

CHAIRMAN's REPORT
to
ACCRINGTON SEA CADETS ANNUAL GENERAL MEETING 2020-2021
4th October 21

FOREWORD: Without doubt there have been three significant challenges facing Accrington Sea Cadets in the year 1 April 2020 to 31 March 2021, these challenges need very little introduction, they are Covid-19, buying & selling Enfield Wharf, and our move to new premises together with it's refurbishment and required fund-raising – all happening at the same time.

1. **The first challenge** presented to us was that of the Covid-19 pandemic, causing us and all units throughout the corps to close in the week following our presentation evening on 6th March. Having now closed the unit I believe that the general assumption was that it will be for a very short period and we could perhaps treat it as a welcome break, how wrong would we be as the consequences forced our closure until the end of the next 12 month period and beyond, a situation which was unimaginable just a short time before.

Did we rise to the challenge? Of course we did, I'm very proud to say that under the leadership of P.O.Williams our training continued on-line during the winter and poor weather times, and from time-to-time outdoor activities were possible at the sailing club. I'm certain that it's not been easy to maintain the momentum required to take everything that we used to do practically and suddenly wrap it up into on-line sessions, but PO Williams and his staff did it. A very big thank you to our OiC and all of his staff for this monumental effort.

2. **The second challenge** was what to do about the future of our headquarters and how it could be done within the pandemic restrictions. We signed to take over the remaining 52 year lease of our new premises on 5th March 2020, 11 days later our unit was forced to close, *unbelievable timing?* As the weeks of lockdown and tiered regulations went by, I took the decision to continue as best we can and made the executive decision to continue with the practical side of the move as well as the paperwork requirements. Gradually over the next weeks and months, the process began, and all of our equipment was moved to the new premises. In the meantime the new challenge was to continue to apply for grant funding as quickly as we could, by my estimates we would need to have finances of around £150,000 to complete the whole project.

The layout was designed, the plans drawn-up, submitted and passed, so with great enthusiasm I felt that we should press-on regardless with the required building works as we tried to raise the funds. Lots of problems presented and overcame as the months went by, but once the momentum got going it was like a train going downhill, there remains much to do but I'm confident that we are getting there, and Covid-19 restrictions aside I predict that we should be able to open the building to cadets by late summer 2021 in a 'mostly completed' condition. At least that was the prediction, however with various unavoidable delays this still has not happened at the date of this AGM, but we are very close now.

3. **The third challenge** which we faced was that if we simply left Enfield Wharf, we could be issued with dilapidation costs from our landlords Canal and River Trust as we exit, this could mount to many thousands of pounds to bring the building to an "acceptable standard" of structural integrity and internal finish, something which we would certainly wish to avoid. Fortune shined on us as we were approached by a potential buyer, we then worked hard to enable us to buy the building from CRT and simultaneously sell it on to our potential buyer at the same price. Once again many bumps in the road were experienced and overcome, but when complete would clear our UMT and it's trustees of any liabilities for dilapidations.

4. **UMT membership** has risen slightly this year for which I am very grateful, however in order for the UMT to function properly and allow delegation of some of the work and positions it is essential that we continue to expand our UMT membership. I am going to recommend that very soon we

approach other well-established like-minded groups such as Rotary and Lions etc, to see if they may have any of their members who would like to join us and transfer existing skills. It's essential that we continue to grow and particularly to encourage younger people to join in with our management of our unit. At the time of this AGM the picture has again changed as we have taken on a further 5 enthusiastic members.

5. **My other major concern** as in previous years is that rules from HQ are constantly growing making everyone's 'jobs' much more difficult, with more to comply with in the same number of voluntary hours – there is a limit for what we can be expected to do at all positions and at all levels, but sadly I can only see this continuing to increase year-on-year, much of it I would consider to be a paperwork exercise with no other outcome for the unit except that of increased workload to senior volunteers.

6. **To conclude**, it has been a very very difficult year for everyone involved at all levels, but we do very much look forward to a return to some form of normality and to welcoming back our cadets, and perhaps more of them as we now reside in a more populated area. Our very grateful thanks are expressed again to all of the adult staff members who have worked so hard in what must be the most difficult year on record for us.



