling due within 1 year	13	(5,610)	0	0	(5,610)	(5,898)
<b>NET CURRENT ASSETS</b>		<b>28,230</b>	<b>13,942</b>	<b>781</b>	<b>42,953</b>	<b>35,706</b>
Creditors - amounts falling due after more than one year	14	(1,519)	0	0	(1,519)	(1,373)
<b>NET ASSETS</b>		<b>26,711</b>	<b>13,942</b>	<b>781</b>	<b>41,434</b>	<b>34,333</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>26,711</b>	<b>13,942</b>	<b>781</b>	<b>41,434</b>	<b>34,333</b>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The Company was entitled to exemption from audit and accountant's report under subsection 1 of Section 249A of the Companies Act 1985. No member or members eligible to do so have having deposited a notice requesting an audit within the specified time limit.

The Directors acknowledge their responsibility for ensuring that the Company keeps accounting records which comply with Section 221 (Duty to Keep Accounting Records) and for preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 (Duty to Prepare Individual Company Accounts), and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts, so far as applicable to the Company.

These financial statements were approved by the Committee of Management on 30 August 2008 and signed on its behalf by:

  
C. M. Clark, G1GQJ

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ending 31 December 2007

#### 1. Accounting Policies

- 1.1 The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP 2005) and with the Financial Report Standards for Smaller Enterprises (FRSSE) (effective Jan 2007), and with the Companies Act 1985 and Charities Act 1993.
- 1.2 There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, though a more detailed explanation of the policies is included in this year's accounts.
- 1.3 No changes have been made to accounts for previous years.

#### *Incoming Resources*

Incoming Resources are recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
  - the trustees are virtually certain they will receive the resources; and
  - the monetary value can be measured with sufficient reliability.
- 1.5 Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
  - 1.6 Membership subscription income is recognised on a monthly basis over the duration of the subscription.
  - 1.7 Income from RAYNET Supplies has been included when goods have been dispatched.
  - 1.8 Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
  - 1.9 Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
  - 1.10 Contractual income and performance related grants are only included in the SoFA once the related goods or services have been delivered.
  - 1.11 Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
  - 1.12 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.
  - 1.13 The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
  - 1.14 Investment income is included in the accounts when receivable.

#### *Expenditure and Liabilities*

- 1.15 Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Out of pocket expenses are recognised where possible at the date when the individual actually incurred the expenditure.
- 1.16 Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
- 1.17 Resources expended for support are allocated to the particular activity where the cost directly relates to that activity. However support costs for central functions have been apportioned evenly to those activity costs categories which use those resources.

#### *Assets*

- 1.18 Tangible fixed assets for use by charity are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at the value to the charity on receipt. Depreciation of IT equipment is made on a straight line basis over 3 years.
- 1.19 Stocks and work in progress are valued at the lower of cost or market value.

#### *Funds*

- 1.20 Unrestricted funds are donations, membership subscriptions and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- 1.21 Designated funds are unrestricted funds earmarked by the Committee of Management for particular purposes. Expenditure which meets these criteria is charged to the fund.

Notes continued...

## 2. Source of Donated Income (General Funds)

	Trustees	Officers + Team Members	Groups + members	Others	Anon	Total	2006
	£	£	£	£	£	£	£
Donations	-	-	669	-	-	669	525
Gift Aided Donations	1,579	783	-	-	-	2,362	312
Gift Aid Reclaimed from HMRC	385	221	-	-	-	606	102
Give as you Earn	-	-	-	-	374	374	250
Donated Facilities & Services (note 3)	-	-	-	550	-	550	1,600
<b>Donated Income</b>	<b>1,964</b>	<b>1,004</b>	<b>669</b>	<b>550</b>	<b>374</b>	<b>4,561</b>	<b>2,789</b>

## 3. Donated Services

Bucks CC donate the use of the room used for Committee of Management meetings free of charge. Fair market value for this room hire is estimated at £50 for each of the 2 meetings held.

Sussex Fire & Rescue Service kindly donated the rooms used for the Annual Convention. Fair market value was estimated at £450.

