



TRUSTEES ANNUAL REPORT & ACCOUNTS FOR 2020-2021

**Birmingham Stirling (Unit 39) of the Sea Cadet Corps
Pithall Lane, Shard End, Birmingham, B34 7PT**

Email: chair.stirling@hotmail.com
Web: <https://www.sea-cadets.org/birminghamstirling>
Facebook: <https://www.facebook.com/BirminghamStirling>

Charity registered in England and Wales. Number 522887

TRUSTEES' ANNUAL REPORT FOR THE PERIOD 1ST APRIL 2020 – 31ST MARCH 2021

REFERENCE AND ADMINISTRATION DETAILS

Charity Name	Birmingham Stirling (Unit 39) of the Sea Cadet Corps
Other names charity is known by	T.S. Stirling
Registered charity number	522887
Charity's principal address	Pithall Lane, Birmingham, B34 7PT

OUR TEAM

TRUSTEES

Mrs Jennifer Harrison BEM	Chairman
Mr Oliver Chambers MBE	Commanding Officer
Miss Janine Garfield	Secretary
Mrs Carol Tiley MBE	Treasurer
Mr Ricky Towner	Health & Safety Representative & Vice Chairman

NAMES AND ADDRESSES OF ADVISERS

Bankers

Lloyds Bank Plc
Coleshill Birmingham
121 High Street
Coleshill
Birmingham
B46 3BS

Marine Society & Sea Cadets

202 Lambeth Road
Lambeth London
SE1 7JW

Independent Examiner

Cecile Hunt FMAAT
Guiding Businesses to Success
45 Allaston Road
Lydney
Gloucestershire
GL15 5SS

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing Document Constitution

How the charity is constituted Registered Charity

Trustee selection methods Trustees are elected annually at the Annual General Meeting.

The Trustees are actively involved in the day-to-day running of the organisation.

OUR AIM

To give young people the best possible head start in life through nautical adventure and fun based on the customs and traditions of the Royal Navy.

HOW

We are passionate about investing in all young people. We offer a unique mix of activities and experiences, delivered locally, regionally, nationally and off shore, which improve life chances at school, in work and for the community. Our trained and experienced volunteers and staff support and deliver learning through nautical adventure and challenge, with the customs and traditions of the Royal Navy at the core. Through this we create a sense of belonging and identity where young people flourish, gaining confidence, skills for life, values and qualifications, which help them seize a better future.

SEA CADET VALUES

Respect	To appreciate and be considerate to others
Loyalty	To be faithful to all who invest in me
Self-discipline	To do what I must
Commitment	To do what I say I will
Honesty & integrity	To tell the truth and be a good person
Courage	To do what we feel is right

SEA CADET LIFE SKILLS

Teamwork
Leadership
Communication
Motivation
Self-Confidence
Citizenship

Risk policy

The current trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have now been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

We continue to implement appropriate risk assessments to ensure that the safety of the team is understood, we regularly keep informed of the latest Government Guidance and look to further develop a different way of delivery to ensure we remain connected and present within our local community.

Policies and procedures adopted for the induction and training of trustees

The recruitment process is the start of a volunteer's journey with Sea Cadets, including Trustees. It includes an initial interview conducted at the charities premises but officially begins at the point that an adult Westminster record (Management Database) is created.

New volunteers should complete an application form, disclosure application, and complete three Sea Cadet e-learning modules within the first two months of their Westminster record being created. These being, Safeguarding, Health & Safety and Responsible for Information (Data Protection).

At this stage the new volunteer can only attend Sea Cadet premises as a supervised guest for the purposes of completing their enrolment.

Their application is approved by the Marine Society and Sea Cadets (MSSC) Volunteer Support Team, and their disclosure submitted for external processing. Enrolments will be cancelled by Volunteer Support where any element of the initial enrolment process is not completed within two months of the Westminster record being created.

Units must provide two reference forms to Volunteer Support no later than one month after the disclosure clears (unless the volunteer is applying for a Unit Management Team position (Trustee) where they must complete a trustee declaration.

The new volunteer must wait for their disclosure and references (if required) to be cleared by Volunteer Support before they can book onto an Induction Day course. Once cleared by Volunteer Support they receive an email confirming that their disclosure has cleared, and asking them to book onto an Induction Day, this includes a face to face safeguarding session, information about the roles of sea cadets and its history and details of the structure of the organisation, an overview of here to find policies and procedures applicable to their role.

The new volunteer can now attend Sea Cadet activities unsupervised. New volunteers who do not attend the Induction Day within six months of their disclosure clearing will have their membership of Sea Cadets cancelled.

