

TRUSTEE & TREASURER'S REPORT

WESTON-SUPER-MARE SEA CADETS

Charity No. 304674

Annual General Meeting

Tuesday 23rd September 2025

Unit Address

Weston-super-Mare Sea Cadets,

Sunnyside Road North,

Weston-super-Mare

Somerset

BS22 8RG

Unit Management Team members (the Charity Trustees') at date of signing Report:-

Commodore R.Mansergh. OBE, RN (Retired) – **President** (appointed September 2024)

Mr. C.Harper- **Chair**,

Mr. S.R.Pratlett-**Treasurer**,

Mr. J.Lewandowski-**Secretary**,

Mr. R.F.Roberts,

Mr.P.Main,

Mr. J.Bailey,

Mrs. S.Winters,

Mr. M.Winters,

Mr. Glyn.Kettleborough,

Mr. George Kettleborough (Resigned 18th June 2024),

Mr. M. Locke (appointed 28th January 2025)

,Ex-Officio

S/Lt. (SCC), Gareth Back,RNR Officer-in-Charge) (appointed 20th December 2024)

Mrs. Lesley Wootten (Chair PFA)

Names of any other person(s) who were Charity Trustees of the Unit at any time in the financial year;-

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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).

Mr. S.R. Pratlett,
Mr. R.F. Roberts
Mr. A. Medland

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equating to 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. Year-end reserves amounted to £25,000.00/12 months on that basis.

Nature of the Units 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 Units Constitution are as follows:

Unit Management Team (UMT) members are elected from the membership 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 casual vacancy), the UMT have the power to 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 of the Marine Society & Sea Cadets (MSSC).

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

See Chairman's and Commanding Officer's Reports.

Bank

HSBC UK, 30, High Street, Weston-super-Mare

Unit Management Team have two Accounts:-

1. Charitable Current Account,(Cost of £5.00/month plus Bank Charges)
2. Saving Account.

Signatories are currently- (i) Mr. S.R.Pratlett (Treasurer), (ii) Mr. P.Main (Trustee), (iii) Vacant.

Our Utility bills are paid by Direct Debit, except EDF. The majority of our invoices are now paid by Direct Bank Payment (on-Line).

The current position is for any one registered signatory to sign a cheque or make an on-line payment.

Approval for payment is done beforehand by email exchange to a different registered signatory.

Wardroom Bank Account is managed by CPO(SCC) D. Tippett (President of The Wardroom).

Cash Account (Unit) and Cadet Contribution is managed by C.P.O (SCC) D. Tippett.

The PFA manage their Bank Account with National Westminster.

(Treasurer(s) Mrs.M.Southan & Mrs. J.Roberts).

Galley Cash Account is managed by Mr. Glyn Kettleborough.

Accounts held:

	Opening Balance 2024	Closing Balance 2025
Charity	£68,805.46	£76,169.44
Saving	£19,758.54	£20,136.60
Cash	£254.40	£59.98
Treasurer Cash-in-Hand		£150.00

Assets purchased:

New Convection Oven	£2,056.80
PA Speaker System	£339.00
X3 Henry Vacuum Cleaners	£417.00
Clothes Air Dryer	£12.00
Retractable Washing Line	£20.00

Asset Sale:

Oven (Cooker/Grill)	£380.00
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Building Maintenance costs:

Boat House-Replacement Door/Frame	£900.00
Kitchen Units Donated-Installation cost	£900.00
Heavy Duty Shelving	£109.04
New Fire Extinguishers,etc.	£702.00

IT Project cost:

Wall Cabinets	£84.72
X5 LG Monitors	£1,014.75
X5 Chrome Books (+3Yr. Care Pack)	£4,050.00
HP Colour LaserJet Printer	£4,428.00

Training Facilities purchased

Cheddar Hub (BCYC Fee) Axbridge Reservoir boating	£800.00
Swimming Pool Hire	£42.26

Other Donations received:

Parents and Friends Association	£2,250.00	(Fund raising)
Else Masonic Lodge of Mark	£1,000.00	
East Brent Harvest	£100.00	
Estate of Mr. J.Hill	£3,134.21	
Estate of Mr. J. Vincent	£238.87	
Armed Forces Day	£250.00	
Cruikshank, Mercedes Benz	£500.00	(Pageant of Transport)
MJL Continental Transport	£500.00	(Pageant of Transport)
Commercial Care	£100.00	(Pageant of Transport)
Howards Motors Ltd (W-s-M)	£250.00	(Pageant of Transport)
Wessex Masonic Lodge (W-s-M)	£100.00	

UMT Chairperson's 2024 Report

The year of maintenance and new ways of working.