## 4. Support Costs

	Internet £	2007 Total £	2006 £
Publicity	0	0	0
Emergency Planning	52	52	72
Registrations & ID Cards	52	52	72
Personal accident fees paid to BIS	0	0	0
Other Insurance	52	52	72
Talk-through	52	52	72
Technical Advice	52	52	72
Training	0	0	0
Zonal Co-ordination	0	0	0
Annual Meeting & notice costs	52	52	72
Committee of Management Meetings	52	52	72
Accountancy Costs	0	0	0
Registration, licence & affiliation fees	0	0	0
<b>Support Costs</b>	<b>364</b>	<b>364</b>	<b>504</b>

Support costs are allocated evenly across those activities which use the facilities. Insurance premiums are aggregated

## 5. Breakdown of costs

	Activities Directly Undertaken £	Support Costs £	2007 Total £	2006 Total £
Publicity	13	0	13	211
Emergency Planning	677	52	729	1,005
Registrations & ID Cards	2,112	52	2,164	1,789
Personal accident fees paid to BIS	1,827	0	1,827	1,808
Other Insurance	1,943	52	1,995	1,968
Talk-through	0	52	52	76
Technical Advice	81	52	133	186
Training	0	0	0	72
Zonal Co-ordination	532	0	532	0
Annual Meeting incl notice costs (see note 7)	770	52	822	1,870
Committee of Management Meetings	2,635	52	2,687	1,522
Accountancy Costs	55	0	55	0
Registration, licence & affiliation fees	154	0	154	120
<b>Total</b>	<b>10,799</b>	<b>364</b>	<b>11,163</b>	<b>10,627</b>

## 6. RAYNET Supplies Costs

	RAYNET Supplies £	2006 £
Cost of sales	4,514	4,705
P&P	383	345
Show expenses	223	397
Sundries	72	159
<b>RAYNET Supplies Costs</b>	<b>5,192</b>	<b>5,606</b>

## 7. Annual Meeting Costs

	Annual Meeting £	2006 £
Notice costs	281	98
Room hire (see note 3)	450	750
Catering cost	39	750
<b>Annual Meeting Costs</b>	<b>770</b>	<b>1,598</b>

## 8. Committee of Management Costs

	CoM Costs £	2006 £
Trustee Costs	1,854	1,029
Non-Trustee costs (incl team leaders attending)	492	180
Venue Costs	164	153
Other costs (catering)	125	160
<b>Committee of Management Costs</b>	<b>2,635</b>	<b>1,522</b>

## 9. Trustee Expenses

Travel costs of £2174.96 (2006 - £923.47) were reimbursed to 9 (2006 – 5) Trustees for travel to meetings of the Committee of Management, meetings within their zone and meetings with user services.

## 10. Fees for examination or audit of the accounts

No independent examination or audit of these accounts took place, so no fees were payable. No fees were paid to individuals or organisations that carry out audit or independent examinations.

## 11. Tangible Assets

	IT equipment (ID card printer) £
<b>Cost</b>	
Brought forward from 31 December 2006	2,460
Additions	<u>0</u>
Carried forward at 31 December 2007	2,460
<b>Accumulated Depreciation</b>	
At 1 Jan 2007	(1,640)
Impairments	0
Disposals	0
Provided for the year	<u>(820)</u>
Accumulated depreciation at 31 December 2007	(2,460)
<b>Net Book Value</b>	
Brought forward from 31 December 2006	820
Carried forward at 31 December 2007	<u>0</u>

## 12. Debtors

	Unrestricted fund £	2006 £
Prepayments		
Personal accident fees prepaid to BIS	498	555
Other insurance premiums	971	971
Tax Refunds due	48	102
Other	521	230
Accrued income	(47)	(86)
<b>Prepayments</b>	<b>1,991</b>	<b>1,772</b>

### 13. Creditors: amounts falling due within 1 year

	Unrestricted Fund	Supplies fund	2006
	£	£	£
Subscriptions received in advance – 2008	4,931	0	5,105
Personal accident insurance fees collected in advance – 2008	681	0	705
Accruals	0	0	85
<b>Creditors: amounts falling due within 1 year</b>	<b>5,612</b>	<b>0</b>	<b>5,895</b>

### 14. Creditors: amounts falling due after more than one year

	Unrestricted fund	2006
	£	£
Subscriptions received in advance – 2009/10	1,440	1,299
Personal accident insurance fees collected in advance – 2009/10	79	74
<b>Creditors: amounts falling due after more than one year</b>	<b>1,519</b>	<b>1,373</b>

## More Insurance!

**Brett Rider, G4FLQ**  
**Network Treasurer**

### New Professional Indemnity Cover

The November 2007 edition of RAY-Link (No 61) contained a detailed article about the Committee of Management's experiences in arranging the Network's various insurance policies. (*Archive copies are available to download from <http://www.raynet-uk.net/members/raylink.asp>*)

You may recall that the Network has long held a Public Liability (the so called 'third party') insurance. This type of policy covers damage to property or injury to individuals caused by a physical act. It is the sort of insurance which provides cover should a mast fall down and hit someone or something. But what happens if a message goes disastrously wrong? The 'Send three and fourpence, we're going to a dance' situation! (*For the benefit of younger members the sender said: 'Send reinforcements, we're going to advance!' - and the currency is pre-decimalization!*)

Obviously message handling is our primary activity and so the Committee of Management put its concerns to the Network's insurance broker. He confirmed that erroneous message handling was not covered by our existing Public Liability insurance policy, but this type of risk can be insured under a Professional Indemnity Insurance (PII) policy. This type of policy is sometimes known as errors and omissions insurance and our agent directed us towards a Merkel insurance policy.

