

BIGGLESWADE UNIT 36 OF THE SEA CADET CORPS

England & Wales · Charity number 300005

Details

Other names	UNIT 36, SEA CADET CORPS, BIGGLESWADE SEA CADETS, T.S DUCHESS
Status	Registered
Legal form	Other
Registered	1964-02-06
Register	View on the Charity Commission register

Contact

Address	4 Station Road Biggleswade SG18 8AL
Phone	01767314973
Email	biggleswadesc@outlook.com

Activities

Objects: The charitable purpose of the Unit (the Purpose) 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).

Activities: The Sea Cadets Corps is a uniformed youth development organisation with a nautical theme that uses experiential adventure in an informal setting to enable young people, both male and female, from 10 to 18 years old to gain skills for life such as: communication, strategy, forethought, good listening skills, discipline and team work whilst having 'serious fun.'

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Recreation
- **Who:** Children/young People

Geography

- **Area of benefit:** BIGGLESWADE AND DISTRICT
- Bedford
- Cambridgeshire
- Central Bedfordshire
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,792	£35,854	-	-
2024-03-31	£31,766	£30,323	-	-
2023-03-31	£16,475	£8,445	-	-
2022-03-31	£24,015	£16,694	-	-
2021-03-31	£48,341	£30,037	-	-

Trustees

Name	Role	Appointed
Mandy Suzanne Holmes	Chair	2011-08-26
Isabel Atkins		2020-01-13
Kevin Atkins		2020-01-13
Lynn Julia Dawn Busby		2023-01-16
Susan Blannin		2025-08-11
Victoria Pullinger		2024-07-08

BIGGLESWADE UNIT 36 OF THE SEA CADET CORPS

England & Wales - Charity number 300005

Accounts

BIGGLESWADE UNIT (T.S. DUCHESS) CHAIRMAN'S ANNUAL REPORT 2024/25

This is my report as Chairman of the Biggleswade Unit Management Committee for the year 2024/25.

For those of you that are new to the Sea Cadet organisation I will give a brief explanation as to how the Unit Management Committee fits into the Unit's organisation. The UMC consists of local people, parents, ex cadets and interested others, elected at these AGM's, and is responsible for the management of the Unit and all its financial, legal, regulatory and charity aspects. We help the Unit staff that you see working with your cadets run the Unit, although most of our work is carried out in the background as we deal with matters such as making sure that the Unit is compliant with legal matters, licences etc, that the facilities are kept maintained and health and safety such as fire checks are complied with.

The main person that you will all see running the parade nights and activities is the Unit's Commanding Officer, Chief PO Charlotte Warren, and it is very much a partnership between Chief and myself with keeping TS Duchess on an even keel.

Chief PO Warren and all the instructional staff, both in uniform and not, put far more hours into the running of the activities for the cadets, than any of us can imagine, or they probably signed up for as volunteers. I would like us to take a moment to demonstrate our thanks to them all for the many hours of unpaid time that they give to the Corps every week, week in week out for parade nights and events and also the time that they give to become qualified to do what they do. Without them, the cadets and therefore the Unit would not achieve what it does.

This year has been the first full year with Chief PO Warren as the Commanding Officer of the Unit and I think that you, Charlie, have done a marvellous job. Well done.

The Ship's Company has been averaging around the 40 cadet mark for this past year, and now with the instructional staff at the optimal level to do so, we are embarking on another recruitment exercise by PO Jason Barratt with our next Open Evening planned for 24th June.

This year has also been our first year within the new Western District which has meant that we have been parading, working and competing with our 'new' District Units, Market Harborough, Broughton Astley, Bedford, Wellingborough, Rushden, Hinckley, Northampton and Kettering. This has meant that the competitions that we have entered such as drill and rowing have been a little more competitive particularly with the bigger units such as Northampton, but we have shown that we can hold our own! Also we have paraded with the other Units in a couple of events through the town's of Market Harborough and, just this last Sunday, Kettering. Both being fantastic experiences for the cadets, particularly for those that are not part of our Unit band and do not usually get those experiences.

Regarding our financial status, the Treasurer Colin will present the finer details to you in a while; but I would like to talk about the grant funding that we have been very successful in accessing this last year with the purpose of giving the Unit building some very much needed TLC. The monies that we were able to obtain have enabled us to complete the painting needed on the front Grade II Listed building façade and also to repair the gutting and the various building roofs and this has meant that we are now watertight and it is planned to complete some internal decoration soon. However, first, we will be replacing the Main Deck roof this summer which will sort out some leaks but also give more insulation to that area which we hope will assist with our heating costs in the coming winter.

