

PORTLAND SEA CADETS **ACTIVITIES & FINANCIAL STATEMENT** **DATED 12 JUNE 2024**

1. Chairpersons's Report

The purpose of this Report is to report on the activities and the financial statement of Portland Sea Cadets (TS Penn), since our previous AGM which was held on 21st June 2023.

In the past year the Trustees have ensured that all aspects of the Unit's compliances, from insurance, annual servicing of the equipment and gas appliances, portable appliance testing, Safeguarding and data protection have been completed.

Throughout the past year our usual Fundraising events, 2 Sea Front Stalls, the Island Bash and 2 Coffee Mornings at Easton Methodist Church have been organised and run by the Trustees and volunteers and all have worked hard to achieve the goals which were set out in our 5 Year Development Plan.

Since our disappointments from last year, post Covid, the Trustees have received quotations from Builders, Electricians and Plumbers and with an enormous amount of work from our President, John Harvey, our CO Rachel Harris, Liz Hurst our Treasurer and Bernie Cranny who is in charge of Fundraising, many grants have been applied for and some have been received.

The work began in March 2024 on the first phase of modernising the Unit.

Unfortunately, although we felt that our Sea Cadets were more than deserving of it, we did not receive the Government Grant from the Youth Investment Trust, but the Trustees continued with their plans and as I write, the first phase of the work is being completed. Phase 2 is now on our agenda for the immediate future.

Many thanks must go to our CO and the staff who offer our young people so many activities. So much time and energy goes into making such a fantastic Unit and our Cadets make us so proud when they take part in a variety of events and make Portland Unit a thriving and exciting place to be.

Thank you to the Committee of Trustees and our President who are all so dedicated and determined. Everyone should be very proud of the progress that has been made this year.

May I also thank the parents, carers and friends of the Cadets who support all of our events whether it be supplying Bric-a-brac, Bottles or delicious home-made cakes. Our combined teams make Portland Sea Cadets a very special Unit.

2. Commanding Officer's Report

STAFF: 2 Lieutenants (SCC), 2 CPOs, 4 POs, 2 PPOs, 1 CI and 2 Unit Assistant Administration Officers.

Changes over the last 12 months:

Chief Petty Officer David Louch has transferred to Torpoint Unit, as he wishes to take up flexible volunteering, instructing and participating in music. It does make sense for him to be attached to a Unit where his interests lie, and I have said that if it ever suits him to transfer back in the future, then he would very definitely still be welcome at Portland.

Petty Officer Yasmine Perry has re-joined Sea Cadets with our Unit and has completed all of her refresher training to be confirmed as a Petty Officer.

Lillie Merson and Jacob Loveless have both completed all of their training requirements to be confirmed as full Petty Officers as well.

George Harris has transferred from being a Civilian Instructor to a Uniformed Instructor as a Probationary PO.

Mr Gavin Poulloin has joined as a Civilian Instructor to assist with our afloat training.

CADETS: Seniors 25, Juniors 7. Total 32.

Our Senior and Junior cadet numbers have remained strong over the year, with good attendance across the board. We currently have 15 youngsters waiting to take up a place in the Junior Section, from which we are taking 2 next week and a further 2 a few weeks after that. We are limited by the size of group that the Junior Instructional staff can manage, which we have currently set at 12. We are also limited by building capacity and the instructional spaces that we have available.

Our affiliation with HMS PORTLAND has been quiet over the last year as the Ship has been deployed, followed by a recovery period in preparation for her next deployment. To give the Cadets an insight into life with the Services, we were fortunate to be able to visit 846 Naval Air Squadron at RNAS Yeovilton, a Commando Merlin Helicopter Squadron where they had a tour of their operational aircraft as well as their Depth Maintenance facility.

We've been busy in the Community, supporting local civic events including the Island Ceremony of the Keys, Weymouth Armed Forces Veteran's Parade, 'Death of the Tot' Commemoration Day, a Deep Water Berth Opening Ceremony held in Portland Port, the Mayor's Civic Carol Service, Ceremonial Sunset for the Royal Navy Sailing Association Annual Cocktail Party and November Ceremonies with the Parade and Service at Portland Heights. We have additionally supported various Island events associated with D-Day Commemorations, including Exercise Tiger and the D-Day 80 service, wreath laying and Beacon Lighting. Able Cadet Lily Wilson was honoured to be appointed as one of the Lord Lieutenant's Cadets for Dorset this year, and has supported the Lord Lieutenant at Weymouth Remembrance Parade as well as at the National D-Day 80 Commemoration events held in Portsmouth.

