

Ruislip, Uxbridge and Pinner Unit - Sea Cadet Corps

DRAFT MINUTES OF ANNUAL GENERAL MEETING

**Held on Thursday, 20 May, 2021 at 19.45
On Zoom**

1. In attendance

Mr A Harris	Hon Chairman
Sgt (SCC) D Letton	Officer-in-Charge
PO I Harris	TS Pelican staff
Mr P Rendell	Hon Treasurer
Mrs L Tripp	UMT member
Lt (SCC) B Yorke	TS Pelican staff

Apologies: Mrs J Byrne (Hon Sec); Lt (N) L Fox (Unit Chaplain); CPO R Woodgate

2. Apologies for absence and matters arising

2.1 It was noted that Mrs J Byrne was regrettably unable to attend at the last minute in consequence of which Mr A Harris took the minutes. Lt (N) Lesley Fox and CPO Bob Woodgate also sent apologies.

2.2 There were two matters arising. The first (item 7.2 of the AGM minutes of 22 October, 2020) had been satisfactorily resolved and Mr P Rendell confirmed that he was in receipt of an updated form for the accounts. The second (item 8.1 of the AGM minutes of 22 October, 2020) remained under review pending the restoration of normal cadet activities following the pandemic.

3. Chairman's introduction

3.1 Mr Harris welcomed everybody and outlined the format of the meeting. He said that last year the pandemic had resulted in the AGM being delayed until October. The Unit Management Team (UMT) had agreed that this should not recur in 2021, hence the meeting was taking place again on zoom, but within the normal time-frame following the end of the financial year. He hoped that the AGM for 2022 would be able to take place at TS Pelican.

4. Approval of minutes of 2020 AGM held on zoom

4.1 The minutes of the 2020 AGM held on 22 October, 2020 were formally approved: proposed by Mrs L Tripp and seconded by Lt B Yorke.

5. Chairman's report

5.1 Mr Harris said that in giving his report he had to comment that for a number of years people had said that "we live in interesting times," but he didn't think anybody could have quite predicted what happened last year, where we had gone through several lockdowns as a result of a global pandemic. Of course, while it had been our intention to hold our AGM for last year - 2020 - at the same time of year as for previous years (i.e. in May), in the end we delayed, due to the Lockdown, with the result that it was held towards the end of October. This year we were determined, as a Unit Management Team, to hold it at our usual time: hence it was taking place now, and again being held on zoom, our Quarterly newsletter having been used as the means for calling it to attention.

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5.2 As a first up he said that he wanted to read into the record the opening and closing of TS Pelican through last year because of the coronavirus pandemic. In fact, our story began just prior to the start of the last financial year and just before the introduction of the National Lockdown imposed by the Government on Monday, 23 March, 2020. For at the beginning of the previous week the Sea Cadet Corps instructed all Sea Cadet Units to close from Tuesday, 17 March, 2020. As a result, the parade evening of Monday, 16 March, 2020 was to become our last parade meeting for nearly 6 months. He said that it was worth reminding ourselves that prior to this first Lockdown we were parading twice a week: on a Monday evening (Junior Cadets, Senior Cadets and Royal Marine Cadets) and on a Wednesday evening (Senior Cadets and Royal Marine Cadets).

5.3 Quite what this Lockdown would mean and for how long it would last was, in those early days, rather vague. The early weeks of uncertainties with shortages of certain foods – and toilet rolls! – quickly came to an end, but as we accustomed ourselves to such things as working from home, queuing outside supermarkets and not mixing with friends the implications for sea cadets became clear: activities that were undertaken at Unit bases would have to switch to what could be done on- line. Junior Cadets managed to get going “virtually” within several weeks and, while it took Senior Cadets and Royal Marine Cadets (RMCs) slightly longer, by the end of April all sections of the Unit were running “virtually”. Indeed, by May work was already going on in the background to fine tune a 4-step process to allow Units to reopen. Yet despite Government relaxations over individual sports from May, this did not extend to Sea Cadet waterborne activity as it is, by design, a community group activity and not an individual sport. Thus all our face to face activity, including boating of any nature, remained suspended.

