



**MALVERN UNIT 582 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**REGISTERED CHARITY NUMBER: 511618**

<b><u>Contents</u></b>	
<b>Report of the Trustees</b>	
<b>Legal and Administrative Information</b>	
<b>Acknowledgements</b>	
<b>Report of the Independent Examiner</b>	
<b>Receipts and Payment Accounts</b>	
<b>Statement of Assets and Liabilities</b>	
<b>Notes to the Accounts</b>	



## **REPORT OF THE TRUSTEES OF MALVERN (UNIT 582) OF THE SEA CADETS.**

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2022. 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 –**

In order to ease the pressure on the charity's management team, I have been standing in as a non-voting, interim chairperson since the last AGM. This has allowed us to review and update processes & procedures within the unit. I cannot thank David Black enough for his patience and determination in sorting out all the areas of the charity's financial controls. He has streamlined and modernised the processes to ensure that all monies are accounted for & funds due to the unit are collected. It's been a pleasure to work with David. Sadly, Rita Tucker has decided not to re-stand for election as a trustee due to work pressures. I would like to thank Rita for all her enthusiasm and work since she became chair in October 2018.

Malvern unit are also very fortunate to have such a great Parents and Supports Assn, led by Angie Parker. They have raised significant sums for the unit every year. I would like to pass on the sincere thanks to all those that help with the P & SA, you are worth your weight in gold! Thank you.

The lack of trustee has become a significant problem for the charity. If we cannot find suitable people with the relevant skills tonight, the Charity & in turn the unit, is at risk of closure. This is something nobody wants to see.

I shall be asking for volunteers to come forward to discuss the role of trustee without obligation tonight. We particularly need to fill the role of treasurer and secretary, someone to help with grant applications and another to help with the unit health & safety compliance checks.

All cadet training news will be covered by Lt Pam Holloway, but I am appealing for help with the important compliance work that happens in the background.

### **Commanding Officer Report:**

Another year has nearly passed since our AGM in November 2021 and my seventh year as Commanding Officer of TS Duke of York.

The Unit Management Committee under the leadership of the Chairperson, Mrs Carol Tiley and her team have been very supportive this year moving Malvern Unit forward however, will leave Carol to update you. Activities and opportunities have been offered to the cadets f2f however continuing with virtual sessions when f2f is not always possible. Numerous qualifications have been achieved in Piping, Seamanship, First Aid with two cadets currently completing their FAW, Mountain Biking, hillwalking (Navigation), Advanced Mechanical Engineering. Juniors have also attended a number of STEM days during the year and enjoyed a weekend at Long Mynd, Shropshire in June.

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

We have had a good year with boating at Upton Marina with many hundreds of hours, obtaining qualifications in Kayaking and Rowing, entering both District & Area competitions. Numerous swim tests achieved for those new juniors and cadets to the Unit. Two cadets attended Nationals in London and achieve gold and silver medals, excellent result.

Malvern unit have continued with the development of staff during the period from January to include qualifications in FAW and Catering. 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 16<sup>th</sup> May – Worcester Marathon (no they did not take part) as water station monitors. Cadets and staff have been involved with poppy selling this year which was the first time for a number of years.

### CADETS/JUNIORS

In terms of cadets’ numbers, we are down currently and need to focus with a recruitment campaign to increase the numbers. We have seen senior cadets leave having attained 18, so we are thin on the ground for seniors, however there is 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 seen a good increase in numbers, although a couple have transferred over to cadets, however, we are going in the right direction seeing a few more through the door.

	<u>2022/21</u>	<u>2021/20</u>	<u>2020/19</u>	<u>2018/2019</u>
Bluejacket Cadets	14	18	15	18
New Entries	1	2	2	2
Junior Sea Cadets	8	4	4	6
	<b>23</b>	24	21	25

### STAFF

The Unit currently have 11 staff, four Officers and seven senior rates. Having said that, two staff are at university. We have a new Chaplin Ken Martin joining us two parade nights a month, a very warm welcome. 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 mention 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.

### 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, but he also 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 the parade on Remembrance Sunday in Malvern Town Centre on the 13th November. 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 2023, 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.

### **Treasurer's report**

Whilst a challenging 12 months due to COVID impacts affecting operational activities at the Unit, overall income held up well against the preceding 12-month period, falling only marginally.

Costs overheads were ahead of the previous year by circa £9k due almost entirely to the installation of LPG Central Heating in the Unit at a total cost of £12947 (substantially funded by a grant).

P&SA driven fundraising activities resumed for the RHS Autumn Show at Malvern Showground in September 2021 resulting in a funding boost of almost £3k.