The Cadets have made good use of the District courses, completing Basic level qualifications in Windsurfing, Sailing, Paddlesports, Mountain Biking and Peer Educator. At the South West Area level, Cadets have completed a Basic Peer Educator course and a week-long Summer Camp at HMS Raleigh. Our Juniors took part in the District Junior Camp, which was held on farmland in Somerset where we camped within a wood and the Juniors did den building, trails, outdoor sports, etc.. They also took part in the District Juniors Multi-Activity weekend held at Weymouth where they did a bit of Seamanship, Drill, Sports, Nature and science activities. Cadets have also taken up courses at the National Boating Centre in Weymouth in RYA Powerboating and RYA Sailing, and even did Santa's Mini Regatta!

Our own Unit boating activities have been in full swing, with our Tuesday evening sessions delivering training to 2 groups of 6 doing sailing courses, a Power Level 1 course and the remainder of cadets doing various levels of rowing training. We also ran a weekend Sailing Stage 1 course and three Power Level 2 courses. Special mention and thanks should go to Mr Bob Featherstone for carrying out the Shore Safety role each week, making sure that our shoreside operations are safe with all persons accounted for, which is no easy task. During one particularly windy evening when we couldn't go afloat, we were instead fortunate to be able to have a tour around the Sea Cadet Sail Training Tall Ship, TS Royalist, who was alongside in Portland Marina overnight, which gave the Cadets an insight into what a voyage onboard would be like and what opportunities they have. Our own Unit courses have enabled Cadets to gain basic level specialisation qualifications in Catering, Marine Engineering, First Aid and Navigation, as well as the higher levels of Intermediate First Aid and the RYA Essential Navigation and Seamanship. Special thanks should go to Mrs Vicky French for delivering the Catering course, which was particularly challenging as the Unit was in the middle of all the building works at the time! Cadets have undertaken Rowing Expeditions on the waters of Weymouth and Portland, in some very testing weather and sea conditions, to achieve their Duke of Edinburgh Bronze and Silver Awards. The Cadets this year had a formal Mess Dinner for their Christmas Do – thank you so much to the Unit Management Team volunteers who helped with that, and the Cadets really did have a fabulous evening.

We have had a strong year of Competitions, with Unit Teams winning in District Rowing and Windsurfing Regattas as well as in the Powerboat Handling Competition, and coming Runners up in the Sailing Regatta and Yole Sliding-Seat Rowing Regatta. At last year's Area Regattas the crews fared really well, including achieving the Bronze Medal place for our Juniors Rowing Team. Cdt1 Austin Poulloin went on to come Runner-Up in his category in the 2023 National Windsurfing Regatta, and Ordinary Cadet Lewis Harris-Cormack and Cdt Jimmy Smart came 6th in the Junior Quest Dinghy Sailing Category at the National Sailing Regatta, both of which were held in Southport. Our Powerboat Handling Team of AC Katie Sadler, Cdt1 Daniel Sadler and Cdt Jimmy Smart took the Silver Medals at the National Powerboat Handling Competition held in London Royal Victoria Docks. In the District Drill Competition, the Unit Armed Guard team won their category, with ACdt Wilson also lifting the Best Guard Commander trophy. The team went on to take 5th place at the Area competition at HMS Raleigh. In the District 5-A-Side football competition, our Junior Boys Team came in 3rd place, our Senior Girls, Junior Girls and Junior Sea Cadet teams were all Runners-Up and our Senior Boys team won through to the Area level where they took the Bronze Medals. We had 12 Cadets take part in the District Swim Competition, where 3 made it through to the Area level – Able Cadet Edmund Bird took the Bronze Medal in the Senior Boys Freestyle Race, JC Imogen Harris-Cormack took the Bronze Medal in the Juniors Backstroke Race and JC Miles Heath gained 4th place in the Breaststroke Race.