Due to the loss at the end of May last year with the Emily Thornton School of Dance ending their rental of our building, we have needed to look to find other means by which to make

use of our main asset, the Unit building. It was concluded that we could hire out again to other businesses/organisations but this time just the offices at the front of the building which would mean less disruption to any cadet activities, which when the dance school was in the building did at times.

With the grant monies we have made the two front offices suitable for office hire and I am pleased to report that we have two regular hires which nearly cover our outgoings together with other ad hoc hire fees. It would be good to get another regular business hire to ensure that we have got our utilities, insurance and bus costs covered and we will continue to work towards this.

In conclusion I bring us back to the subject of the committees and the requirement for volunteers to be part of them. They are essential to the running of this Unit, to ensure that it is an effective and safe environment for the cadets and staff to use. Currently we have a small Unit Management committee and we would welcome anyone who would like to be part of it. We are running on the barest minimum of numbers and we do struggle at times to hold effective meetings because of this. Therefore if anyone would be interested in joining this committee, come and talk to either myself or Chief Warren as you would be very welcome.

Finally, thank you all for taking time to attend tonight, and this concludes my report.

Mandy Holmes
Chairman
10th June 2025

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT			Form SCC A3 (R&P) Mar-2010	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2025 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)				
Unit Name: Biggleswade		31/03/2025 300005		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR £	LAST YEAR £	
REVENUE RECEIPTS –	Notes			
HQ-GRANTS:				
- CAPITATION				
- TRAVEL EXPENSE REFUNDS				
- DIRECT				27.00
- SCVA (Sea Cadet Victualling Allowance)				
OTHER GRANTS		12,190.00		
CADET CONTRIBUTIONS		4,270.51		3,138.27
OTHER DONATIONS		2,538.02		9,372.00
LEGACIES				
MOD - BOAT REPAIR GRANT				
FUNDRAISING PROCEEDS (not: Special Events as below)				
SPECIAL EVENTS PROCEEDS (as charitable activity only)				
OTHER CHARITABLE ACTIVITIES:				
- COMPETITION RECEIPTS				
- COURSE FEES				
SUNDRY SALES RECEIPTS				
INVESTMENT INCOME RECEIVED				
BANK DEPOSIT INTEREST		430.21		53.99
PROPERTY RENTS (includes any occasional lettings/hirings)		12,053.00		19,175.00
OTHER REVENUE RECEIPTS				
TOTAL REVENUE RECEIPTS	A	31,481.74		31,766.26
NON-REVENUE RECEIPTS –				
INVESTMENT SALES PROCEEDS				
PROCEEDS FROM SALES OF OTHER FIXED ASSETS				
LOANS RECEIVED/RECOVERED (include grants per contra*)		17,310.00		
TRANSFERS FROM ANY OTHER* FUND OF THE UNIT				
ANY OTHER RECEIPTS				
TOTAL NON-REVENUE RECEIPTS	B	17,310.00		
TOTAL RECEIPTS (=A+B) C		48,791.74		31,766.26
Reconciliation:-				
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-				
- REVENUE ITEMS (= A – D from page AC2)	G	32.37		8,493.04
- NON-REVENUE ITEMS (= B – E from page AC2)	H	12,905.12		-4,394.88
- COMBINED (=G+H)		12,937.49		4,098.16
CASH/BANK BALANCE FROM LAST YEAR-END		25,666.60		21,568.44
CASH/BANK BALANCE AT THIS YEAR-END		38,604.09		25,666.60

THE SEA CADETS
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

Form
SCC A3
(R&P)
Mar-2010

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2025

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

Unit Name: Biggleswade		31/03/2025 300005	
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS	LAST
		YEAR	YEAR
		£	£
Notes			
REVENUE PAYMENTS –			
FUNDRAISING COSTS (not: Special Events as below)			
INVESTMENT MANAGEMENT COSTS (if any)			
DIRECT CHARITABLE ACTIVITY COSTS:			
- SPECIAL EVENTS COSTS			
- COMPETITION COSTS			
- TRAVEL COSTS			
- CATERING COSTS			600.00
- TRAINING COURSES COSTS			997.00
- GRANTS (including any charitable loans written off)			
ARTICLES PURCHASED FOR RESALE			
OVERHEAD COSTS FOR:			
- RENT / COUNCIL TAX			
- HEAT, LIGHT & WATER		3,561.99	7,387.40
- TELEPHONE		2,123.11	929.15
- POSTAGE			
- PRINTING & STATIONERY			
MAINTENANCE COSTS FOR:			
- BUILDINGS		17,556.28	799.36
- BOATS			1,250.00
- VEHICLES		945.00	799.65
- COMPUTERS			
- OTHER EQUIPMENT			
FUEL COSTS		526.69	610.94
INSURANCE COSTS		3,870.91	3,687.90
BANK INTEREST & CHARGES			
CHARITY GOVERNANCE COSTS:			
- FOR AUDIT OR INDEPENDENT EXAMINATION			
- FOR ACCOUNTS PREPARATION			
- FOR LEGAL ADVICE (for constitution or trustees)			
OTHER REVENUE COSTS		2,865.39	6,211.82
TOTAL REVENUE PAYMENTS		D	31,449.37 23,273.22
NON-REVENUE PAYMENTS –			
FOR INVESTMENTS PURCHASED			
FOR OTHER FIXED ASSETS (including any improvements)			
LOANS MADE/REPAID			
TRANSFERS FROM ANY OTHER* FUND OF THE UNIT			
ANY OTHER PAYMENTS - MINIBUS LEASE		4,404.88	4,394.88
TOTAL NON-REVENUE PAYMENTS E		4,404.88	4,394.88
TOTAL PAYMENTS (=D+E) F		35,854.25	27,668.10

