



**MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 26th June 2023
at Kettering Sea Cadet Unit**

PRESENT:	Capt. Andy Barnwell (AB)	-	Chairman
	Andrew Leather (AL)	-	Chairman (desig)
	SLt. Adam Rowlands (AR)	-	Officer in Charge
	Michael Heekin (MH)	-	Treasurer
	Helen Wakefield-Carr (HW-C)	-	Chaplain
	Jane McMahon (JM)	-	Secretary
	Emily Fox (EF)	-	Trustee
	Parents/Guardians		

1. Chairman's Opening Address

AB welcomed everyone to the meeting.

2. Apologies for Absence

Keli Watts, Heather Pether, Ashley Napier and Sara Elliot

3. Minutes of the last AGM held 4th June 2022 were distributed for review and adopted.

Proposed by AL and seconded by JM

4. Matters arising from those minutes

None

5. Unit Chairman's report

The Chairman gave an introduction into what we do advising that Adam as OIC ran the Uniform side whilst the UMT take care of the financial and thanked everyone for coming to the meeting.

Special thanks to the Treasurer Michael Heekin who has the worst job and is kept very busy with the finances. He thanked Jane McMahon for her work keeping the Meeting Minutes. He also thanked the Chaplain Helen Wakefield Carr too who does much behind the scenes as well as her Chaplain role. He also thanked Andrew Leather and the rest of the UMT for their contribution which is not quite 2 hours a month!

This year was the best ever Rowing Regatta with great attendance (150 plus) and support from the local Council for £500 funding the BBQ as part of the Coronation grant. The weather was sunny, and the cadets had a great competitive day. It was good to see inter unit and peer competitive atmosphere, and everyone wanted to win!

He thanked Emily Fox and parents whose support makes a huge difference with what we can achieve for the cadets. He expressed disappointment that not many parents came to the meeting.

He also thanked Adam Rowlands who took over as OIC this year and has been great. Recruitment of staff and cadets has been busy, and we are almost where we were pre Covid with numbers and even ex Cadets coming back as instructors.

He advised there has been some disappointment over the last 6 months over the building extension. Whilst the main construction was done there are problems with the roof not being flat and water not draining where it should. The builder seems reluctant to fix and is lacking in communication so may have to abandon and use Stacy to complete. It's holding up the electrics and floor etc. Also need a soakaway and supporting wall quotes to retain the bank at the rear of the building. It's anticipated there is 2 months more works and end of August for completion if the roof is fixed.

He also announced that after 12 years as Chairman he was standing down but staying on until the building is signed off. Andrew Leather will take over as Chairman from tonight.

6. P&SA Chairman's Report

N/A

7. OIC'S REPORT

The OIC advised he only officially took over the role in March with a total time at the Unit of 12 months so quite a Baptism of Fire. Lt Cdr Pether (DO) is still very supportive along with the UMT and staff.

Cadet numbers are as follows:

58 Cadets (52 previous month)

14 Uniformed adult volunteers (12 previous month)

12 RMC

18 Junior Cadets

28 Blue Jackets

- There has been an uplift in recruits in the last month despite cadets age out and leave, so to see the figures going up is very welcome.
- 2 Cadets that have aged out have come back and are starting their training to become adult uniformed volunteers, bring experience and instructor qualifications with them.
- We have another ex-cadet who wants to come back as an adult uniformed volunteer into the RMC
- We need non uniformed adult volunteers to help with keeping the grounds tidy, mowing the grass, etc. Will publish to Spond
- The unit has grown in the last 12 months, and we are near pre pandemic levels, but would like to see the numbers around 75 and maintain that.
- Uniformed volunteers are keen to maintain the parent link and we will be holding more parents evenings in the future so as to increase the knowledge of what we do and how parents can support their cadet.
- Kettering unit is entering more competitions than ever before, some we are new at and so aren't up there with the regulars, but we are getting our profile seen. Clay shooting is something the Corps does not partake in, so for our team of 4 to come 10th in a field of 19 experienced cadet force teams in the National Championships was very well deserved. He added that it would be good to get sponsorship and donations to buy clothing and equipment for competitions to give a more corporate look for Kettering Cadets similar to other Units entering competitions.
- We need support in sponsorship or donations so we can get sports kit and a corporate look for our teams

- There are some changes coming up that are being driven by the MSSC with regards money saving and cost cutting. They will mainly impact on the offshore fleet and area competitions. Kettering will still offer as much of the cadet experience as possible; we are a strong unit with experienced staff and lots of equipment so are in a better position than most.

8. Treasurers Report and Adoption of Accounts

The Chairman introduced the Treasurer MH and again thanked him for his hard work. The Accounts were passed around for viewing.

