

**1011 Squadron ATC Annual General Meeting Minutes 23 March 2026**

**Attendees:**

Treasurer (acting Chair)	Julian Facer
Officer Commanding	Fg Offr Matthew Prentice
1011 Sqn Padre	Rev Kelvin Inglis
Central Wilts Sector Comd	Sqn Ldr Louise Curtis
D&W Wing CivCom Chair	Jim Gillespie
Amesbury RBL Chair	Richard Allen
Amesbury RBL Sec	Paddy Allen
Salisbury & Boscombe RAFA Chair	Dave Berryman
Salisbury & Boscombe RAFA Sec	Tony Buckingham
Parents & Guardians	27

Ser	Agenda Item	Action
1	<p><b>Welcome &amp; Apologies</b></p> <p>1.1 The acting Chair welcomed all to the AGM and explained that as per the Sqn's Constitution, all present were members of the 1011 Sqn Association.</p> <p>1.2 Apologies were received from the CivCom Chair as they had been called away for work. The Treasurer was acting as the Chair for the AGM.</p>	
2	<p><b>Minutes of Previous AGM</b></p> <p>2.1 The last AGM had been over 5-6 years before and no records could be found of the minutes.</p>	
3	<p><b>Matters Arising</b></p> <p>3.1 n/a</p>	



<p>4</p>	<p><b>OC's Report</b></p> <p>4.1 Fg Offr Prentice assumed command of 1011 Sqn in Jan 26 from Flt Lt Membery who stood down as OC after 19 years. A vote of thanks was recorded for the time and effort Flt Lt Membery had put into the Sqn.</p> <p>4.2 Over the past year, 10 cadets had flown in the Grob Tutor at 2AEF, MoD Boscombe Down, and 7 had flown in the Grob Viking at 622 VGS, Upavon.</p> <p>4.3 Cadets had attended camps across the country and for a range of activities, Wessex Military Skills week, Adventure Training at Windemere and Swindon, and RAF Summer Camp at RAF Cosford.</p> <p>4.4 The Sqn's charitable and community work had continued, with support to local RAFA and RBL branches for fundraising efforts such as Wings Appeal and Poppy Appeal, as well as visits to care homes.</p> <p>4.5 As a review of the 11 Core Activities of the Air Training Corps:</p> <p>4.5.1 <b>Aviation.</b> Improvements made to the Sqn's flight simulator to improve immersion and plans to introduce Drone training over next year.</p> <p>4.5.2 <b>Adventure Training.</b> Struggle with qualified volunteers, working within the Sector to introduce Day Walks over the next year.</p> <p>4.5.3 <b>Syllabus of Training.</b> Continuing to perform well progressing cadets through the Classification Syllabus. Introductions of new volunteers with expert knowledge.</p> <p>4.5.4 <b>Service Engagement.</b> Some contacts among local units had resulted in visits for the cadets.</p> <p>4.5.5 <b>Shooting.</b> Unable to deliver on unit. Working within Sector to introduce Air Rifle.</p> <p>4.5.6 <b>Fieldcraft.</b> Actively delivering on Sqn and with neighbours and working on plans for Sector.</p> <p>4.5.7 <b>Leadership.</b> The Sqn had made slow progress through delivery of Leadership Syllabus due to time and equipment constraints.</p> <p>4.5.8 <b>Camps.</b> Continued engagement with Wing &amp; Region organised Camps, longer term ambitions for Sqn Camps.</p> <p>4.5.9 <b>Drill.</b> Good level of delivery, with cadets attending Wing Drill Training Course (Instruction).</p> <p>4.5.10 <b>First Aid.</b> Great effort by staff team to ensure delivery of EFA.</p> <p>4.5.11 <b>DofE.</b> Linked with delivery of Adventure Training.</p> <p>4.6 The Sector Commander was invited to give a brief update on the wider Sector of 1010 Salisbury, 1011 Amesbury, 2293 Marlborough and 2397 Devizes. Of the four squadrons, three have new Commanding Officers. Work was underway to support each other and deliver more of the cadet experience.</p>	<p>OC</p>
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<p>5</p>	<p><b>Civ Com Chair's Report</b></p> <p>5.1 The Sqn CivCom had dissolved at about the time of COVID (2020). As the Sqn rebuild, the CivCom was re-established in Apr 23 with a Chair, Treasurer and Secretary. The Secretary stood down in late 2023, and since then the CivCom has run with the Chair and Treasurer only.</p> <p>5.2 The function of the CivCom was to support the Sqn by managing funds, ensuring independent oversight, and assisting the OC with logistics. They were essential for raising money, maintaining equipment, fostering community links, and ensuring the safety and welfare of cadets outside of uniformed training.</p> <p>5.3 Much work has been ongoing to restore the CivCom function over the last few years, particularly on the finance side. Volunteer support was needed for Committee roles to enable the CivCom to reach its full potential in support of the Sqn.</p> <p>5.4 D&amp;W Wing CivCom Chair addressed the meeting, outlining the important role of the Sqn CivCom in support of the Sqn and called for volunteers to fill the roles and bolster the membership of the Sqn CivCom.</p>	
<p>6</p>	<p><b>Treasurer's Report</b></p> <p>6.1 Generally, the Sqn's accounts were healthy and in good order. RAF F60s (annual, assured financial reports) had all been submitted, including for the 2 years when there had been no Treasurer. A new bank account had been opened after the old one had been closed by the bank during COVID and work was well in hand to claim Gift Aid for previous years.</p> <p>6.2 The Sqn account summary and liquidity statement as of 23 Mar 26 was presented (attached). Of note:</p> <ul style="list-style-type: none"> <li>a. The value of property had declined over the last 3 years. This was due to depreciation (over 5 years) being applied to Sqn property.</li> <li>b. Cash in bank had grown over the last 3 years from c4k in 2024 to c£8k in 2026.</li> </ul> <p>6.3 Sqn Subs (£12 per cadet per month) was the largest source of income for the Sqn (c£5.5k this year, c£5k last year and c£3k the year before). There were a number of debtors which the Treasurer and OC continued to chase down. This currently stood at £825. All were encouraged to pay by monthly Direct Debit.</p> <p>6.4 Gift Aid provided a good boost to Sqn funds. Claims had been made and received for 20/21 (£96.13), 21/22 (£152.55) and 22/23 (£200.35). Completed Gift Aid declaration forms were needed from parents/guardians to enable the reclaiming of Gift Aid on Sqn subs. All were asked to complete these forms and return them to the Sqn or to the Treasurer to enable Gift Aid to be claimed for the last 3 years. The projection for Gift Aid reclaim was c£600 for 23/24, c£1k for 24/25 and c£1k for 25/26.</p> <p>6.5 Income for the Sqn was generally from subs, Gift Aid, Canteen (c£200 pa) and some small donations. Work on fundraising was required to boost income and enable greater financial support to Sqn activities.</p>	<p>Treas &amp; OC</p> <p>Treas</p>