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

THE SEA CAJETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form BCC A3 (R&P) Mar 2010
STATEMENT OF BALANCES & ACCOUNTS NOTES for year ended 31 March 2025 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI (XXX)18) (also to be forwarded to Area Business & Management (Treasurer and as otherwise directed) no later than 1 November each year)		
Unit Name: <u>Richmond</u>		21/03/2025 30000
In England & Wales: STATEMENT OF ASSETS & LIABILITIES (English/Welsh/No Units: No valuations/costs or accounts note required)	Name of Fund 	
	THIS YEAR £	LAST YEAR £
ASSETS:		
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)	38,804.00	25,888.60
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 any)		
OTHER FIXED ASSETS:		
- LAND & BUILDINGS	191,057.49	191,057.49
- BOATS	2,551.23	3,441.64
- VEHICLES	4,297.73	5,372.16
- COMPUTERS		
- OTHER EQUIPMENT	527.80	659.87
*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)		
Signed as authorised by the Unit's Management Committee - Date:		
Unit Treasurer Unit Chairman		
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

THE SEA CADETS (BIGG LESDADE)

On accounts for the year
ended

31st MARCH 2025

Charity no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31st MARCH 2025.

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 (other than that disclosed below*) 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.

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

Signed:

Susan Bannin

Date:

20/12/25

Name:

SUSAN BANNIN

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

ACMA

Address:

32 DROVE ROAD

BIGG LESDADE

BEDFORDSHIRE SG18 8HD

Accounts



Eastern Region

Biggleswade Sea Cadets
TS Duchess
4 Station Road
Biggleswade
Bedfordshire
SG18 8AL

sea-cadets.org

Telephone 01767 314973

Email
Biggleswade.scc@btinternet.co.uk

Charity Number:300005

MINUTES OF ANNUAL GENERAL MEETING – 8 MAY 2024 held at the Unit of T.S Duchess, Biggleswade

Present: H Robinson, C Sparshott K Atkins, I Atkins, M Holmes, A Griffiths, J Stead, C Warren, L Busby, S Gibbons

Apologies: A Burt, R Wendon

Minutes of Last Meeting: Accepted as a true record and carried unanimously
Proposed C Sparshott Seconded L Busby

Matters Arising: None

Chairman's Report See attached

Co Report See Attached

Parents and Friends Report See attached

Treasurers Report See attached

Unit Accounts See attached

Elections

President Vacant

Vice President Mr Alistair Burt

Proposed L Busby Seconded C Warren

Unit Management Team

Re-Elected en bloc Proposed A Griffiths Seconded C Warren

P & F Committee

Re-Elected en bloc Proposed S Gibbons Seconded I Atkins

The meeting was brought to a close at 8pm

Signature

Date

Signature

Date

BIGGLESWADE UNIT (T.S. DUCHESS) CHAIRMAN'S ANNUAL REPORT 2023/24

After completing 6 years as the Chairman from 2011 to 2017, and following Helen Robinson's 5 years Chairman's service, this report is my first back as the Chairman of the Unit Management Committee and is for the period November 2023 to May 2024. The reason that it is not a year's reports is because of the lateness of the last AGM held in November 2023, although moving forward we will try to keep to the usual May/June AGM timetable for next year.

For those of you that are new to the Sea Cadet organisation I will give a brief explanation as to how the different roles of our small part of the organisation fit in, starting with the Unit Management Committee. This Committee helps the Unit staff run the Unit, although most of its work is carried out in the background. The UMC consists of local people, parents, ex cadets and interested others, elected at these AGM's, and is responsible for the management of the Unit and all its financial, legal, regulatory and charity aspects.