The staff have been incredibly busy as well, delivering and supporting all the sessions and activities that I've just covered. On top of that, Lt John Mills and Lt Rachel Harris have updated their Seamanship qualifications. Lt Mills, PO Blade Harvell and PO Lillie Merson have gained or revalidated their First Aid at Work qualification and Lt Harris has updated her Advanced First Aid Instructor qualification. Rev'd Shan Litjens has completed the Sea Cadet Chaplain's course at HMS Raleigh, and will be formally appointed as our Unit Chaplain once the paperwork has done the rounds. Lt Harris and PO Merson have both completed a Level 2 First Aid for Mental Health Course, which is new to Sea Cadets. CPO Damien Hawkins and PO Jacob Loveless have both qualified as RYA Powerboat Instructors which greatly helps the delivery of our afloat training. CPO Hawkins and PO Merson instructed on the SW Area Band Courses held at HMS Raleigh and the Sea Cadet Training Centre in Weymouth, and CPO Hawkins additionally participated in the National Trafalgar Day Parade. Lt Harris, Lt Mills, PO Chris Palucsis and PO Loveless have

all instructed on various District courses, including RYA Power Level 2, RYA Safety Boat and First Aid at Work Courses, and Lt Harris has instructed Area First Aid courses. Special thanks should also go to someone who keeps the show on the road, from helping with the fundraising events and sorting all the bric-a-brac to fixing boats and multiple parts of the Unit, as one Cadet once described him – he is the Unit ‘Magic fairy’ going around sorting everything out, and that is Mr Malcolm Harris. Another member of staff was given more formal recognition of her outstanding work as a Cadet Force Volunteer within the Sea Cadet Corps - CPO Nicola Lee was awarded His Majesty Lord Lieutenant’s Certificate of Meritorious Service in a Ceremony held at Kingston Maurward College, a real honour and a very worthy recipient.

We have this year commenced a SeaHive Marine Environmental Project in conjunction with Weymouth Sea Life Centre and the Weymouth and Portland National Sailing Academy, where cadets assembled a ‘Hive’ and then positioned it beneath one of the pontoons at the Academy. This will provide a safe haven for the smaller sea creatures to live, giving them protection and helping them to thrive, which will improve the local marine life habitation.

In 2023 we were again awarded a Burgee as a result of our Unit Review assessment, marking the Unit as within the top performing Units in the country. Our report was very good, with the Area Officer writing ‘TS Penn has once again had an extremely high performing period. The Unit Review scores speak for themselves. The scale and wider impact of the Unit, across the local community and to enrich the Sea Cadet Experience for our young people is humbling. A Top performing Unit in South West Area, I am once again delighted to recommend the award of BURGEE, highlighting the very high standards being maintained at the Unit. BZ to all.’

My sincere thanks go to every member of staff for the hard work that they have put into the year. Producing the level of training and activities that we provide the Cadets is no mean feat, it takes a lot of planning and personal time, much of which is often outside of the standard Parade Nights and Training Days that we all do. This work ranges from preparing and executing the training nights and weekends, the intense training required to produce the standards that the various competition teams achieve, as well as ensuring that we meet all the Health and Safety requirements, and so on, are all the necessary volunteer efforts in the background that combine to continue our Unit’s success.

My thanks also go to the Unit Management Team for the support that they have given the staff and cadets in the Unit throughout the year, enabling us to go about our business in providing the Cadets with the opportunities, experiences and challenges that they all enjoy and grow from. Much effort has been put in by the UMT to establish a Unit Development Plan, with approved planning permission for the extension and improvement of the facilities of our Unit headquarters. Through their dedication, Phase 1 of the Project to overhaul the welfare facilities from just two single toilets to now have 4 high-quality toilet / shower rooms, including disabled facilities, and to replace all the heating and hot water systems in the building has been delivered on budget, at £105,000. The works undertaken are already making a real difference to the facilities that we have and to the feel of the environment that we provide our young people. Focus now turns to Phase 2, which is set to create the additional training space that we need to be able to support an increase in Cadet numbers and meet the demand for places that we are experiencing. We are obtaining up to date costing for this phase and will then undertake fundraising towards achieving it. The project has taken much time and energy by all, but we are now starting to see the fruits of our labours, thank you all.

The excellent reports that we have received for all areas of the Unit reflects the hard work and dedication invested by the Committee, Staff, Helpers and Cadets alike.

3. Treasurer's Report

The Treasurer stated that copies of the annual accounts report had been distributed for reading.

The full accounts for the Unit for 2023/24, including prior year comparative information is shown below at Appendix A and B.

The Unit had another financially successful year, producing an operating excess of receipts over payments.

Total receipts were in excess of £94,500 and total payments were a little over £52,500. There was an increase in the bank balances of £42,000 – however this is a little misleading as we received £75,000 in additional grants and spent £46,000 on the building works, which is over and above our “normal business”.

Bank balances at 31 March 2024 totalled £84,436.98.

Grants for the building works were very gratefully received from:

The Gosling Foundation - £50,000;

Valentine Trust - £10,000; and

Dorset Council - £15,000.

