Fishguard Sea Cadets
ANNUAL GENERAL MEETING
Thursday, 7th August 2025 at 7.15 pm

Meeting opened 7.15 pm

Present:

Tony Pemberton (Chairperson)

Rachel Thomson (Treasurer)

Kay Anstee (Secretary and Chairperson P&SA)

Brian Murphy

Rachael Bean

Sarah Purbrick

Sharon McCarney

Colin Sharp (District Chairman, South Wales Area – Returning Officer)

Steve Hughes

Tom Hughes

Steve Grant

Nathan Stewart

Jake Thomson

Rhodri Smith

Steve Phillips

Haf Phillips

Apologies:

Charlie Mustoe (Officer in Charge)

Johnny Gittings

Alex Allison

Dai Harries

Peter Smith

Opening address or comments by Chairperson

Tony introduced the District Chair, Colin Sharp, who will take over to re-elect Chair, Treasurer and Secretary. Prior to this evening all Trustees agreed to stand again.

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Minutes of the last AGM for approval

Tony has put these out for everyone to be able to see. Brian proposed and Sarah seconded that the Minutes were an accurate record.

Matters arising from minutes of the last AGM held on 7th November 2024

None.

Unit Chairperson's Report

The cost of the Yard to the Unit was just £1,500 – the remaining costs were through grants and Alex's donation.

We need a proper project plan for what we'll be doing with the yard. We may need the sheds. We have to work through the planning and other constraints – listed status etc. Have spoken with Keith Siggins who has given us advice about what we can and what we can't do. In future we may need to employ him officially for his advice. We now have responsibility for the Yard so we need to keep it safe and keep those who are using it staff – Charlie and the team are onto this.

P&SA is a worry – same few people doing everything. We need more parents involved to help with fundraising. We have plans for the minibuses and periods of issues with the current minibus so we need people supporting the P&SA – this needs to be a focus.

UMT have held meetings to talk about fundraising initiatives e.g. duck race and are looking out for grant funds that we can apply for.

Plan is to replace the existing minibus – future plan is to purchase a smaller second minibus.

I took over as Chairperson on 5 September 2024.

The Unit, the building and the Unit accounts are in good health.

However, there is a need to expand and improve the existing facilities.

We now own the Yard and are starting to plan its development into the facility we need to conduct our training. Very many thanks to all involved in the purchase in particular to the following:

- Peter Smith for his efforts to secure Grant funding to the tune of £65k
- To Sarah Purbrick for steering the purchase through to a successful Completion
- To the District Officer Lt Cdr William Elliot for his support in getting the Annual Premises Fund Grant
- To Alex Allison for his generous donation

The P&SA continue to do a sterling job at fundraising this year, however:

- The P&SA task of fundraising continues to pose challenges with popular activities such as bucket collections outside of Tesco in Goodwick no longer available to us. The main impacts of this are:

  We received a lot of our minibus support funding through this activity and now need to find other ways of raising this money.

  This also gave our Sea Cadets a lot of public facing visibility and rekindled the way the community feels about the Sea Cadets and how they can help to sustain us as an organisation.

- Fundraising efforts ensure we can continue to utilise the minibus to take and staff and Cadets to the numerous events around the area.

  The P&SA desperately need more Parents and Supports to come forward and help.

Future Development

- **The Yard** – There are plenty of initiatives already in progress to raise funds for the rest of the development – 'Yard for a Yard' being the main one. We have set up a Project Team with a mix of UMT and the OIC's volunteers to plan and run with the Yard development as a Project.
- **Minibus** – The restrictions on drivers' age requirements to drive the minibus is becoming a problem for the Unit. We are looking at options to see if we can purchase a different model with similar capability, but which allows for a wider range of staff to drive.
- **The Main Fundraising Effort for 25-26** – will be focussed on raising funds to develop the yard; keeping the existing capabilities and facilities including the existing Minibus going so cadets can continue to enjoy the extensive programme we currently offer; and raising funds for the replacement of the existing minibus. No top of this there are a number of minor projects up and running to enhance existing activities such as Stand-Up Paddle Boarding etc.

