

Salisbury Sea Cadets

Annual General Meeting

Thursday 25th November 2021 7.30pm.

In Attendance

Colonel Mark Hatt-Cooke – President
Phil Lawes Chairman
Tim Smith – Vice Chairman
Fritz Macauley – Trustee
Ross Cowan – Trustee and Chairman of Parents and Supporters Association
Ruth Musselwhite – TS Salisbury staff
Seamus Bilton – Property Manager
Steve Smith - Unit Secretary
Jordyn Bond – TS Salisbury Petty officer
Donna Howden – Unit Secretary
Sue Howes – Deputy Head of Fundraising
Gary Bassett – District Officer

Apologies

Margaret Luce – Trustee
Rev David Fisher – Unit Chaplain .
Cannon Tom Clammer Vice President

Introduction by Unit Chairman Mr Philip Lawes

Review of Minutes 2019 – 2020 AGM – Presented by Phil Lawes

Matters arising - None

Chairman's Report – Phil Lawes
Latest report attached

Honorary Treasurer's Report – Presented by Steve Smith
Latest report attached

Report from Ross Cowan chairman of the Parent and Supporters Association

Ross acknowledged that this year's report was very limited due to the ongoing issues surrounding the Covid 19 pandemic and the difficulties in terms of organising any events or fundraising, it is also a very uncertain landscape as to when this area will improve. The committee, as a result, are currently dormant but Ross is keen to find interested parties once again and requested details from Ruth Musselwhite of ongoing and involved parents as well as possible contacts for the new starters and returners.

The Downton Cuckoo Fair is definitely booked and confirmed for May 2022.
The intention is to run a hot food stall – offering BBQ food, with perform a dry run and have a barbecue for all at Spinnaker Sailing Club.

Building Hire

The hire of the building has been slow due to Covid and lockdown, although there has been a few through NHS training courses. There have been discussions around protection of the unit and limiting the risks of Covid.

Re-election of President and Vice President

Colonel M E Hatt-Cook OBE RD was asked By Unit Chairman Mr Philip Lawes to continue as Unit President and Mark duly accepted.

Cannon Tom Clammer had already accepted to continue as Vice President.

TS Salisbury Update given by Lt (SCC) Ruth Musslewhite RNR as there would be no Commanding Officers Report at this time due to the untimely passing of Clive our CO .

Figures were offered of cadets that are attending the unit.

The unit led a strong recovery from the pandemic, building the unit from the 44 cadets remaining, to the current 87 cadets across the three divisions, over a period of 3 months.

24 new Juniors in September

37 new entries – All of whom have stayed

The unit has gained 4 new members of staff

There continues to be a stable pool of instructors that have been maintained over the year with the addition of 5 new young instructors since June. All of the instructors have completed the required CPD to remain current in their specialisms, while others have added to their specialisations to be in a position to offer more to the cadets. The cadets at T.. Salisbury have been afforded lots of opportunity to complete specialisations, proficiencies and other qualifications both online at the start of the year and later face to face from May onwards. Approximately 85% of the unit have achieved a basic, intermediate or advanced specialisation this year. (This percentage is inclusive of those that have joined within the last month). The unit has again achieved the required average boating hours this year.

The Unit held it's Annual Summer Camp, albeit from a different location with no residential this year, roughly 45 cadets took the opportunity to gain themselves boating qualifications over the week and time on the water.

The end of the summer camp period culminated in the unit achieving RYA Recognised Training Centre status. This means that T.S. Salisbury can now offer and award RYA qualifications whilst the status is maintained, this is subject to annual inspections to maintain RTC.

The Royal Marines have also been out and about again and have restarted night time residentials.

4 Petty Officers have been promoted.

Training is being undertaken on piping and drill.

Possible Camp for May 2023.

Address from the District Officer Gary Bassett

Gary extended thanks to all involved with the smooth transition of delivering meetings online throughout the lockdown and subsequent following period. Gary mentioned the vast amount of effort, collaborative work and commitment this took to ensure continuity for the cadets and a gave strength to the unit to adapt and overcome.

Election of Officers and Committee, by Colonel M E Hatt-Cook OBE RD .

Mr Philip Lawes , Chairman

Mr Timothy Smith , Vice Chairman

Mrs Donna Howden , Secretary

Mr Steven Smith Treasurer

Mrs Susanne Howes Trustee

Mrs Margaret Luce Trustee

Mr Seamus Bilton , Trustee

Mr Fritz Macaulay Trustee

Rev Fr David Fisher Unit Chaplain

Mr Ross Cowan Chairman P&SA , Trustee

All committee members were re-elected and duly accepted.

President's Address .

