



**MALVERN UNIT NO 582 OF THE SEA CADET CORPS**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**REGISTERED CHARITY NUMBER: 511618**

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## **REPORT OF THE TRUSTEES OF MALVERN (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 2023. 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.

## **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<sup>th</sup> 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 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. Unit Management Team (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.

## Organisational Achievements and Performance

### Trustees Report – MALVERN

#### Chairmans Statement

If I had to describe the last 18 months in just a few words, I would say it's been a time of:

- CHANGE
- PROGRESS
- CHALLENGE
- ACHIEVEMENT
- PRIDE

As ever, everything we do here relies on the commitment and goodwill of our staff and other volunteers, all of whom give freely of what is often significant amounts of time and effort, to ensure the smooth operation of the Unit and provide the wide array of activities and experiences for our cadets and juniors in a safe and compliant manner.

Whilst I thank everyone involved, there are a few individuals I would specifically like to mention:

1. LT PAM HOLLOWAY our former CO, moved on at the start of the year having served as CO here at Malvern Unit for almost 8 years – her commitment, dedication, and achievements during that period, made a positive impact both at the Unit and to the lives of many cadets who were under her command in that period. We are hugely grateful for her legacy.
3. JOHN BROOK, our former President, stood down in Q1 of 2023 after several decades of support and commitment in a variety of capacities at this Unit – we are indebted to him for the contribution he has made to the success of the Unit.
4. CAROL TILEY MBE, our Area Chair who has supported us through some challenging times in the past 18 months and without whom, we may have been unable to continue operating. I cannot thank her enough for her continuing support of this Unit and the personal guidance and support she has given to me.
4. ANGELA PARKER has been the Chair of our Parent & Supporters (P&SA) group for many years, with the support of a dedicated team of volunteers, many of whom, including her Deputy Sarah Veale, have been involved in raising funds for the Unit over several decades. Angie and Sarah have decided to step aside for others to take the P&SA reins going forward. We are indebted to Angie, Sarah and all those members of the P&SA for their commitment and dedication, as well as the significant monies they have raised over many years. We do of course hope that we will continue to sustain our P&SA group, from whom we derive so much of our funding.
5. SLT ALLEISHA LEWIN our current CO, is shortly due to commence maternity leave until mid-2024. I would like to thank her for all she has achieved since being appointed and wish her well for her maternity, Lt Alex Malm has been appointed to act as Officer in Charge (OIC) for the duration of Alleisha's absence and again, I congratulate Alex and wish him well for this term of office.

#### THE CHANGE JOURNEY

Change is essential if we want to grow and develop our full potential at the Unit and within the community. In February of this year, we had a staff and volunteer input session to help shape some ideas on how we could improve what we do and the way in which we do it.

We were fortunate to win grant funding last December from MSSC to undertake physical improvements to the Unit Hall/Main Deck we are in – work which completed in July 2023. Apart from achieving a brighter look and feel, the new ceiling has improved Unit insulation and should help contain the impact from higher heating costs.

During the financial year, we benefited from heavily subsidised laptop costs and were able to purchase 15 new laptops which we are in the process of enabling for use in cadet training.

Many other changes have taken place in the background to ensure we make our operational activities safe and secure for our cadets and volunteers, and work is continuing on this and on various other areas.

As ever, our door is always open to anyone wishing to help us in a volunteering capacity and we will aim to be as flexible as possible around your skills, capabilities, and time constraints – as Parents and Supporters, please chat to us afterwards if you think you can spare a little of your time.

Finally, I would like to thank you all for the support you already give, and thank Alleisha, Alex and the whole staff and volunteer team for their hard work throughout the year, and the cadets and juniors who help make the Unit what it is.

## Commanding Officer Report

The 2022/23 financial year was a period of significant change for Malvern Sea Cadets. In January 2023 the unit said goodbye to Lt (SCC) Pamela Holloway RNR after over 7 years in charge. In her Unit Review report she noted that the UMT continued to work under the leadership of Mrs. Carol Tiley, and that during this time the UMT had been supportive in moving the unit forward. It was also noted that the unit now has the support of Chaplain (SCC) Ken Martin 2 nights a month.

Other staffing changes saw the District Officer (DO), Lt Cdr (SCC) Martyn Barber RNR take over as Commanding Officer from January to April and the transfer of staff to and from other units. At year's end the staffing numbers were as follows:

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Unit Assistants	1
Civilian Instructors	1
Senior Rates	5
Officers	4
Unit Management Trustees	7

We are always looking to increase the number of adult volunteers we have onboard to support both the instructional and unit management teams. If you or somebody you know might be interested, please feel free to have a chat with one of us. No experience is necessary, and support will be given to get you to where you want and need to be.