We're also grateful to the MSSC, who have promised a further £25,000 which will be paid soon.

Stripping out the receipts of grants and payments to contractors for the building works from the figures, leaves us with:

Income - £19,575.94

Expenditure - £6,118.90

- a surplus of £13,457.04

In addition to the above-mentioned grants which were given for the specific purpose of the building works, we gratefully received donations from the following individuals and organisations:

Piranhas	The Court Leet
Rita Stewart (former Treasurer)	The Wrens Association
Viterra	Mrs M Land
Mrs S Pepperell	All Souls Masonic Charity Association
The Corner House	Royal manor Boat Club
Royal Manor Naval Sailing Association	Portland Port

We have also continued our busy programme of events in the community, which supports the running of the Unit and to keeping the contributions of the Cadets and their parents very low.

The Unit management Team are already working on plans to raise funds to further improve the facilities in the Unit.

Basis of Preparation of the Accounts

The accounts are prepared on a cash basis. Receipts are recognised in the accounts in the month in which they are received. Payments are recognised in the month in which they are paid. Accordingly, there are no accrued income and expenses, debtor or creditor balances shown.

The accounts have been independently inspected and have been approved by the Unit Management Team.


Responsibilities of the Trustees

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Vice-Chair asked for a Proposer:

Proposed: Mrs Bernie CRANNY Seconded: Mrs Vicky LOUCH

The Accounts of the 2023/24 Financial Year were unanimously agreed and adopted as a true record by all and duly signed by the Treasurer and Vice-Chair.

 **Independent examiner's report on the accounts**
Section A Independent Examiner's Report

Report to the trustees/
members of

On accounts for the
year ended Charity no

Set out on pages

Respective responsibilities of trustees and examiner The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

- It is my responsibility to:
- examine the accounts under section 145 of the Charities Act,
 - to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
 - to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply

Signed: Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2024		Jan-20	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2024			
Unit Name: Portland Sea Cadets	Charity No: 1026000		
Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR	LAST YEAR	
	£	£	
Notes			
REVENUE RECEIPTS –			
ANNUAL FUND/DIRECT GRANT - (restricted)	£75,000.00	£450.00	
OTHER GRANTS - (unrestricted)	£500.00	£0.00	
SCAVA (Sea Cadet Victualling Allowance)	£0.00	£0.00	
CADET CONTRIBUTIONS	£2,492.00	£2,492.00	
OTHER DONATIONS / LEGACIES	£14,155.25	£6,997.30	
FUNDRAISING & SPECIAL EVENTS PROCEEDS	£2,325.40	£3,044.16	
OTHER CHARITABLE ACTIVITIES:			
COMPETITION RECEIPTS	£0.00	£0.00	
COURSE FEES	£0.00	£36.00	
SUNDRY SALES RECEIPTS	£0.00	£0.00	
BANK DEPOSIT INTEREST	£103.29	£0.00	
PROPERTY RENTS (includes any occasional)	£0.00	£0.00	
OTHER REVENUE RECEIPTS	£0.00	£0.00	
TOTAL REVENUE RECEIPTS	A	£94,575.94	£13,019.46
NON-REVENUE RECEIPTS –			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS		£0.00	£0.00
TOTAL NON-REVENUE RECEIPTS	B	£0.00	£0.00
(#Attach that Fund's similar Account of Receipts as page AC1A, and so on)			
TOTAL RECEIPTS = A + B	C	£94,575.94	£13,019.46
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	£41,990.04	£7,169.47
- NON-REVENUE ITEMS (= B – E from page AC2)	H	£0.00	-£299.99
- COMBINED (=G+H)		£41,990.04	£6,869.48
CASH/BANK BALANCE FROM LAST YEAR-END		£42,446.94	£35,577.46
CASH/BANK BALANCE AT THIS YEAR-END		£84,436.98	£42,446.94

