

**St Helens Sea Cadets Unit 294**  
**TS Scimitar**  
**Minutes of Annual General Meeting**  
**Held on Tuesday the 24<sup>th</sup> of October 2023**

**Agenda**

- 1. Apologies for Absence.**
- 2. Opening Address or Comments by the Chairperson**
- 3. Minutes of the last AGM (November 2022) for adoption.**
- 4. Matters arising from those minutes.**
- 5. Units Chairpersons report.**
- 6. CO Report**
- 7. Treasurer's Report and adoption of accounts (2022/23)- Adoption of Signatories for Bank Account, On-line access, and Debit cards.**
- 8. Health and safety.**
- 9. Election/Re-election of President – Letter was sent to proposed President.**
- 10. Holding Trustees – Letters were sent to establish up to date contact details and whether they wish to remain as a Trustee.**
- 11. Election/ Re-election of Unit Management Committee (UMC) – (either en bloc or individually. Plus, any new nominations.**
- 12. Any other business**
- 13. Date of next meeting**

## **Present**

Paul Turner – CO

James Dillon – Health and Safety Officer

Yvonne Chadwick –Interim Chairperson

Sarah Dillon- Interim Treasurer

Malgorzata Barrow – Interim Secretary

Terence Burns

### **1. Apologies for Absence**

Tracy Howarth, David Pennington

### **2. Opening address or comments by Chairperson**

Hallo and good evening, thank you all for attending.

### **3. Minutes of Last AGM (November 2022) for Adoption**

All UMC members present had access to a copy of the previous minutes from 2022 sent on the google chat and paper copies were on the table prior to the meeting to read through. The minutes were read and agreed by all members as a true record. Approval of the minutes was proposed by Malgorzata Barrow and seconded by Yvonne Chadwick.

### **4. Matters Arising from those minutes**

Catherine Riley was released as Treasurer in May this year; she had been hard to get hold of and expressed her wish to finish which was agreed upon once she sent over the accounts, which she did.

As this is the 3<sup>rd</sup> Treasurer to leave in 3 years we have been focusing on making the accounts more user friendly, accessible and others having knowledge of how the accounts are done to make things easier if we have another Treasurer leave unexpectedly.

Paul Wainwright also was released from his position as Chairperson at his request, noted in previous meeting minutes and subsequently then released as a committee member after being unreachable over a period of months.

We have had new UMC members join, Malgorzata Barrow, Tracy Howarth and David Pennington and saw the Unit gain a new CO Paul Turner.

We are in the final stages of releasing Arthur Kelsall from the Land Registry, this has been a long and tiring process hindered initially by finding a Solicitor, we are in discussion with the MSSC Solicitor on how this process can be made better for future generations who will take over in time.

The Survey we had done last year led to a quotations for works to be completed, some repairs we managed to get done straight away but others we still do not have the funds for, we work hard to apply for grants to hopefully complete these outstanding repairs in the coming year.

## **5. Chairperson's Report**

"Hello and Good evening, thank you all for attending.

Where do I start? I only want this report to focus on the future ahead and not solely on the year past.

This year as seen a lot of changes to our volunteers and to the whole Unit, some of these changes will take time to develop and some of the new procedures and improvements won't show for a little time yet but the changes are all positive and I look forward to seeing how these develop.

I try to remind myself of the journey I personally have taken over the 7 years I have been with the Sea Cadets and the highs and lows most of us have experienced together and realise that I have learned a lot and continue to discover new things every day that challenge me but, some of those challenges have been hard to navigate and my life is not the same as it was when I first started, my goal is however still the same, to do the best I can while I'm here.

The committee has some new members which I hope will lead to fresh ideas and a stronger team moving forward, I know right now nothing exciting has been happening and I have not been as present as I once was, unfortunately work, grants, accounts, solicitors have all got in the way of the fun stuff and so hopefully next year we can plan some events that will be fun to do and good for the Unit.

Unit wise, we have had so many wonderful successes from boating achievements, Mayors Cadet, Cadet promotions and receiving our Burgee. The successes are clear to see, and they make me so proud of the work you all do.