OBJECTIVES AND ACTIVITIES

Our vision and objectives remain as always to ensure our cadets are equipped with the means to achieve the high standards and personal attributes necessary to succeed in their future endeavors whilst learning new skills and always having fun!

Our organisation works hard to give young people the best possible head start in life through nautical adventure and fun, based on the customs of the Royal Navy. Our objectives are to provide young people aged between the ages of 10 and 18, and who are predominantly drawn from inner city wards of Birmingham, opportunities that promote the Sea Cadet Values whilst developing valuable life skills that improve our young people's life chances.

We do this through a combination and variety of activities of outdoor and adventure, team building, waterborne and self-learning-based activities, such as Duke of Edinburgh, NVQ Public Services and other nationally recognised waterborne qualifications.

ACHIEVEMENTS AND PERFORMANCE

In November 2020, supported by the MSSC, Birmingham Stirling completely changed the Unit Management Structure of Birmingham Stirling. 5 experienced Trustees now govern the charity and are constantly looking at ways in which we can bring Birmingham Stirling back to its rightful place of

being a well-managed and trusted organisation for young people in the local community.

The Trustees 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 seaborne activities, events and training events at district, area and national levels.
- Availability of formal educational achievements whilst taking courses to earn badges and promotions
- Enabling and ensuring our volunteers are skilled to deliver the cadet experience safely and with due regard to increasing opportunities.
- Regularly communicate with our parents and community about the activities of Birmingham Stirling in an open and transparent manner.

Contributions are kept affordable in order to ensure all those who wish to take part in the activities provided may do so.

Cadet training for Sea Cadets and Junior Sea Cadets (SC and JSC) follows the Cadet Training Programme (CTP). The newly appointed Commanding Officer encourages feedback with what works well and even better if consultation, to keep our cadets and adult volunteers engaged and having lots of fun. We have managed to get more cadets enrolled within the unit, with numbers regularly growing.

We are proud to have established a small but strong and stable management of the Unit, both Trustees and Unit Uniformed Staff, and this will be a major factor in our success. I am constantly reassured by the professionalism of our volunteer team and the excellent working relationships established between all parties in such a short space of time. Long may it continue. Our particular thanks go to our Commanding Officer in respect of his continued energy to support the cadet experience within the local community.

Part of our success over the last year is that of making improvements to the building to ensure that is fit for purpose and safe. At the time of writing the Trustees have worked hard to ensure that the building condition report, commissioned in the previous financial year is being addressed.

Following a grant of £20,000 from the MSSC's Annual Premise Fund, and investment from charity reserves the following works have been undertaken:

- **Electrical safety** - The urgent upgrades to electrical fixing such as lighting, light switch replacements, new electrical sockets, power to parts of the building previously without power.

Replacement of the main electrical input as the system was overloaded previously. All equipment has been PAT Tested to ensure safety with unfit equipment disposed of.

Removal of outdated monitoring systems and upgraded CCTV systems in appropriate locations around the site.

- **Gas and fire safety** – replacement of all firefighting equipment was replaced following the commissioning of an independent Building Risk Assessment being carried out meant that 35 out of 37 devices were out of date or condemned. The Trustees took the decision to replace all pieces of equipment. The Fire Alarm was faulty so a change in fire safety has been taken with all of the staff team trained in what to do in the case of an emergency/evacuation.

There has been a replacement of the gas boiler, as this had been condemned following a gas safety inspection. Radiators now work so all areas where cadets take part in activities have access to heat and warmth.

- **Rubbish** removal - Over 4 tonnes of rubbish and excessive storage of out dated equipment and stores. External maintenance of the outdoor space has been undertaken to ensure a safe place for activity to take place and remove any unnecessary hazards.
- **New signage** has been introduced, to ensure that the sea cadet brand is represented.

A priority of the Unit Management Team was to ensure that a succession plan was put in place for the future management of the Charity by a local, well skilled and enthusiastic individual, Our Vice Chairman, has excelled in his role and will take the role of Chairman at the next Annual General Meeting.

Covid-19 and the impact on the Charity

With the impact of the Covid-19 Pandemic the unit closed to all face to face training on 17th March 2020, we were able to return to face to face parading in June 2021. This followed an in-depth review of all safety measures and review of risk in relation to activities.

The Unit Management Team Trustees, and volunteer staff team continued to facilitate online and utilised Microsoft Team, whilst continuing to remain connected using WhatsApp as a messaging tool alongside regular forms of communication.

