

**Minutes of Reigate Unit Annual General Meeting**  
**Held at T.S. Ark Royal on Tuesday 28<sup>th</sup> October 2024**

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

Additional attendees as per attendance sheet Appendix A attachment.

**1. Apologies for absence.** Angie Ballantyne (Trustee)

**2. Opening address by Chairman.**

Everyone was welcomed to the 2025 AGM. No expected fire alarm testing, please leave and meet at the back of the Parade Ground if alarm sounds. Location of toilets advised.

**3. Minutes of last AGM.** Proposed by Mr P Bishop, seconded by Mr P Salisbury, 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 with the cadets and behind the scenes.

We have had another steady year and have been able to carry out some more improvement works such as repairing the roof lighting and getting power out to the tent. As always there are more things that need repairing or replacing and it is our intention to hold a few fundraising events over the next year to help to up the bank balance.

You may have seen that we now host a local Farmers Market on the last Sunday of each month. These are proving to be very popular and we hope the number of stall holders will increase as word gets around. Decembers market will be brought forward to the 21st for your last minute Christmas shopping needs.

Sadly, one of our flats has been untenable for quite some time due to water ingress but, I am very pleased to be able to report that the works to repair the floor and ceiling damage are due to be completed this week. I am even more happy that these repair work costs have been covered by the building owner's insurance.

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 120 qualifications to cadets since October last year, covering activities including:

Campcraft  
Peer Educator  
Paddle sports  
Duke of Edinburgh's Award  
Catering & Stewarding  
First Aid  
Offshore Sailing and Powerboating  
Physical Training  
Rowing  
Sailing  
And Windsurfing!

**Competitions:** Competitions have been reduced in number by Headquarters, primarily due to budgeting concerns, however we continue to enter whenever we can. Competitions available to us are: Drill & Piping, Sailing, Paddle sports, Rowing & Band. In the past year we have done well at the Drill & Piping with teams going on to represent District at Area Level in the Colour Party and Piping competitions, we also did spectacularly well at Sailing, winning the Area Competition and going on to win the National Competition in Southport in September. Looking forward we are hoping to enter Rowing, (if we can gain some Instructor qualifications), Paddle Sports and possibly the Band.

**Band:** Speaking of Band, it has been very encouraging to see the numbers in the Band increasing over the last couple of months, due in no small part to the sterling efforts of the dedicated Band Staff, Emma & George Palmer, along with Stuart Ballantyne who give up an additional evening each week to train them. We have the two major events for the Band coming up, with Brockham Fireworks and Remembrance Sunday, after which they will be accepting new people into the Band, which now meets on Thursday evenings.

**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 44 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 hope in the coming year to be able to expand this to include rowing.

**Junior Sea Cadets:** The Juniors have had a change of staffing from last year, with both Lt Bulman and PO Plummer leaving us, however CI Emma Palmer and CI Maddy Magraw have grasped the mantle very well, and the Juniors continue to thrive.

**Overall:** This time last year I was reporting on a total of 42 cadets, and this year we are currently sitting at 37, which is a little disappointing, however 2 cadets have turned into staff members, and we will hopefully have another one transitioning to staff in March, which bodes well for the future, provided University doesn't get in the way too much!

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 of course, you, the parents who also give up their time supporting our cadets, by taxiing them to the Unit, for boating, courses & competitions.

Finally, the unit has some great ties with the Royal Naval Association, who use the premises monthly, on a Wednesday evening, for their meetings and kindly sponsor the Cadet of the Year Award, of which you will hear more about on 9<sup>th</sup> December at the Unit Presentation night. We also hire the Unit out on the last Sunday of each month for a Farmers market, and if you haven't dropped in to see it, I would encourage you to do so!

#### **7. Treasurers Report and adoption of accounts:**

See Appendix B Management Report Period Ending 31<sup>st</sup> March 2025 and Appendix C Accounts Certification.

Our finances have been stable over the 2024/25 period. Income of £33,660.46 and Expenditure of £31,921.84 gave us a £1,738.62 net income. We hope that full occupancy of the flats will increase our income along with claiming gift aid. Thank you if you have already completed a gift aid form and we have blank ones here if you have not yet had chance.

The accounts have been independently examined, are there any questions about these.

