



## **Bristol (Adventure) Unit of the Sea Cadet Corps**

# **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>st</sup> MARCH 2024**

**CHARITABLE INCORPORATED ORGANISATION NUMBER: 1203491**

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## **1 Introduction**

The Charity Trustees hereby present their report together with the financial statements of the charity for the year ended 31<sup>st</sup> March 2024. The financial statements comply with both the Charity's Constitution and the Charities Act 2022.

The Charity is governed by "The Sea Cadet Standard Constitution as a Charitable Incorporated Organisation (CIO)" dated May 2020 and was registered as a CIO on the 9<sup>th</sup> June 2023. Day to day operations transferred from the unincorporated charity to the CIO on 1<sup>st</sup> October 2023. The assets from the previous Charity, Number 301663, were transferred to the CIO during the final calendar quarter of 2023.

This report therefore effectively covers the second half of what is our traditional Fiscal Year ending on 31<sup>st</sup> March.

### **1.1 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.

### **1.2 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.

### **1.3 Public Benefit**

The trustees adhere to the Charity Commission's guidance on public benefit, as it relates to the Sea Cadets movement's charitable purpose, as outlined in this report.

TS Adventure aims to recruit young people from all backgrounds and abilities, including individuals with disabilities, within Health and Safety guidelines. The Unit promotes the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. 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 waterborne activities, events and competitions at district, area and national levels.
- Availability of formal educational achievements whilst taking courses to earn badges and promotions.
- Attainment of industry-recognised qualifications and skills.

Sea Cadet Contributions are kept to a minimum to ensure all those who wish to take part in the activities of the Unit may do so.

## 2 Chairperson's Report

This is the first report I make following the change in status from unincorporated charity to Charitable Incorporated Organisation (CIO). It is worth recapping the reasons for the change:

- (1) To enable our lease to be associated with a legal entity and mitigate substantial costs associated with changes in signatories due to the natural turnover of Trustees within the Unit. Bristol City Council charged us £1,000 for the most recent assignment.
- (2) The Trustees plan to undertake significant improvements to our current premises. Since the relocation to Avon Quay in 1965, there has been minimal investment in these facilities. To raise substantial funds, it should be expected that any significant grants and donations will only be made to organisations registered as incorporated legal entities into which investments can be deposited and managed well. Transitioning to a CIO meets these requirements.

### 2.1 Unit President

It is with a very sad heart that I have to report that our previous President of the unit, Brigadier Tom Lang, who did so much to support the unit over many years sadly succumbed to cancer and passed away last August. He is sorely missed.

Tom championed the important findings of the study into the Social Impact and Return on Investment gained by youngsters from membership of the Cadet Forces. I'll say no more than it's still very relevant today. The report can be accessed here:

<https://www.northampton.ac.uk/wp-content/uploads/2017/10/social-impact-cadet-forces-uk-2020.pdf>

The team continue to seek a new President. We've identified someone really influential within the local area and I'm hoping to have more news on this soon.

### 2.2 Annual Review

This past Year has been considerably challenging to us all personally, and the same applies to the Sea Cadets overall. Russia's invasion of Ukraine caused a massive spike in Energy prices and also caused the MoD to reflect on where their budget is allocated. That has meant that the MSSC has taken a big hit in finances which not only includes redundancies but also the mothballing of one of the Training Ships. The Cadet experience has also been modified too.

Similarly, here at TS Adventure, we have been dealing with our own set of unique challenges.

### 2.3 Operational key achievements

TS Adventure had a successful year with notable achievements from both cadets and staff, despite facing challenges such as the CAZ in Bristol.

- **Unit Achievements and Challenges:** TS Adventure embraced the King's "big help out" initiative, leading to significant work on the unit that will benefit cadets in the future. The unit is also addressing the loss of its XO and has been active in PR efforts regarding the CAZ in Bristol, which has led to increased media visibility.
- **Area and District Performance:** TS Adventure is recognized as one of the top-performing units in the South West Area, with strong community engagement and a highly effective command structure. The unit's location on the water provides a high profile for events, and the completion of the transition to CIO is a notable achievement.
- **Endorsements and Recommendations:** Both the Area Officer and Captain endorsed TS Adventure's performance, acknowledging the unit's ability to operate well despite challenges. The unit was awarded a BURGEE reflecting its strong performance and ambitious future plans.