Like many policies, this one has different sections. This one has only 2 sections that apply to us - the Trustee Indemnity (core) and the Professional Indemnity (which is an extension to it).

The 2006 Charities Act, now makes it much easier for trustees to obtain insurance for what are termed 'wrongful acts'. (Previously you had to obtain the spe-

cific permission of the Charity Commissioners to take out such a policy.) The Trustees and the teams put an enormous amount of work in to make the Network a success. Whilst they take as much care as they possibly can, it is all too easy to be 'in breach of trust'. Even if the individual is innocent (ie makes an honest mistake), the costs of a legal defence can be significant. Consequently the Committee of Management have taken out Trustee Indemnity insurance. It's one thing asking an individual to volunteer their time and energy, it's another exposing them to potentially large financial risks. Though not cheap, the cost of this policy element is largely offset by now claiming the gift aid on many of the donations we receive.

The cover under the policy is currently £250,000. This seems like a reasonable starting point, for what is a new type of insurance for the Network, but the Committee of Management will keep this under review.

Needless to say the PII only covers Network members. The Network has the usual obligations to minimise its risks and so the Committee of Management has produced the policy stated below. This insurance policy has a substantial excess of £1,000 and so it is important that everyone complies with the statement below. As with the public liability insurance policy excess, the Network will fund the excess if it can and would only ask the member to pay as a last resort.

The extent of professional advice isn't just limited to message handling. Things like technical advice are also included. Now whilst we might feel that we are electronic engineering experts having passed the amateur radio exams, not all of us are professional electrical engineers! Consequently the Committee of Management have agreed a policy which specifically states that members should only act within their level of competence. So don't be afraid of knowing your limitations and staying within them – it can sometimes be good advice not to give advice! If you need any help, our Technical Team will gladly give you the benefit of their knowledge and experience. You can contact them via 0303 40 10 80, or by contacting the team leader, Greg Mossop, GODUB direct. ☺

## ➤ *Committee of Management Policy*

In order to minimise the professional risks to the organisation, members should:

1. At all times take all reasonable care to limit any danger of death, injury or ill health to any person that may result from their activities and the products of their activities.
2. Comply with the Operating Section of the Network's RAYNET Manual when passing messages for others. This applies particularly when operating with non-members ➤ **This involves an obligation on all members** ➤ Network and groups.
3. Act only within their level of competence and will advise otherwise when asked to act beyond it. This applies especially to technical advice. The Committee of Management regard the amateur radio examinations as providing only a very basic level of technical understanding, and members are actively encouraged to seek the guidance of the Network's Technical team before undertaking any significant technical help for others.
3. The Committee of Management will pay any excess under the professional indemnity policy provided that such payment would not jeopardise the financial position of the Network. Should such funds not exist, then the Committee will seek to raise as much as it can of the excess by means of an appeal before asking the member to contribute. ☐

## Quorum—Special Resolution Brett Rider G4FLQ

A *Special Resolution* is being proposed at this year's AGM.

### Background

This one seems to have slipped everyone's notice for the last 16+ years!

Last year quite a few changes to our Articles of Association (the company equivalent of a constitution) were approved by our AGM. In the process of updating the document we noticed that the quorum (ie the minimum number of people needed to hold a meeting) was defined at a very high number in practical terms - almost, but not quite, the number of attendees! This could cause a significant problem as an AGM or EGM would not be able to transact any business if the number of people present was less than the quorum!

Fortunately to date this has not yet happened, but if it did, it could be very frustrating and expensive for everyone. The meeting would have to be reconvened at another date, causing extra travelling costs and inconvenience to those who originally attended, not to

mention the additional venue and notice costs to the organization.

### So What's the Problem?

Currently the quorum at general meetings (these includes both AGM and EGM) is defined as 25 members or 5% of our membership whichever is the *greater*.

There are 2 problems with this. Firstly, our current membership is around 1550, so 5% of this is 77 members; this is just over average attendance at our AGM. Secondly, should the Network ever decline such that its membership dropped to below 25, it would be unable to attain the required 25 member attendance. It would therefore be impossible to hold a meeting to change the Articles and reduce the quorum - a lock up situation!