We celebrated our 80th anniversary, again this is a massive achievement to have a such a lasting presence in St Helens, it was marked with a Mess dinner attended by friends old and new. Hopefully we will be around for another 80, with this in mind, my focus is on grants and promotion of the Unit, we need to get a cash influx so that we can get some of the maintenance jobs done that we desperately need doing, this is massively important if we want to develop and move forward with all our ongoing plans. One of these plans see

the Marine Cadets back into the Unit, this will only strengthen the Unit in the long run and offer Cadets more opportunities.

The Unit will be going into 2024 with a new perspective, team and ideas and I'm interested to see what happens."

## 6. CO Report

### Commanding Officers Report – AGM

*"St Helens has had a big transition this year from myself taking over from James and a new Chairman. This hasn't been without its challenges but I'm hopeful we are on the up now.*

*We currently stand at 52 Cadets and 22 Adult Instructors on WM. This correlates from the 33 Cadets and 16 Instructors from last year's AGM.*

*This is from our recruitment campaign within schools, social media and events and we hope when ready we can re-launch this again.*

*Some points of note from this year have been that we have achieved:*

- *Mayors Cadet, this is a first for St Helens Borough and we appreciate that we have been recognised from the start with this.*
- *80th Anniversary Dinner – Raising funds and our profile further.*
- *Cadets attending London for remembrance Sunday.*
- *Cades have reached area and national in competitions.*
- *Endorsement of opening RMC and successfully recruiting staff to enable this to happen.*
- *Burgee for the last Unit Review scoring a third consecutive burgee shows a high standard unit. This is a great achievement for the former CO as he has continued to lead the unit in a positive way, and I'll take this moment to thank James for his continued work in all levels.*

*The unit's usual functions and training standard has been improving over the recent months from role changes and organisational changes through the parade nights. This has allowed more cadets to remain in the unit and increase our numbers globally.*

*We are forming strong relationships with Company's such as James Fisher Subtech who have already attended the unit twice and we hope to build on this relationship in the future. We've also build better relationships with the RAFATC who I hope we can arrange some opportunities for our cadets too in the near future as well as host the armed forces covenant rep from St Helens council who is also on board in helping us achieve in projects.*

*I'd like to thank the UM for their work and appreciate to have my full support for this difficult year ahead whilst we combat the building and consider our options long term.*

*Thankyou for your warm welcome this year to St Helens Unit."*

## **7. Treasurer's Report for 2022 to 2023**

*"Some of you will know and some wont but we have not had a proper Treasurer report for about a year, this was due to the instability of the Treasurer position, we did however gain bank access and overall, more transparency regarding the finances and so moving forward we should have a monthly report.*

*We also gained access to the Scottish Power, Water and Virgin Media account all to aid our financial understanding and better control of our accounts.*

*This coming year, we will be asking the accountant to record the accounts differently as they do not explain enough where our money comes from i.e. other income and a few things maybe in the wrong section i.e. donations."*

## **8. Health & Safety Report**

AGM Health & Safety - S/LT (SCC) James Dillon RNR

*"The unit has now adapted the new UMA (Unit Management Assurance) process which is now an ongoing requirement to ensure it reflects the unit's true position when it comes to compliancy. As it stands out of the 7 areas (A-F) there is still work to do in the following areas which is 26% (12% Work to do / 14% not compliant) of the UMA Report:*

- *B – Property Management*
- *C – Safety, Health & Environment*
- *D – Equipment*

*Progress can not be unvalued here there has been significant work done by a number of individuals who have worked hard on addressing the areas, there is still work to do to address the above areas and a plan is being drawn up to work through them.*

*Another process introduced recently is a monthly Health & Safety Inspection of the unit "Rounds" This involves a work through the unit to pick up and report any health & safety concern, a report is then generated and submitted to the Unit Command Team. The report includes actions to address findings and inputted into a tracker for any available member of the team to address if / when time allows. There are several urgent ones which need addressing and have rolled over for several months now which includes repair of a fire door, damaged to floor outside wardroom & vegetation (external fire escape route) Each month a check on previous actions is carried out and where they have not been address, they are transferred over to the next month.*