5.4 Nevertheless, on 14 July, 2020 the Captain of the Sea Cadet Corps announced that Units were now able to begin preparations for re-starting parading at Unit bases. However, the steps involved were onerous and involved many and lengthy risk assessments, plus the need to mark out units for social distancing purposes. Our OiC Darell Letton took centre stage in this work which involved many hours of preparation and the working through of numerous processes such that we would be in a position to apply to Sea Cadet London Area office for permission to resume parading. But after endless audit checks, rounds of small maintenance work, a full clean-down of the Unit premises, the installation of social distancing signage and floor markings, even the testing out of fire extinguishers, everything was complete and the requisite paperwork was sent off for approval. And on 10 September, 2020 authority was given to re-start parading subject to social distancing rules and in accordance with regulations issued by the Corps. At around the same time the process for an annual inspection in line with the governmental restrictions was also completed and our burgee status of the previous year was confirmed as remaining in place.

5.5 Our plan was for a staggered return of cadets but, after 6 months away, would our youngsters return? And because of social distancing it was necessary for the Juniors, the Seniors and the RMCs to meet on separate nights, namely Monday, Wednesday and Friday. They had been OK meeting in separate groups on-line, but would this extend to parading at TS Pelican? Happily, on Monday, 14 September Junior Cadets did return, while the Seniors came back on Wednesday, 23 September and finally the RMCs on Friday, 2 October.

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5.6 Yet unfortunately that wasn't the end of the Lockdowns for, as we know, the Government put in a Tier system in order to try to keep some parts of the country open. By the end of November certain areas – mainly the conurbations – were experiencing a surge in coronavirus cases with the result that London went into Tier 3 from Thursday, 5 November and Sea Cadet Units had to close again. However, from 1 December Units in England in Tier 3 areas were allowed to re-open, subject to the maintenance of social distancing arrangements. Senior Cadets returned on Wednesday, 2 December, RMCs on Friday, 4 December and Juniors from Monday, 7 December. But with coronavirus cases increasing dramatically, Units in the London area had to close again after Friday, 18 December. As a result, the socially distanced Christmas party arranged for Junior Cadets at TS Pelican on Monday, 21 December had to take place virtually.

5.7 Regrettably, a full Lockdown across all of England was re-imposed by the Government immediately after Christmas because of a second wave of coronavirus infection which was much higher than was experienced in March and April of 2020. This Lockdown did not lift until 29 March, 2021 (for outdoor activities) and until after Easter, 2021 for indoor activities. Thus, following the Christmas/New Year break all Sea Cadet activities went back on line. Junior Sea Cadets returned to TS Pelican, still under social distancing arrangements, on Monday, 12 April, while Seniors resumed on 21 April and RMCs on 23 April.

5.8 The chairman said he felt it was important to spell out these arrangements as they had not only required a lot of work for our staff but had also needed continual flexibility from everybody. He said he wanted to place on record his thanks and the thanks of the Unit Management Team to our staff for working through all the necessary changes that have resulted from the restrictions. And thanks were also due also to our cadets and to their parents. At the end of April, 2020 we wrote to all parents asking that they keep supporting the Unit and they have done so. This has helped significantly with our finances. Our cadets, too, have responded to the need to go on line. While it is inevitable that there has been some dropping away, the good news is that as we, hopefully, come towards the end of the need for social distancing the Unit remains in a healthy situation, and we can look forward to the gradual re-establishment of activities over the next months.