### The Proposal

The proposal is to make the quorum to be 25 members or one fifth (i.e. 20%) of the membership whichever is the *lesser*. This caters well for our current membership size as we typically get at least double this number physically attending. The 20% deals with the situation where, should our membership ever drop below 125, it defines a smaller but variable number to be the quorum. Fortunately the Companies Act (CA 2006, s318) makes statutory provisions for very small quorums, so our articles don't have to make special provision for single figure membership totals.

Three other changes to the wording are suggested for reasons of clarification and simplification.

- 1) Only Adult Members are entitled to vote at General Meetings and so this should be reflected in the wording of the quorum definition. This is already implied by the words "entitled to vote" but clarity is useful.
- 2) The wording makes it clear that only people attending can be counted (currently this is only implied). This avoids the potential ambiguity about the inclusion of proxy votes.
- 3) In the case of the meeting being called by the Committee (of Management) but a quorum not be present, then the existing Article suggests that the meeting be reconvened 1 week later at the same place and time. The reality is that a much longer period of notice is needed for an organisation whose membership is spread nationwide - probably several weeks to allow more people to come. What would happen in practice is that the Committee would decide the time and venue for the adjourned meeting and the option of reconvening 1 week later at the same time and place is superfluous. Consequently the words suggesting this should be deleted.

Because this resolution changes the Articles of Association it has to be termed a "special resolution" and therefore requires a 75% majority for it to be passed.

The formal proposal before the membership is as follows:

**SPECIAL RESOLUTION**

To delete the existing Article 31 of Articles of Association of The Radio Amateurs' Emergency Network:

*"31. No business shall be transacted at any General Meeting unless a quorum of Adult Members is present at the time when the meeting proceeds to business: twenty five Members or one-twentieth of the membership, whichever is greater, of those persons entitled to vote shall be a quorum. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved; in any other case it shall be adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine."*

and to replace it with:

*"31. No business shall be transacted at any General Meeting unless a quorum of Adult Members is present at the time when the meeting proceeds to business: twenty five Adult Members or one-fifth of the membership, whichever is lesser, of those persons entitled to vote and present in person shall be a quorum. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved; in any other case it shall be adjourned to such other day and at such other time and place as the Committee may determine."*

**Special Resolution**  
**Appendix 1—Membership Attendance at Recent AGM's**

Year	Membership	Quorum	Attendance
2002	1181	59	62
2003	1256	63	67
2004	1275	64	72
2005	1349	67	102
2006	1397	70	74
2007	1473	74	76

**Special Resolution—Appendix 2**  
**Effect of Quorum Definitions for Differing Sizes of Membership**

Members Present	Existing Quorum	Proposed Quorum
10	25	2
50	25	10
125	25	25
500	25	25
1000	50	25
1500	75	25
2000	100	25

**KENT GROUPS CALLED OUT—  
SURROUNDING GROUPS ON STANDBY**

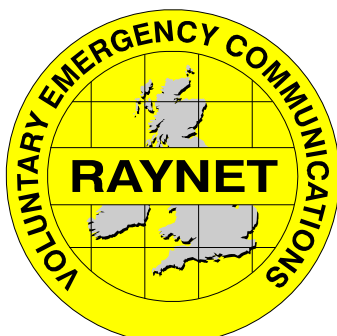
Operators from South Kent, Thanet and Medway RAYNET groups were called in on Thursday evening (2nd October) to provide communications on behalf of South East Coast Ambulance. SECAMB were undergoing routine power maintenance at their HQ when failure of their UPS and generator occurred. This in turn took out all telephones lines and the analogue radio system.

In accordance with SECAMB emergency plans 90 Tetra handsets were provided by Airwave and some 200+ batteries although these took some hours to arrive.

Kent Raynet provided operators at all East Kent and South Kent Ambulance Stations as well as the three A&E Hospitals in those areas. Routine traffic facilities between HQ and the outstations was provided, reducing the load on the Airwave system which was being used for all priority traffic. Additional operators travelled from South Sussex to provide assistance overnight, with some 30 operators on duty.

There was an expectation that the power loss could be prolonged so adjacent counties—Essex, London, East & West Sussex and Surrey were put on standby. Hampshire (who are not adjacent) even complained that they were not alerted! Operators from Groups in these areas were in transit to relieve the overnight operators when stand down was announced at 09:00 on 3rd October as Dennis Spalding G1JQH, Kent County Controller was turning up to relieve Richard Mason, 2EORAM, Controller of Medway Group from his twelve-plus hour stint on duty.

Airwave radios continued in use as a contingency measure.



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