This year has seen the changing of the old ways and systems and the evolving Westminster to become the way of the future in the management of the unit. We have now installed the disabled toilet facility to further enhance the offerings of the unit, we have also seen the loft space cleared out of all marine kit to a new storage in the chacon to allow for better access.

The staff are also in a period of change with the CO himself after 13 years of service as commander of the unit, where it has evolved and changed into the current unit, we all see today

The infrastructure is in a good place still being used by the NHS, so the finances of the unit are in a healthy position as can be evidenced by the charity submission. The boating activity continues to be an outright success, where the team have managed to provide the necessary hours average per cadet, but that is wholly a big thank you to the staff efforts.

The PSA has been able to do some activity, however we are in need of fresh ideas and helpers to make this continue to be able to give the cadets what they need in a good, safe and welcome environment.

We still have work to do on some members of the UMT with people who can assist in the running of the unit and people who can contribute with raising the necessary funds needed to ensure the future success of the unit

My plan continues to build the UMT and PSA with new input listened to and acted upon as we can to further enhance the performance.

Chris Harper

Commanding Officer's/Officer-in-Charge's 2024 Report

This year we achieved our 2023 burgee which was a good start to the year.

The unit has flourished with cadet numbers between 70-80 across the 3 sections of Sea, Marine and Junior Cadet. The cadets have enjoyed numerous activities at home and away; with district, area and national courses, also with a couple cadets even managing to go offshore.

The unit continues in supporting our town, with Remembrance parade; and we were back in front of the parade with the Unit Band.

We also supported the local branch RNLI in March for their 200th anniversary; leading their parade along promenade. It was also a great honour to be part of Armed Forces Day for the town and held alongside Emergency Services Day. Cadets joined the veterans for the opening parade and ceremony, then later put on a band, club, and cutlass display.

The end of last year we welcomed, for the 5th year running, members from the Royal Marine Band Service to come and teach cadets from around the South West Area; two of their members were ex-cadets from the Weston-s-Mare Unit. Great to have them on board passing on their knowledge to the next generation.

We had a visit from the Town Mayor where he had a guided tour of our premises and had the opportunity to talk to cadets in their classes. At the end of the evening he did some presentations. Over all it was an excellent visit to show-case what the unit is doing.

Marine Cadets attended Easter camp and they are continuing with their training programme and with new staff joining the detachment will grow stronger.

Competitions have been great this year, with our junior section 5-aside- football team coming 3rd at Area. Our drill and piping teams also getting to Area. The unit took part in the district Combined Regatta and Sail. The band also made the decision participate in the South Area Band competition as a novice band, which is amazing as the cadets have shown great commitment learning their instruments in just over a year and a half.

As a unit we were unable to go to Weymouth for our annual camp so the staff decided at short notice to do two weekends at Axbridge reservoir instead. The weather was not so good but the cadets gained rowing qualifications and specialisations and more importantly we gained better boating hours per attending cadet.

Our staff continue with their learning and dedicating and their time ensuring their qualifications are up to date.

*Lt. Barry Fear (SCC) RNR ,
Commanding Officer.*

PSA Chairperson 2024 Report

The past year has continued to prove to be difficult to raise funds with many people having to cut back. The committee has a core of members who despite health challenges remain active in fundraising. We have a core membership of 11. We have hosted Jumble Sales, Bingo, Quizzes and a Beetle Drive as well as the annual car show at the late May Bank Holiday this year. We have produced a calendar again for 2025 to sell to parents and relatives. We have chosen a different design which we can sell at a cheaper rate to last year but still make a reasonable profit, Over the past year we have handed over £2983 to the UMT. We will continue to recruit volunteers on to the PSA and raise the much-needed funds for the Unit.