In addition, cadet numbers and retention were an area identified for improvement throughout the year, and below you can see how numbers have trended over the last 5 years:

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	2022/23	2021/22	2020/21	2019/20	2018/19
Cadets	11	14	18	15	18
New Entries	0	1	2	2	2
Junior Sea Cadets	8	8	4	4	6
	<b>19</b>	<b>23</b>	<b>24</b>	<b>21</b>	<b>26</b>

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As a result of cadets aging out, leaving the unit, and despite the uptick in Junior Sea Cadet enrolments, at year's end the unit was operating at roughly 64% capacity. We continue to advertise and aim to improve our levels of active recruitment, though again would appreciate your support in sharing our message.

The table below highlights the number of cadets and adults joining the sea cadets (TOS) and leaving the sea cadets (SOS) in the unit between April 1<sup>st</sup> 2022 and March 31<sup>st</sup> 2023.

<b>TOS / SOS</b>	<b>Number</b>
Cadets Taken on Strength	12
Cadets Struck off Strength	22
Adults Taken on Strength	2
Adults Taken off Strength	6

During this time a wide variety of qualifications were attained by cadets and adults as evidenced below:

<b>Qualification</b>	<b>Number Gained</b>
Water Safety Test	19
Swimming Test	11
Rowing Taster	12
Competent Crew	11
British Rowing - Go Row 1	11
Rowing Coxswain	1
Paddle Discover	3
Powerboat Level 1	1
RYA YSS Sailing Stage 2	1
RYA Start Yachting	1
Offshore Sail Grade 1	1
Basic Seamanship	2
Basic Catering	1
Basic Marine Engineering	5
Advanced Mechanical Engineering	1
Basic First Aid	2
Intermediate First Aid	5
Advanced First Aid	2
RYA Essential Navigation	1
Basic Campcraft	7
Basic Mountain Biking	6
Intermediate Mountain Biking	2
Basic Piping	3
BTEC Level 1	4
BTEC Level 2	1
Junior Green Module	1
Junior Blue Module	2
Junior Red Module	3
First Aid Instructor	2
Safeguarding Instructor	1

It was noted by the DO that the unit had achieved an “excellent” level of boating hours, achieving 128% of the required average. He commented that boating qualifications had made a good improvement on last year with an 18% uplift. Promotion levels were also commented on and can be seen below:

Promotions	Number
Junior Cadet 1st Class	2
Cadet	4
Cadet First Class	3
Able Cadet	2
Leading Cadet	1

In addition to the above training, the unit was complimented on its “excellent competition activity” where cadets (both Juniors and Seniors) represented the unit at District, Area, and National level in a variety of competitions.

Event	Cadets	Adults
Area Drill and Piping 2022	3	1
District Rowing 2022	13	4
District Paddle sport 2022	6	4
Area Paddle sport 2022	3	3
Area Rowing 2022	9	3
National Paddle sport 2022	1	1
District Swimming 2022	6	3
Area Swimming 2022	4	2
District Football 2022	10	4
Area Football 2023	4	3
District Drill and Piping 2023	10	6
Area Drill and Piping 2023	3	2

As you will see from the numbers above, the unit’s adults provided plentiful support and participation at District and Area level, not to mention the weekly parade nights, general day-to-day running and training weekends not captured in the statistics.

The unit has also been involved in several community events throughout the year, fundraising and raising the profile for both the unit and other charities:

Event	Cadets	Adults
RHS Spring Show 2022	5	9
Worcester Marathon 2022	4	3
Royal Three Counties Show 2022	0	3
Armed Forces Day 2022	10	6
Upton Blues Festival 2022	0	3
Commonwealth Baton Event	6	7
RHS Autumn Show 2022	3	10
Poppy Collection 2022	7	4
Remembrance Parade 2022	13	6

Lt (SCC) Holloway RNR also emphasised the efforts made by the unit and particular individuals in their work to maintain a safe and effective training atmosphere for cadets and staff alike. I know that this continues to be an area of intense focus within the UMT / instructional team, and I am grateful to those of you that work so hard to ensure we are following policy and procedure and offering the safest possible environment for our adults and young people.

Ultimately, whilst I was not appointed until after the reporting period, I hope that those of you involved with the unit in whatever capacity will agree that the unit has shown resilience, and determination in the face of continual unprecedented challenges. Whilst I am due to go on maternity leave this week, I am leaving the unit in the capable hands of my First Lieutenant, Lt (SCC) Alex Malm RNR, and am sure that he will continue all the good work we have set out to achieve going forward. May I also take this opportunity to thank you all for your continued support of Malvern Sea Cadets, and I look forward to showing you all how we will have grown and developed this time next year.

