

Minutes of Reigate Unit Annual General Meeting
Held at T.S. Arc Royal on Tuesday 10th October 2023

Present: Andrea Frost (Chair), Lt (SCC) Peter Bishop (CO), Angie Ballantyne (PSA Chair).

Additional attendee list as attached as Appendix C.

1. Apologies for absence. James Baird (Treasurer), Peter Salisbury (Secretary).

See appendix A for attendees

2. Opening address by Chairman.

Everyone was welcomed to the 2023 AGM.

3. Minutes of last AGM. Proposed by Colin Campbell, seconded by Vic Gillett, no questions were raised.

4. Matters arising. There were no matters arising.

5. Chairman's Report:

Thank you all again for joining us for this AGM and we promise to get through the required elements as quickly as possible and get onto the presentations, which we are all looking forward to.

As always, my first thanks go to Peter and his team of uniformed staff and assistants for all the work they do both directly and indirectly with the cadets.

It has been quite an expensive year for us so far with the increases in utility costs and the highly inconvenient heating system breakdown last December which cost us just over £7,000 to repair. Also, during the past year we were finally able to complete the remove the old boatshed and replace this with the container storage and canopied space between. Due to the asbestos roofing of the old boatshed, the cost to demolish and remove the roof sides and front were higher than normal. This, along with additional works then required to reduce the rear wall height and add stabilisation brought the final costs in at just over £27,800. Fortunately, we had received a grant of £11,000 from Southern Area toward these costs which has put us back in the black.

Over the next year, we will be hoping to replace the flooring on the main deck and will be holding a number of fundraising functions to help with this and hope you will be able to join us for these. If you have any ideas for other ways of bringing in additional funds, we would be very happy to hear them.

On an estates footing, our rental properties have remained occupied for the most part allowing us to stay on top of our outgoings.

As always, we are looking to recruit new Trustees to increase our committee numbers. Our role as Trustee is to provide a safe, maintained, and serviced unit and to do this we need to raise funds for the general running of the unit. We also need to raise funds specific projects such as building improvements or boat purchases and repairs. We are also responsible for ensuring that we comply with both the requirements of the Charities Commission and

MSSC. If you may be interested in joining our Unit Management Team as a Trustee, please speak to any of our team and we will be happy to answer any and all questions.

Finally, I would like to thank my fellow Trustees for their work this year and for agreeing to re-stand for election.

6. PSA Chair Report.

I would like to thank Eleanor Palmer and the cadet parents for their help with stand easy, tea & coffee making and parade marshalling and if any other parents could spare any time to help with these types of jobs please let us know.

We held a Regatta race night fund raiser this year which was well attended and enjoyed. We will be holding a New Year's Eve party at the unit and if you have any ideas for other fundraising events, please come and speak to myself or any other member of the team.

7. Commanding Officer's Report:

Staffing: I would like to add my thanks to those of our chairperson to the dedicated team of staff we have who enable us to deliver the training and activities that the cadets enjoy. We have awarded over 90 qualifications to cadets this year!

Competitions: Competitions have returned to normality following the COVID break, and we have endeavoured to enter as many as possible. – I will speak more of these a bit later on during the presentations.

Boating Activities: We have made full use of our boating venue at Bough Beech this year, delivering numerous hours of training primarily on Sundays. Awarding over 30 sailing qualifications to the cadets. We have also been able to use our two powerboats to both provide additional safety support, and to deliver powerboat training, and we now have a new Powerboat Instructor to assist with this.

Junior Sea Cadets: The Juniors continue to do well under the expert eye of Lt Mitchell ably assisted by PO Plummer and some of the senior cadets, with 7 currently on our books. Lt Mitchell will be standing down from Juniors later this year and I would like to take this opportunity to thank her for her tremendous efforts in looking after the Junior Section.

Overall:

This time last year I was reporting on a total of 45 cadets, and this year we are currently sitting at 39, with the difference being a number of cadets who have aged out, or dropped out due to pressure of school work. Over the coming year we have four cadets who will be aging out, and 4 juniors who will become seniors. The slight drop in numbers is disappointing and we could really do with some more, so if you know of anyone you think would enjoy Sea Cadets, please give them a nudge in our direction!

We received an official visit in June this year, by the Area Officer Commander Price, where the unit's overall performance is measured, and I am pleased to report that this year we achieved a Pennant Award. This is the second highest we can get, reflects that hard work put in by the staff, and cadets and yourselves, in allowing your cadets to attend numerous the courses and activities we offer, and we need to try even harder next year, by expanding the range of activities we can offer, to include kayaking and rowing and by encouraging the cadets to participate in BTEC and D of E..

I believe we have a fantastic group of people, in our UMC/PSA, who do a great job in providing the equipment and facilities that we have, that allows staff the opportunity to deliver the training that enables the cadets to gain their experiences and qualifications. I would therefore

like to thank everyone involved with the running of the unit without whom we could not provide the cadets with the opportunities that we do, not forgetting the parents who also give up their time supporting our cadets, by taxiing them to the Unit, for boating, courses & competitions.

8. Treasurer's Report & Adoption of Accounts.

See Appendix B Financial Report 2022-23.

First and foremost, my apologies for not being able to join you this evening.