Stephen Hutchinson Lt (SCC) RNR Ret'd, Unit Chairman

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

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: ACCRINGTON UNIT

Charity No: 521003

Fund-name/purpose (if not held for the Unit's general purposes):-

Notes

THIS
YEAR
£

LAST
YEAR
£

REVENUE RECEIPTS –

ANNUAL FUND/DIRECT GRANT - (restricted)

OTHER GRANTS - (unrestricted)

SCAVA (Sea Cadet Victualling Allowance)

CADET CONTRIBUTIONS

OTHER DONATIONS / LEGACIES

FUNDRAISING & SPECIAL EVENTS PROCEEDS

| | |
|------------|-----------|
| £20,105.95 | £3,166.00 |
| £38,470.00 | £100.00 |
| £0.00 | £0.00 |
| £3,404.50 | £3,420.98 |
| £821.00 | £986.49 |
| £0.00 | £6,968.22 |

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS

COURSE FEES

SUNDRY SALES RECEIPTS

BANK DEPOSIT INTEREST

PROPERTY RENTS (includes any occasional

OTHER REVENUE RECEIPTS

| | |
|-----------|-----------|
| £0.00 | £0.00 |
| £1,173.50 | £2,173.49 |
| £167.58 | £2,240.50 |
| £40.65 | £78.27 |
| £647.62 | £0.00 |
| £0.00 | £0.00 |

TOTAL REVENUE RECEIPTS

A

| | |
|------------|------------|
| £64,830.80 | £19,133.95 |
|------------|------------|

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

| | |
|------------|------------|
| £64,830.80 | £19,133.95 |
|------------|------------|

Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)

- NON-REVENUE ITEMS (= B – E from page AC2)

- COMBINED (=G+H)

CASH/BANK BALANCE FROM LAST YEAR-END

CASH/BANK BALANCE AT THIS YEAR-END

| | | |
|------|------------|------------|
| G | £40,570.48 | £19,133.95 |
| H | £49.00 | £0.00 |
| | £40,521.48 | £19,133.95 |
| | £53,384.70 | £71,664.16 |
| 2021 | £93,906.18 | £53,384.70 |

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

Form
SCC A3 (R&P)
Apr-19

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| | |
|-----------------------------------|---------------------------|
| Unit Name: ACCRINGTON UNIT | Charity No: 521003 |
|-----------------------------------|---------------------------|

| 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 | £478.95 | £1,156.92 |
| COMPETITION COSTS | £0.00 | £266.00 |
| FUEL & TRAVEL COSTS | £0.00 | £0.00 |
| CATERING COSTS | £0.00 | £3.00 |
| TRAINING COURSES COSTS | £1,119.55 | £1,464.74 |
| ARTICLES PURCHASED FOR RESALE | £0.00 | £1,929.31 |

OVERHEAD COSTS FOR:

| | | |
|-------------------------------------|-----------|-----------|
| RENT / COUNCIL TAX | £480.00 | £480.00 |
| HEAT, LIGHT & WATER | £1,260.96 | £1,433.07 |
| TELEPHONE & BROADBAND | £292.10 | £351.41 |
| OFFICE SUPPLIES, POSTAGE & PRINTING | £26.22 | £217.86 |

MAINTENANCE COSTS FOR:

| | | |
|-------------------------|------------|------------|
| BUILDINGS & ESTATE | £18,580.06 | £25,548.66 |
| BOATS | £266.41 | £575.36 |
| VEHICLES | £0.00 | £0.00 |
| OTHER MISC EQUIPMENT | £219.13 | £235.13 |
| INSURANCE COSTS | £1,132.94 | £452.02 |
| BANK INTEREST & CHARGES | £0.00 | £0.00 |

CHARITY GOVERNANCE COSTS:

| | | |
|---|----------|-------------------|
| FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION | £0.00 | £0.00 |
| FOR OTHER PROFESSIONAL FEES | £384.00 | £2,836.00 |
| FOR LEGAL ADVICE (for constitution or trustees) | £0.00 | £0.00 |
| OTHER REVENUE COSTS | £20.00 | £412.73 |
| TOTAL REVENUE PAYMENTS | D | £24,260.32 |
| | | £37,362.21 |

NON-REVENUE PAYMENTS –

| | | |
|--------|--------|--------|
| ASSETS | £49.00 | £51.20 |
|--------|--------|--------|

| | | | |
|------------------------------|----------|-------------------|-------------------|
| TOTAL NON-REVENUE | E | £49.00 | £51.20 |
| TOTAL PAYMENTS (=D+E) | F | £24,309.32 | £37,413.41 |

(*Attach that Fund's similar Account of Payments as page AC2A, and so on)

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021

Form

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Apr-19

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| | |
|-----------------------------------|---------------------------|
| Unit Name: ACCRINGTON UNIT | Charity No: 521003 |
|-----------------------------------|---------------------------|

In E&W: STATEMENT OF ASSETS &

(English/Welsh Units: No valuations/costs or

if restricted

Name of Fund

THIS YEAR

LAST YEAR

£

£

ASSETS:

CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)

£93,906.18

£53,384.70

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

- VEHICLES

- COMPUTERS & OTHER EQUIPMENT

*For all these items (including any gifts at estimated value when given) state their total present value 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)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many trustees

Amount and nature of any other trustee-transactions (including with connected persons, stating the together with any amount owing at the year-end (say if

Any further information that ‘may reasonably assist’ a reader’s understanding

Give page no(s). or say if none

(or say if none)

(or say if none)

Give page no(s).