*It is the view of myself & Paul Turner (Unit OIC) that the unit would benefit from an external specialist when it comes to fire safety & prevention to undertake a survey and produce a fire risk assessment on behalf of the unit. This will give the unit a better understanding of where we are and what work is needed to ensure the issues are addressed by priority. It will further assist with the units plan to obtain an overnight license for cadet training.*

*The unit should include an asbestos survey in it's plans for the future, at the last UMA Visit by the Area Training Safety Advisor indicated we should look to have one carried out when the unit is in a better financial position due to the cost, this was added to the UMA report.*

*Going forward, information on the unit H&S position will be made available visually within the unit once I have confirmed requirements / location with the OIC. It is hoped that we can obtain more help to address any findings and complete the UMA report in a timely manner."*

#### **9. Election/Re-election of President**

Lord Derby was proposed by the Interim Chairperson and seconded by CO.

#### **10. Holding Trustees**

Arthur Kelsall resigned as holding trustee over concerns about his age, although we are sad to have been given this news we also understand, and other possible candidates will be contacted. Arthur's resignation has become official and approved by solicitor. Anthony Bull and Pauline Simpson have both agreed to stay on as holding Trustees.

#### **11. Election/Re-election of the Unit Management Committee (UMC) – (either en bloc or individually, plus new nominations)**

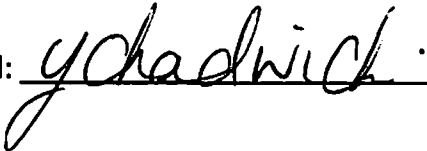
Chairperson – Yvonne Chadwick was proposed by Malgorzata Barrow and seconded by Terry Burns

Treasurer – Sarah Dillon was proposed by Yvonne Chadwick and seconded by Terry Burns


Secretary – Malgorzata Barrow was proposed by Sarah Dillon and seconded by Yvonne Chadwick

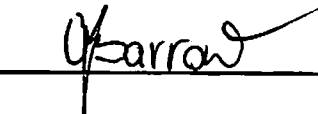
Unit Management Committee Members include- Terry Burns, Tracey Howarth and David Pennington.

Person's signing agreement on behalf of all members of the Unit Management Committee (UMC) are as follows:

Signed:  Yvonne Chadwick (Chairperson)

Signed:  Sarah Dillon (Treasurer)

Signed:  Paul Turner (Commanding Officer)

Signed:  Malgorzata Barrow (Secretary)

## **12. Any Other Business**

- New Direct Debit membership payment of subs to be tested by Malgorzata Barrow and Paul Turner. Direct Debit payments will start from 27<sup>th</sup> of November 2023 with the aim to promote commitment and attendance of sea cadets.
- Various options of fundraising discussed. Yvonne outlined progress of several grant applications-(BIFA and Tesco), renting the premises( during the day is not possible due to lack of volunteers during working hours.), expanding the paranormal access to the building discussed.
- Opening Royal Marines at the unit has been deemed not financially viable at the moment
- Changing safe and door codes discussed and agreed. To be completed ASAP
- Fire safety to be reviewed by CO and health and safety officer this year.

## **13. Date of next meeting**

6<sup>th</sup> of November 2023 at 19.00

Unaudited Financial Statements for the Year Ended 31 March 2023

for

St Helens Sea Cadets

Contents of the Financial Statements  
for the Year Ended 31 March 2023

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St Helens Sea Cadets

General Information  
for the Year Ended 31 March 2023

**PROPRIETOR:**

St Helens Sea Cadets

**ADDRESS:**

Mill Street  
ST HELENS  
Merseyside  
WA10 2BD

**ACCOUNTANTS:**

GR Taylor & Co Accountants  
54-56 Ormskirk Street  
ST HELENS  
Merseyside  
WA10 2TF

Financial Statements

for the Year Ended 31 March 2023

Accountants' Report to

St Helens Sea Cadets

In accordance with instructions given to us we have prepared without carrying out an audit the annexed financial statements from the accounting records of St Helens Sea Cadets and from information and explanations supplied to us.

