

Minutes of Reigate Unit Annual General Meeting
Held at T.S. Ark Royal on Tuesday 29th October 2024

Present: Andrea Frost (Chair), Lt (SCC) Peter Bishop (CO), Angie Ballantyne (PSA Chair), David Cooper (Vice Chair), Peter Salisbury (Trustee).

Additional attendees as per parade night sign in sheet.

1. Apologies for absence. Neil Smith (Trustee)

2. Opening address by Chairman.

Everyone was welcomed to the 2024 AGM. No expected fire alarm testing, please leave and meet at the back of the Parade Ground if alarm sounds.

3. Minutes of last AGM. Proposed by Mr Duncan, seconded by Mr Duffey, 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.

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.

We have had a steady year and have been able to carry out some improvement works such as replacing the main deck lights and emergency exit. Unfortunately, our hope to also have the Main Deck flooring replaced during the last year has not happened but this has now next on our list of projects and fundraising events are starting on Saturday with our Hollywood Undead Race Night. Please look out for future events and if you have any ideas to help increase our fundraising we would welcome them.

Another possible area of income is our large parade area which in the past has been used by a care provider company during Monday to Friday 9 to 5 hours. If anyone knows of local businesses who may be looking for some parking spaces for their staff please let us know

We are lucky to have had good financial investments in the past and have 3 flat leases. Over the last year, two of our rental properties have remained occupied with the remaining one suffering water ingress following an additional level of flats being added above ours. We are currently awaiting confirmation from the building owners estate management company, that this roof leak has been fully fixed before we can commence repairs and look for a new tenant.

As always, we are a small team and are looking to recruit new Trustees to increase our committee numbers. The role of a 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. Our team meet roughly once a month so if you think you might have around 24 hours a year to help, please consider joining us. We promise that asking for a bit more information will not be taken as a request to join.

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

6. 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 123 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 capable hands of PO Plummer, assisted by Lt Bulman and some of the senior cadets helping out as well.

Overall: This time last year I was reporting on a total of 39 cadets, and this year we are currently sitting at 42, So the numbers are relatively stable although we would like to have some more!

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.

7. Treasurers Report and adoption of accounts:

See Appendix A Management Report Period ended 31 March 2024

Our treasurer is unable to be with us so I have covered the main items within the Chairman's Report.

Our accounts have been independently examined and found to be an accurate representation of our financial position.

Adoption of accounts proposed by Mr Booker and seconded by Peter Salisbury, no questions were raised and all agreed accounts to be adopted.

8. P&SA Chairperson's Report.

I would like to start by thanking Elenor Palmer for her work with sorting out the tuck shop and all the many things she does in the background.

After many years as both a member and Chair of the PSA, I have decided to stand down as Chair and allow someone else to take over. I will be standing as a Trustee so will still be around.

Neil Smith has agreed to stand as our new PSA, no objections were raised and all were in favour of Neil taking this role.

We are always looking of new ways to raise funds and would be happy for any suggestions you may have.

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

The Trustees stood down and PO G Palmer took control of the meeting as Returning Officer for the election of Trustees.

Andrea Frost, David Cooper, Peter Salisbury and Angela Ballantyne stood for election. No voting members abstained from the vote and no votes were raised against any of the candidates and as such all were elected. PO G Palmer 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 31 March 2024



TS ARK ROYAL

Prepared by

Andrea Frost

Prepared on

21 October 2024

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Profit and Loss

April 2023 - March 2024

	Total
INCOME	
Band Income	700.00
Cadet Subscriptions	5,403.47
Donations	171.85
Fund Raising	0.00
Function Bar proceeds	189.73
Hire of Unit	350.00
Total Fund Raising	539.73
MSSC Grants	11,724.59
Property Income	0.00
Athol House	8,881.99
Flat 12 Victoria Road	8,863.20
Flat 2 Victoria Road	2,241.20
Unit Flat Income	7,080.00
Total Property Income	27,066.39
Total Income	45,606.03
TOTAL	
	45,606.03
EXPENDITURES	
Accounts Package	201.60
Advertising/Stationery	432.37
Cadet Training Expenses	0.00
Boating - Bough Beech	825.00
Boating - Maintenance	2,285.21
Course Fees	1,489.70
MSSC	100.00
Prizes and Presentation	375.80
Training Equipment & Aids	264.44
Uniform, badges etc	805.03
Total Cadet Training Expenses	6,145.18
Council Tax	2,188.79
Electricity	1,056.56
Fund Raising Costs	236.71
Gas	2,796.91
Insurance	3,848.30
Maintenance of unit	12,122.87
Grounds keeping	2,310.00
Refuse collection	759.75
Total Maintenance of unit	15,192.62
Motor Expenses	0.00
Fuel	1,129.05
General	1,098.58
Insurance	634.38
Total Motor Expenses	2,862.01
Property Expenses	0.00

