



Maritime Youth Group

Registered Charity, No: 522978

Trustees' Annual Report & Statement of Financial Activity

for the Year Ended 31 March 2021

Trustees

Joanne Arnold

Volker Ewens

John Whittle



Trustees' Annual Report & Statement of Financial Activity for the Year Ended 31 March 2021

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1 Reference and Administration Details

1.1 Charity Name & Registration

Maritime Youth Group

The Charity is, and always has been, a Youth Charity, registration no: 522978, and registered with the Charity Commission on 22 March 1970. The Charity was initially registered as a Sea Cadet Unit but disaffiliated with the Sea Cadet Corps on 08 April 2011 to affiliate with the Navy Training Corps. This affiliation came to an end on 1 April 2012 and the Maritime Youth Group (TS Leopard) (herein after referred to as MYG) was founded as an independent organisation which now has associated Units in Bristol, Fairford and Walsall Wood. These Units use the governing documentation of the MYG but are independently registered with HMRC as charitable organisations or the Charity Commission.

The MYG is not registered with HM Revenue & Customs

1.2 Charity's Address

Kingsdown Avenue, Birmingham, B42 1 NF

E-mail: myg.leopard@hotmail.co.uk

Website: www.maritimeyouthgroup.co.uk

1.3 Names of the Trustees Who Manage the Charity

<i>Name</i>	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Joanne Arnold	Chair	16 July 2011	
Volker Ewens	Treasurer	04 June 2013	
John Whittle	Chief Instructor	17 July 2015	

1.4 Names of Advisors & Senior Members of Staff

The MYG used the following advisors during the reporting period:

<i>Name</i>	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Lloyds Bank	Bank	29 July 2011	
Michael Lee	External examiner	30 June 2021	
Mark Higgins	Bushcraft expert	2 October 2018	

All members of staff are unpaid volunteers. In accordance with the Constitution, the MYG's governing body is the Group Management Committee (herein after referred to as GMC). The members of the GMC and their rolls are as follows:

<i>Name</i>	<i>Role</i>	<i>Appointed</i>	<i>Resigned</i>
Joanne Arnold	Chair	02 November 2012	
Volker Ewens	Treasurer	02 November 2012	
John Whittle		17 July 2015	
Joshua Bromwich	Secretary	13 July 2017	

The following members of staff had specific responsibilities for the running and functioning of the MYG, and those responsibilities were delegated to them by the Trustees of the MYG and/or the GMC:

Name	Responsibility	Appointed	Resigned
Darryl Arnold	Compliance & COVID	16 July 2011	
Paul Smith	Chief Instructor	28 October 2017	

1.5 Bank

Lloyds Bank, 28 Market Place, Great Bridge, Tipton DY4 7EN.

2 Structure, Governance & Management

2.1 Type of Governing Document

Constitution – the governing body of the MYG the GMC.

2.2 Charitable Objects

The Charity's objectives, as defined in MYG's Constitution (Governing Document), are:

- To provide the young people of the MYG and surrounding areas opportunities to realise their potential, instilling in them self-discipline, a sense of pride not only in themselves, but also in their peers, their organisation and their community.
- To support, challenge, and enable the learning and support the education of young people in order that they may realise their full potential in shaping their own lives and endeavouring to take ownership and improve their conditions of life in order to become responsible adults.
- To encourage members to interact with their peers, to participate in teamwork, to learn leadership and communication skills in order to acknowledge and value the diversity within youth culture and promote it within the wider community along with social inclusion, so that they can contribute to, influence and be valued as part of their community and of society as a whole.
- To offer relevant signposting, information, advice and education for young people on their rights and the issues, which affect their lives, and so enable them to make informed decisions and choices whilst inspiring members to participate in activities that enhance their knowledge and skills
- To provide a base for community action and an organisational point for outreach work, who build the capacity of local groups and individuals working in the field of citizenship and cultural education in healthy, sustainable and ethical living in order to enhance and develop the community and reduce social exclusion and deprivation.

2.3 Aims of the Charity

The aims of the Charity are as follows:

- To acknowledge and value the diversity within youth culture and promote it within the wider community.
- To recognise, respect and encourage the initiative of young people.
- To act as advocates on behalf of and alongside young people in challenging the inequalities and prejudices arising from their experiences and life circumstances.
- To offer a variety of informal educational programmes, activities and experiences, which are recreational, social and fun.
- To offer opportunities for personal growth through which young people can develop life skills, confidence, self-esteem and respect for others.
- To challenge young people's actions, attitudes and words whilst encouraging them to realise the consequences of, and take responsibility for those actions, attitudes and words.
- To provide ways for young people to express their views and be heard.

- To offer support and guidance to young people through the transitions they experience in moving from childhood and adolescence to adulthood.
- To offer relevant information, advice and education for young people on their rights and the issues, which affect their lives, and so enable them to make informed decisions and choices.
- To support and encourage young people to identify and achieve their goals, and help them recognise, reflect upon, and value the learning processes involved.
- To provide a base for community action and an organisational point for outreach work, who build the capacity of local groups and individuals working in the field of citizenship and cultural education in healthy, sustainable and ethical living in order to enhance and develop the community.

2.4 Trustee Selection Methods

There must be at least three charity trustees.

In accordance with the Constitution, Trustees are members of the GMC, who are willing to stand as Trustees for the Charity. Their appointment is approved by the GMC. As a matter of course, enhanced DBS checks are carried out for all new adult members of the Charity independent of their position within the MYG and they are then renewed every three years.

The GMC strives to ensure that the Trustees have, between them, the skills and experience necessary to manage the Charity effectively and in accordance with charity law. The Charity/GMC is, however, aware that, considering the small size of the Charity, the low education levels and extremely high levels of unemployment in its area of operation as well as the relatively small number of volunteers in general, this might not always be possible. In any such event the Charity will enlist, if needs be, paid-for outside help.

The Charity has a number of internal documents (Description of Roles, Terms of Reference, Money Handling Policy, etc.) which are designed to help the Trustees and GMC to fulfil their rolls efficiently and effectively, and they cover all aspects necessary to run the Charity in accordance with its governing document, the Guidance issued by the Charity Commission and the law.

In the past both the current Trustees and members of the GMC have attended numerous outside training courses of the Birmingham Voluntary Service Council (BVSC). Should new Trustees and/or members of the GMC be appointed in the future, the MYG will not hesitate to send them on these or similar courses.

3 Activities

3.1 Statutory Declaration

The Trustees of the MYG confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

4 Achievements & Performance

4.1 Outputs and Outcomes for the Charity's Beneficiaries

The reporting period has been, due to the COVID-pandemic, a very difficult time for everybody, not just the MYG. Due to the restrictions imposed by the UK Government, the MYG was unable to operate in its usual way with twice weekly meetings and the occasional training and/or fun weekend away. Instead the MYG has used internet technology (MS Teams and Facebook Classrooms) to stay in touch with its members and ran various training courses and entertaining events (astrology, bends & hitches, values & standards, map reading, introduction to self/development, etc.) to reduce the social isolation of its young members and to ease their boredom. Throughout the 'closure' of its premises instructors, members of the GMC and the Trustees were always available for informal online chats, help with homework, etc.

In line with UK Government's guidelines, the MYG has re-opened its doors again on 18.05.2021 for once weekly meetings. Since the reopening the subjects covered during the online sessions have been revisited in face-to-face meetings to ensure understanding and competence, and to bring those who could not get online up to date. In addition, the majority of the MYG's members attended an on-site Covid First Aid refresher course. All of this resulted in a number of awards and promotions.

During the brief easing of the lockdown restrictions in the summer of 2020, the MYG ran three nationally recognised courses for its members and staff: Fire Safety Level 2 (8 people), Safeguarding (10 people) and a First Aid Annual Refresher.

In addition to the internal courses, the MYG has also signed on a number of its members, both youngsters and adults, as well as members from another unit in an equally deprived area for an online course in British Sign Language. Considering the financial hardship some of the families of its members already faced before the pandemic, the MYG has carried all costs for this course. Quite a few of the participants have already successfully completed the course 'Introducing British Sign Language', the rest still have access to the online course for another 6 months.

The MYG has also used the unusually long and unexpected period of 'closure' to continue with the refurbishing and updating of its buildings to comply with all the latest regulations, including the social distancing requirements due to the pandemic, and to make the facilities a much brighter, warmer and more welcoming place to be.

The work in detail:

Building 1:

- complete rewire
- new hot water supply to galley (kitchen) and heads (toilets)
- new electrical heaters in all rooms
- insulation of all ceilings
- insulation of all external walls
- removal of partitioning wall to create a large, warm and friendly reception/social area, allowing for social distancing
- an additional emergency exit door was installed to allow for the one-way traffic system required by the Covid restrictions
- complete refurbishment of galley (kitchen) and installation of new appliances
- complete refurbishment of the large meeting room



Complete rewire



Hot water supply to galley (kitchen) and both female and male heads (toilets)



Insulation of external walls and ceilings



Removal of partitioning wall to create a large, warm and friendly reception/social area



New emergency exit



Galley before and during refurbishment (with new appliances)



Large meeting room during and after refurbishment

Building 2:

- installation of disabled toilets (ongoing)
- complete refurbishment of female and male toilet and shower facilities (ongoing)



The new disabled toilet facilities – work still in progress



Female heads during refurbishment

4.2 How the Public Have Benefitted

Due to the exceptional circumstance everybody faced during the reporting period, the public have unfortunately benefitted little from the MYG's activities during this time. Once life has returned to 'normal' and the building work has been completed, the MYG plans once again to reopen its facilities to local clubs (e. g. air rifle club, scuba diving and snorkelling club, etc.), the local police and councillors as well as the wider public.

The MYG and its members will also restart to look after (litter picking, etc.) the adopted stretch of canal behind its premises as well as the surrounding areas.

4.3 Contributing to Activities Run by Other Organisations

This year the contributions to activities of other organisations have unfortunately been, due to the above mentioned restrictions, very limited. The MYG has used the brief periods during which mixing was permitted to run a nationally recognised Level 3 Safeguarding course for the associated units with 6 participants.

4.4 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate.

5 Financial Review

5.1 Details of Any Funds Materially in Deficit

The MYG has no funds which are materially in deficit.

5.2 Policy on Reserves

The MYG is a very small Charity in one of the most deprived areas in the country and, until very recently, had no 'official' Policy on Reserves. The unwritten rule was to always have at least three months running costs in the bank, but there have been times when Trustees and members of the GMC had to bridge financial gaps with their own money.

Today, the MYG's Policy on Reserves is to generate and maintain a balance which is sufficient to preserve the financial viability of the MYG for at least 6 months in the event that unforeseen and/or unavoidable circumstances precipitate a short-term fall in its income.

The MYG has also ring-fenced £25,000 for:

- running costs for the financial year 2021/22 (£7,500)
- completion of the ongoing building work (£4,000)
- resurfacing of the uneven and badly worn outdoor area (£7,000)
- erection of a carport for the minibus/outdoor classroom (£5,000)
- purchase of equipment to maintain the outdoor area, in particular the planting, and the stretch of adopted canal (£1,500)

5.3 Principal Sources of Funding and Outgoings

Since its inception in 2011 the principle sources of income for the MYG were:

- mainly donations,
- the subscriptions of its members, and
- charity events such as raffles, quiz nights, etc.

Until the beginning of this reporting period grant applications have, despite our best efforts, not been successful.

The principle outgoings for the MYG were:

- insurance for buildings, equipment and activities,
- rates,
- electricity, and
- water.

There was little surplus for anything else, even essential maintenance work.

For the reporting period the principle sources of income were:

- Local Government COVID restrictions grants (unrestricted) - £29,737.07,
- UK Government COVID restriction grants (unrestricted) - £5,100,
- UK Youth Generation Grant – training & running cost grant (restricted) - £15,000, and
- Eco Fund DPD Donation - equipment grant (restricted) - £1,400.

In addition to the above mentioned outgoings (direct running costs), for the reporting period a significant amounts of money were spend on essential (and long overdue) repairs (£1,576.45) and re-furbishment work in both buildings (£4,183.13).

5.4 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the MYG.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the MYG are reimbursed at cost.

5.5 Financial Status

The MYG's current resources, not including the ring-fenced monies, from various unrestricted grants are more than sufficient to meet its outgoings for at least the current financial year.


Having re-opened our doors and attracted new young members as well as the now real possibility of renting out our premises to local clubs are all good indications that this will remain the case for the foreseeable future.

5.6 Statutory Statements on Liabilities


The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (*eg:* any outstanding/ongoing contract or legal undertaking to buy or provide specific services);
- ✓ The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO (*eg:* a mortgage on property owned by the charity);

Approved by the Trustees and signed on their behalf,

Signature: 
Name: John Whittle
Role: Chief Instructor
Date: 29/9/21

Signature: 
Name: Joanne Arnold
Role: Chair
Date: 29-09-21

Signature: 
Name: Volker Ewens
Role: Treasurer
Date: 29/09/21

6 Statement of Financial Activity

6.1 Independent Examiner's Report on the Accounts

Report to the Trustees/Members of GMC on the accounts for the year ended 31 March 2021 set out on page 12

Responsibilities and Basis of the Report

As the charity 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 Charity'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.

Independent Examiner's Statement

I have completed my examination.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

MICHAEL JOHN LEE
BA (HONS) ACMA
CHAIR - FINANCE COMMITTEE
LOUGHERHEADS PARISH COUNCIL

Name (& qualifications where appropriate)
Address

111 SPRINGFIELD
LOUGHERHEADS
MARKET DRAYTON
SHROPSHIRE TF9 4JR



Date 23/1/22

6.2 Receipts & Payments Accounts for the Financial Year Ended 31 March 2021


6.2.1 Receipt & Payments Accounts


Maritime Youth Group			
	1 April 2020 to 31 March 2021		1 April 2019 to 31 March 2020
Balance at 1 April 2020		3,414.83	5,993.51
Charity Account ...9660	3,204.83		874.76
Savings Account ...8568	0.00		4,821.25
Petty Cash	210.00		297.50
Receipts			
Income			
Subs	10.00		1,171.50
Donation	1,448.30		5,014.31
		<u>1,458.30</u>	<u>6,185.81</u>
Other receipts			
Refund	16.14		116.95
Grant	34,337.07		
		<u>34,353.21</u>	<u>116.95</u>
Assets sold			
Uniform	138.50		
Scrap metal	33.15		
		<u>171.65</u>	
		<u>35,983.16</u>	<u>6,302.76</u>
		<u>39,397.99</u>	<u>12,296.27</u>
Payments			
Unit			
Rates	444.00		1,957.07
Water	97.62		155.14
Electricity	493.47		1,232.78
Repairs to premises	1,576.45		
Insurance - premises	1,395.25		1,874.43
New Build	4,183.13		24.00
		<u>8,189.92</u>	<u>5,243.42</u>
Voluntiers & Members			
Uniforms	173.95		
Equipment	349.99		
DBS checks	50.38		
Nuco Training Courses	217.78		
Training Courses	30.00		
Training Facilities	1,060.80		
		<u>1,882.90</u>	
Minibus			
Fuel and oil			30.02
Vehicle registration/tax			165.00
Insurance - motor	390.00		943.00
		<u>390.00</u>	<u>1,138.02</u>
Assets purchased			
Motor vehicles			2,500.00
			<u>2,500.00</u>
		<u>10,462.82</u>	<u>8,881.44</u>
Balance at 31 March 2021		28,935.17	3,414.83
Charity Account ...9660	28,725.17		3,204.83
Savings Account ...8568	0.00		0.00
Petty Cash	210.00		210.00
Remarks:			
On 31 March 2021 the Unit owed Jo & Daz	£131.96	for building materials (paid on 1 April 2021)	
On 31 March 2021 TS Phoenix owed the unit	£105.00	for badges & flashes (paid on 12 April 2021)	
On 31 March 2021 Jo & Day owe the Unit	£72.04	invoice accidentally paid twice (recouped 8 June 2021)	
On 31 March 2021 Jo & Day owe the Unit	£14.39	invoice accidentally paid twice (recouped 8 June 2021)	


6.2.2 Approval of the Board of Trustees

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

Signature: 
Name: John Whittle
Role: Chief Instructor
Date: 29/9/21

Signature: 
Name: Joanne Arnold
Role: Chair
Date: 29-09-21

Signature: 
Name: Volker Ewens
Role: Treasurer
Date: 28/09/21

6.3 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and with the accounting software of one of its trustees.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the MYG's activities and/or building /refurbishment work are reimbursed at cost.

The MYG is a very small Charity and as such does not have a debit and/or credit card. All small purchases are carried out at the expense of the Trustees and/or members of the GMC and are reimbursed on receipt of the invoice/sales receipt.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

In the current financial year the MYG employed no staff or external contractors;

d) Fixed Assets

In the current financial year, the MYG has purchased building materials in the value of £5,759.58 for the refurbishment of its buildings and equipment for its members in the value of £523.94 and the MYG has disposed of old uniforms (£138.50) and scrap metal obtained during the building work (£33.15);

e) Creditors & Debtors

Creditors (£86.43) and Debtors (£236.96) at the end of the financial year are shown under 'Remarks' at the bottom of the balance sheet. By 8 June 2021 all outstanding Creditors and Debtors were satisfied.

The creditors were a direct result of the COVID lockdown and the social distancing measures introduced by the UK Government, as invoices and sales receipts could not be handed over in person but were submitted electronically by various means. In the process, two invoices/sales receipts were accidentally submitted twice. The error was discovered and resolved.

f) Rounding Discrepancies

There are now rounding discrepancies as all amounts are recorded to the penny throughout the financial report.