GR Taylor & Co

GR Taylor & Co Accountants  
54-56 Ormskirk Street  
ST HELENS  
Merseyside  
WA10 2TF

G R TAYLOR & CO ACCOUNTANTS  
54-56 ORMSKIRK STREET  
ST HELENS  
MERSEYSIDE WA10 2TF  
TEL:- 01744 613027  
FAX:- 01744 616921  
EMAIL:- INFO@GRTGLOBAL.COM

Date: 29th August 2023

Client Approval Certificate

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

J Chadwick  
St Helens Sea Cadets

Date: 5/09/23

St Helens Sea Cadets

Trading and Profit and Loss Account  
for the Year Ended 31 March 2023

	31.3.23		31.3.22	
	£	£	£	£
<b>Income</b>				
Donations	5,000		11,563	
Subscriptions	2,426		1,771	
Other income	15,669		11,065	
Ghost hunt and room rental	8,900		18,256	
Fundraising	-		101	
Bar sales	-		398	
	<u>          </u>	31,995	<u>          </u>	43,154
 <b>Cost of sales</b>				
Opening stock	180		180	
Bar purchases	218		1,478	
IT purchases	6		-	
	<u>          </u>		<u>          </u>	
Closing stock	404 (180)		1,658 (180)	
		<u>          </u>	<u>          </u>	<u>          </u>
		224		1,478
		<u>          </u>		<u>          </u>
		31,771		41,676
 <b>GROSS PROFIT</b>				
 <b>Other income</b>				
Deposit account interest		-		1
		<u>          </u>		<u>          </u>
		31,771		41,677
 <b>Expenditure</b>				
IT maintenance	-		396	
Insurance	3,683		3,427	
Heat, light and water	6,837		5,792	
Buildings maintenance	19,915		4,527	
Cleaning and waste costs	1,908		214	
Telephone and alarm	1,288		1,008	
Trips and events	2,442		57	
Sundry expenses	2,949		2,983	
Accountancy	600		420	
Subscriptions	180		666	
Donations	28		50	
	<u>          </u>	39,830	<u>          </u>	19,540
		<u>          </u>		<u>          </u>
		(8,059)		22,137
 <b>Finance costs</b>				
Bank charges		93		48
		<u>          </u>		<u>          </u>
 <b>NET (LOSS)/PROFIT</b>		<u>          </u>		<u>          </u>
		(8,152)		22,089

St Helens Sea Cadets

Balance Sheet  
31 March 2023

	31.3.23		31.3.22	
	£	£	£	£
<b>FIXED ASSETS</b>				
Land and buildings	70,000		70,000	
Boats	6,960		6,960	
Other equipment	10,734		10,734	
	<u>          </u>	87,694	<u>          </u>	87,694
<b>CURRENT ASSETS</b>				
Stocks	180		180	
Cash at bank	28,921		36,893	
	<u>          </u>		<u>          </u>	
	29,101		37,073	
	<u>          </u>		<u>          </u>	
<b>CURRENT LIABILITIES</b>				
Trade creditors	175		175	
Accrued expenses	600		420	
	<u>          </u>		<u>          </u>	
	775		595	
	<u>          </u>	28,326	<u>          </u>	36,478
		<u>          </u>		<u>          </u>
<b>NET ASSETS</b>		116,020		124,172
		<u>          </u>		<u>          </u>
<b>FINANCED BY</b>				
<b>RESERVES AND FUNDS</b>				
Reserves		100,529		100,529
<b>CAPITAL ACCOUNT</b>				
Brought forward	23,643		1,554	
Add			22,089	
Net profit	-		<u>          </u>	
	<u>          </u>		23,643	
	23,643			
Less				
Net loss	8,152		-	
	<u>          </u>	15,491	<u>          </u>	23,643
		<u>          </u>		<u>          </u>
		116,020		124,172
		<u>          </u>		<u>          </u>