Recruitment of Volunteer Trustees (along with Instructors and Unit Assistants) remains a really challenging task. Traditional approaches have generally failed and much of the team's time has been "thinking outside the box" to work out how we can resolve some of these challenges.

This has been further compounded by the departure of several key members of the Unit Management Team. Jim Strudwick did a fantastic job as our Treasurer for many years. However, in the middle of last year, Jim decided that he was no longer able to assist the Sea Cadets having given some 10 years plus service. This has left us with a real challenge and we are still seeking a replacement Treasurer.

Having had a son as a Cadet at the Unit, Luke Everett joined the Trustees many years ago. At Christmas, after many years of great service, Luke also decided that he needed to step down as he needed to focus his time elsewhere. It's a thankless task overseeing the maintenance of our premises and all the associated compliance. Made all the more difficult with current regulations in a set of cottages that were built in 1831. As Luke put it to me "It's now time for another parent to step up to this role", and we eagerly seek that individual!

Both Luke and Jim were very active Trustees out of necessity and, without the dedicated service of both, the unit would not be in the place it is today.

Steve Hornsby joined us in August. He has a background in consulting, has taken on the role of Vice-Chair and oversees our compliance regime. Steve's analytical skills have already been immensely useful. He's also very happy to challenge our existing practices which has already helped us through some challenging issues.

Whilst I am pleased with our success to date, we still need more specialist support. We would like to further supplement the UMT with a minimum of three additional Trustees. In Broad terms we're seeking the following:

- Someone to take on the Property/Premises role vacated by Luke Everett.
- A Fundraiser who can help us with significant bids.
- An HR/Recruitment focused role.

## 2.4 Trustees' key achievements

- Established the new Charitable Incorporated Organisation as of 9<sup>th</sup> June 2023
- Made significant progress in the assignment of our lease to the CIO
- Renegotiated all supplier contracts resulting in significant savings
- Introduced New Financial Platforms:
  - GoCardless Direct Debit subscriptions
  - Sumup Card payments
  - On-line Shop/Store
  - QuickBooks Accounting
- New Broadband supplier and internal Wi-Fi Network
- New Telephone System allowing volunteers to receive calls whilst away from the Unit.
- New Smart Meter and associated displays to help control our Energy use.
- Significant progress fundraising for a replacement Minibus (due to the Clean Air Zone)
  - Fundraising for the Minibus stands at £21,500 in received or pledged grants
  - £5,000 received from each of Gosling Foundation and The Merchant Venturers
  - £1,000 received from each of Port of Bristol and 29<sup>th</sup> May 1961 Charity
  - Pledge of £5,000 from Nisbet's Family Trust
  - Pledge of £4,500 from Bristol City Council as part of the CAZ programme

## 2.5 Challenges

### Boat operating costs

Bristol Harbour Authority are making overtures to unilaterally withdraw from our existing longstanding arrangement on boat licences. In essence TS Adventure supply and maintain their own pontoons in return for concessions on licences. The financial impact on the Unit if this comes to pass will be a significant hike in our cost base of circa £4,900 per annum.

### Harbour Development proposals

There are some significant planning proposals that may significantly affect the Sea Cadets in the medium to long term future:

- Bristol Harbour Place Shaping Strategy
- The Western Harbour Development
- The Local Plan

The good news is that TS Adventure has a further 12.5 years to run on our lease. However, our home on Avon Quay lies inside all three of these plans. We've noted that our neighbours' expiring leases are only being renewed for a maximum of 3 years which is ominous. So, we must think "Big"! To that end, and to help to secure our future, the Trustees are working with other youth and recreational charities as well as commercial organisations to make the case for a shared Maritime Leisure Centre. Maybe that will be on Avon Quay, but could equally be elsewhere on the harbour. The Trustees will ensure that all members are kept abreast of any developments.

## 2.6 Recruitment

Everyone associated with TS Adventure has a skill that can be put to good use. More than at any time before, we are going to require the goodwill of many to help us through our many challenges.