	Total
Athol House	1,446.57
Flat 12 Victoria Road	3,177.93
Flat 2 Victoria Road	3,434.46
Total Property Expenses	8,058.96
Rates	64.00
Telephony	56.90
Water	433.75
Total Expenditures	43,574.66
NET OPERATING INCOME	2,031.37
NET INCOME/(EXPENDITURE)	£2,031.37

Balance Sheet

As of March 31, 2024

	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)	25,943.58
Total Cash at bank and in hand	25,943.58
NET CURRENT ASSETS	25,943.58
NET CURRENT ASSETS (LIABILITIES)	25,943.58
TOTAL ASSETS LESS CURRENT LIABILITIES	649,506.58
TOTAL NET ASSETS (LIABILITIES)	£649,506.58
CHARITY FUNDS	
Opening Balance Equity	635,117.66
Retained Earnings	12,357.55
Surplus/(Deficit)	2,031.37
Total Charity funds	£649,506.58

SEA CADET CORPS REI BORO UNIT 281

Profit and Loss by Tag Group

April 2023 - March 2024

	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	TOTAL
Income													
Band Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00	0.00	£700.00
Cadet Subscriptions	347.00	469.50	670.77	632.00	272.00	399.20	571.00	487.00	252.00	427.00	262.00	614.00	£5,403.47
Donations	13.85	80.56	0.00	0.00	0.00	0.00	0.00	27.44	0.00	0.00	50.00	0.00	£171.85
Fund Raising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
Function Bar proceeds	0.00	0.00	6.87	16.21	1.42	5.00	8.45	65.34	0.00	13.75	72.69	0.00	£189.73
Hire of Unit	0.00	0.00	0.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	100.00	50.00	£350.00
Total Fund Raising	0.00	0.00	6.87	16.21	101.42	5.00	108.45	65.34	0.00	13.75	172.69	50.00	£539.73
MSSC Grants	74.00	82.08	0.00	0.00	11,000.00	508.51	60.00	0.00	0.00	0.00	0.00	0.00	£11,724.59
Property Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
Athol House	920.00	125.12	920.00	920.00	495.26	556.01	920.00	259.60	970.00	856.00	970.00	970.00	£8,881.99
Flat 12 Victoria Road	686.00	887.20	800.00	797.20	742.80	0.00	1,650.00	825.00	0.00	1,650.00	0.00	825.00	£8,863.20
Flat 2 Victoria Road	0.00	0.00	22.00	850.00	0.00	762.20	850.00	607.00	850.00	850.00	-2,550.00	0.00	£2,241.20
Unit Flat Income	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	£7,080.00
Total Property Income	2,196.00	1,602.32	2,332.00	3,157.20	1,828.06	1,908.21	4,010.00	2,281.60	2,410.00	3,946.00	-990.00	2,385.00	£27,066.39
Total Income	£2,630.85	£2,234.46	£3,009.64	£3,805.41	£13,201.48	£2,820.92	£4,749.45	£2,861.38	£2,662.00	£5,086.75	£ -505.31	£3,049.00	£45,606.03
TOTAL	£2,630.85	£2,234.46	£3,009.64	£3,805.41	£13,201.48	£2,820.92	£4,749.45	£2,861.38	£2,662.00	£5,086.75	£ -505.31	£3,049.00	£45,606.03
Expenditures													
Accounts Package	16.80	16.80	16.80	16.80	16.80	16.80	16.80	16.80	16.80	16.80	16.80	16.80	£201.60
Advertising/Stationery	0.00	0.00	40.00	0.00	0.00	0.00	0.00	365.00	0.00	27.37	0.00	0.00	£432.37
Cadet Training Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
Boating - Bough Beech	0.00	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£825.00
Boating - Maintenance	89.28	0.00	39.18	172.64	0.00	136.99	0.00	0.00	591.20	0.00	1,255.92	0.00	£2,285.21
Course Fees	14.40	46.80	231.50	1,197.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£1,489.70
MSSC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	£100.00
Prizes and Presentation	0.00	0.00	0.00	0.00	0.00	0.00	375.80	0.00	0.00	0.00	0.00	0.00	£375.80
Training Equipment & Aids	0.00	264.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£264.44
Uniform, badges etc	42.00	0.00	0.00	414.72	0.00	0.00	0.00	165.96	0.00	134.94	47.41	0.00	£805.03
Total Cadet Training Expenses	145.68	1,136.24	270.68	1,784.36	0.00	136.99	375.80	265.96	591.20	134.94	1,303.33	0.00	£6,145.18
Council Tax	2,188.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£2,188.79
Electricity	40.00	-953.44	232.00	232.00	232.00	232.00	232.00	162.00	162.00	162.00	162.00	162.00	£1,056.56
Fund Raising Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.29	0.00	161.42	0.00	0.00	£236.71
Gas	0.00	0.00	0.00	0.00	34.32	30.14	32.97	188.27	531.97	470.33	600.79	908.12	£2,796.91
Insurance	0.00	0.00	384.83	384.83	384.83	384.83	384.83	384.83	0.00	769.66	384.83	384.83	£3,848.30
Maintenance of unit	0.00	111.49	4,987.90	1,028.83	1,398.00	420.00	2,682.00	139.08	0.00	186.00	612.65	556.92	£12,122.87
Grounds keeping	0.00	420.00	0.00	1,220.00	0.00	0.00	0.00	420.00	0.00	0.00	0.00	250.00	£2,310.00
Refuse collection	71.75	64.00	64.00	80.00	64.00	64.00	80.00	0.00	64.00	80.00	64.00	64.00	£759.75
Total Maintenance of unit	71.75	595.49	5,051.90	2,328.83	1,462.00	484.00	2,762.00	559.08	64.00	266.00	676.65	870.92	£15,192.62
Motor Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
Fuel	201.90	206.95	33.05	0.00	71.41	138.62	224.36	115.12	0.00	0.00	137.64	0.00	£1,129.05
General	0.00	391.94	165.00	0.00	467.00	0.00	74.64	0.00	0.00	0.00	0.00	0.00	£1,098.58
Insurance	0.00	0.00	634.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£634.38