Sea Cadets Corps Kettering Financial Statement 2022/2023

- Income was up significantly due to the £125K from the Maud Elkington Trust for the new extension compared to last year. We were also in receipt of the £5K gift from EGI (AB family business) and £1K from Tesco Blue Token.
- Year-end Cash in the bank was £55,392.19 however this will go down to complete the building works to the extension.
- Heating, light and water were increased mainly due to coming off our fixed price electricity tariff going from 15.2p to 50p per Unit. Also, we have strong evidence that the meter is incorrectly set and charging too much and there is an open escalated complaint with SSE.
- Training courses costs were lower than previous years as fees used to be paid to the Unit but now go direct to MSSC
- Cadet contributions are up as the Unit returns to near pre covid numbers
- We are a Charity – 304209
- Accounts prepared on a receipts and payments basis
- Accounts are audited
- Submitted to Charities Commission

RECEIPTS

- TOTAL - £157,60.67
- Cadet Contributions - £10,272.00
- Other Grants - £133,174.79
- Other Donations - £8,293.67
- Fund raising Events - £739.80
- Special Events - £820.00362.18
- Course Fees - £1,196.00

PAYMENTS

- TOTAL £123,095.96
- Buildings - £95,375.19
- Boats – £675.16
- Heat, Light and water £13,526.78
- Vehicles - £950.88
- Training Courses – £1358.69
- Other equipment - £3,816.99
- Insurance - £2,337.90

9. Election/Re-election of President/Unit Management Team (UMT)

Although not present AB nominated Keli Watts for re-election as President. JM seconded. All agreed. KW re-elected as President.

AB was invited to stand down from his role as Chairman for re-election purposes. He confirmed he was retiring from the role but would continue on the Committee until the building

works were signed off . He proposed Andrew Leather to take over as Chairman who confirmed he was happy to do so and was invited to chair the rest of the meeting.
Proposed AB seconded JM. All agreed and Andrew Leather was elected as Chairman.

All UMT members present confirmed they were happy to be re-elected. EF proposed AL seconded. There had not been any resignations submitted from absent UMT members and all voted in favour or re-electing the existing UMT members en bloc

The Unit Chaplain Helen Wakefield-Carr also confirmed she was happy to stay on in her role.

Andrew Leather thanked Andy Barnwell for all the hard work and dedication over the last 12 years and all applauded.

10. AOB

MH proposed Andrew Leather and Jane McMahon to be bank co-signatory. EF seconded and all agreed.

AL thanked everyone for their attendance.

Meeting closed 1955

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Kettering Unit 199 of the Sea Cadets Corps

On accounts for the year
ended

31st March 2023

Charity no
(if any)

304209

Set out on pages

1- 5

(remember to include the page numbers of additional sheets)

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 Act have 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:

28/6/23

Name:

MAMHOMED RAFIK USMAN GADAMKA .

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

THE CHARTERED ASSOCIATION OF CERTIFIED ACCOUNTANTS.

Address:

6 ARDLEIGH ROAD
LEICESTER
LE5 0BQ.

Section B

Disclosure

Only complete if the examiner needs to highlight material problems. (E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

SEA CADETS CORPS KETTERING

CHARITY NUMBER – 304209

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Receipts		
HQ Travel Expense refunds	483.72	119.00
Other Grants	133,174.79	-
Cadet Contributions	10,272.00	5,750.00
Other Donations	8,293.67	2,697.80
Special Events	820.00	362.18
Fund Raising Events	739.80	883.00
Competition Receipts	-	164.02
Course Fees	1,730.00	1,196.00
Other Receipts	1,606.87	-
Victualing	479.82	-
Total Receipts	<u>157,600.67</u>	<u>11,172.00</u>

Payments	2023	2022
	£	£
Training Course Costs	1,358.69	291.50
Catering Costs	1025.52	227.52
Fund Raising Costs	82.25	-
Special Events Costs	18.49	312.05
Council Tax	1,149.40	573.13
Heat Light and Water	13,526.76	3,431.64
Telephone	1,008.76	1,166.28
Printing & Stationery	207.86	172.35
Buildings	95,375.19	2,038.58
Boats	675.16	1,522.71
Vehicles	950.88	165.00
Computers	522.24	654.15
Other Equipment	3,816.99	3,821.62
Fuel Cost	788.56	95.05
Insurance Costs	2,337.90	2,135.08
Bank Charges	164.15	35.30
Goods for resale	87.16	-
Total Payments	<u>123,095.96</u>	<u>16,641.96</u>

31/3/2023

31/3/2022

£

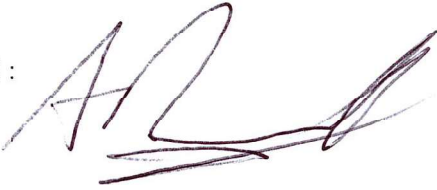
£

Cash & Bank

55,392.19

20,887.48

Signed :



Signed :



Chair : Andy Barnwell

Treasurer : Michael Heekin

Date :

26/6/23

Independent examiner's report on the accounts



CHARITY COMMISSION
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Section A

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28/6/23

Name:

MATHEMED RAFIK USMAN GADHIKA .

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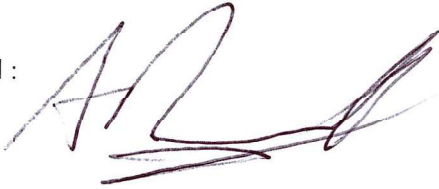
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