Colonel Mark Hatt-Cook wished to acknowledge the sacrifice that had been made by the units Commanding Officer Clive Hackett. Mark spoke about the huge loss and the impact the loss of Clive will have on the unit and how grateful, thankful and privileged we all were to have known him and be part of the huge success of the unit. Clive had made a big difference to many lives and helped to shape the futures of many young people.

The committee agreed we all have so much to be thankful and grateful t Clive for and he will be greatly missed.

A.O.B.

None

Meeting closed at 20.10pm

Salisbury Unit 296 Of the Sea Cadet Corps

Charity Number 305564

Summary of Independently Examined Accounts for the Year Ended 31st March 2021

<u>Income</u>		<u>C Trust</u>		<u>Expenditure</u>	
Annual Fund/Grant	£1,300.00			Fundraising Costs	£407.68
Other Grants	£10,000.00	Covid		Travel costs	-£12.52
SCAVA	£0.00			Training Course costs	£96.90
Cadet Donations	£9,723.00			Resale Purchases	£444.16
Other Donations	£5,191.33	gift aid		Rent	£3,402.00
Fundraising	£151.83	Row 3000		Heat, Light & Water	£2,685.99
Course Fees	£90.00	refund		Telephone/Broadband	£1,271.55
Sundry Sales	£487.63	clothing		Postage/Printing and Stationary	£1,023.48
Interest	£2.56			Buildings Expenditure	£421.63
Hire of Unit	£0.00			Vehicles	£574.90
Other Revenue	£0.00			Other Equipment	£188.75
				Insurance	£2,994.21
Total	£26,946.35			Total	£13,498.73
Opening Balances 1 April 2020				Closing Balances 31 March 2021	
Current Account		783.41		Current Account	1682.47
Deposit Account		7501.84		Deposit Account	20004.4
Marine account		505.04		Marine account	505.04
					0.00
Total		8790.29		Total	22191.91

Please enter the relevant date in to the cells shaded
BLUE

UNIT NAME	
Salisbury Sea Cadets	
CHARITY NUMBER	
305564	
YEAR ENDING	
2021	

		RECONCILIATION	
		Opening Balances	
		£783.41	Bank Account
		£8,006.88	Saving Account
		£0.00	Petty Cash
		£8,790.29	Total Opening Balance at 1st April 2020
Target			Closing Balances
£1,682.47		£783.41	Bank Account
£20,509.44		£8,006.88	Saving Account
£0.00			Petty Cash
£22,191.91		£8,790.29	Total Closing Balance at 31st March 2021
		£22,237.91	Closing Balance per AC1 Report
		-£13,448.00	Error in data entry

Salisbury Sea Cadets -- Financial Year 1st April 2020 to 31st March 2021

	Cash Transactions	Bank Transactions	All Transactions
Opening Balance	£0.00	£8,790.29	£8,790.29
Receipts			
Donations	£0.00	£9,723.00	£9,723.00
Fundraising Generated	£0.00	£151.83	£151.83
Grants	£0.00	£487.63	£487.63
Training	£0.00	£11,300.00	£11,300.00
Unearned	£0.00	£5,193.89	£5,193.89
	<u>£0.00</u>	<u>£26,946.35</u>	<u>£26,946.35</u>
	£0.00	£35,736.64	£35,736.64
Payments			
Charitable Activity	£0.00	£492.06	£492.06
Operating	£0.00	£2,652.92	£2,652.92
Overheads	£0.00	£10,353.75	£10,353.75
Fees Charges	£0.00	£0.00	£0.00
	<u>£0.00</u>	<u>£13,498.73</u>	<u>£13,498.73</u>
	£0.00	£22,237.91	£22,237.91
Transfers	£0.00	£0.00	£0.00
	<u>£0.00</u>	<u>£22,237.91</u>	<u>£22,237.91</u>
	£0.00	£22,237.91	£22,237.91
		<u>£13,498.73</u>	<u>£13,447.62</u>
		£13,447.62	£13,447.62
		<u>£783.41</u>	<u>£8,006.88</u>
		£783.41	£8,006.88
		<u>£0.00</u>	<u>£0.00</u>
		£0.00	£0.00
		<u>£8,790.29</u>	<u>£8,790.29</u>
		£8,790.29	£8,790.29

**Overheads

Are defined as
Business Rates
Water/Sewerage
Energy

Trading Balance for year

Money held in Current Account £783.41
Money Held on Deposit £8,006.88
Cash in Hand £0.00

Summary Detail Report

Salisbury Sea Cadets

Financial Year 1st April 2020 to 31st March 2021

Receipts

Donations	£9,723.00
Bursaries - restricted	£0.00
Bursaries - unrestricted	£0.00
Cadet	£9,723.00
P&SA	£0.00
Third party - restricted	£0.00
Third party - unrestricted	£0.00
Ward Room	£0.00

