



MALVERN UNIT NO 582 OF THE SEA CADET CORPS

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

REGISTERED CHARITY NUMBER: 511618

CONTENTS

• Report of the Trustees	P3 - 11
• Legal & Administrative Information	P12
• Acknowledgements	P13
• Report of the Independent Examiner	P14
• Receipts and Payment Accounts	P15
• Statement of Assets and Liabilities	P16
• Notes to the Accounts	P17 - 18

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 2024. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Mission of the Sea Cadet Corps

The MSSC Strategic Plan published in 2003, defines the Mission for the Sea Cadet Corps as: "Inspiring young people to achieve their potential through challenge and nautical adventure guided by the customs and traditions of today's Royal Navy".

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 (SCC)
- Providing access to waterborne activities, events and competitions at district, area, and national levels
- Availability of formal achievements whilst completing courses to earn badges and promotions.

Malvern Unit (Unit 582) of the Sea Cadet Corps 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. 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 UNIT

Chairmans Statement & Report

Good evening everyone and welcome to our Annual General Meeting (AGM).

Thank you for joining us tonight. 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 2023 until 31st March 2024.

Malvern Sea Cadets is a registered charity in England and Wales and is wholly financed through the income it raises from subscriptions and CUES (Contribution to Unit Expenses), grants and donations, plus rental and other sundry income.

The Unit Management Team (UMT), as well as being the Trustees of the charity, are responsible for the effective management of the unit and meeting their obligations to the charity regulators and Marine Society and Sea Cadets (MSSC). We generally meet once per month to do so.

THE UNIT MANAGEMENT TEAM HERE TONIGHT ARE: (FULL VOTING MEMBERS)

1. Myself/David Black – Trustee and Chair of the Unit.
2. Carol Tiley MBE - Southwest Area Chair and Unit Treasurer
3. Jonathan Holloway – Trustee & Treasurer Designate
4. Natasha Adams – Trustee & Unit Secretary

(OTHER UMT MEMBERS)

5. SLt Alleisha Lewin (SCC) RNR – Trustee & Unit Commanding Officer (CO)
6. Lt Alex Malm (SCC) RNR – Staff Representative
7. Sarah Pullin – Unit Assistant (Grant Funding)

(FORMER UMT MEMBERS WHO SERVED FOR ALL/PART OF THE FINANCIAL YEAR 1 APR 2023 – 31 MAR 2024)

8. Angela Parker – Trustee. Stood down 5th December 2023
9. Steve Green – Trustee. Stood down 25th March 2024
10. Andy Gurnett – Trustee. Stood down 19th August 2024
11. Radhika Sagu – Trustee. Stood down 8th October 2024

ALSO HERE THIS EVENING:

Will Elliot – MSSC Volunteer & Business Support Manager – Southwest Area, who will act as the Returning Officer for the voting section later in the AGM.

MINUTES OF THE LAST AGM FOR APPROVAL

The minutes of the last AGM were circulated following that meeting and copies made available to all attendees here this evening. Can I have a proposer and seconder for approval please.
(*Subsequently proposed and approved*).

Headlines:

The last financial year ended 31st March 2024 saw the pace of change pick up and good progress made against many of the strategic and tactical objectives set at the start of that period.

The physical improvements to the Unit completed in that period were thanks to a generous grant from the Marine Society. Focus continued around improving safety, risk and compliance performance. We were able to replace several canoes and kayaks and purchase or renew other equipment. We improved our changing facilities at Upton Marina following earlier flood damage. Our financial position remained solid thanks to fundraising activity, enabling the Unit to maintain subsidised cadet subscriptions/cues at the level set in 2021, and subsidise a variety of other cadet activities. Cadet numbers stabilised during the period. Unit review outcomes improved against the previous year.

We have an ambitious agenda of improvements we have already begun making in the current financial year and subject to resources and finances, plan to continue making beyond.

Challenges remain around volunteer recruitment for Trustees, instructional staff and Unit assistants which is an impediment to the pace at which we can drive change and improvements. Nonetheless, I would like to thank all our dedicated volunteers for their loyalty and commitment which has enabled the ongoing operation of the Unit and delivery of the Sea Cadet activity curriculum and experiences to our cadets and juniors.

Special thanks this year to CAROL TILEY, our Area Chair who has supported us through challenging times over the past few years and without whom, we may have been unable to continue operating. Carol has advised she will step back from her role as Unit Treasurer and Unit Trustee following this meeting. I cannot thank her enough for her guidance and support throughout her period of involvement.

Thank you also to STEVE GREEN, who stood down as a Trustee and member of the Unit Management Team earlier this year after 26 years of invaluable support to the Unit in a variety of capacities.