5.9 Another thing which has helped our financial situation over the past year has been the grant to charities from the Government. From colleague chairs in the District the chairman learned last April that the Unit should be eligible for a grant provided to the retail and leisure industry based on business rates introduced by the Chancellor of the Exchequer which was administered by local authorities, as this had also been extended to charitable organisations. This news was also communicated to Sea Cadet Units by London Area Sea Cadet office. In fact, in some London Boroughs the local authority had actually written to Sea Cadet Units to advise them of the opportunity. While this information had not been received from our own Borough, a telephone call to the Hillingdon Borough offices resulted in the receipt of an application form and, following its completion and submission, at the end of June we received a grant for £10,000. This certainly offset concerns that, without a Flag Week, we might struggle financially. In fact, as there will clearly not be an opportunity for a Flag week in 2021 either, it will also help us with our finances for 2021/22 as well.

5.10 As to events last year (2020), the pandemic has basically meant cancellation. However, one activity we had taken part in during a week-end at

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the very end of February, 2020 was Row 3000. This was an event for all Sea Cadet Units across the country to see if it was possible, collectively, to row 3,000 miles, the width of the Atlantic, in one week-end. The intention was to raise money through sponsorship towards young people and bursaries for the Sea Cadet Corps, with half the money raised by individual units coming back to the individual Unit itself. The inspiration was the Royal Navy's Ordacious sub-mariner team who rowed the Atlantic and, on 18 January, 2020 became the fastest military team to row 3,000 miles across the Atlantic Ocean. Departing from the Canary Islands they reached Nelson's Dockyard in Antigua 37 days, 6 hours and 40 minutes later. 30 teams took part in the event and the Royal Navy team finished 6th overall.

5.11 Our Sea Cadets went to Rickmansworth Sea Cadet Unit to use the rowing machines there for the Row 3000 event. Collectively, Sea Cadet Units across the country rowed 5,675 miles over one week-end and raised almost £10,000. Ruislip Sea Cadets was not only the top fundraiser of all the participating Units, raising an impressive £1,464,93 but also, of the participating Units in London Area, rowed the furthest miles. TS Pelican has received certificates and mementoes of this achievement. While the actual rowing may have taken place a month before the start of the last financial year, collection of sponsorship monies certainly occurred within the year, with the results not being announced until late autumn.

5.12 Other events for last year, including the 75th anniversary of VE Day in May (for which an additional Bank Holiday had been arranged) and Remembrance Sunday in November, could not take place but were marked appropriately on line by our cadets.

5.13. With regard to the TS Pelican building, it was noted at the AGM for last year that the new classroom in the area of the old bridge which had been created over the summer of 2019 remained out of bounds, the reason being that a health & safety concern had been raised about underpinning which went back to the original construction of the area in the 1960s. It has been the intention of the Unit Management Team to have the underpinning assessed by a building surveyor in order to establish if any remedial work is required. However, the Lockdown of last year where access to the building was restricted has initially prevented such an investigation from taking place. Additionally, when the Unit did become available for parade meetings again social distancing restrictions meant that the area was not required anyway. Nevertheless, as soon as the social distancing restrictions are lifted this is an action which the Unit Management Team will pursue.

5.14 Last year's AGM also chronicled the situation regarding our old minibus and the intention to obtain a new one. Taking advantage of the Mayor of London's Scrappage scheme (administered by Transport for London's Ultra Low Emission Zone - ULEZ), monies accumulated by the Unit, a grant by the Sea Cadet Corps (administered through London Area Office) and a private donation we were able to procure a new minibus that is fully compliant with the low emissions' regulations, and we took delivery of it on the day before the second Lockdown came into effect. In this way the Unit is able once again to be able to provide transport for boating activities and events for our cadets as the current year progresses.

5.15 The chairman closed his report by thanking Peter Rendell, our Treasurer and Jo Byrne, our secretary, for their work during the year and also Lesley Tripp. He

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also paid tribute to our chaplain, Lt(N) Lesley Fox whose NATO posting had recently been extended for a further year and, finally, to Darell Letton, our OiC, and his team of staff who had all played such a key role in keeping things going over the past year.