There are several challenges to face to see these projects through to successful completion, not only in raising funds but also in ensuring we have well-thought out and developed plans that will stand the test of time. Consequently, we are developing a more strategic plan to incrementally achieve our goals.

Finally – I would like to thank:

- The Parents and Supporters of the Unit for the support they have given throughout the year,
- Charlie, is Command Team and his team of volunteers for the efforts they put into the continue development of the cadets and the Unit,
- The UMT and Trustees of the Unit for their support and effort to keep the Unit afloat and thriving.

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Parent and Supporters Association Chairperson's Report
1 April 2024 – 31 March 2025

We need people who can help – P&SA people on our books who we can call on. It has been suggested that a letter be sent home with all Cadets requesting parents to be on hand to help out when possible. It was also suggested that parents of new Cadets could be invented to a welcome and induction session at the Unit. Please let Tony and Kay know of any other initiatives.

The Parents & Supporters Association (P&SA) raises funds primarily for the running costs of the Unit minibus, without which Cadets' attendance at events and competitions away from the Unit would not be possible. The P&SA also fundraises for the purchase of replacement minibuses in the future. The P&SA also manages the Chris Peak Bursary Fund which gives financial support to Cadets for offshore voyages/trips.

During this year there have only been 7 parents and supporters who regularly organise and run fundraising activities; 4 of whom already volunteer their time serving on the Unit Management Committee (UMT) and 4 of whom no longer have Cadets at the Unit. This situation is unsustainable - it is crucial that more parents come forward to help with P&SA fundraising events if the Unit is to continue to have a minibus for use by Cadets.

The P&SA held their AGM on 20th August 2024 and there were just 4 attendees.

During the period 1 April 2024 – 31 March 2025 the P&SA held 6 fundraising events and together with donations, a £800 donation to the Chris Peak Bursary Fund and interest the total P&SA income for the year was £3,937.09. (Easter was early in 2024 with fundraising events in March 2024 raising £652 and Easter was later in 2025 with fundraising events in April 2025 raising £231.63).

P&SA members served refreshments at the RNP evening on 3 December, during fundraising events and prepared and served lunch to Cadets and Unit Staff on Remembrance Sunday, and also joined the UMT, Unit staff, volunteers and Cadets in activities in the Town Hall on New Year's Eve.

Sadly, we are no longer able to hold bucket collections outside Tesco Goodwick due a change in Tesco policy.

For the year to come new fundraising activities, along with additional P&SA members, are needed.

Many thanks to the small group of parents and supporters who repeatedly continue to give their support. Many thanks to all the parents and supporters who generously donate items for fundraising events – without their support these events would not be possible. Also,

many thanks to all members of the UMT, Unit Staff and volunteers and Cadets who give up their time supporting the P&SA fundraising events throughout the year.

Commanding Officer's/Officer-In-Charge's Report 2024/2025

Number slightly down. Have had quite a few of older Cadets joining. Overall, a good year. Steve has stepped down as Lieutenant and Nathan

Issues with transporting Cadets to offshore trips. Cadets need to be taken to the start point by parents – issue with travelling home because of safeguarding constraints. Zero Cadets attending offshore voyages this year – means 5 marks down for burgee awards – has quite a big effect on the burgee scoring system.

Coming up to my 2 year anniversary of being OIC the Unit is continuing to move forward.

Our Cadets and Volunteers have been very busy, as usual, over the last 12 months. These are just a few of the achievements and awards achieved by our Cadets and CFAV.

Notable Achievements:

Burgee 2024!