St Helens Sea Cadets

Reserves Schedule

31 March 2023

	Other reserves £
At 1 April 2022	100,529
At 31 March 2023	<u>100,529</u>

St Helens Sea Cadets

Tangible Fixed Assets Schedule

31 March 2023

	Land and buildings £	Boats £	Other equipment £	Totals £
<b>COST</b>				
At 1 April 2022 and 31 March 2023	<u>70,000</u>	<u>6,960</u>	<u>10,734</u>	<u>87,694</u>
<b>NET BOOK VALUE</b>				
At 31 March 2023	<u>70,000</u>	<u>6,960</u>	<u>10,734</u>	<u>87,694</u>
At 31 March 2022	<u>70,000</u>	<u>6,960</u>	<u>10,734</u>	<u>87,694</u>

## SET - UP PAGE

Please enter the relevant data into the cells shaded  
**BLUE**

UNIT NAME	RECONCILLIATION	
St Helens Sea Cadets	<b>Opening Balances</b>	
CHARITY NUMBER	£36,893.00	Bank Account
521309	£0.00	Saving Account
YEAR ENDING	£0.00	Petty Cash
2023	<b>£36,893.00</b>	<b>Total Opening Balance at 1st April 2022</b>
	<b>Closing Balances</b>	
	£28,921.00	Bank Account
	£0.00	Saving Account
	£0.00	Petty Cash
	<b>£28,921.00</b>	<b>Total Closing Balance at 31st March 2023</b>
	£29,101.00	Closing Balance per A3 Report

<b>THE SEA CADETS</b>		Form	
<b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b>		SCC A3 (R&P)	
<b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		Apr-19	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November			
<b>Unit Name:</b>	St Helens Sea Cadets	<b>Charity No:</b>	521309
<b>Fund-name/purpose</b> (if not held for the Unit's general purposes):-		<b>THIS YEAR</b>	<b>LAST YEAR</b>
	Notes	£	£
<b>REVENUE RECEIPTS –</b>			
ANNUAL FUND/DIRECT GRANT		£0.00	£0.00
SCAVA (Sea Cadet Victualling Allowance)		£0.00	£0.00
OTHER GRANTS		£0.00	£0.00
CADET CONTRIBUTIONS		£2,426.00	£1,771.00
OTHER DONATIONS / LEGACIES		£5,000.00	£11,563.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS		£0.00	£101.00
<b>OTHER CHARITABLE ACTIVITIES:</b>			
COMPETITION RECEIPTS		£0.00	£0.00
COURSE FEES		£0.00	£0.00
SUNDRY SALES RECEIPTS		£15,669.00	£11,065.00
BANK DEPOSIT INTEREST		£0.00	£1.00
PROPERTY RENTS (includes any occasional lettings/hirings)		£8,900.00	£18,256.00
OTHER REVENUE RECEIPTS	bar		£398.00
<b>TOTAL REVENUE RECEIPTS</b>	<b>A</b>	<b>£31,995.00</b>	<b>£43,155.00</b>
<b>NON-REVENUE RECEIPTS –</b>			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS		£404.00	£1,658.00
<b>TOTAL NON-REVENUE RECEIPTS</b>	<b>B</b>	<b>£404.00</b>	<b>£1,658.00</b>
(#Attach that Fund's similar Account of Receipts as page AC1A, and so on)			
<b>TOTAL RECEIPTS = A + B</b>	<b>C</b>	<b>£32,399.00</b>	<b>£44,813.00</b>
<b>Reconciliation:-</b>			
<b>NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-</b>			
- REVENUE ITEMS (= A – D from page AC2)	<b>G</b>	-£8,152.00	£43,155.00
- NON-REVENUE ITEMS (= B – E from page AC2)	<b>H</b>	£224.00	£1,658.00
- COMBINED (=G+H)		-£7,928.00	£44,813.00
<b>CASH/BANK BALANCE FROM LAST YEAR-END</b>		<b>£36,893.00</b>	<b>£0.00</b>
<b>CASH/BANK BALANCE AT THIS YEAR-END</b>	<b>2023</b>	<b>£28,965.00</b>	<b>£36,893.00</b>
<b>AC1</b>			