5.16 He concluded by saying that one of the Sea Cadet Corps' main strategies for the new financial year was built around the regeneration of Sea Cadet Units and that this was very much a feature of the London Area Sea Cadets new annual plan. The re-engagement of existing cadets and the enrolment of new cadets – especially Juniors – is critical in this, and work has already begun at Ruislip Sea Cadets so that we are able to build a sense of community and identity where our young people can flourish and where there are opportunities for them to prepare for their future lives with confidence, skill and positivity. At our virtual London Area annual conference in November, 2020 our Chief Executive reminded us of a famous saying by American President Franklin D Roosevelt: *"We cannot always build the future for our youth, but we can build our youth for the future."* This is certainly the goal as we slowly begin the task of building back better to launch our young people for life.

6. Officer-in- Charge's Report

6.1 Sgt Letton said that the past year had been a very testing time with a lot of upheavals and challenges because of the pandemic. Additionally, there had been an abrupt halt to the training programme. He also spoke of a sense of disillusionment among some of the cadets which had gradually developed. As school-work has become virtual then the willingness of cadets to participate in virtual training has also had its challenges. He did not apply this to all cadets but he said that there had been some drop off in numbers although recently things have steadied and there has been interest from potential cadets wishing to join.

6.2 He also wished to place on record his thanks to his staff for the adaptive nature of what they are being asked to do. He said he would break down his report into the customary 3 sections of staff/cadets/events.

Staff

6.3 He spoke of the recent addition of two new staff, one a parent of cadets and the other a former Leading Cadet making the transition. The staff were as follows:

- Lt Barrie Yorke - Boating Officer
- CPO Bob Woodgate - General instructor
- PO Kim Finnis - Training Officer
- PO James Parkinson - General instructor
- PO Adam Tripp - General instructor
- PO Ian Harris - General instructor
- Sgt DJ "Paddy" Wilkes - i/c RMC detachment
- PO Martin Coles - i/c Junior cadets
- PO Elisabeth Coles - assisting with Junior cadets and general instructor
- C/I Alex MacGregor - assisting with RMC detachment
- C/I Rachel Ciftci - new appointment
- C/I Natalia Kubica - new appointment

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6.4 Sgt Letton said that he was delighted that PO Adam Tripp had been awarded the Cadet Forces' Medal. An opportunity for this to be presented was being sought. Additionally, he commended POs Kim Finnis and Elisabeth Coles for becoming substantive Petty Officers.

Cadets

6.4 He said that Cadet numbers remained fairly stable with opportunities being taken to supplement the RMCD from those aged 13 or over. While some cadets had gone very quiet he did not wish to begin writing them off until matters stabilised and restrictions were lifted. As a result there were currently 54 cadets "on books" broken down as follows:

- 11 Junior Cadets
- 33 Senior Cadets ("bluejackets")
- 10 Royal Marine Cadets

6.5 A very successful "taster" evening had been run in mid March by the Junior Cadet staff which resulted in 13 names being added to the JC waiting list.

6.6 Additionally, L-Cpl Lewis had become a Deputy Lieutenant's Cadet for the Borough of Hillingdon last year and L-Cpl Rebecca had very recently become a Deputy Lieutenant's Cadet for the Borough of Hillingdon this year. The customary "event" at the Mayor's Parlour in Uxbridge had to be post-poned last year due to the pandemic, but Lewis was able to attend a ceremony on-line.

Events

6.7 The number of events over the year was virtually nil due to the pandemic. RMCs had been able to attend a fieldcraft event at Waltham Forest Unit in December, 2020. Additionally, a L-Cpl to Cpl promotion board had taken place over the same week-end, but further assessment was required of attendees before they could gain promotion.

7. Treasurer's Report

7.1 Mr Rendell presented the annual accounts and highlighted the income and expenditure. A particular feature over the year was the purchase of the new minibus. He outlined the general financial situation for the Unit and felt that this was healthy. The decision had been taken immediately the first Lockdown was announced to suspend any thoughts of increasing subs.