Thanks also to ANDY GURNETT who stood down as a Unit Trustee in August 2024 having served in that capacity for the previous 18+ months.

Finally, I would like to thank you all for the support you already give and thank all the staff and volunteer team for their hard work throughout the year.

David Black
Trustee & Chair
Malvern Sea Cadets
24th September 2024

Commanding Officer Report

Following significant changes in the previous reporting period, the aim for the 2023/24 financial year was growth in a variety of areas. In April 2023, Sub Lieutenant (SCC) Alleisha Lewin RNR was appointed as Commanding Officer and during her maternity leave from December 2023, Lt (SCC) Alex Malm RNR was appointed as Officer in Charge.

Other staffing changes saw the appointment of PO (SCC) Sam Malm as Unit Training Officer and the successful onboarding of other uniformed and UMT volunteers.

2024		
Unit Assistants	2	+1
Civilian Instructors	1	-
Senior Rates	5	-
Officers	4	-
Unit Management Trustees	4	-3
Honorary Supporters	1	+1
Serving Armed Forces Volunteers	1	-

We are always looking to increase the number of adult volunteers we have onboard in order 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.

See below how cadet numbers have trended over the last 5 years.

	2023/24	2022/23	2021/22	2020/21	2019/20
Cadets	12	11	14	18	15
New Entries	1	0	1	2	2
Junior Sea Cadets	8	8	8	4	4
	21	19	23	24	21

As a result of cadets leaving the unit and many Junior Sea Cadets aging up, at year's end the unit was operating at roughly 70% capacity. We continue to advertise and aim to improve our levels of active recruitment, though again would appreciate your support in sharing our message. Our aim is to reach 30 cadets on strength.

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 1st 2023 and March 31st 2024.

TOS / SOS	Number	
Cadets Taken on Strength	15	+3
Cadets Struck off Strength	11	-11
Adults Taken on Strength	9	+7
Adults Taken off Strength	5	-1

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

Qualification	Number Gained
Advanced Peer Educator	2
Award in Young Sports Leadership	5
Basic Handling	2
Basic Peer Educator	1
Basic Rock Climbing	2
British Canoeing Foundation Safety and Rescue Training (FSRT)	2
British Canoeing Paddle Discover Award	6
British Canoeing Paddle Explore Award	2
British Canoeing Paddle Start Award	9
Cadet Forces Swimming Test	17
Cadet Forces Water Safety Test	6
Commodore's Broad Pennant	1
Communication Information Systems – Radio Basic	2
First Aid at Work	4
First Aid Emergency at Work	1
First Aid Instructor	2
Food Safety Level 2	5
Intermediate Campcraft	2
Junior Sea Cadet Blue Module	3
Junior Sea Cadet CREST Award	10
Junior Sea Cadet Green Module	3
Junior Sea Cadet Red Module	9
Junior Sea Cadet STEM Proficiency	6
Junior Sea Cadet Yellow Module	8
Meteorology Proficiency	2
MIAS Mountain Bike Leader Level 4	1
MIAS Mountain Bike Leader Level 5	1
NICAS Level 1	2
Offshore Sail Grade 1	1
Offshore Sail Grade 2	2
Peer Educator Instructor	1
Piping Basic	6
Piping Proficiency	5
Rowing Instructor	2
Rowing Taster Certificate	8
RYA Competent Crew	1
RYA Powerboat Level 1	2
RYA Powerboat Level 2 Displacement	2
RYA Powerboat Level 2 Planing	2
Safeguarding at Sea Cadets Instructor	1
Small Bore Advanced	1
Small Bore Basic	1
Stripping, Assembling, Cleaning and Maintaining	2
Weapon Handling Test	3
Zeroing and Sight Adjustment	2

157 qualifications were awarded (127% in comparison to 2022/23). In addition, promotion levels can be seen below:

Promotions	Number
Leading Cadet	2
Cadet	3
Able Cadet	1
Cadet First Class	5
Leading Junior Cadet	3
Junior Cadet First Class	2

See below where cadets (both Juniors and Seniors) have represented the unit at District, Area and National level in a variety of competitions:

Event	Cadets	Adults
Southwest Area Band 2023	1	0
District Combined Regatta 2023	7	2
Area Combined Regatta 2023	7	2
National Combined Regatta 2023	1	0
District Swimming 2023	8	4
Area Swimming 2023	5	1
District Football 2023	7	2
Area Football 2024	6	2
District Drill and Piping 2024	8	5
Area Drill and Piping 2024	0	2

In addition to the events above, the unit's adults provided plentiful support and participation at District and Area level in particular, not to mention the weekly parade nights, general day-to-day running and training weekends not captured in these statistics.