Additionally we have a subcommittee of the UMT here in Biggleswade, which we call the Parents & Friends Committee. This group is mostly, if not entirely, made up of parents or guardians of the cadets and their endeavours ensure the success and onward progression of the Unit facilities for our ship's company by holding social and fundraising events to assist in the funding and running the Unit. Thank you to them for giving up their time to make teas, run the Wardroom bar during events, organise raffles and most importantly perhaps to the cadets for the superb Christmas/New Year dinner that is supplied gratis by the P & F for them at their Award Evening. The absolutely fantastic Chair responsible for organising (and cooking at) this particular event for the past few years is Ardene Griffiths. I have been made aware that she is going to be stepping down in the next few months and will be sorely missed for so many reasons as well as her delicious jam sponge and custard, and I'm going to take this opportunity to especially thank her now, as I know that she will slip away quietly otherwise!

Then we have the staff in uniform, civilian instructors and office assistant seen by you, as parents, supporters and cadets, running the parade nights, events and activities led by the Commanding Officer, Chief PO Charlotte Warren. I would like us to take a moment to demonstrate our thanks to them all for the many hours of unpaid voluntary time that they give to the Corps every week for parade nights and events. Plus the additional time that they give up to become qualified to do what they do. Without them, the cadets and therefore the Unit would not achieve what it does.

So, altogether, the Unit Management Committee, the uniformed and civilian instructors and the Parent's & Friends Committee are T. S. Duchess and are all responsible to the relevant charitable authority and the Marine Society & Sea Cadets Corps for the running of the Unit as a whole and without each other it would not work so well.

Nationally all cadet Units are placed within Districts and then 7 Areas, this is for the purposes of structure for inspections, competitions and assistance. This year at the beginning of April there was a change made to the Eastern Area's Districts to 'even' out the distribution of Units within them, essentially to make them easier to manage. This has meant that Biggleswade is now part of the newly named West District together with Market Harborough, Broughton Astley, Bedford, Wellingborough, Rushden, Hinckley, Northampton and Kettering.

Another change at the Unit that was formally confirmed in March, is the appointment of Chief PO Charlotte Warren as the Commanding Officer of the Unit. The Chief title also being new

to her upon the passing of her Chief's Promotion Board recently and is well deserved. Congratulations Charlie from us all.

Usually as part of the process to ensure that all parts of the unit structure are working correctly together and following the 'rules' we are inspected at least once every year by a representative of the Royal Navy. However,

due to the district changes that have been made this year we have not received a date for that to occur as yet and are unsure if we will now get a full inspection. However, we did have a Unit review carried out by the District team on Friday 3rd February 2024 and we are currently scored at 77/100 overall, for cadet qualifications, boating hours, health and safety, instructors qualification etc., and this is a Burgee score meaning that we are ranked within the top 25% of Units in the country. We are due a spot check visit by area in the near future after which we would hope that our status will be confirmed and a Burgee awarded, but so far so good, so well done T.S. Duchess. We received a Burgee last year and the flag is proudly displayed at the top of the mast.

Regarding our financial status, the Treasurer Colin will present the finer details to you in a while; however a big change coming about at the end of May for us is that we will be losing our long term leasing partner, the Emily Thornton School of Dance. They will be moving to their own premises in the old Working Men's Club building and therefore we need to find some replacement hirers to be able to replace those regular funds coming in as cadet subscriptions are only notional with regards to running costs. We do allow for ad hoc rental of the hall, wardroom and bar for various occasions and these are helpful funds and are only possible, particularly the bar facility used for some functions with the Parents & Friends Committee support.

Looking forward I am personally endeavouring to secure some grant and trust funding for the maintenance work that is imminently required to be done around the Unit building to keep it secure and safe. We have various works that need to be completed such as replacing guttering, repointing brick work and the repainting of windows. Although some of this work can be completed with volunteer working parties some of this will need professionals, particularly because of the Listed status of the building, and this requires proper funding.

In conclusion I bring us back to the subject of the committees and the requirement for volunteers to be part of them. They are essential to the running of this Unit, to ensure that it is an effective and safe environment for the cadets and staff to use. Currently we have a small Unit Management committee and we would welcome anyone who would like to be part of it. We are running on the barest minimum of numbers and we do struggle at times to hold effective meetings because of this. Therefore if anyone would be interested in joining this committee, or perhaps the Parents & Friends as part of the fund-raising crew, then please come and talk to either myself, Ardene Griffiths or Chief Warren as you would be very welcome.

Finally, thank you all for taking time to attend tonight, and this concludes my report.

Mandy Holmes

Chairman

8th May 2024

P&F FUNDRAISING REPORT ARDENE GRIFFITHS

Hi, I'm Ardene, and chair of the P&F

It's been a quiet year for fundraising with all of our funds coming from having the bar open, for private functions and our own social functions. Remembrance day.