The accounts for the year show a more or less "break-even" position, however in the time since 31 March, we have spent some considerable amount on improvements, most notably in replacing the boat shed with the containers & canopy.

The balance sheet now shows our assets a little more comprehensively and we may need to make some further adjustments to this presentation to get it exactly right.

Once again, the accounts have been independently examined by a certified accountant and found to be an accurate representation of our financial position.

Should there be any questions, please pass them to me through Andrea and I will happily provide an answer.

Accounts adoption proposed by Ben Duffey and seconded by Andrew Lewis,

9. Election of the Unit Management Team (UMT) PSA Report:

The Trustees stood down and Lt Cdr (SCC) Jill Loveridge (Surrey DO) took control of the meeting as Returning Officer for the election of Trustees.

Andrea Frost, David Cooper, Peter Salisbury and James Baird stood for election. No objections were raised for any of the candidates and as such all were elected. Jill returned control of the meeting back to Andrea Frost.

10. Any Other Business. No items were received or raised.

Management Report

SEA CADET CORPS REI BORO UNIT 281

For the period ended March 31, 2023



TS ARK ROYAL

Prepared by

James Baird

Prepared on

17 September 2023

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Financial Activities

April 2022 - March 2023

	Total
INCOME	
AT01 - Athol House Rent	9,333.90
CA01 - Cadet Subscriptions	4,715.00
DO01 - Donation	3,286.90
GR05 - MSSC	793.97
RE01 - Flat Income	22,883.83
V102 - Flat 2 income	5,197.62
VI10 - Rent 12 Victoria Road	4,252.15
Total Income	50,463.37
TOTAL	
	50,463.37
EXPENDITURES	
AT02 - Letting Fee	652.55
AT05 - Service Charge	737.95
BO01 - Boating Expenses	3,034.44
Course Fees	-281.05
EL01 - Electricity	3,268.40
EQ01 - Equipment purchase	157.99
GA01 - Gas	4,151.07
GE01 - General Administration	541.02
GE05 - MSSC	100.00
IN01 - Insurance	3,224.88
IN02 - Insurance Vehicles	634.38
MA01 - Maitenance of unit	28,430.84
MO02 - Motor Expenses Fuel	1,560.05
MO1 - Motoring Expenses	938.37
PP01 - Prizes and Presentation	10.00
RA01 - Council Tax	1,084.65
RA01 - Rates	574.00
TE01 - Telephone	40.00
TR01 - Travelling Expenses	80.00
VI07 & VI15 2 & 12 Victoria road	1,179.43
WA01 - Water	287.31
Total Expenditures	50,406.28
NET OPERATING INCOME	57.09
OTHER EXPENDITURES	
Reconciliation Discrepancies	35.00
Total Other Expenditures	35.00
NET OTHER INCOME	-35.00
NET INCOME/(EXPENDITURE)	£22.09

Balance Sheet

As of March 31, 2023

	Total
FIXED ASSET	
Tangible assets	
Investment Properties	586,000.00
Unit Value & Other Fixed Assets	37,563.00
Total Tangible assets	623,563.00
Total Fixed Asset	623,563.00
CASH AT BANK AND IN HAND	
Treasurers Account (5716)	23,912.21
Total Cash at bank and in hand	23,912.21
NET CURRENT ASSETS	23,912.21
NET CURRENT ASSETS (LIABILITIES)	23,912.21
TOTAL ASSETS LESS CURRENT LIABILITIES	647,475.21
TOTAL NET ASSETS (LIABILITIES)	£647,475.21
CHARITY FUNDS	
Opening Balance Equity	635,117.66
Retained Earnings	12,335.46
Surplus/(Deficit)	22.09
Total Charity funds	£647,475.21

Net Assets Report

Net Assets for Reigate SCC period 1 April 2022 to 31 March 2023

Investments Property

IV01	Investments - Atholl House	£163,447.53
IV03	Investments - Flat 2 Victoria Road	£139,160.40
IV04	Investments - Flat 12 Victoria Road	£146,660.40
	TOTAL	£449,268.33

Current value of Investment Properties (valuation March 2021)

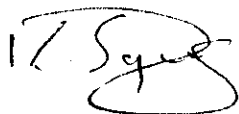


IV01	Investments - Atholl House	£204,000
IV03	Investments - Flat 2 Victoria Road	£191,000
IV04	Investments - Flat 12 Victoria Road	£191,000
	TOTAL	£586,000

Unit Value and other Fixed Assts £37,563

TOTAL FIXED ASSETS **£623,563**

Certificate of Accounts

We have examined the accounts for Reigate Sea Cadets Corp unit 281 for the period of 1st April 2022 to 31st March 2023 as shown on the Management Report, Financial Activities Report, Balance Sheet and Net Assets Sheet. In our opinion these accounts are in accordance with the Unit's books and show a true and fair view of the results for the year, and of the state of affairs as at 31st March 2023.

<i>Title</i>	<i>Signature</i>	<i>Name</i>	<i>Date</i>
Examiner/Auditor		K. Squire FCCA	18/09/2023
Unit Treasurer		J. Baird	17-Sep-2023
Chairperson		A. Frost	17.9.2023