We are also aware that with closure, cadet contributions would cease and this would impact on our viability long term. However, a review of services such as waste management were ceased, and the vehicle was declared SORN with the DVLA.

We implemented appropriate risk assessments to ensure that the safety of the team is understood, we regularly keep informed of the latest Government Guidance and look to further develop a different way of delivery to ensure we remain connected and present within our local community.

Future Plans

This leads me onto, future for the year ahead. The priority of the Trustees is to bring the unit premises back into full use to ensure that we are able to deliver the cadet experience and retain as many members as possible. We do not know how long the Covid-19 pandemic will continue to dominate.

However, we are clear that as a team, we are fully committed to supporting our cadets, adult volunteers and families through these difficult and challenging times. We have always been a charity that looks after the wider social issues of those we work and serve and we will continue to offer support to our beneficiaries who are most disadvantaged. We are already working with a local charity to offer food parcels and advice and information to such families.

Part of our future plans is to continue to work towards a building that is fit for purpose and safe and supports the cadet training programme. At the time of writing the Trustees have worked to ensure that the building condition report, commissioned in the previous financial year is being addressed. As a result, the following works are planned:

- Replacement of the poor roof coverings to protect the investment of the improvements made to date and in the future
- Redecoration of all the unity to ensure a vibrant bright space for our young people

- Continuing to upgrade the electrics to bring the whole building into use.
- Upgrade the heating system within the main activity space for our young people
- Replacement of the male cadet's shower and toilet block
- Upgrade to the cadets changing rooms
- Replacement of the kitchen facilities
- Investment in training resources including boating equipment to support the cadet training programme

FINANCIAL REPORT

Financial Review

- Income Receipts during the year was £46,781 and includes cadet membership fees, training course fees and other donations
- Payments made during the year was £16,140

Notes regards the accounts

- Accounts are lodged both with the MSSC and with the Charity Commission
- Cadet contributions are only £ 20.00 per month per cadet or £10.00 for our Junior Cadets
- Direct cadet Activities includes payment of training course fees
- Building overheads includes Council rates, Heat, light and power, telephone and other administrative costs
- Other operating costs include annual insurance contributions.

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equal to three months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. The trustees recognise that the current level falls below this required amount and therefore plan to undertake activities to increase unrestricted funds as soon as it is able to.

ACKNOWLEDGEMENTS

Birmingham Stirling (Unit 39) Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2020-2021.

- MSSC
- Parents and Supporters for their Cadet Contributions
- Birmingham City Council

Finally, we would like to acknowledge the support provided by all of the volunteers who dedicate their time freely. The unit is run purely on this support provide, without it, we could not operate and we could not support our young cadets.

Thank you for your commitment and continued support.

DECLARATION

The Trustees declare that they have approved the trustees annual report for Birmingham Vernon Sea Cadets and Royal Marine Cadets.

Signed on behalf of the charity's trustees:

Signature(s)

Full Name(s)	Jennifer Harrison BEM	Carol Tiley MBE
Position (e.g. Chair etc)	Chairman	Treasurer
Date Signed:	07/11/2021	07/11/2021

Cecile Hunt FMAAT **Guiding Businesses to Success**

45 Allaston Road, Lydney, Gloucestershire, GL15 5SS
Tel: 01594 842164 Mob: 07963 892 439
Email: cecilehunt@btinternet.com

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF **Birmingham Stirling Unit 39 of the Sea Cadet Corps** **CHARITY No: 793668**

As a licensed accountant (AAT) I report on the accounts of Birmingham Stirling Unit 39 of the Sea Cadet Corps for the year ended 31st March 2021.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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.

Additional note:

Since March 2020 the COVID19 pandemic has caused much disruption to the running of some of Unit 39 activities and continuation of some memberships. These issues have been well managed and the unit is financially in a relatively strong position as of March 2021 as COVID19 restrictions are being lifted.

Signed: 