To the year ahead, fundraising:
Quiz night.
Arrange some social evenings with a band or singer.
Try the silent disco event again.
Continue to support the unit and band wherever possible.
Private functions.

It is my intention this year to step away from the P&F as we will be relocating up north.

If you would like to join the P&F or have any ideas , please do come, and speak to me.

This concludes the P& F report.

Biggleswade Sea Cadets – Treasurers Report for year to 31 March 2024

The accounts for the year have been distributed. Overall, a surplus for the year of £1,442. Utility bills almost doubled to £7,387 but we were lucky enough to receive £6,000 from the temporary hire of the unit to the Air Cadets for a seven month period which helped to cover this. We received a legacy of £1,000 from the estate of the late Commander Greenwood and also received £400 from the Masons. We spent £5,100 on new drums and were kindly donated £4,000 towards these from the Biggleswade Conservative Club. We bought new canoes costing £1,250 From an administration point of view, we have decided to move away from Barclays Bank and have opened accounts with CAF Bank (Charities Aid Foundation) which is more suitable for our organisation. Unfortunately, this means all current cadet standing orders will need to be changed and I understand this is already in progress. Since the year end, we have learned that our major source of income, Emily Thornton School of Dance, has given notice as she is moving to alternative premises in Biggleswade. This means that we will be losing around £12,000 per annum and we will need to investigate alternative ways of raising income from the unit, any ideas much appreciated. I thank you all for your support during the year.

Colin Sparshott
Treasurer

Biggleswade Sea Cadets
Income and Expenditure Account
For the year ended 31 March 2024

			2024 £	2023 £
Income	Bank Interest	53.99	9.39	
	Cadet Contributions	3,138.27	3,810.00	
	Donations	4,905.00	1,130.00	
	Grants	1,000.00	0.00	
	Hall Hire Income	19,175.00	9,645.00	
	Marine Society	27.00	37.50	
	Other Income	<u>3,467.00</u>	<u>1,843.01</u>	
			31,766.26	16,474.90
Expenses	Boat Maintenance	0.00	-205.95	
	Building Maintenance	-799.36	-981.07	
	Catering Costs	-600.00	-300.00	
	Course Expenses	-98.00	-1,412.50	
	Depreciation	-2,655.22	-3,414.62	
	Insurance	-2,427.90	-2,019.02	
	Licenses	-180.00	-180.00	
	Miscellaneous Expenses	-926.00	-1,029.65	
	Sailing Costs	-899.00	-819.00	
	Sundry Equipment	-6,355.82	-1,703.70	
	Telecoms	-929.15	-731.84	
	Utilities	-7,387.40	-4,313.51	
	Vehicle Insurance	-1,260.00	-1,451.91	
	Vehicle Lease Payments	-4,394.88	-4,404.88	
	Vehicle Maintenance	-799.65	-388.40	
	Vehicle Fuel	<u>-610.94</u>	<u>-1,564.66</u>	
			-30,323.32	-24,920.71
Net income/(deficit)			1,442.94	-8,445.81

Biggleswade Sea Cadets
Balance Sheet
As at 31 March 2024

		2024	2023
		£	£
Fixed assets	Boats	3,441.64	4,588.86
	Land & Buildings	191,057.49	191,057.49
	Office Equipment	659.87	824.83
	Vehicles	<u>5,372.16</u>	<u>6,715.20</u>
		200,531.16	203,186.38
Bank	Barclays Current a/c	7,412.01	17,432.84
	Barclays Deposit a/c	4,084.19	4,035.60
	CAF Current Account	4,515.39	0.00
	CAF Gold (Savings)	9,555.01	0.00
	Petty Cash	<u>100.00</u>	<u>100.00</u>
		<u>25,666.60</u>	<u>21,568.44</u>
Net assets		<u>226,197.76</u>	<u>224,754.82</u>
Unrestricted Funds		£	£
	Brought forward	224,754.82	233,200.63
	Net income/(deficit)	<u>1,442.94</u>	<u>-8,445.81</u>
		226,197.76	224,754.82
Total unrestricted funds		<u>226,197.76</u>	<u>224,754.82</u>

Independent Examiner's Report to the Trustees of Biggleswade Sea Cadets

for the year ended 31st March 2024

I have reviewed the financial reports prepared by Biggleswade Sea Cadets and made a comparison with the underlying records.

In the course of my review, no matter has come to my attention that leads me to doubt that:

- a) Proper records have been maintained
- b) The reports show a true view of the financial position of the Biggleswade Sea Cadets at the year end date.

