



TRUSTEES ANNUAL REPORT & ACCOUNTS FOR 2023-2024

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

Email: chair@birminghamstirling.org.uk
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 2023 – 31ST MARCH 2024

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 Carol Tiley MBE	Chairperson
Miss Kealey Veitch	Vice-Chairperson (Appointed Chairperson Jan 2024)
Mr Joseph Nelson	Commanding Officer
Miss Sarah Hudson	Secretary
Mrs Vicki Butler-Tyler	Treasurer
Ms Magdalena Wudecka	Health & Safety Representative

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 9 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 2023, Birmingham Stirling have gained a new Unit management team who are working well as a team to make sure that Birmingham Stirling is safe, accessible and enjoyable for all. Trustees now govern the charity and are constantly looking at ways in which we can continue to keep consistency in making sure that Birmingham Stirling is 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. We also offer sibling discounts, and apply for grants to support low income families joining Sea Cadets.

Cadet training for Sea Cadets and Junior Sea Cadets (SC and JSC) follows the Cadet Training Programme (CTP). The 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 gain more cadets enrolled within the unit, with numbers regularly growing.

We are proud to have established a strong and stable management of the Unit, both Trustees and Unit Uniformed Staff, and this will continue to 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. Our particular thanks go to our Commanding Officer Sub Lieutenant (SCC) Joseph Nelson RNR, in respect of his continued energy to support the cadet experience within the local community.

We have continued to invest into the building, to enable us to have a building we are proud of. Following a grant of £15k from the MSSC, as well as other fundraising grants and investment from charity reserves the following works have been undertaken:

- **Fire Alarm Replacement** – We were able to replace the Fire Alarm system across the building. The old Fire Alarm system was not fit for purpose, and we had to have manual call points (air-horns) in places due to the old system being condemned. With this new Fire Alarm system, it has allowed us to host sleepover/residential weekends for Unit and District, therefore bringing in additional funding and having a safe building.
- **Male Cadet Showers** – We utilised donated shower cubicles from a neighbouring Sea Cadet unit to revamp and renovate the Male Cadet Shower area. The area was tired, and not fit for purpose. With this area, it is now a bright, clean and modern facility with 3 x showers, suitable for the Summer Months with boating.
- **Staff Accommodation** – We removed the Bar area from the Ward Room, and created a brand new space to be used for the Staff Accommodation. This also is re-utilised as a Staff Meeting room post residential weekends. This enables the adult volunteers to have their own space after training and giving up their weekends to support Sea Cadets.

A new chairman was welcomed in January 2024, who together with the team is continuing to make sure that the unit is safe to run and provides a safe and welcoming unit for all volunteers, cadets, families and our community.

Future Plans

This leads me onto, future for the year ahead. The priority for the Trustees is to invest further into the Main Hall space, as this can be used predominantly for Sea Cadet activities, however provides us an opportunity to introduce external bodies to use the facility, therefore providing a stream of income.

However, we are clear that as a team, we are fully committed to supporting our cadets, adult volunteers and families through 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.

Part of our future plans is to continue to work towards a building that is fit for purpose, safe and supports the cadet training programme. As a result, the following works are planned:

- **New Kitchen Installation** – Brand new installation of a Kitchen on the Main Deck/Hall of the premises to allow for further training opportunities for cadets/adults, ability to bring in funds by having the facility available for external hire and support when hosting unit/district/area training weekends.
- **Infrared Heating on the Main Hall** – Our Main Hall is a very cold space, due to the lack of insulation and a thin metal roof. Our solution is to purchase and install infrared heating across the hall. This is to consist of 10 x infrared heaters, covering the facility. This will enable us going into the Winter months having a warm space and an area that usually we would close in the Winter due to the temperature.
- **Cavity Wall Insulation** - We are looking to implement Cavity Wall Insulation throughout the building, allowing us to use less energy and save on costs, enabling us to cut down use of the central heating system.
- **Boating Equipment** - Investment into our Boating Equipment to introduce new Kayaks, Sailing Boats, and SUPs to increase qualifications earned per year, introducing more cadets onto the water trying new activities and increasing hours on the water per year.

FINANCIAL REPORT

Financial Review

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

Notes regards the accounts

- Accounts are lodged both with the MSSC and with the Charity Commission
- Cadet contributions are only £ 25.00 per month per cadet or £15.00 for our Junior Cadets (Section 1 & 2)
- 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 2023-2024.

- 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 Stirling Sea Cadets and Royal Marine Cadets.

Signed on behalf of the charity's trustees:

Signature(s)

Full Name(s)

Kealey Veitch

Vicki Butler-Tyler

Position (e.g. Chair etc)

Chairman

Treasurer

Date Signed:

02/01/2025

02/01/2025

Cecile Hunt *FMAAT* *Guiding Businesses to Success*

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF **Birmingham Stirling Sea Cadet** **CHARITY No:522887**

I report on the accounts of Birmingham Stirling Sea Cadet for the year ended 31st March 2024

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.



Cecile Hunt *FMAAT*

Date: 17 September 2024

aat AAT Licensed
Accountant

Licensed and regulated by AAT
under licence number 3129

Birmingham Stirling Unit 39 of the Sea Cadets Corps

Financial Activities April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (FY YTD)
Income Cadet		
Course	903.00	55.00
Cadet Courses		68.00
Cadet Subs	5,895.00	4,281.00
Charitable activities		364.00
Donations	1,163.49	1,244.22
Grants	14,094.81	17,663.54
Refunds	-53.20	
Sales	4,206.49	
Venue Hire	640.00	700.00
Total Income	£26,849.59	£24,375.76
TOTAL	£26,849.59	£24,375.76
Expenditures		
Advertising/Promotional	85.83	
Bank charges	54.97	
Boat Repair and maintenance	1,476.45	113.89
Computer Costs	80.04	
food and meals	1,620.27	175.66
fuel charges	374.93	228.66
Insurances	3,060.30	2,070.45
Interest Payable		5.00
INTERNET/PHONE	332.23	
Motor Vehicles repairs	253.63	1,166.54
Office Equipment Cost	808.95	
Office/General Administrative Expenses	1,655.74	842.99
Other Professional Services	1,712.00	256.40
Printing, Postage and Stationery		132.23
Rent or Lease of Buildings	10.00	5.00
Repair and maintenance	17,775.67	1,633.84
Rewards	566.25	
RFL		25.84
Training Resources	328.58	
Travel and Accommodation	316.49	427.27
Uncategorised Expense		3,398.57
Uniform purchase	79.19	109.00
Utilities	2,947.69	12,006.00
Vehicles Costs and charges	405.62	80.00
volunteer support		42.13
Waste	1,404.46	1,453.44
Total Expenditures	£35,349.29	£24,172.95

NET OPERATING INCOME	£ -8,499.70	£202.81
Other Income		
Interest earned		8.81
Total Other Income	£0.00	£8.81

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Birmingham Stirling Unit 39 of the Sea Cadets Corps
Financial Activities
 April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY YTD)
Other Expenditures		
Other Expenditure		519.93
Total Other Expenditures	£0.00	£519.93
NET OTHER INCOME	£0.00	£ -511.12
NET INCOME/(EXPENDITURE)	£ -8,499.70	£ -308.31

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