## **Treasurers Report**

2022/23 (to 31<sup>st</sup> March 2023) revenue was broadly on a par with the year prior, though the sources of funds significantly different:

Grant funding from MSSC was down c £7.5k from £9.5k in 21/22 to £2k in the last financial year. This was due to the unit receiving a heating system grant in 21/22 and no new grant application funds being paid out to the Unit in Financial year 22/23. (Grant funds for Main Deck/Hall improvements are included in the current year 23/24 accounts).

Govt. Covid grants reduced to nil from the previous year's figure of £2.7k coupled with a reduction in other donations down from £2.8k to £1.1k. Payment of a regular grant/donation from Hawthorne Trust for £2.5k was lost/delayed in the post and only received after the financial year end.

Cues/subscription income improved by around £2k due to improved payment and collection diligence, including recovery of arrears.

Rental income was ahead by £1.7k from the previous year due to payment and collection diligence.

The biggest revenue change came about with P&SA fundraising activities which returned to pre-COVID levels with revenue up from £2.9k in 21/22 to £12.4k in 22/23.

Interest rate increases for bank deposits meant an improved interest return on our reserve funds held on deposit.

Operating expenses for the year were down from £24.5k to £19.2k, largely because of the heating installation costs being met in 21/22.

Total bank balances increased from £45.2k on 31<sup>st</sup> Mar 2022 to £54.8k on 31<sup>st</sup> Mar 2023 of which £33.7k represents funds that are ring-fenced for reserves or planned/pending expenditure. This left £21.1k available for general expenditure on ad hoc and other cadet-related expenditure.

Going forward, we are aiming to increase our share of revenue from grant funding to maintain cues and other cost subsidies to cadets and their families, whilst also improving Unit facilities, boating facilities, general kit and enabling growth in our cadet numbers.

## **Financial Accounts**

The Independent Examiners report of our Final Year End Accounts to 31<sup>st</sup> March 2023 (presented here for adoption at this meeting), was carried out by Cecile Hunt and signed off as in order as of 26<sup>th</sup> November 2023

Adoption of these was proposed by Andy Gurnett (Trustee) & Seconded Alleisha Lewin (Commanding Officer/Trustee).

**P&SA Report**

None provided. Update included within Treasurers Report.

**Election/Re-election of the Unit Management Team (UMT) Trustees**

As is customary, all UMT members/Trustees stood down and those happy to re-stand/stand were confirmed.

**AGM Meeting closed at 19.30.**

Approved by the trustees and signed on its behalf on 5/12/2023

**David Black, 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 1AT
Telephone Number	01684 565740
Email:	uaomalvern@gmail.com
Website	<a href="https://www.sea-cadets.org/malvern">https://www.sea-cadets.org/malvern</a>

### Trustees:

Chair:  
David Black

Treasurer:  
Carol Tiley MBE

Secretary:  
Natasha Adams

Trustees:  
David Black  
Carol Tiley MBE  
Steven Green  
Jonathan Holloway  
Andrew Gurnett  
Natasha Adams  
Alexander V Malm

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

**Independent Examiner:** Cecile Hunt, FMAAT Licensed Accountant.

**Bank:** Lloyds Banking Group

## **Acknowledgements**

Our thanks go to all our adult volunteers past and present / uniformed and civilian instructors, management team, unit assistants, our P&SA volunteers as well as other supporters, District and Area staff for their guidance/support and MSSC.

Thanks also to our cadets and juniors,

Without the dedication and commitment of everyone involved, we would not be here.

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

**Cecile Hunt** *FMAAT Guiding Businesses to Success*

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Email: cecilehunt@btinternet.com

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
Malvern Unit No 582 of the Sea Cadet Corps  
CHARITY No:511618**

I report on the accounts of Malvern Unit No 582 of the Sea Cadet Corps for the year ended 31<sup>st</sup> March 2023.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for:

- The preparation of the accounts.
- The Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an Independent Examination is needed.

It is my responsibility to:

- Examine the Accounts under Section 145 of the Charities Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) of the Charities Act), and
- To state whether particular matters have come to my attention

**Basis of Independent Examiner's Report**

My examination included a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures I undertake do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statements**

In connection with my examination, no matter has come to my attention:

- (1) Which give me reasonable cause to believe that in any material respect the requirements: to keep proper accounting records in accordance with section 130 of the Charities Act; to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Cecile Hunt FMAAT

Date: 26 Nov 2023

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under licence number 3129

Receipts & Payments Account for the Period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