Area Nomination for the Cleverly Award (Best Junior Sea Cadet Section)

District Drill Competition:
Winners – Unarmed Squad Drill
Winners – Junior Sea Cadet Drill
Winner – LC O Bean – Best Squad Commander
Winner – LJC R Goodenough – Best Junior Squad Commander
3rd Place – AC A Humphrey – Individual Piping
Winner – LJC Z Jones – Individual Junior Piping
2nd Place – Piping Team
Overall Drill and Piping Winners

District 5 a-side:
Winners – Open Boys
Winners – Junior Sea Cadets
2nd Place – Junior Boys
2nd Place – Open Girls
AC Toby Humphrey – Top Goal Scorer
POC Haf Phillips – Top Goal Scorer

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Area Drill and Piping:
4th Place – Unarmed Squad Drill Display (Fantastic Result considering half the team were new this year)
4th Place – LC Bean – Best Squad Commander

Area Paddlesport and Yole Competition:
2nd Place – Open Double Yole (Mixed)
2nd Place – Junior Double Yole (Mixed)
2nd Place – AC R Hughes – Open Single Yole
2nd Place – Junior Boys Double Time Trail (Kayak)

Area Sailing and Windsurfing:
2nd Place – OC N Adams – Windsurfing
2nd Place – JCFC H Franz – Windsurfing

Cadet Achievements:
2 x Petty Officer Cadet Promotions
8 x Leading Cadet Promotions
LC Aeron James – Lord Lieutenants Cadet for 2025/2026
AC R Hughes and AC A Humprey – Mayors Cadets 2025
Bronze Dof E – LC B Newth
POC Fells – FAW
3 x RYA PB2
5 x Basic Peer Educator
3 x Advanced
1 x Intermediate Catering
2 x Intermediate First Aid

CFAV Achievements:
Lord Lieutenants Certificate of Merit – Lt (SCC) Steve Grant RNR
Promotion to Midshipman – Mid (SCC) Maisie Millichip RNR
Appointment as DDO – Lt (SCC) Steve Grant RNR
Gold Dof E – Mid (SCC) Maisie Millchip RNR
24 x FAW
2 x Mental Health First Aid
3 x RYA PB2
4 x Rowing Instructors
2 x Sliding Seat Endorsements
4 x RYA Safety Boat
2 x Peer Educator Instructor
1 x CIS Radio Instructor

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Thanks

Firstly, a massive thank you to all of the CFAV for their continued dedication to giving our Cadets the best possible Sea Cadet Experience! The list above goes to show what can be achieved when you have a great team of volunteers.

A big thank you to everyone for their efforts with the yard purchase! In particular Peter Smith for obtaining the funds through grants, and Sarah Purbrick for taking the lead on the legal process. This will be an amazing asset to the Unit for years to come. We will hold an official opening Ceremony when the yard is in a position to hold it safely.

Lastly, I would like to thank the Command Team. Without all their hard work behind the scenes as well as on parade nights the Unit simply wouldn't be where it is today.

THANK YOU!

Unit Treasurer's report
Financial Report for Fishguard Sea Cadets for the year ending 31st March 2025

The Financial report is a summary of all the accounts held by the Unit, comprising of the Unit Management Accounts, the Cadet accounts, the P&SA and the 300 Club accounts. The summary gives opening and closing balances for the Management Community Account and combined opening and closing figures for the Cadet Accounts and the P&SA, both of which have deposit accounts to maximise interest earning. In the year ending 31st March 2025, the 300 Club accounts have also been included by introducing the year end bank balance.

The Community Management Account covers all things pertaining to the building, repairs and utilities, it also deals with grants for the purchase, repairs and requirement of our boats. The Community Management Account had an opening balance of £19,679.33 and a closing balance of £17,467.75.

The primary purpose of the P&SA is paying for the running costs of the unit minibus, this is done through fundraising events during the year. The P&SA also manage the Chris Peake Bursary Fund, in memory of the former Commanding Officer Chris Peake, which is to be used to support cadets going on offshore trips. The P&SA accounts combined had an opening balance of £20,643.97 and a closing balance of £16,381.94.

The Cadet account is primarily used for the collection of subs and the processing of income and expenditure relating to unit activities and courses. The Cadet accounts combined had an opening balance of £16,010.66 and a closing balance of £18,727.81.