SEA CADET CORPS REI BORO UNIT 281




Profit and Loss by Tag Group

April 2023 - March 2024

	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	TOTAL
Total Motor Expenses	201.90	598.89	832.43	0.00	538.41	138.62	299.00	115.12	0.00	0.00	137.64	0.00	£2,862.01
Property Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00
Athol House	0.00	791.94	0.00	0.00	0.00	0.00	0.00	654.63	0.00	0.00	0.00	0.00	£1,446.57
Flat 12 Victoria Road	962.54	0.00	0.00	589.89	309.26	18.56	0.00	0.00	350.00	947.68	0.00	0.00	£3,177.93
Flat 2 Victoria Road	1,269.17	0.00	0.00	872.25	0.00	0.00	0.00	0.00	350.00	943.04	0.00	0.00	£3,434.46
Total Property Expenses	2,231.71	791.94	0.00	1,462.14	309.26	18.56	0.00	654.63	700.00	1,890.72	0.00	0.00	£8,058.96
Rates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.00	0.00	0.00	0.00	0.00	£64.00
Telephony	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.54	0.00	0.00	0.00	29.36	£56.90
Water	5.59	6.94	59.05	10.06	82.60	17.95	17.95	17.95	169.71	29.58	0.00	16.37	£433.75
Total Expenditures	£4,902.22	£2,192.86	£6,887.69	£6,219.02	£3,060.22	£1,459.89	£4,121.35	£2,896.47	£2,235.68	£3,928.82	£3,282.04	£2,388.40	£43,574.66
NET OPERATING INCOME	£ -2,271.37	£41.60	£ -3,878.05	£ -2,413.61	£10,141.26	£1,361.03	£628.10	£ -35.09	£426.32	£1,157.93	£ -3,787.35	£660.60	£2,031.37
NET INCOME/(EXPENDITURE)	£ -2,271.37	£41.60	£ -3,878.05	£ -2,413.61	£10,141.26	£1,361.03	£628.10	£ -35.09	£426.32	£1,157.93	£ -3,787.35	£660.60	£2,031.37

Certificate of Accounts

We have examined the accounts for Reigate Sea Cadet Corp Unit 281 for the period of 1st April 2023 to 31st March 2024 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 book and show a true and fair view of the results for the year, and the state of affairs as at 1st March 2023

Title	Signature	Name	Date
Examine/Auditor		Jane McLeod	10/10/24
Unit Chairperson		A Frost	10/10/24
Vice Chairperson		D Cooper	29/10/24