



MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS
TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

REGISTERED CHARITY NUMBER: 511618

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REPORT OF THE TRUSTEES OF MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2021. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Aim of the Sea Cadet Corps

The aim of the Sea Cadets Corps is to give young people the best possible head start in life, through nautical adventure and fun

Charitable Purpose

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

- Regular structured activities with a nautical theme
- Enabling young people to take part in activities connected with the wider Sea Cadet Corps
- Movement such as waterborne activities, events and competitions at district, area and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions

Organisational Achievements and Performance

Trustees Report – Malvern Unit

Chairperson's report

Good evening everyone and welcome to our virtual AGM (again). Thank you for joining us tonight and at least it doesn't feel as strange having a virtual AGM as perhaps it did in January as I know it has become a way of life for many of us now.

The purpose of the AGM is to review how the Unit, and the Malvern Sea Cadets Charity that manages it, has performed during the financial year from 1st April 2020 until 31st March 2021. Malvern Sea Cadets is a registered charity in England & Wales. It is independently financed relying on Cadet Subscriptions, Grants and Donations.

The Unit Management Team (UMT)

The Unit Management Team, as well as being the Trustees of the Charity, are responsible for effective management of the Unit and meeting their obligations to the Charity Regulators and MSSC. We meet at least once every two months to do so.

We appointed a New Secretary, David Black, after the resignation of Sarah Veale at the last AGM in Jan 2021.

It has been a difficult year again but I am grateful as always, for the continued support the UMT members and Trustees have provided this year.

Fund raising

Fund raising has been affected again this year as all shows and events were cancelled due to COVID.

The Treasurers report will detail grants that we managed to obtain through both the government and Sea Cadets Headquarters and Angie will provide information of what has been raised through the P & S A this past year 2020/2021

Unit Improvements

Our aim last year was to install a New Heating system this year.

We obtained a grant from SCC Headquarters and have started to action the work which will be completed by the end of 2021

Once again, thank you all for your continued support thank you to the CO Pam, and the staff members for keeping the Cadets engaged and busy during the past twelve months. They have done exceptionally well and I believe have even managed to recruit more cadets.

Stay safe

Commanding Officer's report

Another year has nearly passed since our AGM in January 2021 and my sixth year as Commanding Officer of TS Duke of York. Firstly, I would like to say how pleased I am to have things relatively back to normal when reflecting on extremely challenging and fundamental impact COVID 19 has had, not only at the Unit but also the Sea Cadet Corps.

The Unit Management Committee under the leadership of the Chairperson, Mrs Rita Tucker and her team have been very supportive this year moving Malvern Unit forward albeit Coronavirus 19, I will leave Rita to update you. Activities and opportunities have been offered to the cadets either f2f or virtual sessions, continue to be provided and cadets are always encouraged to take advantage of whatever is on offer in the way of courses, training etc. Numerous qualifications have been achieved in Engineering, Piping, Meteorology, Seamanship, Drill, including Able Cadet achieving silver medal at National Drummer

competition in March. Safeguarding issues, are quickly identified and solutions put in place for going forward, reassuring any concerns

Following the re-opening of the Unit in accordance with the criteria for "LIME" status (signed off by Headquarters) on 12th April 2021, this allowed the Unit to operate outside activities only and we began with boating at Upton Marina. We have continued with boating (subject to weather conditions) until Monday evening the 20th September due to dark nights and weather conditions. Numerous qualifications in Kayaking have been achieved during this period from Start to Explore Awards for our senior cadets and swim tests achieved. 5 cadets achieved RYA Windsurfing at the Midland Boat Station, Birmingham which was the first for a long time in the Unit.

Malvern unit have continued with the development of staff during the period from January to include qualifications in FAW, three members of staff completed their Junior Instructors course. PO Tucker completed her ODP in March and promoted to Midshipman which is no mean feat. Ellie was also promoted to District Cadet Portal Officer. PO Hannah Barber was appointed a member of staff and took on the arduous role of Training Officer.

As I have always said it always impresses me just how much the Sea Cadets continue to offer albeit rather restricted, due to COVID. This is, in no small measure down to the dedication and commitment of the volunteer staff members who continue to give generously of their time.

Malvern Unit staff and cadets completed the first community event on Sunday 16th May – Worcester Marathon (no they did not take part), water station monitors.

