



## Trustees' Annual Report for the period

From 1 Apr 2023 To 31 Mar 24

Charity name: Henley-on-Thames Unit of the Sea Cadet Corps

Charity registration number: 304314

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To help young people develop the skills and confidence they need to succeed in adulthood. The Sea Cadets' mission is to inspire young people to achieve their potential through nautical adventure and challenge.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provide a variety of activities, including boating, sailing, and other adventures. These activities help young people develop life skills, such as teamwork, discipline, and citizenship.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Henley-on-Thames Sea Cadets have full regard to the guidance issued by the Charity Commission on public benefit.

### Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This report covers the period March 2023 to April 2024 and the sense we have is that over this time we have experienced a real return to a pre-COVID environment. Nowhere more has this been felt than with the amazing people, always the <i>most</i> important factor, who make Henley Sea Cadets what it is. After the COVID years of "entrenchment" we have seen some significant changes in personnel across the board; since the Last AGM on the Staff side we have welcomed a new OiC and a new detachment Commander who have brought much needed stability and experience to their roles.</p> <p>We have also seen a significant turnover of Committee members since the last AGM, our longstanding Chairman, stepped down... and then quickly stepped up to become our</p>
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	<p>President, replacing another longstanding stalwart of Henley Sea Cadets. The Management Committee was also delighted to have a new Trustee join as a member of the Committee.</p> <p>As Trustees we want to formally thank all those who continue to give their time, voluntarily, to support the Cadets, particular mention must go to all the Staff who work tirelessly, come rain or shine; it is a real pleasure and honour to work alongside them. Overcoming the challenges of flooding (yet again), raising funds, particularly at the Henley Festival, would not be possible without their dedication.</p> <p>Turning to the management of the Unit, we have been lucky to be able to focus on how we manage the unit, and importantly how we look to the <i>future</i> and what we can do better. To that end, and as agreed by the Management Committee, we have adopted a 5 Year Strategy that will guide all that we do and will ensure that we have a headmark for development and improvement. This 5 Year Strategy covers 6 key areas that we feel are vital for the health of Henley Sea Cadets.</p> <p>Firstly, ENGAGEMENT; we are a community of Cadets, Parents, Staff and Trustees and we need to be better and engaging (communicating) with each other. We also need to have a greater focus on how we engage with the wider local community – who support us in so many ways.</p> <p>Secondly, GROWTH; In the last year we have grown Cadet numbers, especially the Royal Marine Contingent but we can do more; deepening the skills in the Committee by adding new members (ideally from the parent cohort) is one area of focus.</p> <p>Then comes FACILITIES – we all agree that the Unit is looking very tired – we have perhaps got to the point where continued repairs is not the most economical strategy and that we should now be looking at a broader programme of re-building. Critical areas to be addressed are the Parade Ground, Roof of the Main building and new Heads &amp; Bathrooms. Of note a recent Asbestos Survey (by a specialist Asbestos Contractor) reported that whilst the main roof is ACM it is deemed Low Risk if managed properly.</p> <p>The fourth pillar of the strategy is EXPERIENCE which is focused on improving what we can offer all the Cadets, be that better equipment, more courses and camps or just more fun and opportunities. Most of the initiatives mentioned will, of course, require money and whilst the period</p>
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		<p>has seen continued successful fundraising, including the excellent New Orleans Cruise in July 23, we will need to pursue a much more ambitious programme if we are to build a “war chest” to complete any substantial rebuilding. As such FUNDRAISING is the fifth pillar of the strategy.</p> <p>Finally, all I have spoken about can only be achieved through effective GOVERNANCE – and this element of the strategy will focus on how the Committee more efficiently manages the Unit. As an example, we have designated two committee members to lead on each of the Strategy areas so that they can take forward the work and report back to the committee on a routine basis.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We ended FY23/24 in a healthy financial position, largely due to excellent fundraising efforts by our volunteers and careful expenditure.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A new policy was adopted by the Management Committee whereby the Charity will maintain a reserve to cover any essential facilities maintenance costs
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

## Structure, Governance and Management

Description of charity's trusts:		A single trust, made up of volunteers, who oversee and guide the unit's charity activity.
Type of governing document (trust deed, royal charter)	Para 1.25	Various documents issued by the Marine Society and Sea Cadets Council (our parent body)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	IAW with the MSSC Standard Constitution (2017 edition) as adopted by Henley Sea Cadets.

## Reference and Administrative details

Charity name	Henley-on-Thames Unit of the Sea Cadet Corps
Other name the charity uses	Henley Sea Cadets/TS GUARDIAN
Registered charity number	304314
Charity's principal address	Henley Sea Cadets TS GUARDIAN Wargrave Road Henley-on-Thames RG9 3JD

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	A Stacey	Chairman		Management Committee
2	P Preston	Treasurer		Management Committee
3	J Tayler	Secretary		Management Committee
4	I Morris			Management Committee
5	S McIver			Management Committee
6	K Wood			Management Committee
7	D Collis			Management Committee
8	A Bollon			Management Committee
9	N Bollon			Management Committee
10	F Jennings	Jan-Mar 24		Management Committee
11	P Fletcher	Apr 23 – Jan 24		Management Committee



## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT**

**RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2024**

Form  
SCC A3 (R&P)  
Apr-19

(\*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

<b>Unit Name:</b> T. S. Guardian	<b>Charity No:</b> 304314
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<b>Fund-name/purpose</b> (if not held for the Unit's <u>general</u> purposes):-	<b>THIS YEAR</b>	<b>LAST YEAR</b>
	<b>£</b>	<b>£</b>
	<b>Notes</b>	