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

Event	Cadets	Adults
RHS Spring Show 2023	7	7
Worcester Marathon 2023	4	2
Royal Three Counties Show 2023	0	6
Armed Forces Day 2023	4	3
Upton Blues Festival 2023	0	7
Worcester City Run 2023	7	2
RHS Autumn Show 2023	6	6
National Trafalgar Parade	0	1
Poppy Collection 2023	14	5
Remembrance Parade 2023	15	5

We are incredibly lucky to have access to the facilities and fundraising activities that we do, and that have allowed us to achieve impressive changes such as the overhaul of our main deck. We have been supported by local businesses including Malvern Panalytical and the relationship with Lloyds Bank continues to prove fruitful for us.

I feel it is important to highlight 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.

SLt (SCC) Alleisha Lewin RNR
Commanding Officer & Trustee
Malvern Sea Cadets
24th September 2024

Treasurers Report

Headlines:

Receipts and payments were considerably greater than in the previous financial year, with a nett expenditure of £3665; this outflow is considered to be manageable given the relatively healthy state of the charity's reserves.

The main reason for the increased inflow and outflow of funds was the receipt and spending of a very generous grant of £17K from **MSSC** for the Main Deck refurbishment project, which is now complete, and which has made a very significant difference to the appearance and habitability of the unit. As in previous years the charity also received a much-appreciated donation of £1.5K from the **Hawthorne Trust**.

Cues (Contribution to Unit Expenses) income fell by £1K compared with the previous year. The main reason is continued problems with timely payments and action is being taken to correct this.

Fundraising by the Parents & Supporters Association (P&SA) was slightly higher than last year, with just under £13K being received following sterling efforts at four events throughout the summer months. The P&SA leadership has now decided to step back from routine fundraising efforts and in future these will be coordinated by the UMT; the UMT would like to thank all past and present P&SA members for their vital contribution to the financial health of the charity.

The increase in interest rates resulted in a healthy increase in income from our reserve funds held on deposit.

There was a significant increase in expenditure on overheads during the reporting period, but a large proportion of this was due to planned expenditure on the Main Deck refurbishment project, together with essential expenditure on correcting problems identified by health and safety inspections, e.g., fire safety. The unit's ageing minibus is also becoming increasingly expensive to maintain, and a more cost-effective replacement is being investigated.

Total bank balances fell from £54.8K on 31st March 2023 to £51.1K on 31st March 2024, but the unit is a brighter, safer place as a result and total reserves remain strong. £41K of these reserves remain ringfenced for possible future expenditure, including £5K as a unit contribution towards a new minibus if grant funding can be obtained for the remaining cost; this leaves £10K available for general expenditure.

The aim for the forthcoming year is to seek additional grant funding wherever possible to assist with major purchases and to complete all outstanding health and safety related work using the ringfenced funds referred to above.

Jonathan Holloway
Trustee & Treasurer
Malvern Sea Cadet Corps
24th September 2024

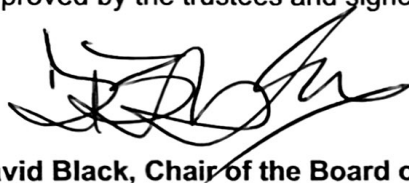
Election/Re-election of the Unit Management Team (UMT) Trustees

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

David Black; Jonathan Holloway; Natasha Adams; Alleisha Lewin

AGM Meeting closed at 19:45h.

Approved by the trustees and signed on their behalf on 25th November 2024

A handwritten signature in black ink, appearing to be 'David Black', written in a cursive style.

David Black, Chair of the Board of Trustees

**Malvern Unit (Unit 582) of the Sea Cadet Corps
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	https://www.sea-cadets.org/malvern

Trustees:

Chair:
Mr. David H Black

Treasurer:
Captain. Jonathan Holloway RN (Retd)

Secretary:
Mrs. Natasha Adams

Trustees:
David H Black
Jonathan Holloway
Natasha Adams
SubLt.(SCC) Alleisha Lewin RNR

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

Independent Examiner: Cecile Hunt, FMAAT Licensed Accountant.

Bank: Lloyds Banking Group

Acknowledgements

Malvern Sea Cadets (Unit 582 of the Sea Cadet Corps) would like to publicly acknowledge and thank the following organisations and donors for their financial and/or non-financial support during the financial year ending 31st March 2024:

- Marine Society and Sea Cadets (MSSC)
- Hawthorne Trust
- Malvern Panalytical Ltd, Malvern
- Lloyds Banking Group (West Midlands and South Regions)
- Three Counties Showground
- Upton Blues Festival Charity
- Graham Kearney, SGT Services

Our sincere thanks also go to all our adult volunteers, uniformed and civilian instructors, management team, unit assistants, P&SA volunteers as well as other supporters, District, Area and MSSC staff for their dedication, time commitment, teamwork and general support in helping us to successfully deliver the Sea Cadet experiences to all our cadets and juniors.

We are indebted to you all.

**Malvern Unit (Unit 582) of the Sea Cadet Corps
Report of the Independent Examiner**

The Independent Examiner's report of our Final Year End Accounts to 31st March 2024 (presented here for adoption at the meeting) was carried out by Cecile Hunt and signed off as in-order on 2nd September 2024.

Adoption of these was proposed by SLt. (SCC) Alleisha Lewin RNR, (Trustee & CO) & seconded David Black (Trustee & Chair).

Cecile Hunt FMAAT
Guiding Businesses to Success

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS
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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 31st March 2024.

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: 02 September 2024

aat AAT Licensed
Accountant
Licensed and regulated by AAT
under licence number 3129

Malvern Unit (Unit 582) of the Sea Cadet Corps
Receipts & Payments Account for the Period 1st April 2023 – 31st March 2024

	Note	Unrestricted	Restricted	2024	2023
RECEIPTS		£	£	£	£
Donations	1	1625	0	1625	1050
Fundraising	2	13458	0	13458	12408
Generated	3	3712	0	3712	4769
Grants	4	0	17000	17000	2032
Other	5	8006	0	8006	8276
Investments	6	858	0	858	217
TOTAL RECEIPTS		27659	17000	44659	28752
PAYMENTS					
Overheads	7	28349	17000	45349	13968
Operating	8	685	0	685	1566
Charitable Activity		0	0	0	0
Fundraising	9	2140	0	2140	2274
Professional Fees	12	150	0	150	150
		31324	17000	48324	17958
ASSETS & INVESTMENTS					
Fixed Assets		0	0	0	1260
Investment		0	0	0	0
		0	0	0	1260
TOTAL PAYMENTS		31324	17000	48324	19218
Net Income / (outgoing) resources		(3665)	0	(3665)	9534
Transfer between funds		0	0	0	0
Cash Funds From Last Year		54828	0	54828	45294
TOTAL CASH FUNDS		51163	0	51163	54828

Malvern Unit (Unit 582) of the Sea Cadet Corps
Statement of Assets and Liabilities as at 31st March 2024

ASSETS & LIABILITIES		Unrestricted	Restricted	2024	2023
CASH FUNDS		£	£	£	£
Business Accounts		30882	0	30882	42146
Petty Cash		161	0	161	238
NET CURRENT ASSETS		31043	0	31043	42384
OTHER MONETARY ASSETS		20058	0	20058	12444
INVESTMENT ASSETS		0	0	0	0
ASSETS RETAINED FOR					
CHARITY'S OWN USE					
Land & Buildings		200000	0	200000	200000
Boats		0	0	0	0
Vehicles	10	0	0	0	0
Computers & Other Equipment	11	910	0	910	1071
TOTAL FIXED ASSETS		200910	0	200910	201071
LIABILITIES					
Independent Examination		0	0	0	0

Malvern Unit (Unit 582) of the Sea Cadet Corps**Notes to Accounts:**

	2024	2023
1. Donations		
Small donations	125	1050
Hawthorne Trust	1500	0
	1625	1050
2. Fundraising	2024	2023
P&SA (RHSSS)	4808	4251
P&SA (RTCS)	2525	2504
P&SA (UBF)	3449	3512
P&SA (MAS)	2132	2141
Other	544	0
	13458	12408
3. Generated	2024	2023
Cues/Subscriptions	3712	4769
4. Grants	2024	2023
MSSC	17000	0
5. Other	2024	2023
Rent	4658	5749
Eon Solar Panels	1848	1604
Scrap Metal	0	49
Sundry	1500	874
	8006	8276
6. Investments	2024	2023
Interest	858	217
7. Overheads	2024	2023
Heat and Light	3437	3199
Water	895	646
Telephone	1378	1178
Building Maintenance	3146	645
Main Deck Refurbishment	27961	0
Vehicle Maintenance	1888	276
Equipment Maintenance	22	604
Insurance	2758	2383
Catering	406	206
Fuel	606	1910
Marketing/Postage/Stationery	466	1797
Sundries	2386	1124
	45349	15101

Malvern Unit (Unit 582) of the Sea Cadet Corps

Notes to Accounts cont:

8. Operating	2024	2023
Courses	685	1566
9. Fundraising	2024	2023
P&SA Show Costs	1200	2274
Van Hire & Clothing	940	0
	2140	2274
10. Assets (Vehicles after Depreciation)	2024	2023
Minibus	0	0
11. Assets (Computers & Other Equip after Depreciation)	2024	2023
Laptops	910	1071
12. Professional Fees	2024	2023
Accounts – Independent Examiner	150	150

END.