



TELFORD UNIT (T S WREKIN) OF THE SEA CADET CORPS
TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

REGISTERED CHARITY NUMBER: 522580

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REPORT OF THE TRUSTEES OF TELFORD UNIT 405 (T S WREKIN) OF THE SEA CADET CORPS

The Charity Trustees present their report together with the financial statements of the charity for the year ended 31st March 2020. The financial statements comply with both the Charity's Constitution and the Charities Act 2011.

Aim of the Sea Cadet Corps

The aim of the Sea Cadets Corps is 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. Our aim is to develop young people and support them towards responsible adulthood.

Charitable Purpose

The charitable purpose of the Unit is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens. This is achieved by the provision of education and leisure time activities using a nautical theme, based on the traditions of the Royal Navy and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).

In furtherance of the Purpose, the Unit offers young people a structured environment in which to develop; provides access to education and training including sailing, rowing, windsurfing, paddle sports, power boating, seamanship, navigation, marine engineering, cooking, music, first aid, drill, piping, and public services; it provides opportunities for young people to obtain a range of qualifications and a wide range of opportunities for community involvement.

Public Benefit

The trustees continue to give regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit' provided by the Unit in relation to the charitable purpose of the Sea Cadets movement as set out in the activities and achievements as outlined in this report.

To achieve its aim the Unit encourages recruitment of young people from all backgrounds and abilities including where possible, and within the realms of Health and Safety, those with disabilities and develops their skills and abilities by:

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

As the only Sea Cadet Unit in Shropshire, we offer opportunities which are unique within the county. The number of cadets currently on the books of T S Wrekin, and the number of adult volunteers suggests that people of all ages, abilities and from all sections of society are keen to take advantage of these opportunities. Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.

Organisational Achievements and Performance

Trustees Report – **Michelle Meeson-White (Chair)**
CPO David Tunks (CO)
Marion Purcell (Treasurer)

Covid-19

Following government announcements on 16th March, we made the difficult decision to close the Unit with immediate effect. At that point we did not envisage being closed for 6 months and the impact that the pandemic would have on all aspects of our lives.

Telford Sea Cadets have been very lucky. We have made attempts over the past few years to accumulate a safety net of approximately £5,000 which we keep in case of emergencies. If the need had arisen, we could have survived on that money for the period that we were closed: however, we did not need to touch this as the majority of our parents/carers continued to pay subs during this period. As utility bills were minimal, and bills such as insurance and rates are on direct debit, we knew what our outgoings were going to be and our Treasurer has managed our accounts to ensure that we still have a safety net.

The Unit has now returned to parading (briefly) and hope to do so again once the current lockdown ends. We have put in place a raft of measures to ensure that the Unit is Covid 19 secure, and these will remain in place until such time as the government deems it safe to remove all such restrictions.

We have not been able to do any fundraising for the unit since March but once the restrictions are relaxed, we shall have to start new fundraising campaigns and look for new grants to apply for.

Committee Meetings have continued during lockdown, with most happening virtually, as Telford Sea Cadets is a charity, and continues to be bound by both Charity Commission and MSSC governance regulations.

Achievements 2019/2020

Between April 2019 and March 2020 Telford Sea Cadets achieved the following:

- A successful Unit Review resulting in a Burgee being awarded again
- Attendance at local events including RBL parades, a St. Georges Day event and a WW2 event
- We have entered Drill and Piping Events, Football Competitions, Sailing and Paddlesport regattas and done well in all.
- Increased fundraising with Craft Fairs being added to our list of events
- Took part in a Swimathon
- A Presentation Evening saw many trophies, awards and certificates handed out.

Plans for 2020/2021

Due to the Covid 19 outbreak in 2020, most of the planned activities have been cancelled and there were no face to face activities at all between 16th March and 27th October. During this period some cadets chose to take part in On-Line Sea Cadet activities, with the delivery of sessions mostly being done by Telford staff, although some cadets did choose to do Area or National on-line courses.

We appreciate that not all cadets would wish to take part in yet more IT based learning, and that school work would have to take priority, but we wanted cadets to be aware that the staff and their friends within cadets were here for them. The unit in Donnington remained secure all

through lockdown, with only 2 people, CPO Tunks and PO Fowler, being allowed to enter the building for several months. This made cleaning the unit when lockdown measures were eased a lot simpler as we know the building had remained Covid 19 secure at all times. Following the submission of paperwork to South West Area, we have been given permission to re-open, albeit with many conditions in place.

Financial Review

Reserves Policy

The trustees continue to review the charity's requirements for reserves in light of the main risk to the organisation, that being a reduction of income. The trustees have established a policy whereby the reserves in total that are not invested in tangible fixed assets held by the Unit, should be up to the equivalent to 6 months overhead costs of the charity.

The level of these reserves has been determined by the need to meet the working capital requirements of the charity and also for the charity to carry out all of its legal obligations.

At the end of March 2020, the total of the charity's reserves stood at £8,996 of which £8,996 was unrestricted and there were no restricted funds.

The financial strategy of the trustees continues to be that of building the reserves which will be achieved by continually reviewing overheads, exploring additional means of income and further fundraising. The trustees will continue to take all necessary actions with regard to the prevailing economic climate.

Structure, Governance and Management

Units of the SCC are formed solely by volunteers in local communities. Each Unit is a self-supporting youth organisation and an independent charity with a central support management and training structure provided primarily by the Marine Society and Sea Cadets (MSSC). The unit becomes a part of the SCC by virtue of its' affiliation to the MSSC, the parent body of the SCC. In accepting this affiliation, the unit undertakes to comply with all regulations issued by, or on behalf of, the MSSC Council.

The Unit was registered as an unincorporated charity on 16th September 1963 and is governed by a constitution approved by the Charity Commission of England and Wales. A revised constitution issued by the Marine Society and Sea Cadets was ratified by the Board of Trustees between meetings in December 2017 in order to meet the deadline of 31st December 2017.

Recruitment and Appointment of the Trustees

Trustees serve and are re-elected on an annual basis. A minimum of 4 office holders: Chair, Secretary, Treasurer and Commanding Officer. UMT office holders are elected at the first meeting following the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadets Unit which is drawn loosely as being those with an interest in the unit. The constitution lays down specific controls for UMT membership and will be observed for all future recruitment.

In the event of a vacancy arising during the year (known as a casual vacancy), the trustees have the power to appoint new trustees. A trustee will serve until the date of the next AGM, after which the post will be filled by election.

The trustees are represented by a wide range of individuals drawn from the local community. Trustees have the power to appoint additional trustees to act jointly with them for all purposes. A trustee whose term of office has expired can be appointed for a further term of office.

Responsibilities of the Trustees

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charity (Accounts Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on its behalf on 16/11/20

A handwritten signature in black ink, appearing to read 'M. Meeson-White', is written over a light blue rectangular background.

Michelle Meeson-White
Chair of the Board of Trustees

Legal and Administrative Information**Charity Details:**

Charity Name:	Telford Unit 405 (T S WREKIN) of the Sea Cadets Corps
Charity Status:	Unincorporated
Registered Charity No:	522580
Registered Office and Operational Address:	T S Wrekin Wellington Road Donnington Telford Shropshire TF2 8AW
Telephone Number	01952 608014
Email:	Telford.seacadets@yahoo.com
Website	https://www.sea-cadets.org/telford

Trustees:

Chair:	Michelle Meeson-White
Treasurer:	Marion Purcell
Secretary:	Alison Upton
Trustees:	David Tunks (CO) Reverend B D Shinton (Unit Chaplain) Christine Payne Emma Mapp (Fundraising) Helen Williams (Health & Safety)

President: -

Holding (Custodian) Trustees: The Marine Society & Sea Cadets (MSSC)

Independent Examiner: **Community Accounting Services Ltd.**

Bank: **Barclays Bank PLC**

**Independent Examiner's Report to the
Management Committee of the Telford Unit 405 of The Sea Cadets Corps
on the Accounts for the Year Ended 31 March 2020**

Basis of independent examiner's report

We report on the accounts of The Telford Sea Cadets for the period ended 31 March 2020.

The Group's officers are responsible for the preparation of the accounts. The Group's officers consider that an audit is not required for this year and that an independent examination is needed.

It is our responsibility to:

- examine the accounts
- to follow the general directions for the conduct of an independent examination
- to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions for an independent examination. An examination includes a review of the accounting records kept by the committee and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as a committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

1. which gives us reasonable cause to believe that in, any material respect, the requirements
 - to keep appropriate accounting records; and
 - to prepare accounts which accord with the accounting records and comply with applicable financial reporting standardshave not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Community Accounting Services Ltd
7 Napoleon Drive
Shrewsbury
SY3 5PH

Date:

**Income & Expenditure Accounts
for the Year Ended 31 March 2020**

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income				
HQ-Grants				
Direct grant	2,000	-	2,000	200
Reimbursed travel	1,574	-	1,574	1,307
Other Grants	50	-	50	-
Cadet Contributions	10,192	-	10,192	9,652
Course Fees	4,294	-	4,294	3,494
Fundraising	2,938	-	2,938	1,322
Special Events proceeds	320	-	320	140
Donations	2,257	-	2,257	2471
Gift Aid	2,592	-	2,592	-
Sale of Kayaks	533	-	533	-
Investment Income				
Bank Deposit Interest	25	-	25	8
Total Income	26,775	-	26,775	18,594
Expenditure				
Costs for Generating Funds				
Fundraising costs	191	-	191	-
Direct Charitable Activity Costs				
Special events	239	-	239	780
Competition	46	-	46	77
Travel	406	-	406	98
Refreshments	53	-	53	362
Training courses	4,282	-	4,282	3,790
Trophies	156	-	156	-
First Aid	120	-	120	-
Overheads				
Rent and rates	550	-	550	550
Heat, light & water	3,346	-	3,346	2,137
Cleaning & waste removal	464	-	464	-
Telephone	1,253	-	1,253	960
Printing & stationery	356	-	356	406
Repairs and maintenance	1,845	-	1,845	1,329
Motor costs	3,081	-	3,081	3,404
Computer	41	-	41	-
Insurance	1,165	-	1,165	1,795
Bank charges	-	-	-	4
Other equipment	-	-	-	2,764
Sundry	35	-	35	-
Governance Costs				
Independent examination	-	-	-	450
Legal fees	150	-	150	-
Total Expenses	17,779	-	17,779	18,906
Net Incoming Resources Before Transfers	8,996	-	8,996	(312)
Transfer Between Funds	-	-	-	-
Net Incoming Resources	8,996	-	8,996	(312)
Fund balance brought forward at 1 April 2019	690,120	-	690,120	690,432
Fund Balance Carried Forward at 31 March 2020	699,116	-	699,116	690,120

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

Telford Unit 405 of The Sea Cadets Corps
Balance Sheet
as at 31 March 2020

Note	2020		2019	
	£	£	£	£
Non-Current Assets				
Land & Buildings	650,000		650,000	
Boats	23,333		23,333	
Vehicles	2,500		2,500	
Computers	2,000		2,000	
Other Equipment	750		750	
		678,583		678,583
Current Assets				
Current Account	4,184		3,099	
Premium Account	16,349		8,438	
		20,533		11,537
Net Assets		<u>699,116</u>		<u>690,120</u>
Represented by Funds				
Unrestricted fund		699,116		690,120
Restricted funds		-		-
		<u>699,116</u>		<u>690,120</u>

The Trustees approve the accounts which comprise of the SOFA, the Balance Sheet and the related notes and acknowledge their responsibility for the accounts, including the appropriateness of the applicable financial reporting framework, and for providing Community Accounting Services Ltd with all information and explanations necessary for their compilation.



Michelle Meeson-White
Chair

Date: 16/11/20

Acknowledgements

Telford Sea Cadets Unit 405 of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2019/2020.


- Yellow Hat Security

No final report would be complete without acknowledging the efforts and dedicated service of the adult volunteers who make the unit a success. For any Sea Cadet Unit to succeed it is fully reliant on its teams to work together. Our uniformed and civilian instructors, management team and unit assistants all have one common aim, that of delivering the best experience for our young people.

In this modern age, time is a precious commodity and like with all teachers and trainers there is a lot goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

Thank you for your commitment and continued support.

Signature: 
Marion Purcell
Treasurer


Signature:
Michelle Meeson-White
Chair

Notes to the Accounts