We had the pleasure of The Captain of the Sea Cadet Corps visit the Unit on Thursday 8th July 2021. The evening was successful and the captain enjoyed his visit. The captain presented Lt Malm - Queens medal for 12 years' service to Sea Cadets.

CADETS/JUNIORS

In terms of cadets' numbers, we are at a stable level, however we still need to continue with a recruitment campaign to increase numbers now we are moving forward from COVID 19. We have seen senior cadets leave having attained 18, so we are thin on the ground for seniors, however an increase in younger cadets (mainly male, so we need to encourage the females to join). Juniors under the command of our OIC PO Toni Soars had dipped due to transferring over to cadets, however, we are going in the right direction seeing a few more through the door.

	<u>2020/2021</u>	<u>2019/20</u>	<u>2018/19</u>	<u>2017/2018</u>
Bluejacket Cadets	18	12	15	18
New Entries	2	3	2	2
Junior Sea Cadets	4	7	4	6
	24	22	21	25

STAFF

The Unit currently have 11 staff, five Officers (which includes Brother Peter, who himself has been very poorly over the COVID period), and seven senior rates. Having said that, two staff are at university, one joining the Navy in December and two on sick leave. Ciaran Taylor-

Whitmore joined us as a senior rate in October following his induction, he was previously a cadet at the Unit. The Unit is currently, upskilling existing staff to replace the skills we are losing. If you know of anyone wishing to join cadets who have skills such as Mechanical Engineering, First Aid or even RYA qualifications, please can you let me know.

At this point, I would like to mentioned this unit could not have operated without the dedication of our Administration staff Mrs Amanda Barber, whose role is crucial to the running of the Unit, and although not always present at the unit, has been supporting from home especially with the number of emails I continue to send, and would like to say a sincere **BIG THANK YOU**, especially through this very difficult time of COVID 19.

HEALTH & SAFETY

Malvern Staff and I continue to put the health, safety and welfare of the Cadets first and this is reflected in the training, planning and preparation for activities as we look to continually develop a safety culture. I would like to thank Lt Anthony Barber for his dedication, commitment and hard work during this extraordinary time as he is not only a uniform staff member, he continually works behind the scenes to ensure the Unit is a safe environment for cadets/staff to train. Thank you for being a rock to Malvern Unit.

REMEMBRANCE SUNDAY

Malvern Unit attended our first parade on Remembrance Sunday on the 14th November. We were restricted to 12 persons (as per Malvern Council) due to Coronavirus. The Unit joined in the small service and laid a poppy wreath at the Cenotaph at Malvern Library.

Looking forward, I hope of course as we enter 2022, that the need for COVID related procedures will reduce even further so we may resume to a less restricted form of parading. Malvern Unit needs to show resilience, determination, positivity, support for cadets and staff alike for continual unprecedented challenges that we may face and continue to deliver great experiences to our cadets. May I also take this opportunity to thank you all for your continued support of Malvern Sea Cadets.

Financial Review

Reserves Policy

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 3 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2021, the total of the charity's reserves stood at £243,310 (2020 - £231,083) all of which was unrestricted.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

Structure, Governance and Management

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 10th July 1981 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31st December 2017.

Recruitment and Appointment of the Trustees

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals from various aspects of the community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

Responsibilities of the Trustees

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 1st December 2021

Rita Tucker, Chair of the Board of Trustees

Legal and Administrative Information

Charity Details:

Charity Name: Malvern Unit (Unit 582) of the Sea Cadets Corps

Charity Status: Unincorporated

Registered Charity No: 511618

Registered Office and Operational Address: Malvern Sea Cadet Corps
Spring Lane South
Malvern WR14 1AT

Telephone Number 01684 565740

Email: uaomalvern@gmail.com

Website www.sea-cadets.org/malvern

Trustees:

Chair: Rita Tucker

Treasurer: Kerri Sims (resigned 1st December 2021)

Secretary: Sarah Veale (resigned 21st January 2021)

Trustees: Steven Green
Pam Holloway
Gary Newton
Brother Peter Coombes
Angela Parker
Robert Thomas (resigned 1st December 2021)
David Black (appointed 20th May 2021)

Holding (Custodian) Trustees: The Marine Society & Sea Cadets (MSSC)
John Brook
Gareth Thomas

Independent Examiner: Andrew Barnett

Bank: Lloyds Bank

Acknowledgements

Malvern Unit 582 of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020/2021.