**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT  
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form  
SCC A3 (R&P)  
Apr-19

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

<b>Unit Name:</b> St Helens Sea Cadets	<b>Charity No:</b> 521309
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<b>In E&amp;W: STATEMENT OF ASSETS &amp; LIABILITIES</b> (English/Welsh Units: No valuations/costs or accounts notes required)	<b>Name of Fund</b> <small>if restricted</small>	<b>THIS YEAR</b> £	<b>LAST YEAR</b> £
<b>ASSETS:</b>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£28,965.00	£36,893.00
BANK DEPOSITS (if any) not included above			
LOANS RECOVERABLE			
OTHER DEBTS (total recoverable – exclude any "accruals")			
*STOCKS OF ITEMS FOR RESALE (total cost)			
INVESTMENTS (present value of securities &c)			
INVESTMENTS (ditto – belonging to a Restricted Fund, if any)			
<b>*OTHER FIXED ASSETS:</b>			
- LAND & BUILDINGS		£70,000.00	£70,000.00
- BOATS		£6,960.00	£6,960.00
- VEHICLES		£10,734.00	£10,734.00
- COMPUTERS & OTHER EQUIPMENT			
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above		£87,694.00	£87,694.00
<b>LIABILITIES</b>			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any "accruals")		£175.00	£175.00
CONTINGENT LIABILITIES (estimated total amount)		£600.00	£420.00

**[Scottish] ACCOUNTS NOTES\*** (if not within Annual Report)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use

	[Amounts]	Particulars
Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity or project	[      ]	
Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it	[      ]	Authority:
Amount of any trustee expenses reimbursed and for how many trustees	[      ]	For how many:
Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none)	[      ]	Nature:
Any further information that 'may reasonably assist' a reader's understanding	[      ]	
	Give page no(s).	- or say if none

(\*Show details on an extra attached (numbered) page if necessary)

..... Unit Treasurer

..... Unit Chairman

Signed as authorised by the Unit's Management Committee - Date:

**Note:** The statutory audit or independent examination report on this Statement of Account must be attached.

AC3

**THE SEA CADETS**

**ANNUAL STATEMENT OF ACCOUNT\* FOR THE UNIT  
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March**

Form  
SCC A3 (R&P)  
Apr-19

(\*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November

<b>Unit Name:</b> St Helens Sea Cadets	<b>Charity No:</b> 521309
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Unit address (or address for correspondence):-	
House name:	St Helens Unit 294 Of the Sea Cadet Corps
Street and No:	Mill Street
Area or Estate	
Town/City:	St Helens
County	Merseyside
Post Code:	WA10 2BB

Unit Management Team members (the 'charity trustees') at date of signing Report:-

Yvonne Chadwick		
Malgorzata Barrow		
Terrance Burns		
Sarah Dillon		
Tracy Howarth		

Names of any other persons who were charity trustees of the Unit at any time in the financial year:-

Paul Wainwright		
Catherine Riley		

Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) *[not: Scotland]*:-

Anthony Bull and MSSC	Arther Kelsall	Pauline Simpson
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**Nature and date of the Unit's constitution (governing document):-** Governed by Sea Cadet Standard Constitution

**The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-**

*Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy). The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.*

**The Unit's charitable purpose(s) as set out in its constitution is:-**

To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

**The Unit's main activities and achievements in the financial year were:-**

See attached Report

**Public Benefit**

The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by:

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

Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.