7.2 He also outlined the actions to reduce costs through close discussions with the service companies which had reduced our outgoings over the year.

7.3 The accounts were offered for adoption and this was proposed by Lt B Yorke and seconded by Mrs L Tripp. The accounts were thus formally adopted.

8. Other business

8.1 No notification of other business had been received and nothing was raised by attendees.

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9. Election of Auditor

9.1 It was agreed that the same auditor for the accounts be retained.

10. Election of Unit Management Committee

10.1 The current unit management committee all stood for re-election. They were proposed by Lt B Yorke and seconded by PO I Harris.

10.2 In consequence the Committee for 2021-22 will be Messrs A Harrris and P Rendell together with Mrs J Byrne and Mrs L Tripp.

11. Date of next meeting

10.1 The date of the next AGM will be arranged for May, 2022.

ANNUAL RETURN OF UNIT ACCOUNTS		Form
STATEMENT OF FINANCIAL ACTIVITIES		SCC A3
FOR YEAR ENDED 31 MARCH 2021		
To be forwarded to Area Administrator and as otherwise directed no later than 1 November of each year		
Unit Name: Ruislip Uxbridge & Pinner	No. 290	Charity No: 298785
		THIS YEAR LAST YEAR
INCOMING RESOURCES (REVENUE RECEIPTS:)		
HQ-GRANTS:		
-CAPITALISATION		5,000
-DIRECT		
OTHER GRANTS		17,483 2,000
CADET CONTRIBUTIONS		3,890 5,580
OTHER DONATIONS		15,744 2,559
SPECIAL EVENTS PROCEEDS		732 3,785
MOD -BOAT REPAIR GRANT		
-TRAVEL EXP REFUNDS		94
SCAVA (Sea Cadet Assoc Victualling Allowance)		
INCOME FROM FUNDRAISING (INCLUDING SPECIAL EVENTS)		-
COMPETITION RECEIPTS		-
COURSE FEES		221
SUNDRY SALES		-
INVESTMENT INCOME		-
INSURANCE RECEIPTS		
BANK INTEREST RECEIVED		0 1
OTHER REVENUE RECEIPTS		100
TOTAL INCOMING RESOURCES (REVENUE RECEIPTS)	A	42,950 14,240
RESOURCES EXPENDED (REVENUE EXPENDITURE:)		
FUNDRAISING EXPENDITURE (INCLUDING SPECIAL EVENTS COSTS)		
COMPETITION EXPENSES		128
TRAVEL		307 173
CATERING COSTS		
TRAINING COURSES COSTS		26 990
PURCHASES FOR RESALE		
OVERHEADS:		
RENT/COUNCIL TAX		
HEAT & LIGHT & WATER		1,765 1,912
TELEPHONE		263 738
POSTAGE		
PRINTING & STATIONERY		8
MAINTENANCE:		
BUILDINGS		254
BOATS		
VEHICLES		763
COMPUTERS		
OTHER EQUIPMENT		
FUEL		406
INSURANCE		1,696 1,756
BANK INTEREST & CHARGES		
SUNDRIES		334 262
TOTAL REVENUE EXPENSES BEFORE DEPRECIATION	B	4,645 7,136
NET REVENUE SURPLUS BEFORE DEPRECIATION	A-B	38,305 7,103
TOTAL DEPRECIATION (From AC2)	C	6,534 4,645
CURRENT YEAR SURPLUS/(DEFICIT) BEFORE DISPOSALS	A-B-C	31,771 2,458
GAINS/(LOSSES) ON DISPOSALS OF FIXED ASSETS	D	(3,176)
GAINS/(LOSSES) ON DISPOSALS OF INVESTMENTS	E	
CURRENT YR TOTAL NET SURPLUS	(A-B-C+D+E)	28,595 2,458
		Page AC 1