Name: Cecile Hunt FMAAT

Date: 22 September 2021

aat AAT Licensed
Accountant

Licensed and regulated by AAT
under licence number 3129

ANNUAL ACCOUNTS

THE SEA CADETS		Form SCC A3 (R&P) Apr-19	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March			
(*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			
Unit Name: Birmingham Stirling	Charity No: 522887		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR	LAST YEAR
	Notes	£	£
REVENUE RECEIPTS –			
ANNUAL FUND/DIRECT GRANT		£400.00	£17,100.00
SCAVA (Sea Cadet Victualling Allowance)		£0.00	£0.00
OTHER GRANTS		£45,100.14	£8,645.00
CADET CONTRIBUTIONS		£1,227.00	£4,881.00
OTHER DONATIONS / LEGACIES		£290.00	£0.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS		£0.00	£2,757.21
OTHER CHARITABLE ACTIVITIES:			
COMPETITION RECEIPTS		£0.00	£0.00
COURSE FEES		£260.00	£2,709.35
SUNDRY SALES RECEIPTS		£0.00	£0.00
BANK DEPOSIT INTEREST		£3.63	£3.27
PROPERTY RENTS (includes any occasional		£0.00	£0.00
OTHER REVENUE RECEIPTS	Course refunds	-£500.00	£945.25
TOTAL REVENUE RECEIPTS	A	£46,780.77	£37,041.08
NON-REVENUE RECEIPTS –			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS		£0.00	£0.00
TOTAL NON-REVENUE RECEIPTS	B	£0.00	£0.00
(*Attach that Fund's similar Account of Receipts as page AC1A, and so on)			
TOTAL RECEIPTS = A + B	C	£46,780.77	£37,041.08
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	£30,640.91	£37,041.08
- NON-REVENUE ITEMS (= B – E from page AC2)	H	£0.00	£0.00
- COMBINED (=G+H)		£30,640.91	£37,041.08
CASH/BANK BALANCE FROM LAST YEAR-END		£3,567.70	£0.00
CASH/BANK BALANCE AT THIS YEAR-END	2021	£34,208.61	£3,567.70
AC1			

THE SEA CADETS		Form
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		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		
Unit Name: Birmingham Stirling	Charity No: 522887	
Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-	THIS YEAR	LAST YEAR
	£	£
Notes		
REVENUE PAYMENTS –		
DIRECT CHARITABLE ACTIVITY COSTS:		
FUNDRAISING & SPECIAL EVENTS COSTS	£0.00	£0.00
COMPETITION COSTS	£0.00	£0.00
FUEL & TRAVEL COSTS	£185.44	£1,561.82
CATERING COSTS	£0.00	£0.00
TRAINING COURSES COSTS	£1,216.00	£17,592.91
ARTICLES PURCHASED FOR RESALE	£0.00	£0.00
OVERHEAD COSTS FOR:		
RENT / COUNCIL TAX	£10.00	£1,706.90
HEAT, LIGHT & WATER	£2,544.77	£5,056.91
TELEPHONE & BROADBAND	£0.00	£0.00
OFFICE SUPPLIES, POSTAGE & PRINTING	£221.50	£68.35
MAINTENANCE COSTS FOR:		
BUILDINGS & ESTATE	£8,293.45	£15,781.55
BOATS	£0.00	£0.00
VEHICLES	£0.00	£0.00
OTHER MISC EQUIPMENT	£0.00	£169.18
INSURANCE COSTS	£2,004.70	£1,920.80
BANK INTEREST & CHARGES	£14.00	£42.26
CHARITY GOVERNANCE COSTS:		
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION	£150.00	£0.00
FOR OTHER PROFESSIONAL FEES	£1,500.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)	£0.00	£0.00
OTHER REVENUE COSTS	£0.00	£0.00
TOTAL REVENUE PAYMENTS	D	£16,139.86 £43,900.68
NON-REVENUE PAYMENTS –		
ASSETS	£0.00	£0.00
TOTAL NON-REVENUE	E	£0.00 £0.00
TOTAL PAYMENTS (=D+E)	F	£16,139.86 £43,900.68
(Attach that Fund's similar Account of Payments as page AC2A, and so on)		
AC2		

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

Unit Name: Birmingham Stirling **Charity No:** 522887

In E&W: STATEMENT OF ASSETS & LIABILITIES (English/Welsh Units: <u>No</u> valuations/costs or accounts notes required)	Name of Fund <u>if restricted</u>	THIS YEAR £	LAST YEAR £
ASSETS:			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£34,208.61	£3,567.70
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			
*OTHER FIXED ASSETS:			
- LAND & BUILDINGS			
- BOATS			£13,238.00
- VEHICLES			£1,500.00
- COMPUTERS & OTHER EQUIPMENT			£3,569.00
*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	[]	[]	
LIABILITIES			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any "accruals")			
CONTINGENT LIABILITIES (estimated total amount)			

[Scottish] ACCOUNTS NOTES* (if not within Annual Report)	[Amounts]	Particulars
For any <u>separate</u> 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	Give page no(s). - or say if none	
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	(or say if none) []	Authority:
Amount of any trustee expenses reimbursed and for how many trustees	(or say if none) []	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	[]	
	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.