	Note	Unrestricted	Restricted	2023	2022
		£	£	£	£
<b><u>RECEIPTS</u></b>					
Donations	1	1050	0	1050	2792
Fundraising	2	12408	0	12408	2930
Generated	3	4769	0	4769	2794
Grants	4	2032	0	2032	12263
Other	5	8276	0	8276	7822
Investments	6	217	0	217	5
<b>TOTAL RECEIPTS</b>		<b>28752</b>	<b>0</b>	<b>28752</b>	<b>28606</b>
<b><u>PAYMENTS</u></b>					
Overheads	7	13968	0	13968	23140
Operating	8	1566	0	1566	1096
Charitable Activity		0	0	0	0
Fundraising	9	2274	0	2274	250
Professional Fees	12	150	0	150	0
		<b>17958</b>	<b>0</b>	<b>17958</b>	<b>24486</b>
<b><u>ASSETS &amp; INVESTMENTS</u></b>					
Fixed Assets		1260	0	1260	0
Investment		0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PAYMENTS</b>		<b>19218</b>	<b>0</b>	<b>19218</b>	<b>24486</b>
<b>Net Income / (outgoing) resources</b>		<b>9534</b>	<b>0</b>	<b>9534</b>	<b>4120</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>		<b>45294</b>	<b>0</b>	<b>45294</b>	<b>41174</b>
<b>TOTAL CASH FUNDS</b>	<b>*</b>	<b>54828</b>	<b>0</b>	<b>54828</b>	<b>45294</b>

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

**Statement of Assets & Liabilities as at 31<sup>st</sup> March 2023**

<b>ASSETS &amp; LIABILITIES</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>2023</b>	<b>2022</b>
		£	£	£	£
<b>CASH FUNDS</b>					
Business Accounts		20906	21240	42146	33068
Petty Cash		238	0	238	0
<b>NET CURRENT ASSETS</b>		<b>21144</b>	<b>21240</b>	<b>42384</b>	<b>33068</b>
<b>OTHER MONETARY ASSETS</b>		<b>0</b>	<b>12444</b>	<b>12444</b>	<b>12227</b>
<b>INVESTMENT ASSETS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
-					
<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	0
Computers & Other Equipment	11	1071	0	1071	0
<b>TOTAL FIXED ASSETS</b>		<b>201071</b>	<b>0</b>	<b>201071</b>	<b>200000</b>
-					
<b>LIABILITIES</b>					
Independent Examination		0	0	0	0

**Restricted Funds**

*These are ring-fenced funds for known/planned expenditure. Includes £8.5k contribution towards £25k Building refurbishment project, £7.5k towards mountain bikes and associated storage & maintenance,*

*£2k for additional storage unit, and various other approved smaller spend commitments.*

*"Other monetary assets" are reserve funds for operating cost contingency, on deposit with CCLA Investment Managers.*

## **Notes to Accounts:**

<b>1. Donations</b>	<b>2023</b>	<b>2022</b>
Small donations	1050	292
Hawthorne Trust	0	2500
	<b>1050</b>	<b>2792</b>

  

<b>2. Fundraising</b>	<b>2023</b>	<b>2022</b>
P&SA (RHS SS)	4251	0
P&SA (3CS)	2504	0
P&SA (UBF)	3512	0
P&SA (RHS AS)	2141	2930
	<b>12408</b>	<b>2930</b>

  

<b>3. Generated</b>	<b>2023</b>	<b>2022</b>
HQ Grants	0	0
Cues/Subscriptions	4769	2794
	<b>4769</b>	<b>2794</b>

  

<b>4. Grants</b>	<b>2023</b>	<b>2022</b>
MSSC	2032	9596
Covid Grants	0	2667
	<b>2032</b>	<b>12263</b>

  

<b>5. Other</b>	<b>2023</b>	<b>2022</b>
Rent	5749	4004
Eon Solar Panels	1604	1526
Scrap Metal	49	43
Sundry	874	2211
Recycle Bank	0	38
	<b>8276</b>	<b>7822</b>

  

<b>6. Investments</b>	<b>2023</b>	<b>2022</b>
Interest	<b>217</b>	<b>5</b>

**Notes to**  
**Accounts cont:**

<b>7. Overheads</b>	<b>2023</b>	<b>2022</b>
Heat and Light	3199	2495
Water	646	535
Telephone	1178	1091
Building Maintenance	645	13722
Vehicle Maintenance	276	615
Equipment Maintenance	604	428
Insurance	2383	2049
Catering	206	245
Fuel	1910	459
Marketing / Postage / Stationery	1797	236
Sundries	1124	1265
	<b>13968</b>	<b>23140</b>
<b>8. Operating</b>	<b>2023</b>	<b>2022</b>
Courses	1566	1096
<b>9. Fundraising</b>	<b>2023</b>	<b>2022</b>
P&SA Show Costs	2274	250
<b>10. Assets (Vehicles after Depreciation)</b>	<b>2023</b>	<b>2022</b>
Minibus	0	0
<b>11. Assets (Computers &amp; Other Equip after Depreciation)</b>	<b>2023</b>	<b>2022</b>
Misc	1071	0
<b>12. Profesional Fees</b>	<b>2023</b>	<b>2022</b>
Accounts - Independent Examiner	150	0*

\* £150 fee included with "Sundries" Expenditure 21/22