	<p>6.6 Expenditure was largely on HQ AC / Wing subs (c£1400 this year based on £3.04 per cadet per month), Insurance (c400 pa), IT (c£200-400 pa), Internet (c£350 pa), training equipment (c£250 pa) and Sqn events for cadets (c£500 pa). There had recently been a large expenditure (c£1000 for 2-3 years' stock) on Sqn t-shirts to be given to each cadet, new joiner and staff.</p>	
7	<p><b>Election of Civilian Committee</b></p> <p>7.1 There being only one candidate, Sally Facer was elected again as CivCom Chair.</p> <p>7.2 There being only one candidate, Julian Facer was elected again as CivCom Treasurer.</p> <p>7.3 There were no candidates for election as CivCom Secretary. However, following the meeting, Charlotte Arnold volunteered to take on the role.</p> <p>7.4 The following volunteered as CivCom Members:</p> <p style="padding-left: 40px;">Anna Hollis-Baker Tom Granfield Bev Granfield Krissy Warden Katy Shergold</p>	
8	<p><b>Future Events</b></p> <p>8.1 The Sqn plan on attending several regular events in 2026 including RAF Cosford Airshow and the Royal International Air Tattoo (RIAT) and fieldcraft events such as Exercise Falcon.</p>	
9	<p><b>Total Safety</b></p> <p>9.1 Safety was of paramount importance to the Sqn and the wider RAF Air Cadets.</p> <p>9.2 The Sqn faced 2 main safety issues at present:</p> <p style="padding-left: 40px;">9.2.1 Insufficient outdoor lighting meant that the Sqn parade square and grassy area was becoming unusable during the winter without deploying portable LED lighting.</p> <p style="padding-left: 40px;">9.2.2 The Sqn Fire Risk Assessment due for renewal in Summer 2026 currently limited the building occupancy to 20 cadets and 10 adults.</p>	
10	<p><b>AOB</b></p> <p>10.1. There was no AOB</p>	
11	<p><b>DONM</b></p> <p>11.1. The next AGM was scheduled for late Apr 27.</p>	Chair

## 1011 SQN ATC RAF - LIQUIDITY STATE AS AT 23 MAR 26

	23-Mar-26	31-Mar-25	31-Mar-24
<b>Fixed Assets</b>			
Property (fm Property Book)	1,739.71	1,957.96	4,257.84
<b>Fixed Assets Total</b>	<b>1,739.71</b>	<b>1,957.96</b>	<b>4,257.84</b>
<b>Current Assets</b>			
Stocks on Hand Canteen (estimate)	100.00	100.00	100.00
Debtors (Subs)	825.00	428.00	354.00
Debtors (Gift Aid 23/24, 24/25, 25/26)	2,600.00	1,600.00	600.00
Bank	8,432.19	5,639.68	3,924.33
Petty Cash	74.51	15.76	45.52
Canteen Cash	84.54	272.11	0
<b>Current Assets Total</b>	<b>12,116.24</b>	<b>8,055.55</b>	<b>5,023.85</b>
<b>Total Assets (Fixed &amp; Current)</b>	<b>13,855.95</b>	<b>10,013.51</b>	<b>9,281.69</b>
<b>Current Liabilities</b>			
Creditors (D&W Subs £700 & Insurance £200 & Internet £330)	1,230.00	200.00	0
<b>Total Liabilities</b>	<b>1,230.00</b>	<b>200.00</b>	<b>0.00</b>
<b>Total Assets minus Total Liabilities</b>	<b>12,625.95</b>	<b>9,813.51</b>	<b>9,281.69</b>
	<b>23-Mar-26</b>	<b>31-Mar-25</b>	<b>31-Mar-24</b>