THE SEA CADETS
ANNUAL RETURN OF UNIT ACCOUNTS
BALANCE SHEET
FOR YEAR ENDED 31 MARCH 2021

To be forwarded to Area Administrator and as otherwise directed no later than 1 November of each year

Unit Name: Ruislip Uxbridge & Pinner **No. 290** **Charity No:** 298785

	THIS YEAR	LAST YEAR
FIXED ASSETS:(from AC 4)		
LAND & BUILDINGS	12,289	15,275
BOATS		
VEHICLES	27,642	3,629
COMPUTERS		
OTHER EQUIPMENT	183	206
TOTAL FIXED ASSETS	40,114	19,110

INVESTMENTS

CURRENT ASSETS & LIABILITIES:

CURRENT ASSETS:

LOANS RECOVERABLE

DEBTORS

STOCKS (at cost)

BANK & CASH BALANCES (from AC2)

TOTAL CURRENT ASSETS 17,793 10,202

LESS:CURRENT LIABILITIES:

LOANS PAYABLE

OTHER CREDITORS

TOTAL CURRENT LIABILITIES 825 825

NET CURRENT ASSETS/(LIABILITIES) 16,968 9,377

TOTAL NET ASSETS 57,082 28,487

REPRESENTED BY:

ACCUMULATED FUND BROUGHT FORWARD FROM LAST YEAR 28,487 26,029

CURRENT YR TOTAL NET SURPLUS (from AC1 total) 28,595 2,458

ACCUMULATED FUND CARRIED FORWARD 57,082 28,487

The RUISLIP UXBRIDGE AND PINNER unit of the Sea Cadet Corps acknowledges with thanks the extra support of the Ministry of Defence by way of grants in aid, loan of equipment and services of personnel.

CERTIFICATE:

We have examined the accounts for the year to 31 March 2021 as shown on pages AC1 to AC3.

We certify that the accounts are consistent with the current Sea Cadet Regulations and that the conduct of the audit fulfilled the requirements set out by the Charity Commission in its guidance on the content of an independent examination.

In our opinion these accounts are in accordance with the Unit's books and show a true and fair view of the results for the year and the state of affairs at 31 March 2021.

TITLE:

SIGNATURE:

DATE:

EXAMINER/AUDITOR: *[Signature]* 9/5/21

UNIT TREASURER: *[Signature]* 9 MAY 21

UNIT CHAIRMAN: *[Signature]* 20 MAY 2021

THE SEA CADETS		Unit Name: Ruislip Uxbridge & Pinner (No.290)					
BALANCE SHEET NOTES		BALANCES AS AT 31-Mar-21					
FIXED ASSETS:							
		LAND & BUILDINGS	BOATS	VEHICLES	COMPUTERS	OTHER EQUIPMENT	TOTAL
COST:							
Costs brought fwd from prior years		47,401	1,981	9,075	-	2,281	60,738
Additions during this period				30,714		-	30,714
Disposals during this period				(9,075)			(9,075)
Total Costs to date		47,401	1,981	30,714	-	2,281	82,377
DEPRECIATION:							
Depn brought fwd from prior years		32,126	1,981	5,446	-	2,074	41,628
Depreciation charged in this period		2,986	-	3,525		23	6,534
Depreciation charged to date on disposals				(5,899)			(5,899)
Total depreciation to date		35,112	1,981	3,072	-	2,097	42,263
Net book value to date		12,289	-	27,642	-	183	40,114
(taken to fixed assets lines on AC3)							
							Page AC4



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**

Ruislip Uxbridge and Pinner Sea Cadets

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

298785

Set out on pages

1 and 2

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

14 JAN 2022

Name:

J Wilks

**Relevant professional
qualification(s) or body
(if any):**

Finance Manager

Address:

Torrington Road

Ruislip, Middlesex

HA4 0AT