This year saw the green shoots of more parental and adult involvement. We plan to continue to drive for new Cadet Force Adult Volunteers (CFAVs) over the coming years to allow us to grow the unit to provide our services to more future Cadets. More Volunteers equals more capacity to train even more Cadets!

## 2.7 Thank you to our Volunteers!

No Annual 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.


In this modern age, time is a precious commodity and as with all teaching and training environments there is much that goes on behind the scenes, outside of parade times and over weekends that is not observed but makes the difference.

This has been a year of regeneration, change and the start of renewed growth in both uniformed and civilian instructors, management team and unit assistants.

All still have one common aim. That of delivering the best experience for our young people.

A very big "Thank You" goes out to all volunteers for your commitment and continued support as we look forward to another successful year here at TS Adventure.

Mr Tim Moran, Chair of Trustees

Signature:  .....

Date:  .....



### 3 Commanding Officer's Report

#### 3.1 Headlines

- Overall, another successful year with a lot for everyone at the unit to be proud of
- Volunteer availability remains a major challenge
- National changes mean a reduction in support from the wider organisation
- The Portal is going to be central to unit activity going forward
- Drive to get parents registered and using the portal

#### 3.2 Cadet numbers

	Seniors	RMC	Juniors	Total
Numbers	35	15	12	62

Numbers remain lower than nominal unit capacity. However, the number of instructors remains the limiting factor on growth.

Good news is that retention remains very strong (well over the national average) and a good lagging indicator of success.

#### 3.3 Cadet Achievement in Numbers

- **Cadet Advancements (promotions)**
  - 35 promotions (to Cdt 1<sup>st</sup> Class or higher)
- **Qualifications**
  - 233 qualifications gained by cadets
- **Boating hours**
  - Average of 21 hours per cadet

#### 3.4 Our Cadets' experience

- Harbour Clean up, 19<sup>th</sup> June 2023
- Unit London Weekend, 28<sup>th</sup> - 30<sup>th</sup> October 2023
- Remembrance Parade Sunday, 12<sup>th</sup> November 2023
- Unit Christmas Carol and Presentation Evening, Friday 15<sup>th</sup> December 2023
- Cadets Mess Dinner, Saturday 16<sup>th</sup> December 2023

### 3.5 Cadet Competitions

- South West Area Regatta – all teams with podium finishes!
- Junior Girls team at National Regatta
- District swimming competition
- District drill competition
- District Regatta – all teams through to Area

### 3.6 Cadet Force Adult Volunteer (CFAVs)

	Instructional Staff			Total	Other (UA etc)	UMT
	Seniors	RMC	Juniors			
Total	11	8	3	22	4	4

Whilst these numbers suggest we are “flush” with resource, they need to be caveated as we have many instructors who attend on an irregular basis. This means these numbers don’t reflect reality on a “normal” unit night. However, I am a firm advocate of flexible volunteering, and it should be recognised that whilst this is essential to supporting volunteers from all walks of life to contribute, this does also mean that total volunteer numbers don’t necessarily reflect actual instructional capacity.

A rough “Full Time Equivalent” figure equates in practice to around thirteen instructors across all three sections of the unit on a weekly basis. It should be noted that this doesn’t allow those with additional responsibilities much time outside of instructing cadets. This can have a detrimental effect on forward planning and smooth day to day operations.

This only goes to highlight the importance of our continued focus on recruitment. We must prioritise on-boarding more volunteers if we intend to have any chance of growing cadet numbers whilst also maintaining the high standards of cadet training currently delivered.

### 3.7 Plans already in place for next year

- Unit Sponsored Rowathon, 15<sup>th</sup> June
- Area Regatta, 6<sup>th</sup> July
- Bristol Harbour Festival, 20<sup>th</sup> – 21<sup>st</sup> July
- Unit Camp: Penzance, Cornwall, 18<sup>th</sup> -23<sup>rd</sup> August
- Unit Junior Weekend, 7<sup>th</sup> to 8<sup>th</sup> September
- Plus more competitions!