Signed:



Date:

4th NOV 2024

Name:

John Skingsley

Address:

6 Redhods Way East, Letchworth Garden City, SG6 4DF

Accounts



Eastern Region

Biggleswade Sea Cadets
TS Duchess
4 Station Road
Biggleswade
Bedfordshire
SG18 8AL

sea-cadets.org

Telephone 01767 314973

Email
Biggleswade.scc@btinternet.co.uk

Charity Number:300005

MINUTES OF ANNUAL GENERAL MEETING - 8 November 2021 held via Zoom

Present: H Robinson, T Kimberley, J Stead, S Kimberley, R Wendon, S Gibbens, D Gibbens, A Griffiths, S Stead, C Sparshott, M Holmes, M Wendon, K Atkins, M Atkins, J Ditchburn

Apologies: A Burt, J Hagger

Minutes of Last Meeting: Accepted as a true record and carried unanimously
Proposed R Wendon Seconded S Kimberley

Matters Arising: None

Chairman's Report See attached

Co Report See Attached

Parents and Friends Report See attached

Treasurers Report See attached

Unit Accounts See attached

Elections

President Mr Alistair Burt MP
Proposed T Kimberley Seconded M Wendon

Vice President Mrs Judith Hagger - standing down

Civilian Committee
Re-Elected en bloc Proposed S Gibbens Seconded A Griffiths

P & F Committee
Re-Elected en bloc Proposed M Holmes Seconded R Wendon

The meeting was brought to a close at 7.30pm

Signature H Robinson Chair Date

Signature C Sparshott Date
UMT Member

Agreed via Zoom

BIGGLESWADE UNIT (T.S. DUCHESS) CHAIRMAN'S ANNUAL REPORT 2020/21

This report is my third as the Chairman of the Unit Management Committee for the year period 2020/21.

We are currently still operating in a covid secure manner and have had to return back to online training a couple of times, the majority of the time the unit has been able to do face to face training.

However this is not the case for the UMT we are not allowed to meet face to face yet and this proving to be very frustrating and hopefully this will change in the very near future. As part of a team effort in the running of the Unit, the Unit Management Committee helps the unit staff run the Unit, although most of its work is in the background. The staff in uniform are the ones seen by yourselves, as parents, supporters and cadets, running the parade nights, events and activities led by the Commanding Officer. However, the Committee works together with the CO and is equally as important in keeping it safe, secure and viable with funding for all the activities held. This year in particular the team has worked exceptionally hard to keep Biggleswade Sea Cadets running in very trying times, I am extremely proud of our team and everything we have achieved during this challenging period of time.. Fundraising is carried out by the subcommittee of the UMT, which here in Biggleswade, we call the Parents and Friends Committee. Their efforts ensure the success and onward progression of the Unit facilities for our ship's company by providing the fundamental monetary resources for the running of the Unit. Altogether we are all responsible to the relevant charitable authority and the Marine Society and Sea Cadets Corps for the Unit as a whole. Due to covid restrictions they have been unable to fundraise this reporting year. We are inspected by a representative of the Royal Navy every year to make sure that as a unit we are following the rules and all parts of the unit structure are working correctly together (the sea cadets equivalent of Ofsted). We are awaiting the result of our inspection. I would like to say a big thank you once again to all the uniformed staff for the unpaid voluntary time that they give to the Corps every week for parade nights, and the additional time that they are required to also give on top of that to become qualified to do what they do. Without them, the Unit would not achieve what we have. My sincere thanks to each of you for yet another, at times I'm sure, challenging year as a Sea Cadet volunteer. Regarding financial matters I am pleased to report that the finances of the Unit have still been fairing reasonably well this year, of which the Treasurer will present the finer details to you in a little while.

The Emily Thornton School of Dance is still with us, due to covid and restrictions we have been unable for most of the year to rent out to other parties. Although some of our regular hirers are starting to come back.

The band have been able to train again after getting the relevant permissions and were able to appear at the local church fete in September, I have to say it was very nice to see them back out and about again and hope that they are able to continue with this as things start to return to normal.

The activities and events that the cadets have taken part in this year will have been very limited, I'm sure, will be mentioned in the CO's report so I won't anticipate them here. However, I would just like to say for the record that the Unit has an excellent reputation for being excellent representatives of the Sea Cadet Corps wherever they go.

Finally, for my report I bring us back to the subject of the committees and the requirement for volunteers to be part of them. They are essential to the running of this Unit, to ensure that it is an effective and safe environment for the cadets and staff to use and although we have a committee, we could still welcome anyone who would like to be part of it, we are looking for various roles to be filled. We are running on the barest minimum of numbers and we do struggle at times to hold effective meetings because of this.

Therefore, if anyone would be interested in joining this committee, or the Parents and Friends as part of the fund-raising crew, then please come and talk to either myself or Theresa Kimberley.

Finally, thank you all for taking time to attend tonight, and this concludes my report for the year.