**REVENUE RECEIPTS –**

ANNUAL FUND/DIRECT GRANT - (restricted)	£322.01	£614.00
OTHER GRANTS - (unrestricted)	£0.00	£950.00
SCAVA (Sea Cadet Victualling Allowance)	£314.00	£0.00
CADET CONTRIBUTIONS	£4,963.00	£2,065.00
OTHER DONATIONS / LEGACIES	£2,727.73	£1,617.83
FUNDRAISING & SPECIAL EVENTS PROCEEDS	£17,568.17	£11,942.80

**OTHER CHARITABLE ACTIVITIES:**

COMPETITION RECEIPTS	£0.00	£0.00
COURSE FEES	£0.00	£0.00
SUNDRY SALES RECEIPTS	£0.00	£0.00
BANK DEPOSIT INTEREST	£610.37	£100.21
PROPERTY RENTS (includes any occasional)	£3,000.00	£2,525.00
OTHER REVENUE RECEIPTS	£0.00	£0.00

<b>TOTAL REVENUE RECEIPTS</b>	<b>A</b>	<b>£29,505.28</b>	<b>£19,814.84</b>
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**NON-REVENUE RECEIPTS –**

PROCEEDS FROM SALES OF OTHER FIXED ASSETS	£94.99	£0.00
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<b>TOTAL NON-REVENUE RECEIPTS</b>	<b>B</b>	<b>£94.99</b>	<b>£0.00</b>
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(\*Attach that Fund's similar Account of Receipts as page AC1A, and so on)

<b>TOTAL RECEIPTS = A + B</b>	<b>C</b>	<b>£29,600.27</b>	<b>£19,814.84</b>
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**Reconciliation:-**

**NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-**

- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	£9,114.12	£931.07
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	£8.02	-£146.92
- COMBINED (=G+H)		£9,122.14	£784.15

<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		<b>£25,644.87</b>	<b>£23,987.02</b>
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<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2024</b>	<b>£34,767.01</b>	<b>£25,644.87</b>
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**THE SEA CADETS**

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<b>Unit Name:</b> T. S. Guardian	<b>Charity No:</b> 304314
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<b>Fund-name/purpose</b> (if not held for the Unit's <u>general</u> purposes):-	<b>THIS YEAR</b>	<b>LAST YEAR</b>
Notes	£	£

**REVENUE PAYMENTS –**

**DIRECT CHARITABLE ACTIVITY COSTS:**

FUNDRAISING & SPECIAL EVENTS COSTS	£542.98	£0.00
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	£100.00	£0.00
CATERING COSTS	£1,858.43	£1,400.00
TRAINING COURSES COSTS	£848.00	£175.00
ARTICLES PURCHASED FOR RESALE	£2,080.45	£59.60

**OVERHEAD COSTS FOR:**

RENT / COUNCIL TAX	£145.89	£218.00
HEAT, LIGHT & WATER	£6,599.92	£2,525.46
TELEPHONE & BROADBAND	£709.68	£578.18
OFFICE SUPPLIES, POSTAGE & PRINTING	£401.27	£122.35

**MAINTENANCE COSTS FOR:**

BUILDINGS & ESTATE	£3,236.23	£10,307.66
BOATS	£547.38	£1,199.83
VEHICLES	£0.00	£339.00
OTHER MISC EQUIPMENT	£1,260.33	£347.39
INSURANCE COSTS	£1,793.70	£1,530.80
BANK INTEREST & CHARGES	£116.90	£80.50

**CHARITY GOVERNANCE COSTS:**

FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION	£0.00	£0.00
FOR OTHER PROFESSIONAL FEES	£100.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)	£0.00	£0.00
OTHER REVENUE COSTS	£50.00	£0.00

**TOTAL REVENUE PAYMENTS**

<b>D</b>	<b>£20,391.16</b>	<b>£18,883.77</b>
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**NON-REVENUE PAYMENTS –**

ASSETS	£86.97	£146.92
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**TOTAL NON-REVENUE  
TOTAL PAYMENTS (=D+E)**

<b>E</b>	<b>£86.97</b>	<b>£146.92</b>
<b>F</b>	<b>£20,478.13</b>	<b>£19,030.69</b>

(\*Attach that Fund's similar Account of Payments as page AC2A, and so on)

**THE SEA CADETS**

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<b>Unit Name:</b> T. S. Guardian	<b>Charity No:</b> 304314
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In E&W: STATEMENT OF ASSETS & (English/Welsh Units: <u>No</u> valuations/costs or <u>if restricted</u> )	Name of Fund	THIS YEAR £	LAST YEAR £
<b>ASSETS:</b>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£34,767.01	£25,644.87
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			
<b>*OTHER FIXED ASSETS:</b>			
- LAND & BUILDINGS			£298,210.00
- BOATS			£22,000.00
- VEHICLES			
- COMPUTERS & OTHER EQUIPMENT			£600.00
*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		£357,517.01	£349,722.50

**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

Signed as authorised by the Unit’s Management Committee - Date: [ ]

..... Unit Treasurer

..... Unit Chairman

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

HENLEY SEA CADETS

Independent examiner's report to the trustees

For the year ended 31<sup>st</sup> March 2024

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I report to the trustees on my examination of the accounts of the Henley Sea Cadets (the Unit) for the year ended 31<sup>st</sup> March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Unit you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Unit accounts carried out under section 145 of the 2022 Act and carrying out under examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Unit as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Date: 23/8/24

  
R.L. Cloake  
Chartered Certified Accountant  
Till + Cloake,  
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Lancing, West Sussex  
BN15 8AJ