Cues income was ahead by just over £1k on preceding year. Course costs were also up by circa £1k, reflecting the increased training activities undertaken in part remotely due to COVID constraints.

Bank and other cash deposits were ahead by circa £4k at the financial year end at just under £45.3k of which £12.2k is ring-fenced as Unit reserve funds.

### **Grants & Donations**

The Unit greatly benefitted from COVID related grants received from both MSSC (£9.6k) and Government COVID grants (£2.6k) distributed via Malvern Hills District Council, to offset the negative impacts of shutdown due to COVID restrictions in the period.

### **Financial Accounts**

The final accounts (attached separately) have been independently reviewed and signed off as in order as of 23<sup>rd</sup> November 2022 and are presented here for adoption at this meeting.

### **Receipts & Payments Account for the Period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

	Note	Unrestricted	Restricted	2022	2021
<b>RECEIPTS</b>		£	£	£	£
Donations	1	2792	0	2792	8113

Fundraising	2	2930	0	2930	0
Generated	3	2794	0	2794	1604
Grants	4	12263	0	12263	12268
Other	5	7822	0	7822	8746
Investments	6	5	0	5	15
<b>TOTAL RECEIPTS</b>		<b>28606</b>	<b>0</b>	<b>28606</b>	<b>30746</b>
<b><u>PAYMENTS</u></b>					
Overheads	7	23140	0	23140	15101
Operating	8	1096	0	1096	136
Charitable Activity		0	0	0	0
Fundraising	9	250	0	250	0
Professional Fees		0	0	0	0
		<b>24486</b>	<b>0</b>	<b>24486</b>	<b>15237</b>
<b><u>ASSETS &amp; INVESTMENTS</u></b>					
Fixed Assets		0	0	0	0
Investment		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PAYMENTS</b>		<b>24486</b>	<b>0</b>	<b>24486</b>	<b>15237</b>
<b>Net Income / (outgoing) resources</b>		<b>4120</b>	<b>0</b>	<b>4120</b>	<b>15509</b>
<b>Transfer between funds</b>		0	0	0	0
<b>Cash Funds From Last Year</b>		41174	0	41174	25665
<b>TOTAL CASH FUNDS</b>	*	<b>45294</b>	<b>0</b>	<b>45294</b>	<b>41174</b>

\* 2021/22 Total Cash Funds -£1 due to rounding

### Statement of Assets and Liabilities as at 31<sup>st</sup> March 2022

<b><u>ASSETS &amp; LIABILITIES</u></b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
<b>CASH FUNDS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Business Accounts		33068	0	33068	28952
Petty Cash		0	0	0	0
<b>NET CURRENT ASSETS</b>		<b>33068</b>	<b>0</b>	<b>33068</b>	<b>28952</b>

<b>OTHER MONETARY ASSETS</b>		12227	0	12227	12222
<b>INVESTMENT ASSETS</b>		0	0	0	0
-					
<b>ASSETS RETAINED FOR CHARITY'S OWN USE</b>					
Land & Buildings		200000	0	200000	200000
Boats		0	0	0	0
Vehicles	10	0	0	0	2135
Computers & Other Equipment	11	0	0	0	1
<b>TOTAL FIXED ASSETS</b>		<b>200000</b>	<b>0</b>	<b>200000</b>	<b>202136</b>
-					
<b>LIABILITIES</b>					
Independent Examination		0	0	0	0

**Notes to Accounts:**

<b>1. Donations</b>	<b>2022</b>	<b>2021</b>
Small donations	292	1284
Watson	0	0
Hawthorne Trust	2500	1000
Pavillion Rooms	0	0

Cotteswold Dairy	0	0
Fuel Additive	0	0
Neoperl	0	0
Westfest	0	0
Co-op	0	5829

	<b>2792</b>	<b>8113</b>
--	-------------	-------------

<b>2. Fundraising</b>	<b>2022</b>	<b>2021</b>
-----------------------	-------------	-------------

P&SA Autmn Show 2021	<b>2930</b>	<b>0</b>
----------------------	-------------	----------

<b>3. Generated</b>	<b>2022</b>	<b>2021</b>
---------------------	-------------	-------------

HQ Grants	0	662
-----------	---	-----

Cues	2794	942
------	------	-----

	<b>2794</b>	<b>1604</b>
--	-------------	-------------

<b>4. Grants</b>	<b>2022</b>	<b>2021</b>
------------------	-------------	-------------