<b>THE SEA CADETS</b> <b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b> <b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		Form SCC A3 (R&P) Apr-19
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November		
<b>Unit Name:</b> St Helens Sea Cadets	<b>Charity No:</b> 521309	
<b>Reserves Policy</b> The charity trustees' policy aims to maintain unrestricted reserves at a level equating to <span style="float: right;">2 months</span> revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income Year-end reserves amounted to <span style="float: right;">£15,000.00</span> <span style="float: right;">4 months'</span> on that basis.		
<i>[Delete this section if not applicable]</i>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <i>The Unit holds</i>  <i>&lt;enter sum&gt;</i> </div> <div style="width: 40%; text-align: center;"> <i>in designated funds representing fixed assets needed for future activities and</i>  <i>for future projects to be carried out in</i> </div> <div style="width: 30%; text-align: right;"> <i>&lt;Enter No of Months/Yrs&gt;</i>  <i>as currently planned/expected</i> </div> </div>		
<i>[Delete this section unless the Unit has a Restricted Fund in deficit]</i> A restricted fund held for the purpose of was in deficit to the extent of and the steps being taken to rectify it are:-		
During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-		
The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation from the Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable; Units in Scotland: This disclosure is not mandatory]:-		
Date signed as authorised by the Unit's Management Team:  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             Sarah Dillon               Yvonne Chadwick               GR Taylor Accountants           </div> <div style="text-align: center;">             Unit Treasurer               Unit Chairman               Independent Examiner           </div> </div>		
<b>Note:</b> The statutory audit or independent examination report on this Statement of Account must be attached.		
		AC5

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<b>THE SEA CADETS</b>		Form	
<b>ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT</b>		SCC A3 (R&P)	
<b>RECEIPTS &amp; PAYMENTS ACCOUNT for year ended 31 March</b>		Apr-19	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November			
<b>Unit Name:</b> St Helens Sea Cadets	<b>Charity No:</b> 521309		
Fund-name/ <u>purpose</u> (if not held for the Unit's general purposes):-		THIS YEAR £	LAST YEAR £
	Notes		
<b><u>REVENUE PAYMENTS –</u></b>			
<b><u>DIRECT CHARITABLE ACTIVITY COSTS:</u></b>			
FUNDRAISING & SPECIAL EVENTS COSTS		£28.00	£50.00
COMPETITION COSTS		£2,442.00	£57.00
FUEL & TRAVEL COSTS		£0.00	£0.00
CATERING COSTS	bar	£224.00	£1,478.00
TRAINING COURSES COSTS	subs	£180.00	£666.00
ARTICLES PURCHASED FOR RESALE			
<b><u>OVERHEAD COSTS FOR:</u></b>			
RENT / COUNCIL TAX		£0.00	£0.00
HEAT, LIGHT & WATER		£6,837.00	£5,792.00
TELEPHONE & BROADBAND	including IT	£1,288.00	£1,404.00
OFFICE SUPPLIES, POSTAGE & PRINTING			£396.00
<b><u>MAINTENANCE COSTS FOR:</u></b>			
BUILDINGS & ESTATE	waste, cleaning, maintenance	£21,823.00	£4,741.00
BOATS		£0.00	£0.00
VEHICLES		£0.00	£0.00
OTHER MISC EQUIPMENT	sundries and bar	£2,949.00	£2,983.00
INSURANCE COSTS		£3,683.00	£3,427.00
BANK INTEREST & CHARGES		£93.00	£48.00
<b><u>CHARITY GOVERNANCE COSTS:</u></b>			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION		£600.00	£420.00
FOR OTHER PROFESSIONAL FEES		£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)		£0.00	£0.00
OTHER REVENUE COSTS			
<b>TOTAL REVENUE PAYMENTS</b>	<b>D</b>	<b>£40,147.00</b>	<b>£21,462.00</b>
<b><u>NON-REVENUE PAYMENTS –</u></b>			
ASSETS		£180.00	£180.00
<b>TOTAL NON-REVENUE PAYMENTS</b>	<b>E</b>	<b>£180.00</b>	<b>£180.00</b>
<b>TOTAL PAYMENTS (=D+E)</b>	<b>F</b>	<b>£40,327.00</b>	<b>£21,642.00</b>
(#Attach that Fund's similar Account of Payments as page AC2A, and so on)			