[Amounts] Particulars

| | |
|-----|------------------|
| | |
| [] | |
| [] | Authority: |
| [] | For how many: |
| [] | Nature: |
| [] | |
| | - or say if none |

(*Show details on an extra attached

Signed as authorised by the Unit’s Management Committee - Date: 5th November 2021

.....Unit Treasurer

.....Unit Chairman

Note: The statutory audit or independent examination report on this Statement of Account must be attached.

| THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021 | | Form SCC A3 (R&P) Apr-19 |
|---|-------------------------------------|-----------------------------------|
| <small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)</small> Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November | | |
| Unit Name: ACCRINGTON UNIT | Charity No: 521003 | |
| Unit address (or address for correspondence):- | | |
| House name: | EX-NEW ERA YOUTH & COMMUNITY CENTRE | |
| Street and No: | HARVEY STREET | |
| Area or Estate: | OSWALDTWISTLE | |
| Town/City: | ACCRINGTON | |
| County: | LANCS | |
| Post Code: | BB5 3LT | |
| Unit Management Committee members (the 'charity trustees') at date of signing Report:- | | |
| Stephen Hutchinson | Cllr. Steven Smithson | |
| Barbara Gerken | Rawden Kerr | |
| Sarah Barton | | |
| Geoffrey Stebbings | | |
| Candice Davies | | |
| Rev. Martin Joss | | |
| Names of any other persons who were charity trustees of the Unit at any time in the financial year:- | | |
| | | |
| | | |
| | | |
| Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) [<i>not</i>: Scotland]:- | | |
| | | |
| Nature and date of the Unit's constitution (governing document): Governed by Sea Cadet Standard | | |
| The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:- | | |
| <i>Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.</i> | | |
| The Unit's charitable purpose(s) as set out in its constitution is:- | | |
| To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC) | | |
| The Unit's main activities and achievements in the financial year were:- | | |
| | | |
| Public Benefit The UMT 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: <ul style="list-style-type: none"> • 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 waterborne activities, events and competitions at district, area and national levels. • Availability of formal educational achievements whilst taking courses to earn badges and promotions Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so. | | |

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

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Apr-19

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Unit Name: ACCRINGTON UNIT

Charity No: 521003

Reserves Policy

The charity trustees' policy aims to maintain unrestricted reserves at a level equating to 12 months revenue payments in order to safeguard the Unit's ongoing activities from any unexpected fluctuations in income. Year-end reserves amounted to £42,057.00 50 months' on that basis.

[Delete this section if not applicable]

The Unit holds £11,849.00 in designated funds representing fixed assets needed for future activities and £40k for future projects to be carried out in 18 months as currently

[Delete this section unless the Unit has a Restricted Fund in deficit]

A restricted fund held for the purpose of was in deficit to the extent of and the steps being taken to rectify it are:-

During the financial year the Unit received the following donated facilities/services [not: English, Welsh or NI Units]:-

The Unit and/or its trustees held the following assets for the charity/ies named below, whose charitable purposes are as set out hereunder. Special arrangements for the safe custody of those assets and their segregation from the Unit's own assets are as set out below [English, Welsh & NI Units: Delete this section if not applicable; Units in Scotland: This disclosure is not mandatory]:-

Date signed as authorised by the Unit's Management Committee:

5th November 2021

Stephen Hutchinson I.Eng MIET MCMI

Unit Treasurer

Stephen Hutchinson I.Eng MIET MCMI

Unit Chairman

Richard Robinson FCA

Independent Examiner

Note: The statutory audit or independent examination report on this Statement of Account must be attached.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

ACCRINGTON SEA CADETS.

On accounts for the year
ended

31 MARCH 2021

Charity no
(if any)

521003

Set out on pages

AC1 to AC5

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

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.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

5.11.2021

Name:

RICHARD ROBINSON

Relevant professional
qualification(s) or body

FCA ICAEW MEMBER N° 8726541

(if any):

Address:

MALMAHON LEGGATE CHARTERED ACCOUNTANTS

1st FLOOR KINGSWAY HOUSE, KINGSWAY, BURNLEY,

BB11 1BJ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE