



## Trustees' Annual Report for the period

From **April 2020** To **April 2021**

Charity name: **HEREFORD SEA CADET CHARITY**

Charity registration number: **520955**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To raise charitable funding to pay the running costs of the Hereford Sea Cadet Unit by maintaining an Inclusive cohesive organisation
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"><li>A. Actively seeking funds</li><li>A. Maintaining fully auditable accounts</li><li>B. Ensuring a safe training environment</li><li>C. Ensuring the uniformed elements of the unit are conducted within the MSSC guidelines</li><li>D. Engendering a culture of equality and inclusivity</li><li>E. Ensuring safeguarding of young people when operating within the boundaries of the unit and its activities.</li><li>F. Hold an AGM</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In accordance with the Charities Commission's public benefit guidance the Hereford Sea Cadet Charity Trustees have delivered throughout the year the stated aims in supporting the youth of Hereford

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	<b>Members of the Hereford Sea Cadet Charity contributed by subscription £1000.00 this financial year.</b>

Other		<b>A total of £20,000.00 was received from the local council for the benefit of COVID relief</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In accordance with the Charities Commission's public benefit guidance the Hereford Sea Cadet Charity has delivered throughout the year its stated aims in supporting the youth of Hereford. In concert with many other charities the Hereford Sea Cadet Charity had a challenging year. That said the Trustees and Uniformed members have achieved a number of phenomenal successes. 2020 saw the trustees achieve the stated goal of completing the sewerage project; I extend my thanks to all who have donated to this project, Mr Clive and Sylvia Richards, Gannet Foundation, Foyle Trust and others who wish to remain anonymous. The Unit completed all outstanding repairs following the floods in 2019 and we completely refurbished the unit. The Commanding Officer and Cadets achieved the amazing and well-deserved accolade from the Captain of the Corp in the form of being a BURGESS Unit; This is only awarded to the top units in the country and is very prized. This is also a year earlier than the UMT had planned so well done the cadets.</p> <p>The cadet training and aims of the charity as laid out in the 2020/21 Management Plan were fully met with exception of water based activities which were banned due to COVID restrictions. The Commanding Officer set up a new IT link to enable cadets to attend certain meetings via a ZOOM computer application. This subscription was paid for by the City Council. Another grant was obtained for new laptops to be purchased. The Unit now has a new Padre the Rev Phil who has been a most welcome addition to the team.</p> <p>The treasurer will report on the</p>

		<p>financial situation but I would like to thank the City of Hereford for their very generous donation to assist us to overcome the flood damage to the unit. During the year we have purchased a new canoe, 2 new outboard engines, 3 new smartboards for the classrooms, a new Sea Cadet Standard, new cooking hob, and installed CCTV. The Unit has been made COVID safe and we look forward to the coming times when all activities can be re introduced. Overall the Hereford Sea Cadet Charity has maintained and exceeded expectations due to the diligence and dedication of the amazing Cadets and their adult instructors.</p>
--	--	--

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>the sewerage project is complete and was on budget.</b>
Other		<b>The unit has been made COVID safe and is now fully recovered from the flood damage.</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Started the year with a positive £39,265.62. a full statement of accounts is attached to this report. As the amount of income is in excess of £25,000.00 in accordance with Charity Commission regulations the annual accounts have been independently verified by Mrs Debbie Chalk a local authority finance officer. I thank her for her time and diligence in reviewing the accounts.</p> <p><b>Income</b> £50,439.36</p> <p>There was no income from rental in the year 2020/2021 due to COVID.</p> <p><b>Expenses</b> <b>£56,734.63 of which £25,000.00 was expended on the new sewerage plant purchase and installation</b></p> <p><b>The final balance as of 31 March 2021 was £32,970.35 which gave an operating deficit of £6,297.27 for the year.</b></p> <p>.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The Charity has a policy of maintaining 6 months' worth of financial reserve. This is to cover risk to income and provide a sufficient buffer to redress any unforeseen circumstance.</b>
Amount of reserves held	Para 1.22	<b>£4000.00</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Grant funding. See annual accounts.</b>

--	--	--

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees appointed annually at the AGM.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Utilises MSSC induction process.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Chairperson, Treasurer, Secretary, other Trustees.</b>
Relationship with any related parties	Para 1.51	<b>Affiliated to the Marine Society and Sea Cadets Charity</b>
Other		

### Reference and Administrative details

Charity name	Hereford Unit Sea Cadet Charity
Other name the charity uses	
Registered charity number	520955

Charity's principal address	Hereford Sea Cadet Unit, Wyeside, Greyfriars Avenue, Hereford HR4 0BE.

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Stephen Taylor	Chairperson		Trustees of Charity
2	Samantha Jones	Treasurer		Trustees of Charity
3	Debbie Sissions	Secretary		Trustees of Charity
4	Sarah Kilby	Trustee		Trustees of Charity
5	Jane Sheils	Holding Trustee		Trustees of Charity
6	Ken Matthews	Holding Trustee		Trustees of Charity
7				
8				
9				

Corporate trustees - names of the directors at the date the report was approved

<b>Director name</b>		
<b>Nil</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
Jane Sheils		Trustees of Charity
Ken Matthews		Trustees of Charity

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


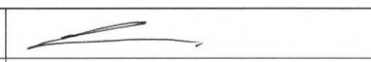
### Other optional information

--

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stephen John Taylor	Samantha Jones
Position (eg Secretary, Chair, etc)	Chairperson	Treasurer
Date	31/8/2021	







## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

Report to the trustees/ members of	Hereford Sea Cadets		
On accounts for the year ended	31st March 2021	Charity no	520955
Set out on pages	<small>(remember to include the page numbers of additional sheets)</small>		

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those 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 undertaken 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 statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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

\* Please delete the words in the brackets if they do not apply.

Signed: D. Chalk Date: 23/7/21

Name: DEBBY CHALK

Relevant professional qualification(s) or body (if any):

Address: 38 QUEENSWOOD DRIVE  
HEREFORD  
HRI 1AT