Helen Robinson
Chairman
8 November 2021

REPORT FOR THE TS DUCHESS 2021 AGM - 8th November 2021

BY PPO SCOTT KIMBERLEY OIC

We have been back parading for the best part of the year now and although we are still governed by some restrictions we are doing well. As we predicted last year we have emerged even stronger from this virus than even we could have planned, we have seen the unit grow in numbers from 25 to almost 40 cadets and although not all courses are back on the agenda as yet our cadets are making full use of what is available. We have had cadets on a shooting course, peer educator course, and more recently a Power Boat level 2 course which was conducted by our very own Po Warren, more cadets are booked on course for the near future

Although we were the first Unit in the district to gain Lime status we didn't really bother too much about the boating aspect as this just wasn't feasible at that time, however we have now got lime status for boating and have been taking advantage of this fully and will continue to do so as long as the weather allows

With the help from the UMC and parents we have managed to complete some much needed work around the unit, this includes damp proofing the exterior walls in the wardroom, fixing all the roof flashings on the main deck roof, we have also refurbished the main deck area which was well over due and looks fantastic, so thanks to all involved

The unit band has been working extremely hard and even fitting in some engagements ie: St Andrews church fete saw the band perform its first public show for almost 2 years, some cadets were also involved in the field gun run and we also had cadets manning the recruitment stall with Po Barrett and PPO Pestel .More recently we had our Corp of Drums perform at RAF Wyton for Trafalgar night and Pickle night which was a resounding success

In my report last year I mentioned that we had only just had our annual inspection and although we thought it went very well we didn't have the results as yet, we now know that in fact it went better than we thought and that we got awarded a burgee for our efforts. This really is top honours and just doesn't get much better, this is an award for everyone involved in Biggleswade sea cadets well done!

Summary:

So just to summarise the last 12 months at Biggleswade sea Cadets. The UMC the P&F the Uniformed and uniformed staff and just those people that turn up and say " Don't worry I'll do that " are all so important and I just want to thank every single one of you for the time, support and passion you give to our Unit, thank you all.

Obviously, this is something which none of us have had to deal with before so a meeting was held, it was decided that we would continue our training via zoom, this was a challenge but all the staff ran with it and in my opinion done a fantastic job.

In late August with a lot of hard work from the unit chair and other members of staff we managed to reach Lime status which basically means the unit is ready to conduct face to face training which with the help of the uniformed staff/civilian Instructors and the P&F Ladies is now happening in a very successful way.

There are some district courses happening now on a small scale, ie, we had 6 cadets involved in a 2 day shooting course just this week, we also have 4 cadets involved in a peer educator course at Stevenage unit next week

Due to the structured training which was conducted on zoom we have been able to award advancements such as 2 Able Cadets last week and there will be more very soon

The Band are also conducting face 2 face training with restrictions but this is proving popular, unfortunately we are unable to attend any parades for the foreseeable future but we will continue working hard for when we can

Summary:

I would just like to say that our unit is going through some of the most difficult times it has ever faces and due to the hard work, attitude and good old fashioned Biggleswade sea Cadet spirit of everyone involved, the staff, the Army of CIs ,the P&F Ladies ,the UMC, the cadets and their parents who every now and then send a message or text of thanks which makes a huge difference ,we are going come out the other end stronger than ever.

This concludes my report.
PPO S Kimberley
Officer in Charge

P & F FUNDRAISING REPORT **Theresa Kimberley**

It has been a strange year for the P&F team, we have focussed our efforts on helping the unit wherever we possibly can with providing tuck baskets in each classroom so that cadets don't have to travel around the unit etc. At the early stages we ran the Covid desk at the front of the unit taking temperatures and managing the cadets entrance into the unit. Ardene has been supplying tea, coffee and biscuits to staff at standeasy and also at band and practising up the yard.

We have however, managed a small amount of fund raising this includes the raffle tickets from the Round Table which cadets sold on their behalf we are still waiting to see how much we made. Ardene gladly handed out some small jars which were nicely filled with spare change and they were returned, so far we have raised £120.00 and that is still ongoing.

Unfortunately, we cannot re-open the bar which we would normally do for Remembrance Day but obviously this is a good fund raiser for us. We are hoping that this will change before June when we hope to be ready to open for Carnival.

If you would like to join our team or can just help out at the events please speak to one of the team and they will help you.

I would like to thank Ardene for holding the fort so tremendously as I have not been down the unit very often, so she has been manning everything by herself. This is a big thank you from me to her. I would like to thank Mrs Gibbons for supplying the small jars for our money collection pots.

This concludes my report.