THE SEA CADETS		Form
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2024		Jan-20
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)		
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2024		
Unit Name: Portland Sea Cadets	Charity No: 1026000	
Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR	LAST YEAR
Notes	£	£
REVENUE PAYMENTS –		
DIRECT CHARITABLE ACTIVITY COSTS:		
FUNDRAISING & SPECIAL EVENTS COSTS	£256.40	£338.63
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	£170.27	£40.04
CATERING COSTS	£25.56	£0.00
TRAINING DELIVERY COSTS	£0.00	£368.90
ARTICLES PURCHASED FOR RESALE	£0.00	£0.00
OVERHEAD COSTS FOR:		
RENT / COUNCIL TAX	£1,485.00	£0.00
HEAT, LIGHT & WATER	£1,558.58	£1,434.86
TELEPHONE & BROADBAND	£440.43	£385.05
RUNNING COST Inc POSTAGE, PRINTING & OTHER	£0.00	£0.00
MAINTENANCE COSTS FOR:		
BUILDINGS & ESTATE	£46,660.60	£1,367.80
BOATS	£0.00	£0.00
VEHICLES	£0.00	£0.00
OTHER MISC EQUIPMENT	£463.06	£559.11
INSURANCE COSTS	£1,406.00	£1,326.60
BANK INTEREST & CHARGES	£0.00	£0.00
CHARITY GOVERNANCE COSTS:		
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION	£0.00	£0.00
FOR OTHER PROFESSIONAL FEES	£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)	£0.00	£29.00
OTHER REVENUE COSTS	£120.00	£0.00
TOTAL REVENUE PAYMENTS	D	£52,585.90
NON-REVENUE PAYMENTS –		
ASSETS	£0.00	£0.00
TOTAL NON-REVENUE	E	£0.00
TOTAL PAYMENTS (=D+E)	F	£52,585.90
		£6,149.98
(*Attach that Fund's similar Account of Payments as page AC2A, and so on)		

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2024

Form
SCC A3 (R&P)
Jan-20

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2024

Unit Name: Portland Sea Cadets	Charity No: 1026000
---------------------------------------	----------------------------

In E&W: STATEMENT OF ASSETS & LIABILITIES	Name of Fund	THIS YEAR	LAST YEAR
	if restricted	£	£
ASSETS:			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£84,436.98	£42,446.94
BANK DEPOSITS (if any) not included above			
LOANS RECOVERABLE			
OTHER DEBTS (total recoverable – exclude any "accruals")			
*STOCKS OF ITEMS FOR RESALE (total cost)			
INVESTMENTS (present value of securities &c)			
INVESTMENTS (ditto – belonging to a Restricted Fund, if			
*OTHER FIXED ASSETS:			
- LAND & BUILDINGS			
- BOATS			
- VEHICLES			
- COMPUTERS & OTHER EQUIPMENT			
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above			
		[]	[]
LIABILITIES			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any "accruals")			
CONTINGENT LIABILITIES (estimated total amount)			

[Scottish] ACCOUNTS NOTES* (if not within Annual Report)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many trustees

Amount and nature of any other trustee-transactions (including with connected persons, stating the together with any amount owing at the year-end (say if

Any further information that 'may reasonably assist' a reader's understanding

Give page no(s).
- or say if none

(or say if none)

(or say if none)

Give page no(s).

[Amounts]	Particulars
[]	
[]	Authority:
[]	For how many:
[]	Nature:
[]	
	- or say if none

(*Show details on an extra attached (numbered) page if necessary)

Signed as authorised by the Unit's Management Committee - Date:

12 June 2024

..... Unit Treasurer

..... Unit Chairman

Note: The statutory audit or independent examination report on this Statement of Account must be attached.

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2024

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2024

Form
SCC A3 (R&P)
Jan-20

Unit Name: Portland Sea Cadets	Charity No: 1026000
---------------------------------------	----------------------------

Unit address (or address for correspondence):-

House name:	
Street and No:	Woolcombe Road
Area or Estate:	
Town/City:	Portland
County:	Dorset
Post Code:	DT5 2HU

Unit Management Committee members (the 'charity trustees') at date of signing Report:-

Mrs Josephine Butcher	Mr William Reeves	Mrs V Louch
Mr Paul Butcher	Lt Rachel Harris	Mr G Hepworth
Mrs Vicky French	Mrs Bernadette Cranny	Miss E Hurst
Mr R Featherstone		

Names of any other persons who were charity trustees of the Unit at any time in the financial year:-

Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) [*not*: Scotland]:-

--	--	--

Nature and date of the Unit's constitution (governing document): Governed by **Sea Cadet Standard Constitution**

The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-

Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.

The Unit's charitable purpose(s) as set out in its constitution is:-

To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

The Unit's main activities and achievements in the financial year were:-

Public Benefit

The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:

- Regular and structured activities with a nautical theme.
- Allowing young people to take part in activities connected with the wider Sea Cadet movement such as waterborne activities, events and competitions at district, area and national levels.
- Availability of formal educational achievements whilst taking courses to earn badges and promotions

Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.