Fundraising	£151.83
Bag packs	£0.00
Flag week	£0.00
Social events	£0.00
Community events	£0.00
Other	£151.83

Generated	£487.63
Property Rental	£0.00
Sale of Assets	£0.00
Sale of Goods	£487.63
SCAVA	£0.00

Grants	£11,300.00
External - restricted	£1,100.00
External - unrestricted	£10,000.00
MS-SC Annual Fund	£200.00

Training	£90.00
Competition Fees - external provider	£0.00
Competition Fees - internal provider	£0.00
Course Fees - external provider	£0.00
Course Fees - internal provider	£90.00

Unearned	£5,193.89
Bank Interest	£2.56
Investment Receipts	£0.00
Gift Aid	£5,191.33

£26,946.35

Payments

Overheads	£10,353.75
Rent	£3,402.00
Rates	£0.00
Lease Fees	£0.00
Water Rates	£534.68
Sewage Rates	£0.00
Electricity	£2,151.31
Gas	£0.00
Broadband	£569.74
Telephony	£50.39
Alarm Monitoring	£651.42
Insurance - building	£1,613.20
Insurance - boats	£0.00
Insurance - equipment	£0.00
Insurance - vehicle	£1,190.01
Insurance - roadside assistance	£0.00
Fire certification	£191.00
Electrical certification	£0.00
Gas safety	£0.00
Lift certification	£0.00
Other certification	£0.00

Operating	£2,652.92
Unit Health, Hygiene & Well-being	£188.75
Office Equipment <£250.00	£0.00
Office Stationery & Printing	£1,023.48
IT Consumables	£0.00
Building maintenance	£421.63
Grounds maintenance	£0.00
Boat maintenance	£0.00
Vehicle maintenance, MOT & RFT	£574.90
Other maintenance	£0.00
Goods for resale	£312.00
PPE & Branded clothing	£132.16
Various Unit Assets	£0.00

Charitable Activity	£492.06
Competition Fees - external provider	£0.00
Competition Fees - internal provider	£0.00
Course Fees - external provider	£0.00
Course Fees - internal provider	£96.90
MSSC Travel Refund	-£111.74
Fuel	£99.22
3rd Party travel - air	£0.00
3rd Party travel - other	£0.00
3rd Party travel - rail	£0.00
3rd Party travel - road	£0.00
Catering	£0.00
Special Events	£407.68

Fees Charges	£0.00
Audit/Accountancy fees	£0.00
Legal fees	£0.00
Other professional fees	£0.00
Other revenue costs	£0.00
Bank charges	£0.00

Trading Profit / Loss Financial Year 1st April 2020 to 31st March 2021

£13,447.62

£13,498.73

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

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

Unit Name: Salisbury Sea Cadets	Charity No: 305564
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Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-	THIS YEAR	LAST YEAR
	£	£
	Notes	

REVENUE RECEIPTS –

ANNUAL FUND/DIRECT GRANT - (restricted)	£1,300.00	£17,247.25
OTHER GRANTS - (unrestricted)	###	
SCAVA (Sea Cadet Victualling Allowance)	£0.00	£2,108.00
CADET CONTRIBUTIONS	£9,723.00	£13,270.02
OTHER DONATIONS / LEGACIES	£5,191.33	£1,537.24
FUNDRAISING & SPECIAL EVENTS PROCEEDS	£151.83	£1,520.52

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS	£0.00	£0.00
COURSE FEES	£90.00	£264.50
SUNDRY SALES RECEIPTS	£487.63	£1,668.86
BANK DEPOSIT INTEREST	£2.56	£4.94
PROPERTY RENTS (includes any occasional)	£0.00	£2,410.00
OTHER REVENUE RECEIPTS	£0.00	

TOTAL REVENUE RECEIPTS	A	###	£40,031.33
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NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED	£0.00	£0.00
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TOTAL NON-REVENUE RECEIPTS	B	£0.00	£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	###	£40,031.33
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Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)	G	###	£40,031.33
- NON-REVENUE ITEMS (= B – E from page AC2)	H	£0.00	£0.00
- COMBINED (=G+H)		###	£40,031.33
CASH/BANK BALANCE FROM LAST YEAR-END		£8,790.29	
CASH/BANK BALANCE AT THIS YEAR-END	2021	###	£8,790.29

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Unit Name: Salisbury Sea Cadets	Charity No: 305564
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Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-	THIS YEAR	LAST YEAR
	£	£
	Notes	

REVENUE PAYMENTS –

DIRECT CHARITABLE ACTIVITY COSTS:

FUNDRAISING & SPECIAL EVENTS COSTS	£407.68	£3,845.31
COMPETITION COSTS	£0.00	£211.00
FUEL & TRAVEL COSTS	-£12.52	£1,839.55
CATERING COSTS	£0.00	£26.65
TRAINING COURSES COSTS	£96.90	£547.06
ARTICLES PURCHASED FOR RESALE	£444.16	£3,095.88

OVERHEAD COSTS FOR:

RENT / COUNCIL TAX	£3,402.00	£1,086.32
HEAT, LIGHT & WATER	£2,685.99	£3,036.99
TELEPHONE & BROADBAND	£1,271.55	£1,088.87
OFFICE SUPPLIES, POSTAGE & PRINTING	£1,023.48	£1,235.97

MAINTENANCE COSTS FOR:

BUILDINGS & ESTATE	£421.63	£11,927.19
BOATS	£0.00	£998.30
VEHICLES	£574.90	£1,184.80
OTHER MISC EQUIPMENT	£188.75	£453.54
INSURANCE COSTS	£2,994.21	£2,040.00
BANK INTEREST & CHARGES	£0.00	£0.00

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	£0.00	

TOTAL REVENUE PAYMENTS

D

###	£32,617.43
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NON-REVENUE PAYMENTS –

ASSETS	£0.00	£13,337.35
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TOTAL NON-REVENUE

E

£0.00	£13,337.35
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TOTAL PAYMENTS (=D+E)

F

###	£45,954.78
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(*Attach that Fund's similar Account of Payments as page AC2A, and so on)

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Unit Name: Salisbury Sea Cadets

Charity No: 305564

In E&W: STATEMENT OF ASSETS &

LIABILITIES (English/Welsh Units: No valuations/costs or notes required)
ASSETS:

Name of Fund	THIS YEAR £	LAST YEAR £
<input type="checkbox"/> if restricted		
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)	£22,237.91	£8,652.99
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		
*OTHER FIXED ASSETS:		
- LAND & BUILDINGS		
- BOATS		
- VEHICLES		
- COMPUTERS & OTHER EQUIPMENT		
*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	[]	[]
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 use

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 (numbered) page if necessary)

Signed as authorised by the Unit's Management Committee - Date: 25/11/2021

..... Unit Treasurer

..... Unit Chairman

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

THE SEA CADETS		Form SCC A3 (R&P) Apr-19
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021		
(*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		
Unit Name: Salisbury Sea Cadets	Charity No: 305564	
Unit address (or address for correspondence):-		
House name:	Salisbury Sea Cadets	
Street and No:	Churchill Gardens	
Area or Estate:	Churchill Way South New Bridge Road	
Town/City:	Salisbury	
County:	Wiltshire	
Post Code:	SP2 8AA	
Unit Management Committee members (the 'charity trustees') at date of signing Report:-		
Mr Philip Lawes	Mrs Margaret Luce	
Mr Timothy Smith	Mr Fritz Macalay	
Mrs Donna Howden	Mr Ross Cowan	
Mr Steven Smith	Mr Seamus Bilton	
Fr David Fisher		
Mrs Suesann Howes		
Names of any other persons who were charity trustees of the Unit at any time in the financial year:-		
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 &c) [not: Scotland]:-		
Nature and date of the Unit's constitution (governing document): Governed by Sea Cadet Standard		
The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-		
<i>Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of 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 a casual vacancy), The UMT have the power to appoint 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.</i>		
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, ethos and practices of the Marine Society & Sea Cadets (MSSC).		
The Unit's main activities and achievements in the financial year were:-		
Public Benefit		
The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:		
<ul style="list-style-type: none"> • Regular and structured activities with a nautical theme. • Allowing young people to take part in activities connected with the wider Sea Cadet movement such as waterborne activities, events and competitions at district, area and national levels. • Availability of formal educational achievements whilst taking courses to earn badges and promotions 		
Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.		

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

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Unit Name: Salisbury Sea Cadets	Charity No: 305564
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Reserves Policy

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

[Delete this section if not applicable]

The Unit holds _____ <enter sum> in designated funds representing fixed assets needed for future activities and _____ and _____ <enter sum> for future projects to be carried out in _____ <Enter No of Months/Yrs> as currently planned/expected

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of _____ was in deficit to the extent of _____ and the steps being taken to rectify it are:-


During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation from the Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable; Units in Scotland: This disclosure is not mandatory]:-

Date signed as authorised by the Unit's Management Committee:

25/11/2021

.....  Unit Treasurer

.....  Unit Chairman

..... Independent Examiner

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Salisbury Unit 296 Of the Sea Cadet Corps

Charity Number 305564

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