MSSC	9596	0
------	------	---

Covid Grants	2667	12268
--------------	------	-------

	<b>12263</b>	<b>12268</b>
--	--------------	--------------

**Notes to Accounts cont:**

<b>5. Other</b>	<b>2022</b>	<b>2021</b>
-----------------	-------------	-------------

Rent	4004	4188
------	------	------

Eon Solar Panels	1526	1774
------------------	------	------

Scrap Metal	43	6
-------------	----	---

Sundry	2211	2760
--------	------	------

Recycle Bank	38	18
--------------	----	----

	<b>7822</b>	<b>8746</b>
--	-------------	-------------

<b>6. Investments</b>	<b>2022</b>	<b>2021</b>
Interest	5	15

<b>7. Overheads</b>	<b>2022</b>	<b>2021</b>
Heat and Light	2495	1480
Water	535	465
Telephone	1091	1038
Building Maintenance	13722	8543
Vehicle Maintenance	615	322
Equipment Maintenance	428	275
Insurance	2049	1946
Catering	245	32
Fuel	459	78
Stationery	236	134
Sundries	1265	788
	<b>23140</b>	<b>15101</b>

<b>8. Operating</b>	<b>2022</b>	<b>2021</b>
Courses	1096	136

**Notes to Accounts cont:**

<b>9. Fundraising</b>	<b>2022</b>	<b>2021</b>
P&SA Show Costs	250	0

<b>10. Assets (Vehicles after Depreciation)</b>	<b>2022</b>	<b>2021</b>
Minibus	0	2135

<b>11. Assets (Computers &amp; Other Equip after Depreciation)</b>	<b>2022</b>	<b>2021</b>
Misc	0	1

## **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 2022, the total of the charity's reserves stood at £45295 of which £45295 was unrestricted and £0 restricted.

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 10/07/1980 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 31<sup>st</sup> 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 24/11/2022

Carol Tiley MBE Chair of the Board of Trustees

## Legal and Administrative Information

### Charity Details:

Charity Name:	Malvern (Unit 582) of the Sea Cadets Corps
Charity Status:	Unincorporated
Registered Charity No:	511618
Registered Office and Operational Address:	Spring Lane South, Malvern WR14 1BJ
Telephone Number	01684 565 740
Website	<a href="http://www.sea-cadets.org/malvern">www.sea-cadets.org/malvern</a>

### Trustees:

Chair: Rita Tucker  
Treasurer: David Black  
Secretary: Steve Green

**President:** John Brook

**Holding (Custodian) Trustees:** The Marine Society & Sea Cadets (MSSC)

**Independent Examiner:** Cecile Hunt

- 

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 582) OF THE SEA CADET CORPS.**

I report on the financial statements of Malvern (Unit 582) of the Sea Cadets Corps for the year ended 31<sup>st</sup> March 2022

**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.

Cecile Hunt

Date: 22/11/2022

On Behalf of Cecile Hunt FMAAT

Address:

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS

?? (UNIT ??) OF THE SEA CADET CORPS.

**Receipts and Payments Account for the period 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020**

	Note	Unrestricted	Restricted	2020	2019
		£	£	£	£
<b>RECEIPTS</b>					
Donations	1			0	
Fundraising	2			0	
Generated	3			0	
Grants	4			0	
Training	5			0	
Investments	6			0	
<b>TOTAL RECEIPTS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PAYMENTS</b>					
Overheads	7			0	
Operating	8			0	
Charitable Activity	9			0	
Fundraising	10			0	
Fees Charges	11			0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ASSETS &amp; INVESTMENTS</b>					
Fixed Assets	12			0	
Investment				0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PAYMENTS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net incoming resources</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfer between funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds from last year</b>				0	
<b>TOTAL CASH FUNDS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

?? (UNIT ??) OF THE SEA CADET CORPS.

**Statement of Assets and Liabilities as at 31st March 2020**

<b>ASSETS AND LIABILITIES</b>				<b>2020</b>	<b>2019</b>
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>					
Business Account				0	
Petty Cash 1				0	
Petty Cash 2				0	
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER MONETARY ASSETS</b>		0	0	0	0
<b>INVESTMENT ASSETS</b>		0	0	0	0
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>				<b>Current Value</b>	
Land and Buildings				0	
Boats				0	
Vehicles				0	
Computers & Other Equipment				0	
				<b>0</b>	
<b>LIABILITIES</b>					
Independent Examination				0	

The financial statements were approved by the Board of Trustees at their meeting on --/--/-- and were signed on its behalf by:

???, Chair

???, Treasurer

Signature: .....

Signature: .....

?? (UNIT ??) OF THE SEA CADET CORPS.

**Notes to the Accounts**