Mrs T Kimberley
Chair of the P&F

Treasurers Report

- The accounts are fairly self-explanatory but feel free to ask any questions.
- Healthy year in isolation made up mainly with council grants, donations and hall hire etc.
- Main costs have been the purchase of a new mini bus, building maintenance
- Utilities are still our biggest expense

Colin Sparshott
Treasurer

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Mar-2010	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2021 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)			
Unit Name: Biggleswade		31/03/2021 300005	
Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-		THIS YEAR £	LAST YEAR £
REVENUE RECEIPTS –			
	Notes		
HQ-GRANTS:			
- CAPITATION			
- TRAVEL EXPENSE REFUNDS			
- DIRECT		322.84	655.40
- SCVA (Sea Cadet Victualling Allowance)			
OTHER GRANTS		30,240.93	1,000.00
CADET CONTRIBUTIONS		2,367.00	2,258.00
OTHER DONATIONS		7,750.00	150.00
LEGACIES			
MOD - BOAT REPAIR GRANT			
FUNDRAISING PROCEEDS (not: Special Events as below)			
SPECIAL EVENTS PROCEEDS (as <u>charitable</u> activity only)			
OTHER CHARITABLE ACTIVITIES:			
- COMPETITION RECEIPTS			
- COURSE FEES			
SUNDRY SALES RECEIPTS			
INVESTMENT INCOME RECEIVED			
BANK DEPOSIT INTEREST		5.67	22.89
PROPERTY RENTS (includes any occasional lettings/hirings)		7,655.00	20,385.00
OTHER REVENUE RECEIPTS			216.00
TOTAL REVENUE RECEIPTS	A	48,341.44	24,687.29
NON-REVENUE RECEIPTS –			
INVESTMENT SALES PROCEEDS			
PROCEEDS FROM SALES OF OTHER FIXED ASSETS			
LOANS RECEIVED/RECOVERED (include grants per contra*)			
TRANSFERS FROM ANY OTHER# FUND OF THE UNIT			
ANY OTHER RECEIPTS			
TOTAL NON-REVENUE RECEIPTS	B		
TOTAL RECEIPTS (=A+B) C		48,341.44	24,687.29
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	28,151.27	2,703.27
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-9,846.98	-1,700.00
- COMBINED (=G+H)		18,304.29	1,003.27
CASH/BANK BALANCE FROM LAST YEAR-END		21,752.42	20,749.15
CASH/BANK BALANCE AT THIS YEAR-END		40,056.71	21,752.42

Form
SCC A3
(R&P)
Mar-2010

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)
(Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)

31/03/2021 300005

THIS YEAR £	LAST YEAR £
-------------------	-------------------

£

D

20,190.17

21,984.02

TOTAL PAYMENTS (=D+E) F

	9.846.98
--	----------

	9,846.98
	9,846.98

30.037.15

3	

	1,700.00
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23.684.02

Page AC2

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Form SCC A3 (R&P) Mar-2010	
STATEMENT OF BALANCES & ACCOUNTS NOTES for year ended 31 March 2021 (*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218) (Also to be forwarded to Area Business & Management Director and as otherwise directed no later than 1 November each year)			
Unit Name: Biggleswade		31/03/2021 300005	
In England & Wales: STATEMENT OF ASSETS & LIABILITIES (English/Welsh/NI Units: <u>No</u> valuations/costs or accounts notes required)	Name of Fund if <u>restricted</u>	THIS YEAR £	LAST YEAR £
<u>ASSETS:</u>			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		40,056.71	21,752.42
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 any)			
<u>*OTHER FIXED ASSETS:</u>			
- LAND & BUILDINGS		191,057.49	191,057.49
- BOATS			1,216.32
- VEHICLES			
- COMPUTERS			
- OTHER EQUIPMENT			
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above			
<u>LIABILITIES</u>			
LOANS REPAYABLE			
OTHER CREDITORS (total payable – exclude any “accruals”)			
CONTINGENT LIABILITIES (estimated total amount)			
Signed as authorised by the Unit's Management Committee - Date: 08 November 2021			
.....Unit Treasurer			
..... Unit Chairman			
Note: The statutory audit or independent examination report on this Statement of Account must be attached.			

Independent examiner's
report on the accounts

Report to the trustees/
members of BIGGLESWADE SEA CADETS

On accounts for the year
ended 31 MARCH 2021 Sea Cadet Unit no
(if any) 36

Set out on pages AC1 TO AC3

Respective
responsibilities of
trustees and examiner

The Charity trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

Basis of Independent
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

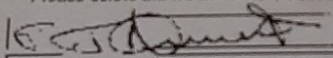
In the course of my examination, no matter has come to my attention (other than that disclosed below)

Independent
examiner's statement

1. which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn 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:

7.6.2021

Name:

Philip John Ackworth

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

Address:

110 EAST ROAD
LANGFORD
SE16 4BP