Can I ask for somebody to propose and second the accounts for adoption? Proposed by Dave Cooper, seconded by Joanna Eade. Agreed by all.

#### **8. P&SA Chairperson's Report.**

Neil thanked everyone for their attendance and said that whilst we have not had many fundraising events over the last year we hoped to organise a few more next year. Any help that can be given such as setting up and putting out chairs, at these events would be very welcome.

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

The Trustees stood down and Lt Cdr Jill Loveridge (Surrey District Officer) 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. Lt Cdr Loveridge 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 2025



TS ARK ROYAL

Prepared by

**Andrea Frost**

Prepared on

**21 September 2025**

# Table of Contents

---

Profit and Loss .....	3
Balance Sheet .....	5

# Profit and Loss

April 2024 - March 2025

	<b>Total</b>
<b>INCOME</b>	
Cadet Subscriptions	3,986.50
Course Fees	490.00
Donations	2,239.42
Fund Raising	245.00
Function Bar proceeds	852.40
Hire of Unit	120.00
<b>Total Fund Raising</b>	<b>1,217.40</b>
Property Income	0.00
Athol House	9,940.44
Flat 12 Victoria Road	8,706.70
Unit Flat Income	7,080.00
<b>Total Property Income</b>	<b>25,727.14</b>
<b>Total Income</b>	<b>33,660.46</b>
<b>TOTAL</b>	
<b>33,660.46</b>	
<b>EXPENDITURES</b>	
Accounts Package	206.40
Advertising/Stationery	132.00
Bank Account Charges	6.50
Cadet Training Expenses	0.00
Boating - Bough Beech	1,005.00
Boating - Maintenance	271.85
Course Fees	464.00
MSSC	250.00
Prizes and Presentation	68.00
Training Equipment & Aids	65.98
Uniform, badges etc	332.86
<b>Total Cadet Training Expenses</b>	<b>2,457.69</b>
Council Tax	1,476.54
Electricity	1,344.85
Gas	1,265.58
Insurance	4,077.80
Maintenance of unit	6,237.32
Grounds keeping	2,120.00
Refuse collection	905.60
<b>Total Maintenance of unit</b>	<b>9,262.92</b>
Motor Expenses	0.00
Fuel	711.03
General	870.38
Insurance	634.38
<b>Total Motor Expenses</b>	<b>2,215.79</b>
Property Expenses	0.00
Athol House	1,599.81
Flat 12 Victoria Road	4,173.86

	<b>Total</b>
Flat 2 Victoria Road	2,873.32
<b>Total Property Expenses</b>	<b>8,646.99</b>
Telephony	316.80
Water	511.98
<b>Total Expenditures</b>	<b>31,921.84</b>
NET OPERATING INCOME	<b>1,738.62</b>
NET INCOME/(EXPENDITURE)	<b>£1,738.62</b>



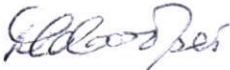
# Balance Sheet

As of March 31, 2025

	<b>Total</b>
<b>FIXED ASSET</b>	
<b>Tangible assets</b>	
Investment Properties	586,000.00
Unit Value & Other Fixed Assets	37,563.00
<b>Total Tangible assets</b>	<b>623,563.00</b>
<b>Total Fixed Asset</b>	<b>623,563.00</b>
<b>CASH AT BANK AND IN HAND</b>	
Treasurers Account (5716)	27,682.20
<b>Total Cash at bank and in hand</b>	<b>27,682.20</b>
<b>NET CURRENT ASSETS</b>	<b>27,682.20</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>27,682.20</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>651,245.20</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£651,245.20</b>
<b>CHARITY FUNDS</b>	
Opening Balance Equity	635,117.66
Retained Earnings	14,388.92
Surplus/(Deficit)	1,738.62
<b>Total Charity funds</b>	<b>£651,245.20</b>

## Certificate of Accounts

We have examined the accounts for Reigate Sea Cadet Corp Unit 281 for the period of 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 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 31<sup>st</sup> March 2025

Title	Signature	Name	Date
Examine/Auditor		Rob McLeod	25/9/2025
Unit Chairperson		Andrea Frost	25/9/2025
Vice Chairperson		Dave Cooper	25/10/25