Hawthorne Trust
Co-op

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.**

I report on the financial statements of Malvern Unit (Unit 582) of the Sea Cadets Corps for the year ended 31st March 2021 which are set out on pages 10 to 14.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

Independent examiner's statement

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew Barnett FCCA
Address: 22 Margaret Crescent
Burnham-on-Sea
Somerset
TA8 1BX

Date: 2021

MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

Receipts and Payments Account for the period 1st April 2020 – 31st March 2021

	Note	Unrestricted	Restricted	2021	2020
		£	£	£	£
RECEIPTS					
Donations	1	8113	0	8113	4184
Fundraising	2	0	0	0	9575
Generated	3	1604	0	1604	3472
Grants	4	12268	0	12268	4770
Other	5	8746	0	8746	9186
Investments	6	15	0	15	74
TOTAL RECEIPTS		30746	0	30746	31261
PAYMENTS					
Overheads	7	15101	0	15101	18861
Operating	8	136	0	136	541
Charitable Activity		0	0	0	0
Fundraising	9	0	0	0	1202
Professional fees		0	0	0	0
		15237	0	15237	20604
ASSETS & INVESTMENTS					
Fixed Assets		0	0	0	0
Investment		0	0	0	0
		0	0	0	0
TOTAL PAYMENTS		15237	0	15237	20604
Net incoming/(outgoing) resources		10657	0	15509	10657
Transfer between funds		0	0	0	0
Cash funds from last year		25665	0	25665	15008
TOTAL CASH FUNDS		41174	0	41174	25665

MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

Statement of Assets and Liabilities as at 31st March 2021

ASSETS AND LIABILITIES				2021	2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
CASH FUNDS					
Business Account		28952	0	28952	13457
Petty Cash 1		0	0	0	0
Petty Cash 2		0	0	0	0
NET CURRENT ASSETS		28952	0	28952	13457
OTHER MONETARY ASSETS		12222	0	12222	12208
INVESTMENT ASSETS		0	0	0	0
ASSETS RETAINED FOR THE CHARITY'S OWN USE					
Land and Buildings		200000	0	200000	200000
Boats		0	0	0	0
Vehicles		2135	0	2135	4270
Computers & Other Equipment		1	0	1	1148
TOTAL FIXED ASSETS		202136	0	202136	205418
LIABILITIES					
Independent Examination		0	0	0	0

The financial statements were approved by the Board of Trustees at their meeting on 1st December 2021 and were signed on its behalf by:

Rita Tucker, Chair

Kerri Sims, Treasurer

Signature:

Signature:

MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

Notes to the Accounts

1. Donations

	2021	2020
	£	£
Small donations	1284	1784
Hawthorne Trust	1000	1000
West Fest	0	250
Watson Fuels	0	250
Pavillion Rooms	0	250
Cotteswold Dairy	0	100
Fuel Additive	0	100
Neoperl	0	450
Co-op	5829	0
	<u>8113</u>	<u>4184</u>

2. Fundraising

	2021	2020
	£	£
P & SA Shows	0	9575
	<u>0</u>	<u>9575</u>

3. Generated

	2021	2020
	£	£
HQ grants	662	1631
Cues	942	1841
	<u>1604</u>	<u>3472</u>

4. Grants

	2020	2019
	£	£
MSCC minibus grant	0	4770
Covid grants	12268	0
	<u>12268</u>	<u>4770</u>

MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

Notes to the Accounts

5. Other

	2021	2020
	£	£
Rent	4188	6339
Eon solar panels	1774	1473
Recycle bank	18	176
Scrap metal	6	101
Sundry income	2760	1097
	<u>8746</u>	<u>9186</u>

6. Investments

	2021	2020
	£	£
Interest	15	74
	<u>15</u>	<u>74</u>

7. Overheads

	2021	2020
	£	£
Heat and light	1480	3077
Water	465	522
Telephone	1038	1107
Building maintenance	8543	3624
Vehicle maintenance	322	1985
Equipment maintenance	275	1484
Insurance	1946	1808
Catering	32	202
Fuel	78	3630
Stationery	134	169
Sundries	788	1253
	<u>15101</u>	<u>18861</u>

MALVERN UNIT (UNIT 582) OF THE SEA CADET CORPS.

Notes to the Accounts

8. Operating costs

	2021	2020
	£	£
Courses	136	541
	<u>136</u>	<u>541</u>

9. Fundraising

	2021	2020
	£	£
P & SA show costs	0	1202
	<u>0</u>	<u>1202</u>