S/Lt (SCC) James Painton RNR, Commanding Officer

## 4 Legal and Administrative Information

President:	Vacant
Parent & Supporters Association Chairperson:	Gavin Purchase
Holding (Custodian) Trustees:	The Marine Society & Sea Cadets (MSSC)
Bank:	Lloyds Bank plc (Treasurer's Account)
Independent Examiner:	<i>Not Required this year (Income less than £25,000)</i>

### 4.1 Charity Details

Charity Name:	Bristol (Adventure) Unit of the Sea Cadets Corps
Charity Status:	Charitable Incorporated Organisation
Registered Charity No:	1203491
Registered Office and Operational Address:	TS Adventure Sea Cadets Deal Cottage Avon Quay Cumberland Basin Bristol BS1 6XL
Telephone Number:	0117 929 0356
Email:	admin@bristoladventurescc.org
Website:	<a href="http://www.sea-cadets.org/bristoladventure">www.sea-cadets.org/bristoladventure</a>

### 4.2 Trustees

Chair:	Mr Tim Moran
Vice-Chair:	Mr Steve Hornsby (elected 21 <sup>st</sup> August 2023)
Treasurer:	Mr James Strudwick (resigned 13 <sup>th</sup> August 2023)
Secretary:	Ms Sarah Hacker
Commanding Officer:	S/Lt (SCC) James Painton RNR
Chaplain:	Chaplain (SCC) Roy Lane RNR

## 5 Financial Statements

The financial statements have been prepared on a Cash Accounting basis.

### 5.1 Receipts and payments for the year to 31<sup>st</sup> March 2024

FY 2023-24: Income and Expenditure for TS Adventure CIO Number 1203491									
Financial Year 2023 - 2024	August	September	October	November	December	January	February	March	FY 23-24
<b>INCOME</b>									
Subscriptions				£2,019.21	£1,953.50	£1,215.11	£1,190.73	£1,139.81	£7,518.36
Restricted Grants				£6,000.00			£6,000.00		£12,000.00
Christmas Fundraiser						£1,193.27			£1,193.27
Other Fundraising					£538.00				£538.00
Loan Advanced	£10.00	£10.00							£20.00
Summer Camp			£3,088.50	£520.00					£3,608.50
Training Weekend					£75.00				£75.00
Other Income								£25.00	£25.00
<b>TOTAL INCOME</b>	<b>£10.00</b>	<b>£10.00</b>	<b>£3,088.50</b>	<b>£8,539.21</b>	<b>£2,566.50</b>	<b>£2,408.38</b>	<b>£7,190.73</b>	<b>£1,164.81</b>	<b>£24,978.13</b>
<b>EXPENDITURE</b>									
Audit/Accountancy Fees		(£20.40)	(£20.40)	(£20.40)	(£20.40)	(£20.40)	(£20.40)	(£20.40)	(£142.80)
Bank Charges		(£0.01)					(£1.00)		(£1.01)
Books								(£21.03)	(£21.03)
Broadband			(£31.00)	(£197.14)	(£49.90)	(£30.00)	(£30.00)	(£30.00)	(£368.04)
Business Rates				(£59.00)					(£59.00)
Catering						(£438.11)	(£106.67)		(£544.78)
Consumables				(£20.00)					(£20.00)
EICR			(£1,059.60)						(£1,059.60)
Electricity			(£3,000.00)	(£870.00)	(£870.00)	(£870.00)	(£870.00)	(£870.00)	(£7,350.00)
Expenses								(£60.22)	(£60.22)
Fire Extinguisher Maintenance								(£446.58)	(£446.58)
Gas Safety Check			(£96.00)						(£96.00)
Information Commissioner				(£35.00)					(£35.00)
Insurance								(£538.86)	(£538.86)
IT Consumables							(£67.04)		(£67.04)
Legal Fees								(£1,000.00)	(£1,000.00)
Loan Repayment		(£20.00)							(£20.00)
Office Equipment <£250					(£79.99)			(£74.18)	(£154.17)
Photocopier				(£84.82)				(£72.14)	(£156.96)
Postage			(£4.20)						(£4.20)
PPE & Branded Clothing								(£24.69)	(£24.69)
Electricity Refund					£647.20				£647.20
Stationary					(£10.77)	(£39.99)			(£50.76)
Summer Camp			(£1,452.68)	(£2,340.09)					(£3,792.77)
Telephone			(£97.79)	(£55.98)	(£6.00)	(£6.00)	(£6.00)	(£6.00)	(£177.77)
Training Materials - RYA								(£365.07)	(£365.07)
Uniform					(£78.42)		(£98.10)	(£43.30)	(£219.82)
Vehicle Fuel			(£87.71)		(£41.65)				(£129.36)
Vehicle Insurance			(£630.00)						(£630.00)
Vehicle Maintenance			(£4.00)					(£294.60)	(£298.60)
Vehicle Toll			(£9.00)		(£18.00)		(£18.00)		(£45.00)
Waste Disposal			(£70.69)		(£86.72)	(£43.44)	(£43.97)	(£43.97)	(£288.79)
Water Rates				(£21.50)	(£21.50)	(£31.00)	(£31.00)	(£31.00)	(£136.00)
<b>TOTAL EXPENDITURE</b>	<b>£0.00</b>	<b>(£40.41)</b>	<b>(£6,563.07)</b>	<b>(£3,703.93)</b>	<b>(£636.15)</b>	<b>(£1,478.94)</b>	<b>(£1,292.18)</b>	<b>(£3,942.04)</b>	<b>(£17,656.72)</b>
<b>EXCESS/(LOSS)</b>	<b>£10.00</b>	<b>(£30.41)</b>	<b>(£3,474.57)</b>	<b>£4,835.28</b>	<b>£1,930.35</b>	<b>£929.44</b>	<b>£5,898.55</b>		<b>£7,321.41</b>