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The 300 Club has been running for some time and the figures have now been added to the overall reserves of the Unit, with a closing balance of £11,840.03.

During this financial year the Unit has been focussed on the purchase of the land next to Skirmisher, with £17,448.50 of the year end funds earmarked for this purpose. Other earmarked funds at the year end include £7,708 in the Chris Peake Bursary Fund and £5,000 for Royalist berths.

In summary, TS Skirmisher had a total opening balance of £56,333.96 and a closing balance of £64,417.53, showing an increase of £8,083.57 on the previous year. Thanks to all the staff at the Unit, the Unit Management Team and the P&SA Committee.

Rachel Thomson (Treasurer, Fishguard Sea Cadets)

Addendum to Report:
Rachel has added the 300 club into the Accounts this year.
£31,156.50 of £64,417.54 is already earmarked for upcoming expenditure. We pay @ £5,000 for insurances each year. Found out the other day that the meter is possibly broken so we need to calculate and claw back some money. We are currently paying £250 a month for the Unit electricity.

300 Club is going well – draw can be made this evening. Rachel can be emailed if they want to buy any numbers.

External examiner has seen the accounts and there are no problems. This report goes to Colin and onto Westminster and the Charity Commission.

If anyone wants a breakdown of the accounts please email Rachel.

Need to sort out prepaid cards.

Adoption of Accounts – proposed by Sarah and seconded by Brian.

Reporting Officer

Colin – reiterated thanks to everyone, Tony, staff and Cadets. It's a big unit to run – thanks to everybody. Added congratulations on the purchase of the yard – prospect for the future of this area is brilliant.

At this point all Trustees must stand down and then we go through the process of electing people and anyone who is not currently on and wishes to be just let Colin know.

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Election/Re-election of the Unit Management Team (UMT) Trustees

The meeting was handed over to Colin as Reporting Officer.

According to Charity Commission rules all trustees must now stand down and if they wish to stand again as Trustees for the coming year they need to declare this and be voted in.

Johnny Gittings will stand again as a Trustee – proposed by Rachel , seconded by Brian

Tony Pemberton will stand again as a Trustee – proposed by Sharon , seconded by Brian

Brian Murphy will stand again as a Trustee – proposed by Sharon , seconded by Rachel

Kay Anstee will stand again as a Trustee – proposed by Brian , seconded by Rachael

Rachel Thomson will stand again as a Trustee – proposed by Rachael , seconded by Sharon

Dai Harries will stand again as a Trustee – proposed by Rachel , seconded by Rachael

Peter Smith will stand again as a Trustee – proposed by Brian , seconded by Sharon

Sarah Purbrick wishes to stand again as a Trustee – proposed by Sharon , seconded by Rachael

Rachael Bean wishes to stand again as a Trustee – proposed by Rachel , seconded by Sarah P

Sharon McCarney wishes to stand again as a Trustee – proposed by Rachel , seconded by Rachael

Alex Allison wishes to stand again as a Trustee – proposed by Sharon , seconded by Brian

Is there anyone who wishes to come forward and join the UMT?

Colin extended thanks to everyone.

Any Other Business

No formal other business received by Tony.

Meeting closed at 7.50 pm by Colin

Unit Trustees to remain to vote in Chair, Treasurer and Secretary:

Tony as Chair – proposed by Brian, seconded by Sharon

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Rachel as Treasurer – proposed by Sarah, seconded by Rachael

Kay as Secretary – proposed by Brian, seconded by Rachael

UMT

Meeting opened at 8 pm

Request for equipment for Dof E. Got kit that they need for expeditions. New expedition tent arrived yesterday. List of kit came to @£410 – cost of tent was £210. Waterproofs and additional first aid kits and Trangia sets – UMT needs to vote for and approve further expenditure for waterproofs, first aid kits and Trangia sets - Sharon proposed and Brian seconded.

The weekly 300 club numbers were drawn from 1 April 2025.

Meeting closed at 8.05 pm.