Lesley Wootton (Chair)

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2025

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 2025

Unit Name: Weston-super-Mare	Charity No: 304674
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Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR	LAST YEAR
	£	£

REVENUE RECEIPTS –

	Notes	THIS YEAR	LAST YEAR
		£	£
ANNUAL FUND/DIRECT GRANT - (restricted)		£0.00	£0.00
OTHER GRANTS - (unrestricted)		£0.00	£0.00
SCAVA (Sea Cadet Victualling Allowance)		£732.00	£3,391.64
CADET CONTRIBUTIONS		£9,315.20	£13,638.04
OTHER DONATIONS / LEGACIES		£6,509.67	£4,120.38
FUNDRAISING & SPECIAL EVENTS PROCEEDS	PFA £2,250.00	£13,083.48	£5,883.01

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS		£0.00	£0.00
COURSE FEES		£1,324.00	£7,591.21
SUNDRY SALES RECEIPTS		£290.00	£135.00
BANK DEPOSIT INTEREST		£378.06	£344.83
PROPERTY RENTS (includes any occasional)		£14,145.00	£120.00
OTHER REVENUE RECEIPTS		£0.00	£0.00

TOTAL REVENUE RECEIPTS

A

£45,777.41	£35,224.11
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NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED ASSETS		£760.00	£0.00
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TOTAL NON-REVENUE RECEIPTS

B

£760.00	£0.00
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(#Attach that Fund's similar Account of Receipts as page AC1A, and so on)

TOTAL RECEIPTS = A + B

C

£46,537.41	£35,224.11
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Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)	G	£19,676.65	-£349.26
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-£12,129.03	£0.00
- COMBINED (=G+H)		£7,547.62	-£349.26
CASH/BANK BALANCE FROM LAST YEAR-END		£88,818.40	£89,167.66
CASH/BANK BALANCE AT THIS YEAR-END		£96,366.02	£88,818.40

THE SEA CADETS

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Unit Name: Weston-super-Mare	Charity No: 304674
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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	£4,717.43	£4,603.77
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	£338.70	£2,285.30
CATERING COSTS	£840.91	£2,413.42
TRAINING DELIVERY COSTS	£36.00	£5,845.25
ARTICLES PURCHASED FOR RESALE	£362.70	£588.94

OVERHEAD COSTS FOR:

RENT / COUNCIL TAX	£0.00	£0.00
HEAT, LIGHT & WATER	£6,375.81	£8,292.62
TELEPHONE & BROADBAND	£1,306.88	£1,144.81
RUNNING COST Inc POSTAGE, PRINTING & OTHER	£599.50	£207.37

MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE	£3,125.14	£3,378.03
BOATS	£204.50	£0.00
VEHICLES	£856.83	£444.25
OTHER MISC EQUIPMENT	£964.84	£1,129.21
INSURANCE COSTS	£3,551.30	£3,837.30
BANK INTEREST & CHARGES	£80.15	£116.12

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	£0.00
OTHER REVENUE COSTS	£2,740.07	£1,286.98

TOTAL REVENUE PAYMENTS

D

£26,100.76	£35,573.37
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NON-REVENUE PAYMENTS –

ASSETS	£12,889.03	£0.00
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TOTAL NON-REVENUE
TOTAL PAYMENTS (=D+E)

E

F

£12,889.03	£0.00
£38,989.79	£35,573.37

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

Notes to Accounts: 2024/25

Payments made to UMT Trustee(s) for providing services to the charity;

Mr. James Bailey_ J. Bailey's Plumbing Services,
Installation of donated new Kitchen Floor and Wall
Cabinets. £900.00

Mr. Jim Lewandoski – Artisan Windows Ltd.
To Supply and Fitting Replacement metal doorframe
and door to Boathouse. £900.00

Mr. Martin Locke- MJL Continental Ltd.
Maintenance programme of Unit Mini Bus
Including management of Permit compliance with
Section 19 of The Transport Act 1985. £544.31



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Weston-super-Mare

On accounts for the
year ended

31st March 2025

Charity no

304674

Set out on pages

(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:

V. Hollinshead (Mrs)

Date:

07/01/2026

Name:

Mrs V.Hollinshead

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

ILCA Dip. (Institute of Legal and Financial Managers)

Address:

26, Meadvale, Worle,

Weston-super-Mare

Somerset, BS22 8RB



Independent examiner's report on the accounts

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.