Opening Balance at 1st August 2023	£0.00
- Transfer of Assets from 301663	£15,660.87
- Excess/(Loss)	£7,321.41
<b>Closing Balance at 31st March 2024</b>	<b>£22,982.28</b>
PSA Account	£2,812.99
301663 Charity Account	£17.00
Petty Cash	£100.00
<b>Overall TS Adventure Balance at 31st</b>	<b>£25,912.27</b>

## 5.2 Statement of Assets and Liabilities

Accounts	301663	PSA	CIO	Petty Cash
Opening Balances	£11,343.52	£410.90	£0.00	£100.00
Excess / (Deficit)	£4,334.35	£2,402.09	£7,321.41	
Asset Transfers	(£15,660.87)		£15,660.87	
Closing Balances	£17.00	£2,812.99	£22,982.28	£100.00

Combined Funds	£25,912.27
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## 5.3 Restricted Funds

Within the year, the unit received four restricted grants towards a replacement minibus:

- The Gosling Foundation      £5,000
- The Merchant Venturers      £5,000
- The Port of Bristol      £1,000
- 29th May 1961 Trust      £1,000

Total Restricted Funds      £12,000

Unrestricted / Restricted Funds	£13,912.27	£12,000.00
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## 5.4 Minibus

The Unit owns a minibus with a current sale value of £10,000 as of 31<sup>st</sup> March 2024. We intend to part exchange this vehicle when acquiring a new minibus in the coming year.

## 5.5 Reserves Policy

The trustees continue to review the charity's requirements for reserves, the main risk to the organisation being a shock reduction of income as was the case with COVID-19. The Trustees have therefore determined that unrestricted Cash Reserves should be maintained at no less than £12,500. This is roughly equivalent to 6 months expenditure based on current run rate. Throughout this year our finances have continued to improve, and this target was exceeded by 31<sup>st</sup> March 2024.

## 5.6 Acknowledgements

Bristol (Adventure) Unit of the Sea Cadets Corps would like to publicly acknowledge and thank the following organisations and donors for their financial support during 2023/2024.

List of benefactors:

- The Gosling Foundation
- The Merchant Venturers
- The 29<sup>th</sup> May 1961 Trust
- The Port of Bristol
- The Pride of Bristol Trust

Thank you all for your commitment and continued support.

## 5.7 Approval

The financial statements were approved by the Board of Trustees at their meeting on 13th January 2025 and were signed on their behalf by:

Mr Tim Moran, Chair of Trustees (and acting Treasurer)

Signature:  .....

Date... 13 / Jan / 2025 .....